

Call for Expressions of Interest from Non-Governmental Organizations (NGOs)

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Habitat for Humanity Nepal is an international non-governmental organization that is driven by the vision that everyone deserves a decent place to live. Our partnership with communities, governments, private sector including entrepreneurs and financial institutions, youth networks, and academia, allows us to serve low-income families by improving habitability, tenure security, access to basic services and affordability of housing solutions. Our integrated programming serves to benefit over 3 million people over the next three years, through direct and incremental construction, affordable housing finance, affordable construction technologies and services, and evidence-based policy advocacy for housing adequacy as a fundamental right. Responding to the root causes of inequity in the housing ecosystem, Habitat Nepal leads with a systems-strengthening approach, facilitating development of inclusive housing markets, removing key policy barriers and empowering communities through people-centered approaches, for a stronger and more equitable housing ecosystem.

As Habitat Nepal plans to implement projects related to safe, affordable and decent housing in the coming years, this Expression of Interest (EOI) is called to invite interested non-government organizations (NGOs) that meet the eligibility criteria mentioned below to submit their Expression of Interest.

Proposed Districts

Province	District
Bagmati	Kavrepalanchok
Koshi	Morang, Sunsari
Lumbini	Bardiya
Madhesh	Dhanusha, Mahottari, Saptari, and Siraha
Sudurpaschim	Kailali, Kanchanpur

Criteria for Selection of Partner Organizations

Non-governmental organizations (NGOs) that:

- Are registered with the District Administration Office of the proposed working districts.
- Affiliated with Social Welfare Council for implementing development programs.
- Comply with all financial and policy provisions set by the Government of Nepal.

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Minimum required documents to be submitted with the EOI

- 1. Application letter- Form 1**
- 2. Pre award assessment checklist- Form 2**
3. NGO registration and renewal certificate issued by the relevant District Administration Office and have authorization and demonstrated experience to implement programs in one or more of the proposed working districts.
4. Organizational profile including details of past work/projects, organizational structure, human resources, board members, and infrastructure facilities. (Note: past work/projects need to demonstrate experience in implementing housing, land rights, DRR, WASH, climate resilience, governance, or related development programs.)
5. Affiliation registration and renewal certificate with the Social Welfare Council.
6. PAN/VAT registration certificate of the organization.
7. Tax clearance certificate and/or tax exemption certificate (where applicable), for financial period 2081/2082.
8. Organizational ByLaws and policies (including, but not limited to, Safeguarding, PSEAH (Prevention from Sexual Exploitation, Abuse, and Harassment) Child Protection, GESI (Gender Equality & Social Inclusion), M&E (Monitoring & Evaluation), Procurement, Human Resources, Financial, Administrative policies etc.)
9. Audit reports for the last three fiscal years.
10. Progress reports from last three fiscal years.
11. Self-declaration confirming that the organization is independent and does not operate on behalf of any political party and that any actual or perceived conflicts of interest will be disclosed.
12. List of ongoing projects, funding source and amount along with reference letters with contact details for references from previous and current donors. (Suggestion: List of current and completed projects, including donor name, funding amount, project duration, and contact details of donor references.)
13. Copies of all the above documents to be submitted with official stamp. (Suggestion: All submitted documents must be signed and stamped by an authorized representative of the organization.)
14. In the application letter, mention clearly the preferred working district(s) in which the NGO is registered and permitted to work. (Suggestion: Clearly indicate the district(s) in which the organization currently operates and for which it wishes to be considered.)

Submit a scanned copy of the EOI indicating the subject as “**Submission of Expression of Interest**” via email to: procurement@habitatnepal.org

For queries or further information, contact # +977 1 5421182, 5454976, Email: np.info@habitatnepal.org

Please Note:

- Expressions of Interest will be reviewed based on organizational capacity, governance systems, compliance status, financial management capacity, relevant programmatic experience, presence in the proposed districts, safeguarding systems, project implementation modality and previous donor-funded project implementation experience.
- This EOI is intended to identify and pre-qualify potential NGO partners for future collaboration opportunities. Submission of an EOI does not constitute a funding commitment or partnership agreement.
- Only short-listed NGOs will be notified for further detailed organizational due diligence assessment and physical field visit. Shortlisting does not constitute selection or guarantee future partnership.
- Habitat Nepal reserves the right to accept or reject any or all application without assigning any reason.
- Any attempt to influence the evaluation or selection process, directly or indirectly, shall result in disqualification.
- Habitat Nepal maintains a zero-tolerance policy toward fraud, corruption, safeguarding violations, sexual exploitation, abuse and harassment (SEAH), child abuse, and any form of misconduct. Any organization found to have engaged in, supported, concealed, or failed to adequately address such practices may be disqualified from the selection process or have any future partnership terminated.

Deadline for Submission: 23 August 2026 (7 Bhadra 2083)

Eligible NGOs meeting the above criteria are requested to submit their Expression of Interest by the specified deadline.