

**The Lutheran World Federation Nepal
Country Office, Nepal**

**Terms of Reference
for
Local Implementing Partner Selection**

Background

The Lutheran World Federation (LWF) Nepal, a Country Program of LWF World Service based in Geneva, Switzerland, is humanitarian and development organization. LWF Nepal has been working in Nepal with marginalized and disadvantaged communities since 1984. LWF Nepal is guided by core values such as dignity, human rights and justice; compassion and commitment; inclusion and diversity; meaningful participation; transparency and accountability; humanitarian principles; gender justice and climate justice.

LWF Nepal designs and implements all development and humanitarian projects/programs following empowerment and rights-based approach that builds capacity and competence of poor and oppressed people and their institutions to collectively achieve improvements in their quality of lives. LWF Nepal also advocates and assists to the government to respect, protect and fulfil the basic rights of these people. LWF Nepal works in conformity of harmonizing the policies and priorities of all tiers of governments regarding development, rights and good governance. LWF Nepal implements program in three programmatic areas; i) livelihoods, ii) quality services; and iii) protection and social cohesion. LWF current Country Strategy for 2019-2024 can be accessed at <https://nepal.lutheranworld.org/content/lwf-nepal-country-strategy-2019-2024-101>

Target groups

LWF Nepal works with refugees, Displaced people, hosts and people at risk (poor, vulnerable and socially excluded people). Particularly, LWF Nepal prioritizes right holders comprising of women, people with disability, Dalits (Hill and Tarai), Displaced people, youth, ex-bonded labour, indigenous communities, etc. LWF Nepal will ensure gender and social inclusion within these right holders through affirmative actions. Voice and participation of the right holders will be enhanced through community-based organizations and their federations within human rights framework in terms of their equitable access to livelihoods, quality services, and protection and social cohesion.

LWF Nepal works with the government at federal, provincial and local levels, particularly strengthening the capacity of local government and linking provincial and federal government for policy reforms. Further, LWF Nepal works closely with private sector, media, academia and research institutions.

LWF Nepal strengthens supply and demand side of governance by strengthening linkages between right holders and duty bearers to increase downward accountability of services, resources and opportunities while strengthening communities as responsible citizens.

The terms of reference is designed to select implementing partners for implementing “Nepal Humanitarian and Development project (NDHP)” in Nepal.

Programmatic and Geographic Areas

LWF Nepal invites expression of interest (EOI) from registered NGOs to implement livelihoods, quality services and protection and social cohesion related program/projects in

Jhapa, Morang, Dhanusa, Siraha, Chitwan, Dolakha, Lalitpur, Parasi – East, Bardiya, Kailali, Kanchanpur, Baitadi, Surkhet, Doti, Bajura, and Daddeldhura

Eligibility Criteria:

The following eligibility criteria for selection of NGOs will be applied;

- Nepali NGOs having renewed registration certificate and affiliated to Social Welfare Council
- Registered in inland revenue department (PAN) with renewed tax exemption certificate
- Non-profit making and non-political organizations
- Having regular audit and annual general assembly meeting of the organization
- Having at least two years of working experience on humanitarian and development interventions in the proposed districts
- Should have own constitution/bylaws including operational policies (finance/admin/procurement, HR/personnel, Child protection, GESI, Code of Conduct, safeguarding, CRM etc.)
- Should have fixed place of office with adequate program and management staff

Documents to be submitted

Applicants are required to submit the following documents:

- Expression of Interest in organizational letter head signed by head of organization
- Organizational profile
- Renewed organizational registration certificate and Social Welfare Council affiliation certificate
- PAN and renewed tax exemption certificate
- Audit report and minutes of AGM of preceding last two years
- Organizational constitution/bylaws including operational policies (finance/admin/procurement, HR/personnel, Child protection, GESI, Code of Conduct, Safeguarding, CRM etc.)
- List of Executive Committee members and staff (program and finance)
- Recommendation from at least two referees/organizations

The EOI can be submitted through email at lwf.nepal@lutheranworld.org by the end of 26th June 2022.