

HELVETAS Swiss Intercooperation
SDC Local Governance Programme-Sharique (phase IV)

National NGO partner procurement for the citizen component in Gaibandha district

Guideline of submission of Expression of Interest (Eoi)

1. Pre-requisites for submission Eoi¹:

1. Registered in NGO Affairs bureau, Government of Bangladesh
2. Having a governance structure without any conflict of interests through interpersonal relations
3. Demonstrated experience in carrying out development intervention both at local level and national level
4. Conducted organizational annual audit in the recent last three years (until 2016)

Eoi evaluation grid

Sl.	Criteria	Key description indications(e.g.) ²	Score	Max pg
01.	Explanation of interests and motivation	-What motivates to apply for this collaboration -Institutional alignment to the issue that Sharique addresses	1-10	0.5
02.	Demonstrated relevant technical/thematic experiences	Dealing with the capacity building packages for strengthening rural local governance including relevant policy advocacy in Bangladesh	1-20	2
03	Demonstrated relevant project management experiences	Record of successful completion of any local governance (preferably UP level) support projects being donor funded (pref: SDC funded)	1-15	1
04	Demonstrated professional presence in the communities in greater Rangpur district	Practical working relations with the Union Parishads and other stakeholders in Rangpur district, Gaibandha in particular	1-5	0.5
05	Demonstrated relationship and networking with relevant government institutions (LGD and NILG etc.)	How much access to and acknowledged at LG ministries and NILG as a LG change agent in Bangladesh	1-10	1.5
06.	Governance Functionality	How management/operation is accountable to governing structure(s) How effective governing body(s) are in providing strategic guideline to the management	1-5	0.5

¹ Who does not meet any of these criteria is deemed disqualified for submission for their Eoi

² Evidence documents is required to be annexed

Sl.	Criteria	Key description indications(e.g.) ²	Score	Max pg
07	Financial and Administrative Management	-standard systems/policies in place - check and balance, conflict of interests -systems Vs. practices -audits -reporting	1-20	1.5
08	Compliance	-Information disclosure systems(RTI) -VAT, TAX -NGAB audits -Office Safety & Security -Integrity strategy	1-5	0.5
09	Key Human Resource Offer	Summery Resumes/CV corresponding to ToR(whom by describing CV to offer which functions)	1-10	2
	Total		100	10

- In addition to review of Eol write-up and its annexures, the evaluation methodology may consider spot visits, conducting due diligence process and discussion
- In addition to relevant support documents as evidence following documents(photocopy) are mandatory to be annexed with the Eol paper:
 1. NGAB registration certificate
 2. Last three year's audit report
 3. Constitution
 4. TIN (Tax Identification Number)

2. Submission Procedures

The EOI is to be submitted in a sealed envelope labeled as follows:

- Expression of Interest/Citizens/Gaibandha/Sharique phase IV
- The name of the organization submitting the EOI should be clearly indicated on the envelope.
- The sealed envelope must be signed by the authorized signatory across their seal.
- The sealed EOI envelope should contain:
 - One original signed copy of the Eol labeled "Original"
 - Two signed copies of the Eol labelled "Signed copy"
 - Soft copy in electronic medium (eg. CD, DVD or memory stick).

The EOI is to be submitted to PIU at either one of the following address:

Sharique Project Coordination Unit
Attn: Tanima Karmaker
HELVETAS Swiss Intercooperation
House # 13/A NE (K); Road # 83, 3rd floor
Gulshan 2, Dhaka 1212, Bangladesh

3. Timeline:

The EOI must be in the possession of the above mentioned officer on or before **4:30pm on 23.04.2017**.

Documents may be submitted by personal delivery, courier or certified mail to the specified official Sharique contact person at the address listed above.

Documents submitted after the above stated deadline, for whatever reason or cause, shall be considered late and shall be returned to the organization unopened and without acknowledgement.

Date and deadline	Activity
13.04.2017	Circulation of Eoi
23.04.2017	Deadline of Eoi submission
07.05.2017	Communication of decision of bidding organization