Terms of Reference (TOR)
of
Partners Selection
for

Integrated Community Development Project
2027 to 2031

Good Neighbors International Nepal
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Lagankhel, Lalitpur
www.gninepal.org

Good Neighbors
International Nepal

October 2026

Terms of Reference (TOR)

Project Title	Integrated Community Development Project
Sectoral Themes	▪ Sponsorship Service and Child Protection ▪ Education ▪ Public Health (Health & WASH) ▪ Social Economy
Working Districts	17 districts (Dhanusha, Mahottari, Kathmandu, Lalitpur, Nuwakot, Gorkha, Kaski, Parbat, Myagdi, Bardiya, Mugu, Humla, Bajura, Darchula, Kailali, Doti and Achham)
Project Duration	5 Years [Feb 2027- Feb 2031], Phase VI
Type of EOI	Partners selection
EOI Notice published date	Oct 28, 2026
Deadline to submit the proposal	**Nov 17, 2026**

1. Background

Good Neighbors International Nepal has been implementing child-centered community development initiatives since 2002, with the aim of improving the well-being of children, families, and communities. Guided by the United Nations Convention on the Rights of the Child (UNCRC), the Sustainable Development Goals (SDGs), and the policies and priorities of the Government of Nepal, Good Neighbors International Nepal promotes sustainable and inclusive development through interventions in child protection, education, health and WASH, livelihoods, climate resilience, and disaster risk reduction. Building on the achievements and lessons learned from the Integrated Community Development Project (ICDP) 2022–2026, the organization is preparing to implement ICDP Phase VI (2027–2031) in line with its Country Strategy 2027–2031.

The new phase will focus on four core sectors: Sponsorship Service and Child Protection; Education; Public Health (Health & WASH) and; Social Economy, with the overall goal of strengthening the well-being and resilience of children, families, and communities in the targeted areas. Effective implementation will require sound project planning, clear annual and multi-year implementation arrangements, strong monitoring and reporting systems, and close coordination among Good Neighbors International Nepal, local implementing partners, local governments, schools, health institutions, community groups, and other relevant stakeholders. Particular emphasis will be placed on aligning project priorities with local needs and government plans, promoting joint planning and review, avoiding duplication, strengthening local ownership, and ensuring timely and coordinated delivery of project activities.

To support effective and context-responsive implementation of ICDP 2027–2031, Good Neighbors International Nepal seeks to identify and engage competent local implementing partners with organizational management capacity - strong technical capacity, proven programmatic experience, sound organizational and financial systems, and an established presence within the target communities. Through this partner selection process, Good Neighbors International Nepal aims to achieve sustainable project outcomes by establishing strategic partnerships with organizations that align with its values and development perspectives; this involves participatory project design, ensuring quality implementation, fostering local-level coordination and collaboration, and promoting accountability and local ownership. The partnership approach will also promote regular coordination with local governments and community stakeholders to strengthen local systems, improve resource utilization, and support long-term sustainability beyond the project period.

2. Project Introduction

Integrated Community Development Project (ICDP) of Good Neighbors International Nepal adopts child-centric community development approach and considers children as primary participants. The project aims to create a conducive environment for enabling children, their families and community members to have a better future and envision self-reliant communities which allow children to thrive and have a dignified life.

The thematic areas of project are Sponsorship Service and Child Protection; Education; Public Health (Health & WASH) and; Social Economy. Likewise, Environmental Management, Climate Change Adaptation and Disaster Risk Reduction (CCA & DRR), Gender and Mental Health and Psychosocial Support (MHSPSS) are complementing to each thematic areas as cross cutting themes. The project's sponsorship services and child protection; education; and public health interventions directly benefit children. Social economy and public health interventions benefit their families. Community members derive benefit from public health, community infrastructure, awareness-raising, advocacy and Climate change Adaptation and Disaster Risk Reduction (CCA & DRR) interventions. The projects' interventions are driven by local needs, and its approach is largely a bottom-up process and strives to attain holistic development along with supporting children to grow with dignity. Good Neighbors International Nepal will work to achieve the following strategic objectives and results in both development and humanitarian setting in the next five years. Besides these key four sectoral areas, Good Neighbors International Nepal has prioritized four additional areas as cross cutting which are: (a) Gender, (b) Environmental management, (C) Climate Change Adaptation and Disaster Risk Reduction (CCA & DRR) and (D) Mental Health and Psychosocial Support (MHSPSS).

Sector	Strategic Objective
Child Protection	• To strengthen child protection systems, governance, and child participation to ensure effective prevention, reporting, and response to child protection concerns. • To prevent violence, exploitation, harmful practices, and unsafe migration affecting children and adolescents. • To promote child and adolescent mental health, wellbeing, and resilience through supportive families, schools, and communities.
Education	• To ensure equitable access to quality, inclusive, safe, and resilient education for all children, particularly the most marginalized and vulnerable, through strengthened learning environments, effective school governance, and enhanced community engagement.
Public Health (Health and WASH)	• To improve the health, nutrition, and well-being of vulnerable populations through strengthened local health systems, increased access to safe water, sanitation and hygiene (WASH) services, and the promotion of positive health-seeking behaviours and practices.
Social Economy	• To improve sustainable livelihoods, income generation, employment, and food security among vulnerable households through market-oriented economic development, entrepreneurship promotion, climate-resilient agriculture, and strengthened community-based economic institutions.

3. Objectives of Partnership

The selected partners are expected to:

- Implement ICDP activities effectively at the community level in line with approved plans, standards, and timelines.
- Ensure meaningful participation of children, families, and communities in project planning, implementation, monitoring, and review in collaboration with CDC/PMC.
- Strengthen local institutions and foster coordination with Local Governments and other relevant stakeholders.
- Maintain program quality through effective monitoring, documentation, accountability mechanisms, and timely reporting.
- Promote sustainability, local ownership, and continued community engagement in project interventions.
- Ensure compliance with Good Neighbors International Nepal policies, procedures, safeguarding standards, and the Code of Conducts.
- Enhance the visibility of Good Neighbors International Nepal at community, local, district, and provincial levels.
- Design and implement culturally appropriate and need-based interventions that reflect local contexts and expertise.
- Strengthen transparency, compliance, and responsiveness to community feedback.
- Build capacities and systems that support long-term impact and community ownership.
- Encourage knowledge sharing, innovation, and collaborative learning among stakeholders.
- Maximize efficiency through cost-effective implementation and expanded outreach to target communities.

4. Scope of Partnership

Selected partners will be responsible for:

4.1 Program Planning

- Prepare annual and multi-year plans aligned with the ICDP framework, budget, and local priorities.
- Conduct participatory planning with communities, Local Governments, and relevant institutions jointly with PMC.
- Identify priority beneficiaries and integrate mandatory sponsorship activities.
- Define activities, responsibilities, timelines, budgets, and indicators.
- Integrate safeguarding, inclusion, climate, and disaster-risk considerations.
- Establish coordination, monitoring, review, and risk-mitigation arrangements.
- Promote local ownership and sustainability.

4.2 Program Implementation

- Implement approved annual work plans and budgets.
- Mobilize communities and local stakeholders.
- Facilitate project activities and events.
- Provide technical support to target groups.
- Facilitate effective implementation through coordination, participation, and local ownership with support of PMC.

Mandatory interventions for targeted sponsored children

- Educational Materials support (1 time in a year)
- General Health checkup (1 time in a year)
- Visiting sponsored children/families (3 times in a year- ACL/APR/Home Visit)

4.3 Monitoring, Evaluation and Reporting

- Maintain accurate and up-to-date project records and documentation.
- Track progress, review performance, and document results together with PMC.
- Collect, verify, and report monitoring data against approved indicators and targets.
- Support baseline, midline, endline, and other relevant assessments.
- Participate in regular project reviews, monitoring visits, and evaluations.
- Ensure timely, accurate, and evidence-based reporting to Good Neighbors International Nepal and relevant stakeholders.

4.4 Coordination, Collaboration and Co-financing

- Coordinate closely with Local Governments and relevant stakeholders for joint planning, implementation, monitoring, and review of project activities.
- Strengthen collaboration with schools, health facilities, cooperatives, child clubs, community groups, and other local institutions.
- Promote information sharing, joint decision-making, and use of existing local systems and resources to avoid duplication.
- Mobilize and document appropriate co-financing, in-kind contributions, and resource-sharing from Local Governments, communities, and other stakeholders.
- Represent project interventions in relevant local forums and networks to strengthen coordination, visibility, and local ownership.
- Ensure appropriate resource contributions (co-financing, in-kind contributions, and resource-sharing) including stakeholder support to support project implementation and achieve partnership objectives.

4.5 Safeguarding and Compliance

- Comply with Good Neighbors International Nepal's safeguarding policies, Code of Conduct, and relevant organizational requirements.
- Promote safeguarding, accountability, inclusion, and timely reporting of concerns with support from PMC.
- Ensure the protection, dignity, and inclusion of children and vulnerable or marginalized groups throughout project activities.
- Maintain transparency, accountability, and proper control in the use of project resources and funds.
- Promptly report and address safeguarding, compliance, or misconduct concerns through established mechanisms.

5. Primary Stakeholders (Target Beneficiaries)

ICDP's primary stakeholders are children, their families, and communities, in accordance with the standard sponsorship program model. The project's broader primary and secondary stakeholders include the following individuals, groups, and institutions:

- Children (sponsored and non-sponsored)
- Youth and women
- Parents/caregivers and families
- Teachers/ECED facilitators
- SMC/PTA and members of school committee
- Child clubs, adolescents' groups
- Child Protection Committee members
- Health workers, FCHVs, health mother groups
- Local health institutions
- Health facility management committee members
- Cooperatives, Self-help groups

6. Approximate Budget

District wise annual budget of the project and number of sponsored children will be determined based on approved annual work plan and budget.

7. Working Districts and RM/M

Good Neighbors International Nepal seeks to engage qualified local implementing partners in the following geographic locations, subject to organizational capacity, technical relevance and assessment results and funding availability.

SN	Province	Cluster	SN	District	Municipality & Rural Municipality	Wards Covered
1	Madesh	Janakpur cluster	1	Dhanusha	▪ Mukhiyapatti Musaharniya RM ▪ Mithila Bihari Municipality	▪All wards
			2	Mahottari	▪ Bhangaha Municipality	▪All wards
2	Bagmati	Valley cluster	3	Kathmandu	▪ Tarkeshwor Municipality ▪ Tokha Municipality	▪Ward no 1,2,7 ▪Ward no 1
			4	Lalitpur	▪ Godawori Municipality ▪ Konjosom RM	▪All wards ▪Ward no 4
			5	Nuwakot	▪ Dupcheshwor RM ▪ Panchakanya RM	▪All wards ▪All wards
3	Gandaki	Gorkha cluster	6	Gorkha	▪ Arughat RM ▪ Dharche RM ▪ Gorkha Municipality	▪All wards ▪All wards ▪Ward no 4
		Parbat cluster	7	Kaski	▪ Annapurna RM ▪ Machhapuchhre RM ▪ Maadi RM	▪All wards
			8	Parbat	▪ Phalewas Municipality ▪ Modi RM ▪ Kushma Municipality	▪All wards
			9	Myagdi	▪ Dhawalagiri RM ▪ Malika RM	▪All wards
4	Karnali	Humla cluster	10	Humla	▪ Chankheli RM ▪ Kharpunath RM ▪ Sarkegad RM ▪ Simkot RM	▪All wards
		Mugu cluster	11	Mugu	▪ Chhayanath Rara Municipality ▪ Khatyad RM ▪ Mugum Karmarung RM ▪ Soru RM	▪All wards
5	Sudurpashim	Doti cluster	12	Bajura	▪ Budhiganga Municipality ▪ Chhededaha RM	▪All wards
			13	Darchula	▪ Malikarjun RM ▪ Mahakali Municipality	▪All wards ▪Ward no 9

SN	Province	Cluster	SN	District	Municipality & Rural Municipality	Wards Covered
					▪ Duhu RM	▪All wards
			14	Doti	▪ Dipayal Silgadhi Municipality ▪ Sikhar Municipality ▪ Purbichuki RM	▪All wards
			15	Achham	▪ Chaurpati RM	▪All wards
		Bardiya cluster	16	Kailali	▪ Bardagoriya RM ▪ Janaki RM ▪ Lamkichuha Municipality ▪ Tikapur Municipality ▪ Godawari Municipality	▪All wards
6	Lumbini		17	Bardiya	▪ Geruwa RM ▪ Madhuwan Municipality ▪ Rajapur Municipality	▪All wards

8. Eligibility Criteria and Safeguarding and Policy Compliance

Only NGOs meeting the following criteria will be considered:

- Be legally registered as a non-profit organization.
- Hold a valid registration certificate, latest tax clearance certificate, and Permanent Account Number (PAN).
- Be affiliated with and have valid renewal from the Social Welfare Council.
- Have at least five years of demonstrated experience in the proposed project sectors.
- Have relevant working experience in the proposed project implementation district and thematic areas.
- Maintain established policies and procedures for program management, administration, human resources, financial management, safeguarding, and organizational compliance.
- Complete annual audits and submit all required reports to the relevant authorities.
- Demonstrate commitment to child safeguarding, protection, accountability, transparency, and compliance with Good Neighbors International Nepal policies.
- Priority will be given to organizations that are operating in the same project district and demonstrate appropriate organizational, technical, and operational capacity.

Safeguarding and Policy Compliance

Good Neighbors International Nepal maintains a zero-tolerance approach to child abuse, exploitation, neglect, and all forms of harm against children as well as corruption, fraud and money laundering. Accordingly, applicant organizations must:

- Have and implement relevant policies, including Child Safeguarding, GEDSI, and PSEA.
- Demonstrate proven experience working with children and vulnerable groups.
- Show clear commitment to safeguarding principles and compliance with Good Neighbors International Nepal's standards.
- Sign and adhere to applicable safeguarding declarations; anti-fraud, anti-corruption, anti-money laundering deceleration; Code of Conduct and related compliance commitments.

9. Partners Selection Process

1. EOI submission
2. Administrative screening
3. Technical evaluation
4. Physical verification
5. Final selection and agreement signing

The evaluation will consist of Technical Evaluation (55%) and Physical Verification (45%), with a total possible score of 100 points.

To qualify for Physical Verification, an applicant must obtain at least 70% of the Technical Evaluation score (38.5/55) and meet the minimum thresholds in critical areas such as safeguarding, financial management, and governance. The applicant must also secure at least 70% in Physical Verification (31.5/45). Failure to meet any mandatory threshold will result in disqualification, regardless of higher scores in other areas.
To be eligible for partnership, applicants must achieve a minimum combined score of 70/100.

Following completion of the assessment and review process, the Executive Management Team (EMT) will make the final determination on partner selection, which will consider the recommendations of the selection process and make its decision in accordance with the organization's policies, procedures, and strategic priorities.

9.1 Criteria for Technical Evaluation (55%)
Proposals will be evaluated using the following criteria:

SN.	Criteria	Weight (%)
1	**Organizational Experience and Relevance**	
1.1	Objectives/mission/vision	**10**
1.2	Theme Relevance (Currently implementing projects in the similar theme)	
1.3	Experience (Number of donors worked with, Partnership experience with current donor)	
1.4	Sector/Theme wise budget	
1.5	Major achievement (verified by endline/impact report)	
2	**Technical Capacity and Human Resource Management**	
2.1	Functional EC/SMT: No. of Executive Committee/Annual general meetings	**10**
2.2	No of (only) technical staff	
2.3	No of staff	
2.4	Education and experience	
3	**Local Presence and Community Engagement**	
3.1	Working experience in targeted RM/M	**5**
3.2	Number of CBOs	
3.3	Affiliation and network of organizations	
4	**Safeguarding and Policy Compliance**	
4.1	Child safeguarding policy	**5**
4.2	GEDSI policy	
4.3	PSEA Policy	
5	**Program Management, M&E and Reporting**	
5.1	Policies and procedures (SOP, guidelines, operation manual and so on)	**5**
5.2	M&E guideline	
6	**Financial Management and Internal Control**	
6.1	Budget turnover/ Annual budget handling experience	
6.2	Administrative Cost Ratio (Last Three Years)	
6.3	Average annual organizational expenditure	
6.4	Largest project budget managed	
6.5	Largest annual donor-funded budget managed	

6.6	Number of donor-funded projects	**15**
6.7	Finance policies and guideline (Financial control system, Segregation of duties, Authorization levels defined, Cash disbursement policy, Internal controls specified, Policy on fraud, theft and misappropriation)	
6.8	Office infrastructure	
6.9	Assets (laptop, Printer, Scanner, Projector, Furniture, Hard Drive, Vehicles [2 wheeler, 4-wheeler, others if any)	
6.10	Procurement policy/guideline including inventory management	
6.11	Audit report	
7	**Governance and Accountability Systems**	
7.1	Executive board/Staff composition	**5**
7.2	Organization constitution and By Laws	
7.3	Admin Guideline (General Administration Procedure)	
7.4	HR Policy	
7.5	Labour Legislation	
	Total Score	**55**

9.2 Criteria for Physical Verification

SN.	Areas of Verification	Weight (%)
1	**Alignment with Organizational Vision, Goal, and Governance**	
1.1	Board members can brief the mission and goal	**5**
1.2	Annual meeting and general assembly on time (Minutes and/or Reports)	
1.3	Annual plans and budgets approved by the General Assembly	
1.4	Provision of functional sub-committees (Account, program management, human resource etc.)	
2	**Human Resources Management**	
2.1	Staff are provided with clearly defined job description and contract at the time of appointment	**8**
2.2	Defined staff performance appraisal system and staff appraisal carried out on a period basis	
2.3	Staff capacity enhancement event is carried out periodically	
2.4	Updated records and documents of all staff and members are available	
2.5	Provision of provident fund/SSF for staff/CIT	

2.6	Segregation of duties	
2.7	Performance management system in place	
2.8	Labor legislation (Payment of statutory deductions, Working hours, Minimum wage/benefits/allowances, Provision of gratuity, Provision of provident fund, Insurance of staffs)	
3	**Administration, Procurement and Inventory**	
3.1	Inventory of assets is managed and updated (Provision of Goods demand form, purchase order form, store inventory, fixed assets inventory)	**6**
3.2	Systematic recording of correspondence	
3.3	The Procurement committee is formed and decisions are available	
3.4	PO Issuance/GRN: Verify that purchase orders are issued for all procurement activities	
3.5	Project execution (Operational Plan or calendar/Execution plan)	
4	**Financial Resource Management**	
4.1	Financial reports and records are clear and transparent and up to date	**10**
4.2	Use of accounting software	
4.3	Ensure compliance with relevant accounting standards (e.g., GAAP,)	
4.4	Bank reconciliations are carried out periodically	
4.5	Account reconciliations for significant accounts (e.g., receivables, payables)	
4.6	Transaction Testing Select a sample of transactions and verify documentation and approval	
4.7	Ensure proper classification and recording in the general ledger.	
4.8	Payment Process	
4.9	Status of organizational assets (laptop, printer, Scanner, Projector, Furniture, Hard Drive, Vehicles [2 wheeler, 4-wheeler], Office infrastructure, other if any)	
4.10	Monthly budget monitoring (variance) reports produced	
4.11	Bank/accounting arrangements	
4.12	Experience with donor compliance	

5	**Internal Control Systems & Compliance**	
5.1	Audit findings are minimized in the next audit cycle	**4**
5.2	Control Activities Review segregation of duties in key processes (e.g., authorization, custody, record-keeping) Confirm the existence of approval processes for key transactions.	
5.3	History of audit qualification	
5.4	Significant audit observation	
6	**Monitoring and Social Accountability**	
6.1	Project monitoring guideline/policy of the organization	**12**
6.2	Regular Social Audit/LPAC/DPAC	
6.3	Regular reporting to regulatory bodies	
6.4	Engage community during need assessment through participatory planning process	
6.5	Program/Annual plan endorsement with Local government and relevant agencies	
6.6	Priorities of local government aligned in plan	
6.7	Coordination with local government and other stakeholders	
6.8	Provision of feedback mechanism	
6.9	Process of beneficiaries' selection	
6.10	System of Project Review	
6.11	Reporting (Internal & External)	
6.12	Project wise M&E plan	
	Total Score	**45**

Mandatory Minimum Scores for Selection

Some areas are too important to offset through strengths elsewhere. Therefore, require minimum scores in selected categories regardless of total score.

Category-Level Thresholds for Critical Risk Areas

Category	**Weight in Technical Evaluation [ref. 9.1]**	**Requirement**
Safeguarding and Policy Compliance	5%	All 5/5 (100%)
Financial Management and Internal Control	15%	Minimum 10.5/15 (70%)
Governance and Accountability Systems	5%	Minimum 3.5/5 (70%)

Overall Threshold

Score	Outcome
Below 70	Not qualified
70 and above	Eligible for selection

10. Partnership Period

The partnership is expected to cover Feb 2027 to Feb 2031, subject to satisfactory annual performance, compliance with the partnership agreement, availability of funding, and approval of annual work plans and budgets. Continuation of the partnership shall not be construed as an unconditional commitment for the entire five-year period.

11. Requirement for submission of EoI

The EoI must contain the following documents:

- A cover letter submitting the Expression of Interest (EOI), clearly indicating the proposed district(s) and theme(s) for implementation.
- Organizational Details (Refer Annex I)
- Concept Note: *Not more than 5 pages in length* (Refer Annex II)
  Highlighting the following:
  - Adherence to and compliance with Good Neighbors International Nepal's mission, vision, values, safeguarding standards, and applicable organizational policies.
  - Alignment of the organization with the priorities and strategic focus of Good Neighbors International Nepal.
  - Demonstrated organizational experience and expertise in the proposed thematic area and geographic context.
  - Declaration of Organizational Integrity and Compliance [No known unresolved material fraud, corruption or safeguarding case that would make partnership inappropriate including willingness to comply with Good Neighbors International Nepal's safeguarding and policy compliances.]

Mandatory documents to be submitted along with EoI

- Organization profile
- A copy of valid registration certificate as non-profit organization and renewal
- A copy of valid SWC affiliation/renewal, where applicable.
- A copy of Tax clearance certificate
- VAT/PAN registration
- Audit report (Last two fiscal years)
- Annual report

- A copy of existing policies/guideline/procedure not limited to Safeguarding and Policies Compliances (Child, GEDSI and PSEA), Program Implementation (operation), Administration, Finance, HR, Procurement, M&E, Social Audit, Staff Code of Conduct, Constitution and Bylaws and so on.
- Evidence of minimum five years' experience in proposed theme(s) (A project report/endline report/impact report from the past)

Interested and eligible NGOs are requested to submit the Hard-copy of the cover letter, concept note, organizational details and mandatory documents to Good Neighbors International Nepal Lagankhel, Sanchaya Kosh Bhawan, 5th floor, Lalitpur or email to **eoi@gninepal.org** clearly marking the subject with "**EOI for Local Partner Selection ICDP 2027-2031**" till **Nov 17, 2026 ,17:00** Hrs (Nepali Time).

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

Applicants shall disclose any actual, potential or perceived conflict of interest involving their organization, governing body, employees or representatives in relation to the partner-selection process. Members of the partner-selection/evaluation committee shall also declare any conflict of interest and recuse themselves where appropriate. Good Neighbors International Nepal reserves the right to reject an application or terminate the selection process where there is credible evidence of fraud, corruption, misrepresentation, conflict of interest, safeguarding violations or other serious misconduct. Good Neighbors International Nepal may conduct reference checks with previous donors, partners, local stakeholders and other relevant institutions as part of the due-diligence process.

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:

4.1 Number 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)				

4.2 *Details of Executive Committee*

SN	Name	Position	Gender	Ethnicity	Education	Experience (Yrs.)

4.3 *No of staff (existing)*

Description	Female	Male	Total	Remarks
No of full-time staffs				
No. Part-time staff				
No. Volunteers/interns				
Other (specify)				
Total No. staffs				
No. of staff [working both as executive member and staff]				

5.3.1 Technical capacity (Existing Staff)

Sector	Female	Male	Total
Sponsorship services and Child Protection			
Education			
Public Health			
Social economy			

4.4 *Details of Senior Management Team:*

SN	Name	Position	Gender	Ethnicity	Education	Experience (Yrs.)

5. Organizational Experience:

5.1 *Major Programs/Projects implemented in past five years:*

SN	Name of Project	Theme/Sector	Duration		District	RM/M	Target RM/M of Good Neighbors International Nepal (Y/N)	Budget (NRs.)	Donor	Donor email/contact	Major Achievement
			From MMYY	To MMYY							

6. Partnership and networking

6.1 *Affiliation and Networks of organization*

SN	Name of organization	Contact Details (email/phone number)	Key Roles

6.2 *Community engagement*

S.N.	Type of group/club/cooperative *(User Groups, Cooperatives, Farmers Groups, CBOs, Child Club, Youth Club, Mothers Group, Girls Club, Health mothers' group and so on)*	Number of group/club/cooperatives engaged

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.)		
Child Safeguarding Policy		
GEDSI Policy and PSEA Policy		
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/Execution plan (Programmatic and financial)		
Process of beneficiary selection		
7.3 Monitoring, Evaluation & Reporting:		
M&E Guideline		
M&E Plan (Project wise)		
Practice of Social Audit/LPAC/DPAC		
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						Admin Cost (%)
		Development Partners	Government	%	Partner's Self-contribution	%	Others	

8.2 *Status of organization assets*

8.2.1 Office Infrastructure

SN	Description	Number	Location *(please mention all in following order -Province, district, Municipality)*	Status *(Rented/Own)*
1	Organizational Head Office infrastructure setup		1. ...../...../.....	
2	Office infrastructure setup at project site		2. ...../...../..... 3. ...../...../..... 4. ...../...../.....	

Note: Please mention the existing infrastructure facilities available as Head Office and Field/District Offices that are applicable.

8.2.3 Assets

SN	Description (List of assets)	Number	Status
1	4- wheeler		
2	2- Wheeler		
3	Laptops		
4	Scanner		
5	Printer		
6	Projector		
7	If any…		

Note: Please mention all available assets that you think are important

8.3 *Logistic management*

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

8.4 *Financial audit*

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

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		
Others (please specify)		

9. Human Resource Management

Statement	Yes/No	Justification
Policies and Procedures:		
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 (P) mark and fill the status section.)

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	Organization Constitution			
6	Organization Bylaws			
7	Audit report (Last two fiscal years)			
8	Annual Report (Last two years) and Endline/Impact study (of relevant projects mentioned in section 5)			
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:

ANNEX II:

Concept Note Template (To be submitted with EOI)

1. Organizational Profile
Organization Name:
Address:
Contact Person & Designation:
Telephone:
Email:
Website:
Year of Establishment:
District(s) Proposed for Partnership:
Thematic Area(s): Child Protection / Education / Public Health (Health & WASH) / Social Economy

Organizational Overview
Provide a brief overview of the organization, including its vision, mission, and core objectives. Describe the organization's history, geographic coverage, target groups, and major areas of expertise. Explain how the organization's values, approaches, and experience align with Good Neighbors International Nepal's child-centered and community development approach. Highlight relevant experience working with local governments, communities, civil society organizations, donors, and development partners.

2. Project and Intended Results
Describe the overall goal of the ICDP and the long-term change it seeks to contribute towards. Explain the key outcomes expected from the project and how these outcomes will improve the well-being of children, families, and communities. If proposing any innovative or new initiatives, briefly explain their relevance and anticipated contribution to achieving sustainable results.

3. Background, Rationale and Implementation Approach
3.1 Context and Rationale
Provide an overview of the local context and development situation in the proposed intervention area. Describe the key challenges, needs, and gaps affecting children, families, and communities, and explain why the ICDP intervention is necessary.

3.2 Implementation Strategy and Technical Approach
Describe the overall implementation strategy and technical approach that will be used to achieve the intended outcomes. Explain how communities, local governments, service providers, and other stakeholders will be engaged throughout the project cycle. Highlight any evidence-based, innovative, or context-specific approaches that will strengthen project effectiveness and sustainability.

3.3 Capacity Development
Describe how the project will strengthen the capacities of children, families, communities, local institutions, government stakeholders, and other relevant actors to sustain positive results beyond the project period.

3.4 Gender, Equity and Sustainability

Explain how gender equality, social inclusion, and safeguarding considerations will be integrated into project implementation. Describe how the project will ensure equitable participation and benefits for vulnerable and marginalized groups. Explain the measures that will be taken to sustain project results after external support concludes.

3.5 Risk Management

Identify potential risks that may affect project implementation and achievement of outcomes. Describe the mitigation measures and management strategies that will be put in place to address these risks.

3.6 Partner Contribution

Describe the unique strengths and comparative advantages that the organization brings to the proposed partnership. This may include technical expertise, local presence, community relationships, infrastructure, human resources, innovation, networks, partnerships, or non-financial contributions that will support successful implementation and sustainability.

4. Strategic Alignment with ICDP Priorities

4.1 Local Needs and Relevance

Describe how the project responds to the priority needs and development challenges in the target area and contributes to improved outcomes for children and communities.

4.2 Alignment with ICDP Themes and Cross-Cutting Priorities

Explain how the organization aligns with one or more ICDP thematic areas, including Child Protection, Education, Public Health (Health & WASH), and Social Economy. Describe how cross-cutting priorities such as Gender Equality and Social Inclusion (GESI), Safeguarding, Climate Change Adaptation and Disaster Risk Reduction (CCA/DRR), and Mental Health and Psychosocial Support (MHPSS) will be incorporated where relevant.

5. Organizational Experience and Technical Capacity

5.1 Relevant Experience

Describe the organization's experience implementing projects related to the proposed thematic area(s). Include examples of significant projects implemented, highlighting key achievements, scale of implementation, partnerships, and demonstrated results. Mention experience working with government agencies, INGOs, donors, communities, and other relevant stakeholders. Highlight any integrated project implemented previously.

5.2 Technical and Operational Capacity

Describe the organization's technical expertise, staffing structure, and operational systems that support effective project implementation. Highlight the availability of qualified personnel, monitoring and reporting systems, accountability mechanisms, community networks, and experience in participatory planning, community mobilization, and stakeholder coordination.

5.3 Capacity Strengthening Needs

Identify any areas where additional technical support, organizational strengthening, or capacity development may be beneficial to enhance program quality and impact.

6. Governance, Safeguarding and Compliance

6.1 Governance and Organizational Systems

Describe the organization's governance structure, management systems, and oversight mechanisms. Briefly explain how accountability, transparency, and decision-making processes are maintained.

6.2 Policies and Compliance Mechanisms

Summarize key organizational policies and procedures related to safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), Gender Equality and Social Inclusion (GESI), human resources, finance, procurement, monitoring and evaluation, accountability, and code of conduct. Describe financial management practices, audit arrangements, and mechanisms used to ensure compliance and responsible use of resources.

6.3 Declaration of Integrity and Compliance

The organization should confirm that it has no unresolved cases related to fraud, corruption, safeguarding violations, misconduct, or other issues that may affect its suitability for partnership. The organization should also affirm its commitment to comply with Good Neighbors International Nepal's policies, standards, safeguarding requirements, and partnership obligations.

7. Partnership Contribution and Expectations

7.1 Resource Contribution

Describe the financial, in-kind, technical, and operational resources that the organization will contribute to the partnership. This may include staff, facilities, equipment, community mobilization efforts, coordination with local governments, existing networks, and other resources that will support implementation.

7.2 Expectations from Good Neighbors International Nepal

Describe the support expected from Good Neighbors International Nepal to ensure successful implementation of the program. This may include technical guidance, capacity strengthening, quality assurance, monitoring and evaluation support, knowledge sharing, coordination, networking opportunities, and collaborative learning.

8. Additional Information

Provide any additional information that may strengthen the organization's application, including innovative approaches, strategic partnerships, special achievements, recognition, or other relevant information not covered elsewhere in the concept note.

9. Declaration

I hereby certify that the information provided in this Concept Note is true, accurate, and complete to the best of my knowledge.

Authorized Representative: _____

Designation: _____

Organization: _____
Signature: _____
Date: _____