
Guideline for the Expression of Interest (EoI)

1. General Information:

AMDA-MINDS Nepal Office is currently planning a new health project in Kailali District, which will address prevention and early detection of Non-Communicable Diseases (NCDs), especially focusing on breast and cervical cancer through training to health and medical personnel, provision of medical equipment, and raising community awareness for three years from 2026 to 2029. The project is expected to be funded by the Ministry of Foreign Affairs, Japan.

2. Eligibility Criteria for an Organization to be Considered a Potential Partner:

- Possess legal status for working as NGOs as per the prevailing Law of the government of Nepal.
- Undergo annual financial audits and keep renewed organization certificate and tax exemption certificate up to date.
- Established adequate decision-making bodies and managing system to effectively oversee and operate the project.
- Have more than 7 years of experience implementing projects funded by INGOs/ international agencies, out of which over three years of experience working in the health sector.
- Have never been subject to any type of disciplinary sanction.
- Do not aim to promote any religious doctrine and political ideology.
- Do not have any outstanding financial debts or obligations.
- Preference will be given to local NGOs that have demonstrated tangible experience in the health sector and a proven track record of managing Japan-funded projects.

3. Required documents (Any format will be accepted, but all required items must be included in the order presented in this guideline):

1. Letter of expression of interest
The letter should outline the organization's understanding of the issue the project aims to address, explain the reasons for the organization's interest in this issue, and describe how the organization intends to contribute to addressing the issue through the proposed project.
2. Statement of foundation of the organization
This document shall state the vision, mission, and goals of the organization, which clearly describes values the organization upholds and the goals it seeks to accomplish.
3. Legal documents
 - DAO registration and the latest certificate of its renewal
 - Certificate of affiliation with the Social Welfare Council
 - PAN certificate
 - Latest tax clearance/ exemption certificate
4. List of projects in the past ten years (including running projects), which includes funding agencies, working sector, duration, location and budget
5. Brief statement of the project experience working in the health sector
This document shows evidence of the organization's experience in implementing projects in the health sector and its contributions to communities. Please describe the following contents briefly and clearly.
 - Project name (thematic area)
 - Target area and number of beneficiaries (direct/ indirect)
 - Funding agencies

- Duration
 - Project purpose and level of achievement according to set indicators
 - Major activities
 - Lesson learned and challenges
6. Managing and financial statement
- Copy of constitution
 - Copy of organization policies (administrative, HR, financial, asset management)
 - Copy of the latest audited financial statement (balance sheet, income statement)
 - Annual report (last two years)
 - List of the ongoing board member
 - Organization chart (organogram)
 - Copy of minutes (the latest general assembly and the last two board meeting)
 - Number of general member and staff list
 - List of contribution which the organization is willing to make before a project starts, including cash and in-kind (e.g. staff time, office space, vehicle)

4. Selection Process:

- a. Screening and assessment of the submitted document
- Partner Selection Committee (PSC) will open the EOI documents submitted by interested organizations. EOI will not be considered for the selection if;
 - It is received after the deadline
 - There are any missing documents
 - Information submitted by the organization is found to be false
 - PSC will assess the submitted documents according to the set criteria.
- b. Physical investigations, if required
- PSC may contact the organizations in case any clarification would be required regarding the submitted documents, which may include an interview to a representative or an in-charge of the organization.

Note: Any kind of activity with an intention of influencing the selection process will not be entertained. AMDA-MINDS Nepal Office reserves the right to accept or reject an EoI without stating any reason whatsoever.

5. Submission of the EoI document

Interested organizations wishing to collaborate with AMDA-MINDS are invited to submit an Expression of Interest (EOI), accompanied by relevant supporting documents (in a single PDF format) no later than 5:00 PM on 24th July 2025, via email (amdamins.nepaloffice@gmail.com). The subject line should be clearly marked with “EOI-Kailali”.