**Expression of Interest (EOI) Submission Form**

**National and Regional NGOs - Nepal**

# **APPLICANT INFORMAION**

|  |  |
| --- | --- |
| Name of the Organization |  |
| Address |  |
| Website |  |
| Contact person |  |
| Contact number |  |
| Email address |  |
| District or Provincial Offices (if applicable) and Contact persons and numbers | 1.  2.  3. |
| Type of organization |  |
| Year of Establishment |  |
| Working areas (geographic) |  |
| Working areas (thematic) |  |
| Registration Number (copy of latest registration required -CDO or Company Registrar’s Office) |  |
| District of Registration |  |
| Date of latest SWC Affiliation Renewal (copy of last affiliation certificate required) |  |
| Validity of Renewal (Date of expiry of renewal) |  |
| PAN No. (copy required) |  |
| Last Audit Conducted in (copy of last three years’ audit report required) |  |
| Last Annual Report published in (copy of last 2 years' annual report required) |  |

# **2. VISION, MISSION, OBJECTIVES AND CURRENT EXECUTIVE BOARD**

Vision:

Mission:

Objectives:

Total Board Members

|  |  |  |
| --- | --- | --- |
| Name of the Board Member | Female | Male |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
| Total |  |  |

What is the term limit of the Board Member?

How often does the Board meet?

# **3. POLICIES AND PROCEDURES**

|  |  |  |  |
| --- | --- | --- | --- |
| Plan/Policy | Yes | No | Remarks |
| Organization by-laws |  |  |  |
| Strategic Plan |  |  |  |
| Operational Plan |  |  |  |
| Personnel (HR or Staff) Policy |  |  |  |
| Code of Conduct |  |  |  |
| Sexual harassment/abuse Policy |  |  |  |
| Gender (inclusion) Policy |  |  |  |
| Travel Policy |  |  |  |
| Any other Policy (add rows if necessary) |  |  |  |

(Include copies of all the policies and by-laws)

# **4. FINANCIAL MANAGEMENT**

|  |  |  |  |
| --- | --- | --- | --- |
| Policy | Yes | No | Remarks |
| Financial Policy/Regulation |  |  |  |
| Procurement Policy/Regulation |  |  |  |
| Accounting Software |  |  |  |
| Active Bank Account |  |  |  |
| Dedicated finance staff (specify part-time/full-time) |  |  |  |

# 

# **5. HUMAN RESOURCES**

# (Attach the latest Organizational Chart)

List all the staff currently working for the organization

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Position | Female | Male | Self-identified gender | Full-time/Part-time/volunteer | Work location | Caste/Ethnicity   1. Indigenous 2. Dalit 3. Others |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |

# **6. FUNDING HISTORY**

Source of funding in the last five years:

(Include all projects that started on or after January 2015 til date)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Project | Geographic areas | Thematic areas | Funding Organization | Timeline  (from – to) | Total Budget  (indicate currency too) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

# **7. ORGANIZATIONAL EXPERTISE (Please answer for areas of work that apply to your organization – you do not need to answer all)**

# **7.1. ORGANIZATIONAL EXPERTISE IN OVERALL HUMAN RIGHTS and RULE OF LAW**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **7.2 ORGANIZATIONAL EXPERTISE IN TORTURE, EXTRA-JUDICIAL KILLINGS, ENFORCED DISAPPEARANCES AND CUSTODIAL DEATHS**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **7.3. ORGANIZATIONAL EXPERTISE IN TRANSITIONAL JUSTICE**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **7.4. ORGANIZATIONAL EXPERTISE IN MEDIA AND FREEDOM OF EXPRESSION**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **7.5. ORGANIZATIONAL EXPERTISE IN LAW AND POLICY ANALYSIS**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **7.6. ORGANIZATIONAL EXPERTISE IN TRAINING AND CAPACITY BUILDING IN JUSTICE SECTOR**

|  |
| --- |
| (Please describe organizational work including publications and background of the experts – maximum 1 page) |

# **8. ADDITIONAL COMMENTS**

|  |
| --- |
|  |

Date: