

ISLAMIC RELIEF BANGLADESH

House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, Bangladesh
Tel: 02-222299128, 02-222299130, Email: procurement@islamicrelief-bd.org



Call for Expression of Interest (Eoi)

Islamic Relief Bangladesh (IRB), an international development organisation, invites Expressions of Interest (Eoi) from national, regional, and local NGOs for potential partnership in implementing future **Emergency, Humanitarian, and Development programmes**. Shortlisted organisations will be eligible to collaborate in areas including **WASH, Health, Food Security & Nutrition, Orphan Sponsorship & Protection, Seasonal Programmes, Research & Advocacy, DRR & Climate Change, Livelihood & Market Development, Education, Women-led Organisations, Organisations of Persons with Disabilities (OPDs), and Forcibly Displaced Myanmar Nationals (FDMN) response**.

Eligibility: NGOs working in Coastal regions, Chittagong Hill Tracts (CHT), Haor, Char, and Riverine flood-prone areas are strongly encouraged to apply.

Detailed ToR and application form will be available on IR Bangladesh website:
<http://islamicrelief.org.bd/tender> at free of cost.

Submit your application either by post (in a sealed envelope to House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212) or via email in PDF format to partnership@islamicrelief-bd.org

Submission Deadline: February 2, 2025, by 5:00 PM

Islamic Relief Bangladesh reserves the right to shortlist applicants based on predefined evaluation criteria.

Thank you.

Islamic Relief Bangladesh



EXPRESSION OF INTEREST (EOI)
for
Enlisting of Partner NGOs for undertaking future Emergency/ Humanitarian and Development programmes

Islamic Relief Worldwide is an International Development Organization established in 1984 and registered with the UK government charity commission. It has a consultative status with UN Economic and Social Council. It is a members of Consortium of British Humanitarian Agencies (CBHA), Disaster Emergency Committee (DEC), European Confederation of Development and Relief NGOs (CONCORD), British Overseas NGOs for Development and International Red Cross and Red Crescent movement. Islamic Relief Bangladesh (IRB) started its works in Bangladesh regardless of race, religion and gender and involved in nation-building since 1991. Islamic Relief seeks to promote sustainable economic and social empowerment by working with local communities in times of disasters as well as through development programs in the sectors of child rights, gender, water and sanitation, education, sustainable livelihoods and disaster risk reduction.

Islamic Relief Worldwide- Bangladesh hereby requests for Expression of Interest (Eoi) from national, regional and local Non- Government Organizations (NGOs) to be identified and shortlisted as potential organizations. Once enlisted, they will be invited for the processes of designing, implementing and managing any future emergency and/or development programmes as a partner of Islamic Relief Worldwide in Bangladesh.

Interested organizations with expertise in any of the following areas, and based in coastal regions, CHT, Haror, Char areas, or riverine flood zone geographies, are encouraged to submit their EOI:

- Humanitarian/Emergency & Recovery
- WASH
- Health
- Food Security and Nutrition
- Orphan Sponsorship & Protection
- Seasonal (Ramadan Food distribution, Winterisation, Qurbani, Akika, Eid gift)
- Research and Advocacy
- DRR, Climate Change
- Livelihood and Market Development
- Private Sector or Corporate Affiliation
- Education / Inclusive Education
- Women-led Organizations
- Faith-Based Organisations
- Organizations of people with disabilities (OPDs)
- Organisations having experience in working with FDMN

The short listing of interested organizations against this Eoi shall be done based on the evaluation criteria as mentioned in the detailed of the ToR of Eoi and only the short-listed NGOs will be contacted further for the next step of the selection process.

Submission of Eoi:

The interested NGOs shall submit the complete Eoi in all respect by registered post in a sealed envelope marked "***Eoi for Pre-qualification of NGOs for undertaking future programmes***" addressed to **MEAL Department, Islamic Relief Bangladesh, House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, Bangladesh**. The applications and supporting documents can also be dropped in the Enlistment Application Box, which will be kept in the Reception at IRW Office and/ or electronic version PDF format of the complete application can also be emailed directly to partnership@islamicrelief-bd.org the deadline for submission of Eoi is **February 2, 2025 at 5:00 PM**.

All interested NGOs may request for "**Eoi Application Form**" by applying to the e-mail address of partnership@islamicrelief-bd.org or by a formal request to **MEAL Department of IRW-B** with contact details.

Date: 19 January 2025



Talha Jamal
Country Director
Islamic Relief Bangladesh

Terms of Reference (ToR)

for

Partnership with Islamic Relief Bangladesh

- 1. Introduction:** Islamic Relief Worldwide, an international development organization established in 1984, is registered with the UK Charity Commission and holds consultative status with the UN Economic and Social Council. As a member of prominent bodies such as the Consortium of British Humanitarian Agencies (CBHA), Disaster Emergency Committee (DEC), European Confederation of Development and Relief NGOs (CONCORD), and the International Red Cross and Red Crescent Movement, Islamic Relief is a globally recognized leader in humanitarian work.

Islamic Relief Worldwide in Bangladesh (IRB) started its works in Bangladesh regardless of race, religion and gender and involved in nation-building since 1991. Islamic Relief seeks to promote sustainable economic and social empowerment by working with local communities in times of disasters as well as through development programs in the sectors of child rights, gender, water and sanitation, education, sustainable livelihoods, disaster risk reduction and climate change adaptation.

Islamic Relief Bangladesh invites national, regional, and local non-governmental organizations (NGOs) to submit Expressions of Interest (EoI) for potential partnerships. Shortlisted organizations will be evaluated based on criteria outlined in the detailed EoI guidelines and contacted for the next phase of the selection process.

- 2. Nature of Partnership:**

IRB enters into a formal partnership agreement with selected NGO/s to directly implement the project without any further subcontracting. However, Financial commitments are made on a yearly basis depending upon funds availability and annual partner performance appraisal. The selected partners should be prepared to phase out in a short time notice in case of unavailability of funds at any point of time. The shortlisted NGOs will be kept on an active roster for future potential opportunities.

- 3. Eligibility Criteria for Submission of EoI:**

To be eligible for consideration, interested NGOs must meet the following criteria:

- Legally registered NGO with relevant regulatory bodies (e.g., NGO Affairs Bureau, Department of Social Welfare, Ministry of Women and Children Affairs).
- Up-to-date certifications, including audit reports, tax clearance, and renewals.
- Minimum 5 years of proven experience in interventions integrated development programs.
- Experience in designing and implementing projects covering food security and livelihood (on farm and off farm), Water Sanitation and Hygiene (WASH), Women and Child Protection, Education, Health, Nutrition, Climate Change Adaptation, Disaster Risk Reduction, Skill Development and Inclusion.
- Partnership networks with other organizations, community groups, and government agencies.
- Ability to mobilize and engage marginalized and vulnerable groups with grassroots presence.
- Qualified core staff for community work, technical support, financial management, and administration.
- Strong organizational structure and cost-efficient program management.
- Sound financial management, internal controls, and transparent budgeting.
- Regular audits and responsible financial record-keeping.
- Preference for organizations aligning with Islamic Relief Worldwide's values and demonstrating financial and technical competence.
- Strong ties with local communities and partnerships with community-based groups.

4. NGO Pre-Selection Process

The selection of partner NGOs for collaboration with Islamic Relief Bangladesh (IRB) will be conducted through a rigorous, impartial, and multi-phase process. The process ensures alignment with IRW's partner screening and due diligence guidelines and uses a standard selection framework and scoring matrix. Below is the structured pre-selection process:

1. NGOs will submit an EOI, including all required documentation as per the detailed guidelines provided by IRB.
2. Shortlisted NGOs will undergo field visits for on-site verification.
3. A comprehensive financial capacity assessment will be conducted to evaluate financial stability, internal financial controls, and audit practices.
4. One-on-one meetings with shortlisted NGOs will be conducted to complete the full partner assessment, involving discussions on governance, strategic alignment, and operational capacity.

Based on the scores obtained during the selection phases, the selection panel will recommend potential NGOs for due diligence to the IRW headquarters. The final approval is contingent on the outcome of the screening and due diligence conducted by IRW headquarters. The entire process upholds impartiality and adherence to IRB policies and guidelines to ensure that the most suitable partner is selected.

Major Assessment Areas:

Key areas of assessment for the selection process include:

Experience and Expertise

- Demonstrated track record in development and humanitarian work, including experience with multiple donors.
- Proven ability to engage and work effectively in targeted districts with strong local community ties.

Organizational Governance and Management

- Evaluation of governance and management structures, including policies, roles, responsibilities, and inclusiveness.
- Assessment of gender equality and social inclusion (GESI) within the organizational structure and decision-making processes.

Technical and Financial Management

- Review of technical expertise, financial management practices, internal control systems, and efficient cost ratios between programmatic and operational expenses.

Strategic Compatibility

- Alignment of the organization's vision, mission, and objectives with those of IRW.

Verification and Documentation

- Interviews with key staff and board members, evidence review, and field visits for verification.
- Confirmation of valid registration with relevant authorities (e.g., NGOAB, Department of Social Service), including up-to-date tax clearance and renewal certificates.

5. Requirements for Submission of Expression of Interest (EOI)

The EOI must contain the following documents:

- a) A cover letter in official letter with signature & stamp.
- b) Duly filled EOI submission form with stated supporting documents.

Submission Process: Interested NGOs should submit their complete EOI form can be obtained through direct email to the partnership@islamicrelief-bd.org in one of the following ways:



- **By registered post:** Send a sealed envelope marked “*Eoi for Partnership with Islamic Relief Bangladesh*” to the following address:
MEAL Manager
Islamic Relief Bangladesh
House # 10, Road # 10, Block-K, Baridhara, Dhaka-1212, Bangladesh
- **In person:** Drop applications in the Enlistment Application Box at the IRB reception.
- **Electronically:** Email the complete application in PDF format to partnership@islamicrelief-bd.org.

Deadline: Eoi submissions must be received by February 2, 2025, at 5:00 PM.

For detailed Eoi documents and further instructions, interested NGOs may contact partnership@islamicrelief-bd.org or submit a formal request to the MEAL Department of IRB with their contact details.

Please Note:

- Only short-listed NGOs will be notified for further detailed organizational assessment.
- Failure to submit EOI's in compliance with the required details & supporting in the TOR will lead to automatic disqualification from the process.
- Attempt to influence by any means during the selection process will lead to disqualification.

Date: 19 January 2025



Talha Jamal
Country Director
Islamic Relief Bangladesh