

**Instruction and Template for  
PROPOSAL Submission**

**Date of 1<sup>st</sup> publication** : 8 July 2024  
**Date of proposal submission deadline** : 27 July 2024, by 4:00 PM  
**Project Duration** : 1<sup>st</sup> August 2024 to July 2027

**Project continuation** : The Harm Reduction Momentum grant, scheduled for three years from August 1, 2024, to July 2027, may be extended based on performance and a proven track record of success

This instruction & template for proposal development consists of the following sections:

1. **Section A:** Instruction for Proposal Submission
2. **Section B:** Proposal Development Form
3. **Section C:** Evaluation Process, Grading and Scoring Criteria

**Section A: Instruction for Proposal Submission**

Please **READ** and **FOLLOW** the instructions before completing the proposal form

1. The proposal should be submitted in English
2. **Component: Comprehensive Harm Reduction Program for Women**
3. **Coverage: 4 districts** ( Chitwan, Makawanpur, Rupendehi and Banke)

**Application Checklist**

	YES	NO
Project proposal (Word Format)		
Project budget (Excel Format)		
Registration renewed certificates (fiscal Year 075/076)		
registration certificates		
Social welfare council		
PAN certificates		
Tax Free certificates		
Audit Report for the last fiscal year.		

Previous Experiences in Women and Harm Reduction services Report ( if applicable)		
Each documents Signed or stamped certification		

**4. The proposal should cover the following key interventions:**

- Conduct drug and HIV awareness campaigns in relevant districts.
- Prevention- BCC services and Harm reduction services
- HIV and hepatitis Testing and linkages to care
- Hold quarterly meetings with People Who Inject Drugs (PWID), women's groups, and their respective Outreach Case Management Coordinators (OCMCs).
- Organise stakeholder meetings involving women's groups, PWID, and networks of Women Who Use Drugs (WWUD).
- Operate primary health clinics and establish links with OCMCs.
- Facilitate regular support groups for PWID and other key populations to build community resilience, addressing internalised and anticipated stigma.
- Referral and linkage for treatment, care and support
- Maintain regular coordination with national, provincial, and local governments.

**5. The organization selection and eligibility criteria: Priority to:**

1. The organization must show that it is led by women or community members.
2. The organization must have been legally established for at least two years.
3. The organization must have a minimum of two years of experience working with substance use and women who use drugs.
4. The organization must be registered locally in the relevant district.

**6. The following documents/information MUST be submitted along with the proposal:**

- a. Documentation evidencing of two (2) years of experience in a similar field from current or previous funding agencies.
- b. Copy of organization registration certificate renewed for fiscal year (FY) 2080/81.
- c. Copy of Social Welfare Council (SWC) affiliation certificate, along with renewal certificate valid until at least FY 2080/81.
- d. Copies of the latest audit reports for FY 2079/80.
- e. Copy of PAN (Permanent Account Number).
- f. Copy of by-laws (bidhan).
- g. Copies of human resource (HR) and financial policies.
- h. Tax clearance certificate for FY 2079/80.
- i. Copy of meeting minutes from the latest general assembly.
- j. Copies of meeting minutes from the latest two (2) board meetings.
- k. Copy of latest annual report.

7. Based on the criteria below, applicant score the technical and financial proposals, and recommend an organization to Recovering Nepal for further processing.

Grading/scoring

S. No.	Major topic	Marking
<b>1.</b>	<b>Background information</b>	
1.1	Organization experience working with WWUD/PWID	4
1.2	Led by women / community who use drugs	4
1.3	Work experience in awareness raising, harm reduction, drug treatment, advocacy, human rights and gender	4
1.4	Work experience of managing other donor funding	4
1.5	Networking and organizational presence in the proposed districts	4
	<b>Sub total</b>	<b>20</b>
<b>2</b>	<b>Project Description</b>	
2.1	Intervention strategy	12
2.2	Understanding of the activities	12
2.3	Monitoring and evaluation	8
2.4	Quality assurance of the services	4
2.5	Logistic arrangement and management	4
	<b>Sub Total</b>	<b>40</b>
<b>3</b>	<b>Program management</b>	
3.1	Program management structure	8
3.2	Financial recording reporting and management	4
3.3	Request for technical assistance	4
3.4	Coordination and linkages	4
	<b>Sub Total</b>	<b>20</b>
<b>4</b>	<b>Detail budget and work plan</b>	
4.1	HR and Program ratio	5
4.2	Admin cost	5
4.3	Budget ceiling	10
	<b>Sub Total</b>	<b>20</b>
	<b>Grand Total</b>	<b>100</b>

\* An organization should obtain at least 70% (56 marks) of the technical proposal to be eligible for financial scoring