**Expression of Interest (EOI) for partnership with AMDA-MINDS**

Project for promoting market-oriented agriculture through coffee and vegetable farming for better and sustainable communities in Sahid Lakhan and Gandaki Municipalities of Gorkha district

**Organization General Information:**

|  |  |
| --- | --- |
| **Name of Organization** |  |
| **Address** |  |
| **Contact address** |  |
| **Telephone No.** |  |
| **Email address** |  |
| **Website (if any)** |  |
| **Place/address of registration of organization** |  |
| **NGO office is physically presence areas:** |  |
| **Head of Organization (name and position, personal phone number, email)** |  |
| **Affiliation of organization and Number** |  |

# Annex: - I- Organizational Details

## Documents to be submitted along with the EOI:

The EOI shall contain following documents:

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Requirement of Documents** | **Included (Y/N)** | **Remarks** |
|  | A cover letter stating the expression of interest |  |  |
|  | Copy of registration certification from government with updated renewal from DAO |  |  |
|  | Copy of registration certification from government with updated renewal from SWC |  |  |
|  | Copy organization constitution/by-laws (Bidhan) |  |  |
|  | Copy of PAN Certificate and VAT certificate (if applicable) |  |  |
|  | Copy of last three years audit reports |  |  |
|  | Copy of organization’s HR/administration policies |  |  |
|  | Copy of Financial Management Policy/Guideline |  |  |
|  | Annual Report (latest) |  |  |
|  | Copy of meeting minute of latest General Assembly |  |  |
|  | Copy of last year Tax clearance certificate |  |  |
|  | Copy of meeting minute of latest last two (2) board meetings |  |  |
|  | Organizational chart / Organogram (Board, management and staff) |  |  |
|  | Letter of most relevant experience from past/current (at least 3 relevant experience/ recommendation letters working on livelihood and economic empowerment of grassroots level community and strengthening market linkage ) from previously worked organization |  |  |
| **Note: Those organization who do not submit above mentioned documents will NOT be considered for further evaluation.** | | | |

## Executive Committee and Human Resource

### 2.1 No. of existing executive members

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Female** | **Male** | **Total** | **Remarks** |
| No. of executive members |  |  |  |  |
| Frequency of executive committee meeting in a year | | |  |  |
| Annual general meeting (Yes/No) | | |  |  |

### 2.2 Details of existing executive committee

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **SN** | **Name** | **Position** | **Gender** | **Ethnicity** | **Education** | **Expertise** | **Experience (Yrs.)** |
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### 2.3 Number of existing staffs in organization

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Female** | **Male** | **Total** |
| No. of full-time staff members |  |  |  |
| No. of part-time staff members |  |  |  |
| No. of cost sharing staff members |  |  |  |
| Others (specify) |  |  |  |
| **Total no. staff members** |  |  |  |
| No. of staff members [working both as executive and staff members] |  |  |  |

## Overview of Organization

### 3.1 Profile of Organization

|  |  |
| --- | --- |
| Vision |  |
| Mission |  |
| Goal |  |
| Objectives |  |
| working approach |  |
| Working Thematic area |  |
| **Describe briefly how your organization purpose/goal match AMDA\_MINDS program (500 words max.)** | |

### 3.2 Relevant work Experience

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Major relevant ongoing existing and phase out project: Start from relevant and current project | | | | | | | | |
| **S. N.** | **Major ongoing project/program** | **Major Intervention field** | **List of Major Activities accomplished** | **Major Achievements of the project** | **Project Duration (Start and end)** | **Project Implemented areas/RM** | **Contractual Amount**  **(NPR)** | **Funding**  **Agency** |
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## Describe briefly what are the comparative advantages/ competencies that make the organization a relevant partner to AMDA\_MINDS (2000 words max.)

|  |  |
| --- | --- |
| **Area** | **Describe briefly what are the comparative advantages/ competencies that make the organization a relevant partner to AMDA-MINDS** |
| Organization profile, (Goal, Value, Experience, working area) |  |
| Participatory project planning, Community Mobilization ,Monitoring and reporting |  |
| Office Resources ( Physical, social, Human, Financial) |  |
| Financial,  governance and fund management systems |  |
| Coordination and collaboration with local stakeholders |  |
| Sustainability aspect after project phase out |  |

## Organization's existing resources which could be useful/ relevant for this partnership

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **S.N** | **Name of existing Resources** | **Quantity and unit** | **Condition/comments** | **Describe briefly how your organization will contribute its resources to make this partnership success** |
|  |  |  |  |  |
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## Document Checklist

(Please check the Yes/No section with (🗸) mark and fill the status section. (This is just for confirmation and no need to submit with expression of interest). If yes, then please write the details so that it can adhere as evidence during an assessment, if your organization is shortlisted.

| **SN** | **Document** | **Yes** | **No** | **Status** |
| --- | --- | --- | --- | --- |
|  | Organization profile / strategy |  |  |  |
|  | Organizational structure |  |  |  |
|  | M&E guideline/Plan |  |  |  |
|  | Staff' code of conduct |  |  |  |
|  | Social audit guideline/manual |  |  |  |
|  | Social audit report |  |  |  |
|  | Procurement policy |  |  |  |
|  | Project implementation (operation) guideline/manual |  |  |  |
|  | Community mobilization guideline |  |  |  |
|  | Organization strategy plan |  |  |  |
|  | Beneficiaries selection process guideline |  |  |  |
|  | Others (please specify) |  |  |  |

Annex: - II

**Project concept Note Template**

***\*\*\* Based on the TOR information and guidance, please write a project concept note.***

1. **Background**: (500 max words)

* Include an overview of the proposed project areas
* Please explain the context purposed project RMs regarding communities, farmers groups, Livelihood, market system.
* Why is your organization interested to implement the project with/for particular target area and population?
* Situation of coffee and vegetable cultivation
* other

1. **Needs/Problem Statement** (500 max words)

* Provide a brief description of the causes of the problem to be addressed and state the overall development impact that the project aims to achieve.

1. **Project Beneficiaries and selection** (500 max words)

Describe the beneficiated population. Disaggregate the data by gender, age, persons, cluster/ward and other vulnerable people or groups. Include the criteria you will use to select the project beneficiaries.

1. **Project implementation Strategy/approach** (500 max words)

What is the overall approach and cross cutting issues to be considered for the project operation?

1. **Major activities**

Please provide the list of activities that your organization plans to conduct for implementation of all program component. Please mention outputs, activities with physical targets.

**A detailed logical framework**

|  |  |  |
| --- | --- | --- |
| **Impact:** | | |
| Concrete system of the market-oriented agriculture in the target area is established | | |
| **Outputs** | | |
| 1. Proactive coordination among stakeholders in the agriculture sector and community-based activities for accelerating the market-oriented agriculture are promoted 2. Practical skills/ technics of farming cash crops (coffee and vegetables) and farming management are improved 3. Effective relationship between farmers and market is established, and local commercial chain is well functional in considering appropriate profitability | | |
| **S.N** | **Activities** | **Targets Details** |
| 1. |  |  |
|  |  |  |

1. **Implementation Process/ Methodology** (500 max words)

Briefly describe the process of implementation and reasons for the proposed methodology.

1. **Monitoring and Evaluation** (500 max words)

Briefly describe how you will monitor the implementation of the project. Further outline how project activities will be monitored including recording, reporting and supportive supervision and how the project data will be analyzed and used for program improvement.

Discuss how financial monitoring for the project will take place: methods, tools, timing and responsible person. Discuss how you will document the financial information. How you will generate the financial reports. What will be your report verification process?

1. **Coordination and collaboration** (300 max words)

Briefly explain how will you coordinate and build linkage with local level authorities and other NGOs, CBOs and civil societies will be done at the local level.

* To avoid the duplication
* To maximize the effectiveness of the interventions
* To build linkage with district public health program

1. **Program management and structure**

Please mention project management strategies that will be created within and outside the organization and project team.

Explain in brief how this project will be managed?

Present an organogram showing direct line of authority for this project. This organogram must include details of fulltime staffs and numbers.

1. **Phase-out strategy** (300 max words)
2. **Request for assistance** (300 max words)

Please explain the need of assistance to your organization for this proposed project. Follow the below table

|  |  |  |
| --- | --- | --- |
| **support areas** | **Reasons** | **Timeline (when)** |
|  |  |  |
|  |  |  |
|  |  |  |

1. **Sustainability Strategy** (500 max words)

**Authorized Signature: - ………………………**

**Name Signatory: -**

**Position: -**

**Name of Organization: -**

**Date: -**

Stamp of Organization: