

UMN minimum criteria for NGO partnership selection

1. Essential characteristics and needed documents to submit:

- a. Expression of Interest (EOI) application (Please mention why your organisation is interested in partnering with UMN in particular to implement this Rasuwa-Bhotekoshi flood recovery project)
- b. The organisation should be registered in Dhading and Rasuwa districts.
- c. NGO Profile Form (download from UMN website: www.umn.org.np/eoi-partner)
- d. Copy of the meeting minutes decision of the Executive Committee to submit the EOI.
- e. Copy of the organisation registration certificate issued by the District Administration Office of a particular district, including the renewal date.
- f. Copy of the SWC affiliation certificate, including the renewal date.
- g. Copy of PAN certificate
- h. Copy of Tax Exemption Certificate (if available)
- i. Copy of Tax Clearance Certificate
- j. Copy of meeting minutes of the latest general assembly.
- k. Copy of the fiscal year 2081/82 organisation's External Audit Report.
- l. Copy of the fiscal year 2082/83 organisational progress report.
- m. Working experience in partnership with INGOs or other international donor agencies.
- n. Competency and capacity for effective project management and experience in humanitarian emergency response, recovery, education, WASH, community health and health facilities strengthening, livelihoods and economic recovery.
- o. Capacity for annual financial transactions of NPR 10 million annually.
- p. The organisation have essential organisational policies and guidelines, at least HR, Finance, Disaster Risk Reduction and Response, Safeguarding, Anti-corruption and fraud, GEDSI, etc.
- q. Competency in quality project monitoring, learning, and accountability.

2. Characteristics to be Considered:

- a. The organisation shows a willingness to embrace participatory methods, community transformation and sustainability of project interventions.
- b. The majority of executive members should be based in the project location/district.
- c. The organisation has a basic office set-up in the working district.
- d. Capacity to initiate activities and work under their own leadership and good governance practices.
- e. An ability to meet commitments, transparency and integrity.
- f. Willingness to share knowledge and learning with others.
- g. Diversity and participation in the decision-making structure.
- h. Openness to dialogue and critical feedback.
- i. Key EC members are not affiliated with any political parties, hold key positions, and should maintain and perform neutrally and without bias.
- j. EC members are not working as paid staff in the organisation.
- k. The work of the organisation demonstrates passion for the cause it has pursued.