



## Call for Expression of Interest (Eoi)

HEKS/EPER, is a development and Humanitarian aid organization from Switzerland and supports projects to combat hunger, poverty and injustice in 31 countries on four continents. HEKS/EPER also provides emergency relief for victims of natural disasters and armed conflict worldwide and supports the welfare and social work in Eastern Europe and in the Middle East. In Switzerland, HEKS/EPER champions the rights and the integration of refugees and socially disadvantaged people. HEKS/EPER is a member of the ACT Alliance.

HEKS/EPER has been active in Bangladesh since 1975 and is registered by the NGO Affairs Bureau. Its development cooperation department mostly focusses on projects for ethnic minorities (Dalits and Adivasi) in Northern Bangladesh. Humanitarian aid interventions in the Rohingya response are managed directly by the Humanitarian Aid Department from an own office in Cox's Bazar and field offices in camps since 2017.

In August 2024, people of Bangladesh have experienced unprecedented floodings in eastern and southern part of the country. Khagrachari is one of the 11 flood affected districts, and HEKS/EPER is exploring potential implementation partner in Khagrachari district.

The overall goal of the flood response in Khagrachari is to contribute to saving and protecting lives through immediate core humanitarian relief and recovery support aiming at reducing WASH related risks, meeting food security through restoration of livelihoods and ensuring dignity and protection of women and girls through renovation severely damaged houses.

HEKS/EPER would like to work initially with one local implementing partner in Khagrachari district. The primary eligibility criteria are:

- **Local NGO originated in Khagrachari district.**
- **The local NGO is legally registered primarily with appropriate authorities in Khagrachari district.**
- **The local NGO is registered with NGO Affairs Bureau.**
- **The local NGO has a registered office in Khagrachari and is currently active in the district.**
- **The local NGO has an active Management Board.**
- **The local NGO is experienced in implementation of humanitarian activities especially in the field of WASH, Food Security, Shelter.**
- **The local NGO is experienced in partnership with international NGO and meets the requirement in terms of compliance with usual rules and regulations and policies.**
- **The local NGO maintains annual audits of their financial status.**

The eligible local NGOs are requested to submit their interests via email **by 19 October 2024**. The Expression of Interests should accompany with:

- **A cover letter expressing organizational interest for partnership.**
- **Registration certificates (district authorities & NGO Bureau).**
- **Addresses and contact details of main office, sub-offices.**
- **List of Management Board with brief profile of each member.**
- **Copy of existing organogram.**
- **List of Senior Management Team (staff) with brief profile of each member.**
- **Copies of annual audit reports for the last 3 years.**
- **List of projects and donors with brief activities under each project.**
- **Capability statement (maximum 2 pages).**
- **Self-declaration about non-association of party politics, extremism and terrorism.**

- **Links of organizational websites and social media.**
- **List of policies and procedures in place and practiced in the organization.**

HEKS/EPER will evaluate and make a short list of potential partners based on supplied documents and above eligibility criteria. Final selection will be made upon assessment by visiting the interested and shortlisted potential partners. HEKS/EPER reserves all rights solely to select a partner and cancel this EoI. Below are specific instructions for submission

1. **The Expression of Interests should be sent via email with all the suggested attachments to Biplob Gomes <[biplob.gomes@heks-eper.org](mailto:biplob.gomes@heks-eper.org)>**
2. **The deadline of submission is 19 October 14:00 Hrs.**
3. **The forwarding letter must be signed and stamped with date.**
4. **All attached documents must be in PDF format.**
5. **Use files/folders "organization name\_EoI\_Flood Response\_KHG24". In case number of files or folders are more than one, please use serial numbers after the file/folder names such as "Organizationon Name\_EoI\_Flood Response\_KHG24-1, 2, 3, etc."**
6. **Each file/folder size should not exceed 25 MB.**