

Terms of Reference (TOR) for Local Partner Selection

1. Introduction

Good Neighbors International (GNI) has been working in Nepal since 2002 for improving the lives of poor people, especially children through child protection, education, income generation, health services, water, sanitation and hygiene, disaster risk reduction/climate change adaptation, and advocacy programs. Currently, GNI Nepal serves marginalized, vulnerable, and poor children, families, and communities in 20 districts across Nepal.

2. Project Background

GNI Nepal in collaboration with UN-Habitat is executing a project funded by the Ministry of Agriculture, Food and Rural Affairs (MAFRA) Korea. The project aims to ensure sustainable livelihood options for near-landless indigenous people including women and youth and their engagement to green economic activities. The main objective, intended outcomes, and planned activities to achieve these results are as under.

Sector	Strategic Objective	Intended Outcomes
Social Economy	Access to sustainable livelihood and green economic activities of the target population	Near-landless indigenous people including women and youth increased access to sustainable livelihood and green economic activities.

3. Major Activities of the Project

- ❖ Capacity development of near-landless sharecroppers for the application of green technology in improving land use and conservation of natural resources in line with VGGT principles.
 - Develop Local Resource Persons (LRPs) on Climate Smart Agriculture (CSA)
 - Orientation of Stakeholders on CSA practices
 - Develop/upgrade municipal-level CSA plan
 - Training to farmers on CSA practices
 - Demonstration of CSA technologies at farmer's field
- ❖ Provide support to the smallholder farmers, landless, and sharecroppers for their livelihood improvement through sustainable and resilient livelihood opportunities.
 - Promotion of CSA for sustainable land use
 - Regreening forest/public land with horticulture and non-timber forest products

- Installation of climate-smart irrigation facilities
- Promotion of improved cooking stoves
- ❖ Provide support to establish a safety net of community groups/networks with enhanced access to finance and establish a value chain.
 - Develop/strengthen eco-friendly input and product marketing services including organic fertilizers, bio-pesticides etc.
 - Establish climate-friendly agriculture and NTFP product processing facilities through cooperatives
 - Connect self-help groups with financial institutions for green business
 - Link landless farmers with information communication technology (ICT)
 - Promotion of agricultural insurance mechanisms to manage climatic risk in farming

4. Target Beneficiaries and Working Area

The primary beneficiaries of the project are near-landless sharecroppers, women, and youth of the project area. The project will be implemented in 4 Rural/Municipalities of Dang district - Lamahi Municipality, Rapti Rural Municipality, Gadhawa Rural Municipality, and Rajpur Municipality.

5. Minimum Criteria to apply for the Call

Only Local NGOs meeting the following criteria will be considered:

- Should be registered as a non-profit organization
- Should have a valid registration certificate and tax clearance certificate of the latest
- Should be affiliated and renewed with the Social Welfare Council
- Should have a Permanent Account Number (PAN)
- Should have demonstrated experience working in proposed project sectors (land tenure, land rights, climate-smart agriculture) for two or more years
- Should have been working in Dang district on the aforementioned agendas
- Should have defined policies and procedures for program, administration, and human resource and financial management
- Should have carried out an annual audit and submitted the report to concerned authorities

5. Requirements for submission of EoI

The EoI must contain the following documents:

- A cover letter for submission of expression of interest
- Organizational Details (Refer Annex 1)

Interested and eligible NGO are requested to submit the E-copy of the cover letter and organizational details to Good Neighbors International Nepal Ekantakuna, Lalitpur or email to eoi@gninepal.org clearly marking the subject with **“EOI for Local Partner Selection”** till 6th February 2024, 17:00 Hrs (Nepali Time).

GNI Nepal reserves all rights to make the final decision regarding selection of the NGO without any obligations.

ANNEX I:

Organizational Details (To be submitted with EOI)

1. Contact Details:

Organization Name:	
Address:	
Contact Address:	
Telephone No:	
Email Address:	
Website:	
Focal Person Name/Position:	
Contact Details of Focal Person	Telephone No:
	Email:

2. Registration Information:

Registration Information	DAO	Social Welfare Council	IRD
Registration/Affiliation number:			
Type of legal entity (i.e. type of organization):			
Registered District:			
Date of Registration:			
Date of Renewal:			

3. Organizational Overview:

Vision:	
Mission:	
Objectives:	

4. Executive Committee and Human Resource:

4.1 No of executive members

Description	Female	Male	Total	Remarks
No of executive members				
Frequency of executive committee meeting in a year				
Annual General Meeting (AGM) (Yes/No)				

6. Project/Program Experience:

6.1 Major Projects implemented in past five years:

SN	Name of Project	Sector	Duration (MMYY-MMYY)	District	RM/M	Budget (NRs.)	Donor	Major Achievement

7. Program Management Practice:

Practice in organization	Yes/No	Justification
7.1 Policies and Procedures:		
Program related policies (planning & execution guideline, Standard Operation Procedures, etc.)		
Participatory planning process		
Priorities of Local Governments aligned in plan		
Annual plan endorsed in Local Government		
7.2 Project execution:		
Project operation manual		
Operational Calendar		
Process of beneficiaries selection		
7.3 Monitoring, Evaluation & Reporting:		
M&E Guideline		
M&E Plan (Project wise)		
Practice of Social Audit		
System of Project Review		
Reporting (Internal & External)		

8. Financial Management System

8.1 Financial Turnover of organization in past five years (as per Financial Audit)

Year	Total Budget (NRs.)	Source of Funds			
		Development Partners	Government	Private Sector	Others

8.2 Status of organization assets

SN	Description (List of key assets)	Number	Status

8.3 Logistic management

Statement	Yes/No	Justification
Procurement Management:		
<i>Procurement policy/guideline in plan</i>		
<i>Procurement committee</i>		
Procurement Method/Process:		
<i>Budget Ceiling</i>	<i>NRs.</i>	<i>Methods of procurement</i>
Inventory Management:	<i>Yes/No</i>	<i>Justification</i>
<i>Provision of Goods demand form</i>		
<i>Purchase order form</i>		
<i>Store inventory</i>		
<i>Fix assets inventory</i>		<i>if yes, frequency in a year</i>

8.4 Financial audit

Statement	Yes/No	Justification
Practice of internal audit		
Practice of submission of annual financial statement		
Selection process of external auditor	<i>Write in brief</i>	
Name of external auditor (last time)	<i>Write the name of person/company</i>	
No. of years with this external auditor	<i>Write in brief</i>	

8.5 Financial management system

Statement	Yes/No	Justification
Accounting software		
Manual accounting		
General administration procedures		
Segregation of duties		
Authorization levels defined		
Cash disbursement policy		
Internal controls specified		
Policy on fraud, theft and misappropriation		
Every transaction supported by relevant documentation		
Financial records entered and up to date		
Specify type of records kept (if necessary)		
Annual organizational budget		
Monthly budget monitoring (variance) reports produced		
Tax exemption status		
<i>Others (please specify)</i>		

9. Human Resource Management

Statement	Yes/No	Justification
<i>Policies and Procedures:</i>		
Written HR procedures/policies		
Updated personnel file for every employee		

Job descriptions and contracts:		
Employees have written job description		
Employees have written contract		
Staff's Performance:		
Performance management system in place		
Labor legislation: (Adherence to national labor legislation relating to)		
- Payment of statutory deductions		
- Working hours		
- Minimum wage/benefits/allowances		
- Provision of gratuity		
- Provision of provident fund		
- Insurance of staffs		

10. Document Checklist:

(Please check the Yes/No section with (✓) mark and fill the status section. No need to submit these documents with EOJ)

SN	Name of Document	Yes	No	Status
1	Renewed Registration Certificate			
2	PAN Certificate			
3	Renewed Affiliation certificate with SWC			
4	Tax clearance/exemption Certificate			
5	Organizational Structure			
6	Organization Bylaws			
7	Audit report (Last two fiscal years)			
8	Annual Report (Last two years)			
9	Admin guideline			
10	HR guideline			
11	M&E guideline			
12	Financial guideline			
13	Child protection policy			
14	Staffs' code of conduct			

15	Social audit guideline/manual			
16	Social audit report			
17	Procurement policy			
18	Project implementing (operation) guideline/Manual			
19	GESI policy/Guideline			
20	Others (please specify)			

Authorized Signature:

Name and Title of Signatory:

Name of Organization:

Date:

Stamp of Organization: