

Organizational Profile-2024



Kamalamai,6 Sindhui

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1. Organizational Profile

1.1 Organizational General Information

S.N	Particulars	Detail Information
1	Name of the organization	Relief Nepal
2	Type of Organization	Non-Governmental Organization (NGO)
3	Vision, Mission, Goal and Objectives	<p>Vision:</p> <p>Society with social, economic, political and gender equity.</p> <p>Mission:</p> <p>To enhance the livelihoods of children, youth, women and marginalized sections of the society through empowering them to be self-reliant so that ensures their meaningful participation in decision-making process in the society and able to enjoy their rights.</p> <p>Goal:</p> <p>Vulnerable and marginalized people especially women, children, youths and people living with marginalized conditions are empowered and participate in decision making process about the issues affecting their livelihood.</p> <p>Objectives*:</p> <ul style="list-style-type: none">i. To conduct coordination, collaboration and advocacy on planning and implementation in the program of local government and related stakeholders for wellbeing of most vulnerable children,ii. To organize, implement and advocate programs for protection and ensure rights of children, women, youths, physically challenged and marginalized groups,iii. To organize, implement and advocate programs on access of water sanitation and hygiene (WASH), education and health

		<p>facilities to marginalized groups with the related stakeholders,</p> <ul style="list-style-type: none"> iv. To organize campaign against social mal-practices and superstitions and implement programs to raise awareness, v. To organize and implement programs on economic and social transformation of people to improve livelihood of marginalized people, vi. To organize and implement programs on improved agriculture practices for people below poverty line & marginalized people; support them to improve livelihood via different MSMEs and market promotion through linkages, vii. To organize and implement programs in order to reduce risks of climate change, natural and non-natural calamities caring for land, forest and water resources, viii. To support disaster affected communities and people on rescue, relief and rehabilitation, ix. To conduct study, research and implement programs in coordination and collaboration with related stakeholders to ensure good governance, transparency and accountability in them, x. To publicize, promote and protect the national, local cultural and tourism events representing nation and nationality, xi. To organize programs to promote and preserve national unity and protection of nationality.
4	Contact address and contact person	<p>Head Office Address: Kamalamai Municipality 6, Sindhuli</p> <p>Name of the Contact Person: Mr. Durga Paudel Position: Chairperson Phone Number: 047-520915/520142 Mobile Number: 9851022634 Email: reliefns@gmail.com; info@reliefnepal.org.np Branch Offices: Mahattori, Sarlahi and Makawanpur</p>
5	Date of Establishment	2008 A.D. (2065 BS)
6	Registration number, date of registration	<p>District Administration Office, Sindhuli district</p> <p>Date of Registration: 2065-08-11 (BS)</p>

	and relevant registration authority	Registration Number: 571
7	Social Welfare Council Affiliation Number and Date of Affiliated	Date of Affiliation: 2066-02-03 (BS) Affiliation Number: 27381
8	Date of Latest Renewal	District Administration Office, Sindhuli Recent Renewable Date: 2080-06-30 Validity Date: 2081-03-31 Social Welfare Council Recent Renewable Date: 2079-06-31 Validity Date: 2082-03-32
9	PAN registration number and date	Registration Number: 303241636 Date of Registration: 2065-08-29 (BS) Tax Exemption Certificate: 2080-06-30 Certificate of Non-profit making organization: 2080-07-19
10	Main areas of Specialization	<ul style="list-style-type: none"> ▪ Child Protection/Rights, ▪ Water Sanitation and Hygiene (WASH), ▪ Income Generation and Livelihood Promotion, ▪ Health & Education ▪ Disaster Risk Management (DRM)/Climate Change Adaptation (CCA)
11	Geographical coverage/ District, (Rural) Municipalities within working district	<p>Current Working Districts:</p> <p>Sindhuli: Whole R/M coverage (2 Municipalities and 7 Rural Municipalities)</p> <p>Makwanpur: Makwanpurgadhi Rural Municipality</p> <p>Nuwakot: Suryagadhi, Belkot and Bidur R/M</p> <p>Sindhupalchok: Sunkoshi, Lisankhupakhar, Barabihse and Melamchi R/M</p> <p>Jajarkot: Bheri and Nalgad Municipality/Rural Municipality</p> <p>Previous Working Districts: Kavrepalanchok, Rautahat, Sarlahi, Bara, Kathmandu and Lalitpur</p>

1.2 Description of the Annual Financial turnover for the Three years based on audit report

S.N	Fiscal Year	Total Income (NPR)	Total Expenditure (NPR)
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1	2077/78 BS	88379274.22	82205760.16
2	2078/79 BS	101337443.07	92384365.10
3	2079/80 BS	71635893.66	72743920.04

2. Work Experience and Technical Expertise

2.1 Organizational Work Experience

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
1	Fund for Child Smile	Relief Nepal (Core Fund)	Support for most vulnerable Children	M/RMs of Sindhuli District	From 2018 regularly	Current balance: 265,000/00 (As per case basis)	Durga Raj Paudel , Chairperson Contact No.: 9851022634 Email Id: info@relifenepal.org.np
2	Emergency Response and Relief Fund	Relief Nepal (Core Fund)	Support for most vulnerable disaster affected community people	M/RMs of Sindhuli District	From 2018 regularly	Current balance: 46,000/00 (As per case basis)	Durga Raj Paudel , Chairperson Contact No.: 9851022634 Email Id: info@relifenepal.org.np
3	ELEVATE: Equitable Learning Environment for All	Child Aid Network	Education	Dudhuli Municipality	Feb, 2024 – Dec, 2025	19,816,968	Kalpna Thapa Magar Education Focal Person Childaid Network Foundation +977 01-5454452 +977 9856013814 www.childaid.net
4	Jajarkot Earthquake Response Project	All Hands and Hearts	Disaster Response and Education	Bheri and Nalgad RM	Nov. 2023 – Apr. 2024	5,000,000	Gambhir Singh, Country Coordinator Email ID:

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
							Bistagambhir.b@allhandsandhearts.org Contact: 9849105779
5	Creating Hope for women children and family	NATAN Worldwide Disaster Relief	Health and Protection	Dudhuli and Hariharpur R/M	March 2021 - April 2025	12,000,000	Ms. Orit Yulzary Program Head, NATAN orityulzary@gmail.com
6	Integrated Protection and Community Engagement	World vision International Nepal (WVIN)	Child protected and empowered	Tinpatan, Phikkal & Golanjor RM	Oct 2021 - Sep 2024	124,220,366	Hari Prasad Upadhyay, Programme Lead Address: WVIN East Field Office, Bardibas, Mahottari Phone number: 977 9849607766 Email: Hari_Upadhyay@wvi.org
7	Sustainable Community Development Program in Nepal	All Hands and Hearts Smart Response Inc	Safer School Reconstruction, Livelihood, DRM, Health, Protection and WASH	Sindhuli, Mahattori, Sindhupalchok, Nuwakot and Makwanpur	July 2018- June 2026	260,000,000	Gambhir Singh, Country Coordinator Email ID: Bistagambhir.b@allhandsandhearts.org Contact: 9849105779
8	Humanitarian Response Partnership in Bagmati Province	Finn Church Aid (FCA)	Humanitarian Response	Bagmati Province	April 2023-Dec 2027		Binod Sharma Binod.Sharma@kirkonulkomaanapu.fi 01-4000554

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
9	Humanitarian Response Program	All hands & Hearts	Humanitarian Response	Nepal	May 2023-April 2024	1,300,000	Gambhir Singh, Country Coordinator Email ID: Bistagambhir.b@allhandsandhearts.org Contact: 9849105779
10	Covid-19 Recovery Project (TPCRP)	World vision International Nepal(WVIN)	Economic/ Capacity Development	Phikkal and Tinpatan RM	Feb 2022-September 2022	7,332,100	Hari Prasad Upadhyay, Programme Lead Address: WVIN East Field Office, Bardibas, Mahottari Phone number: 977 9849607766 Email. Hari_Upadhyay@wvi.org
11	KISHORI Sindhuli	World vision International Nepal	menstrual hygiene management (MHM) through improved WASH	Tinpatan, Phikkal & Golanjor RM	Oct 2020 - Sep 2022	5,539,726	Hari Prasad Upadhyay, Programme Lead Address: WVIN East Field Office, Bardibas, Mahottari Phone number: 977 9849607766 Email. Hari_Upadhyay@wvi.org
12	Restoring the degraded watershed and	International Union of Conservation	DRM/CCA (Watershed Management)	Sindhuli-2 R/M and Sarlahi-8 R/M	June 2020-July 2021	4,875,000	Prahlad Kumar Thapa, PhD Country Representative

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
	livelihoods of Lakhadei river basin through Sustainable Land Management"	Nature (IUCN)					Contract no: 9851105441 Email: prahlad.thapa@iucn.org PrahlaD.Thapa@iucn.org
13	Migrant Resource Center and Associate Activities under the Safer Migration Project (SaMi)	Respective Local Government	Economic Development and Livelihood Promotion	Kamalamai & Duhdauli Municipality, Tinpatan and Hariharpurgadhi RM	June 2020- July 2022	42,300,000	Bishaksen Dhakal Chief Administrative Officer (Kamalamai Municipality) Contract No: 9854050111 kamalamaimun.sindhuli@gmail.com Bhojraj Sunuwar Program Office (Helvetas) Contact No. 984799204 Bhoj.Sunuwar@helvetas.org
14	COVID-19 Response Program	Plan International Nepal, terre des hommes(Germany), All hands and hearts, Caritas Nepal, WVIN	Health, Food Security, WASH, Nutrition and Livelihood Promotion	Kamalamai & Duhdauli Municipality, Tinpatan, Golanjor, Phikkal, Marin, Sunkoshi and Hariharpurgadhi RM	Feb 2020- Oct 2020	8,600,000	Respective partner contact person
15	WASH- SDG Gender Transformative and nutrition	Plan International Nepal	Gender Transformative WASH and Nutrition	Kamalamai, Dudhauli, Marin, Tinpatan and Sunkoshi RM	April 2018 – Dec 2022	78,000,000	Ram Bahadur Shrestha Area Manager Contact No. 9841645833/9801981673

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
	sensitive Project						Email: Ram.Shrestha@plan-international.org / rshrestha40@yahoo.co.uk
16	Agriculture and Economic Development Project (Local Value Chain Development)	World vision International Nepal	Agroforestry, Economic Development, Livelihood and Nutrition Promotion	Tinpatan, Phikkal & Golanjor RM	Oct 2018- Sept 2020	37,848,483	Mahendra Raj Subedi Contact No. 9852050353 Email Id: mahendra_subedi@wvi.org / msubedi10@gmail.com
17	Promoting Essential Health and Sanitation Facilities for Rural People Phase-II	Terre des Hommes, Germany Nepal Office	WASH, Education, Youth empowerment, Reproductive health Agroforestry, Ecological rights,	Kamalamai and Dudhauri Municipality	Oct 2015- Dec 2021	24,413,064	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
19	Humanitarian Assistance to the Flood Affected People of Sarlahi District	Terre des Hommes, Germany Nepal Office	Food Security, DRM, WASH	Sarlahi (Dhanakaul RM, Barahatwa and Hariwaun Municipality)	July 2019 – September 2019	3,774,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
19	Humanitarian	Caritas Nepal	Food Security,	Sarlahi	July 2019	998,000	Laxmi Raj Joshi

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
	Assistance to the Flood Affected People of Sarlahi District.		DRM, WASH	(Kaudana Rural Municipality)	– September 2019		Disaster Department Head Contact No. 9841682062 Email id: laxmi@caritas.org.np/joshi.laxmier@gmail.com
20	Emergency volunteer support-EU PEACH project	Caritas Nepal/EU	DRM	Sindhuli	Jan 2017-Dec 2019	Need Based	Laxmi Raj Joshi Disaster Department Head Contact No. 9841682062 Email id: laxmi@caritas.org.np/joshi.laxmier@gmail.com
21	Humanitarian Assistance to the Tornado Affected People of Bara	Caritas Nepal	Emergency Relief-Food and Non-Food Item	Bara	2019 April one month	150000	Shankar Paudel Regional Manager Contact No. 9855046807 Email id: shankar@caritas.org.np
22	Gender Sensitive Child Protection Project	Plan International Nepal	Child Protection	Dudhauri municipality, Marin, Tinpatan, Sunkoshi & Golanjor RM	Dec 2017-June 2019	10,256,000	Ram Bahadur Shrestha Area Manager Contact No. 9801241395 Email id: Ram.Shrestha@plan-international.org / rshrestha40@yahoo.co.uk
23	School DRR and WASH support project in Sindhuli	Concern World Wide	Education, DRM, WASH	Golanjor & Ghanlekh RM	Jan 2018-May 2018	4,765,000	Pravin Bastola Contact No. 9851094194 Email id: pravinbastola@gmail.com

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
24	Humanitarian Assistance to the Flood Affected People of Rautahat and Sarlahi District.	Terre des Hommes, Germany Nepal Office/NJSI	Food Security, DRM, WASH	Sarlahi & Rautahat	August 2017- september 2017	2,465,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
25	Nepal Earthquake Recovery Project for WASH Sector	Caritas Nepal	WASH	Hariharpur Gadhi & Golanjor RM	June 2016- June 2019	83,531,000	Harish Kunwar WASH Coordinator Contact No. 9848721928 Email id: harishkuwar.cn@gmail.com / harishsingh2067@gmail.com
26	Safer School Reconstruction and Renovation Project (2016/17)	Concern World Wide	Education, DRM	Bitijor, Bastipur & Amale (Golanjor and Ghanlekh RM)	Oct 2016- March 2018	19,800,000	Pravin Bastola - Team Leader Contact No. 9851094194 Email id: pravinbastola@gmail.com
27	Recovery and Restoration of living conditions in earthquake affected districts of Nepal Phase II_2016/2017	Terre des Hommes, Germany Nepal Office	Agroforestry, WASH, Reproductive health Education, Soil Conservation	Golanjor RM	June 2016- June 2017	22,700,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
28	Safe Demolition	Concern World	DRM, Economic	Golanjor and	Sept 2016-	2,442,000	Pravin Bastola - Team Leader

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
	and Debris Management project (2016/17)	Wide	Development	Ghyanglekh RM	March 2017		Contact No. 9851094194 Email id: pravinbastola@gmail.com
29	HOPE (Reducing the child labour in Municipality area of Sindhuli district)	Plan International Nepal	Child Protection, Livelihood, Capacity Building	Kamalamai Municipality	May 2013- Dec 2016	8,231,000	Ram Bahadur Shrestha Area Manager Contact No. 984164833 Email id: Ram.Shrestha@plan-international.org / rshrestha40@yahoo.co.uk
30	Fire and earthquake disaster affected community shelter and school construction	Nepal Jesuit Society Institute	Education, DRM	Bhuwanesori & Tinkanya (Golanjor RM)	July 2016- Dec 2016	2,540,000	Fr.Roy Contact No. 9818114791 Email id: njsi.dir@gmail.com
31	Fire Disaster Affected Community	Caritas Nepal	DRM	Bhuwaneshwari	April 2016-July 2016	1,550,000	Laxmi Raj Joshi Disaster Department Head Contact No. 9841682062 Email id: laxmi@caritas.org.np / joshi.laxmier@gmail.com
32	Semi-permanent school construction	Nepal Jesuit Society	School construction,	Tinkanya (Golanjor RM)	May 2016 -August	1,676,000	Fr.Roy Contact No.

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
	and renovation	Institute	DRM		2016		9818114791 Email id: njsi.dir@gmail.com
33	Shelter and school renovation to the victims of earthquake in Nepal	Nepal Jesuit Society Institute	DRM, Education, School construction	Tinkanya (Golanjor RM)	Dec 2015- Feb 2016	2,252,000	Fr.Roy Contact No. 9818114791 Email id: njsi.dir@gmail.com
34	Immediate Relief to the victims of earthquake in Nepal	Terre des Hommes, Germany Nepal Office	Food Security, DRM, WASH, Education, Psychosocial support	Dhungkharcha (Kavrepalanchow k) & Sankharapur (kathmandu)	May 2015 -July 2015	2,120,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
35	Child Protection in Emergency	Plan International Nepal	Child Protection, DRM	Kamalamai Municipality	May 2015- July 2015	562,000	Ram Bahadur Shrestha Area Manager Contact No. 984164833 Email id: Ram.Shrestha@plan-international.org / rshrestha40@yahoo.co.uk
36	Child Protection in Emergency in Sindhuli	World Vision International Nepal	Child protection, DRM	Pokhari, Khangsang, Solphatana & Toshramkhola	Oct 2015- Dec 2016	7,600,000	Lokendra Shrestha Contact No. 9841307756 Email id:

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
				(Fikkal and Tinpatan RM)			lokendra.shrestha@wvi.org.np
37	Recovery and restoration of living conditions in earthquake affected district of Nepal.	Terre des Hommes, Germany Nepal Office	WASH, Education, Shelter, Livelihood, Youth empowerment, Ecological right, Governance, Reproductive Health	Sindhuli(Tinkanya & Ratanchura) & Kavrepalanchow k-Rayale	June 2015-May 2016	8,206,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com , moni.tdhnepal@gmail.com
38	Relief for earthquake affected household in the district of Sindhuli	Caritas Nepal	Food Security, DRM	Amale, Bastipur, Santishowri, Hatpate, Baseshowor Netrakali,Tamajor, Pipalmadhi, Mahendra Jhadi, & Hariharpur Gadhi (VDCs)	June 2015 -Dec 2015	180,000(Kind in 30,160,000)	Laxmi Raj Joshi Disaster Department Head Contact No. 9841682062 Email id: laxmi@caritas.org.np / joshi.laxmier@gmail.com
39	Promoting Essential Health and Sanitation Facilities for Rural People-I	Terre des Hommes, Germany Nepal Office	WASH, Education, Health, Protection, Youth	Ranibash, Nipane & Hatpate (Kamalamai and Dudhauli	Oct 2014-Sept 2015	2,980,000	Moni Shrestha Assistant Country Coordinator Contact No. 9841247547 Email id: tdhgermany.nepal@gmail.com ,

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
			empowerment	Municipality)			moni.tdhnepal@gmail.com
40	Social and economic empowerment of rural women	Caritas Nepal	Organic Farming, Agroforestry, Women Empowerment, Saving/Credit, Livelihood	Baseswor (Golanjor RM)	Feb 2013- Sept 2016	1,750,000	Shankar Poudyal Contact no. 9855046807 Email id: shankar@caritas.org.np
41	Safer Drinking Water supply project	Caritas Nepal	WASH	Hatpate (Dudhauli Municipality)	May 2013- April 2014	1,174,000	Madanika Mukhiya Contact No. 015538172 Email id: madanika.caritasnepal@gmail.com
42	Deep Boring Water supply project	Hatpate VDC	WASH	Hatpate (Dudhauli Municipality)	May 2013- April 2014	264000	Bhimnath Adhikari Contact No.9816855265 Email id: NA
43	Climate Change Environment Protection and Development	Ministry of Youth and Sports/ Government of Nepal	CCA, Environment Conservation	Nipane (Dudhauli Municipality)	March 2012- July 2012	205,000	Om Shrestha Program Officer
44	Program for marginalized and Minority Youth	Ministry of Youth and Sports/ Government	Social Mobilization	Nipane & Hatpate (Dudhauli Municipality)	April 2011- July 2012	257,000	Om Shrestha Program Officer

SN	Name of Project	Client/Funding Agency	Project Theme/ Sector	Project Location	Duration of the project	Total Budget (NPR)	Contact References of Client
		of Nepal					
45	PLWHA/Youth Relief and Rehabilitation Program	Ministry of Youth and Sports/ Government of Nepal	Health	Hatpane (Dudhauli Municipality)	May 2011- July 2011	310,000	Om Shrestha Program Officer
46	Sports Goods Distribution	District Youth and Sports Committee	Youth Empowerment	Hatpate (Dudhauli Municipality)	Jun 2011- July 2011	10,000	Ramkishor Yadav
47	Boutique Training	Commercial and Skill development training Center	Economic Development	Hatpate (Dudhauli Municipality)	Jan 2011- March 2011	60,000	Shankhar Raj Jha
48	Agriculture for Youth Program	District Sports Development Committee	Livelihood, Youth empowerment	Nipane (Dudhauli Municipality)	Feb 2010- July 2010	89,860	Ramkishor Yadav
49	Reproductive Health Program	Women Development Office	Women Empowerment, Health	Nipane (Dudhauli Municipality)	June 2009- July 2009	25,000	Chandra Kala Women Development Officer

2.2 Technical Expertise in the Organization:

2.2.1 Summary of Human Resource in the Organization:

Description	Total	Male		Female		Dalit		Adivasi Janajati		Others	
		No.	%	No.	%	No.	%	No.	%	No.	%
Executive Committee (EC) members	7	3	43%	4	57%	1	14%	2	29%	4	57%
Current full time paid Human resource in the organization	52	25	48%	27	52%	2	4%	31	60%	19	37%
Total	59	28	47%	31	53%	3	5%	33	56%	23	39%

2.2.2 Currently Involved Human Resources in the Organization:

SN	Name	Qualification	Sectoral Expertise	Category of the mentioned HR (Staff, EC member, General Member, Volunteer, etc.)	Years of Experience
1	Mr. Durga Paudel	MA	Child Rights, WASH	EC member	21
2	Mr. Danda Gurung	MA	DRM and Climate Change	EC member	19
3	Ms. Deepa Rajbhandari	BBS	Social Mobilization, Livelihood	EC member	15
4	Ms. Sabita Kumari Dhakal	B. Ed.	Education, Child Rights	EC member	7
5	Ms. Sushma Acharya	BA/ANM	Health and Nutrition	EC member	14
6	Mr. Hom Bahadur B.K	MA	Livelihoods, Governance	EC member	17
7	Ms. Pragyashree Dallakoti	MA/BSC nursing/ MPhil	GESI/WASH/Health	EC member	9

3. Internal Resources of the Organization:

SN	Organizational Own Source or Type of Resource Generation Activity	Approximate Annual Income (NPR)	Use of Generated Resources
1	Fee and annual renew charge of general member	3500	EC Meeting, Org Annual Audit, AGM, Renew, Monitoring, Reporting, Donation. And, as per the need, child right facilitation and advocacy initiatives are also been running with this budget.
2	Individual contribution of executive board members and senior staffs (volunteering basis)	225,000	EC Meeting, Org Annual Audit, AGM, Renew, Monitoring, Reporting, Donation. And, as per the need, child right facilitation and advocacy initiatives are also been running with this budget.
3	Fee collected from renting the meeting hall and meeting equipment (such as projector)	50,000	EC Meeting, Org Annual Audit, AGM, Renew, Monitoring, Reporting, Donation. And, as per the need, child right facilitation and advocacy initiatives are also been running with this budget.
4	Nun-Restricted Fund from organization, person, institution	600,000	Support to most vulnerable children, Emergency Response, Office Admin, Core Staff,
5	Fund for Child's Smile (donation box, individual/organization/private firm/ EC members/general members/ HR)	350,000	Support to most vulnerable children.
6	Emergency and Response Fund (individual/organization/private firm/ EC members/general members/ HR)	50,000	Support in Emergency Relief to Most affected Family/Community

4. Affiliation and/or Partnership with District Level, Provincial and/or National Level Government Agencies

SN	Name of the Government Agency	Type of Partnership/Relationship	Types of Resources that are shared	Duration of Partnership/Relationship From: To:
1	Local Government R/M (Kamalamai, Dudhauri, Tinpatan and Hariharpur Gadhi)	Government owned Project/Relief Nepal-Implementing Partner	Space for office under R/M office buildings, project Funding support by Local Rural Municipalities and office building construction of Migrant Resource Center in District Administration Office Sindhuli	June, 2020-July 2022
2	Phikkal Rural Municipality	Partnership	30% Funding collaboration, technical expertise, human resource and joint monitoring by Phikkal Rural Municipality on Lift Irrigation Scheme.	Dec 2019-July 2020
3	Sunkoshi Rural Municipality Ward No. 3	Partnership	NRs 244696 (20% of total budget) matching fund from RM in Guth Bazar Drinking Water Supply scheme, and provided technical human resource and technical monitoring support.	July, 2019-September, 2019
4	Tinpatan Rural Municipality Ward No. 3	Partnership	NRs 349436 (21% of total budget) matching fund in Boksetar Lifting Drinking Water Supply scheme, and provided technical human resource and technical monitoring support.	April, 2019-July, 2019
5	Dudhauri Rural Municipality Ward No. 3	Partnership	NRs 199030 (14% of total budget) matching fund in Tallo Khuttepani Drinking Water Supply scheme, and provided technical human resource and technical monitoring support.	July, 2018-October, 2018
6	Kamalamai Municipality Ward No. 11	Partnership	NRs 243872 (16% of total budget) matching fund in the Besare Dovan Lifting Drinking Water Supply scheme, and provided technical human resource and technical monitoring support.	April, 2019-July, 2019
7	Hatpate VDC	Partnership	NRs 246000 (14% of total budget) matching fund in Drinking Water Supply Health, Education and Sanitation Project. Supported for joint planning, implementation and monitoring.	May, 2012-May, 2013
8	Dudhauri	Partnership	Matching fund in fish breeding and pond	May, 2020-

SN	Name of the Government Agency	Type of Partnership/ Relationship	Types of Resources that are shared	Duration of Partnership /Relationship From: To:
	Municipality Ward No 3		construction in Ward No. 3.	July, 2020
9	Dudhuli Municipality Ward No 2	Partnership	Matching fund in fish breeding and pond construction in Ward No. 2.	September, 2019- December, 2019
10	Ministry of youth and sports	Government owned Project/Relief Nepal-Implementing Partner	Organized training on agriculture, Youth empowerment and sports and play for youth empowerment. Ministry provided 60% of total budget.	2 years 2066 to 2068
11	Women and Children office Sindhuli	Partnership	Organized embroidery training to women. Women and Children Office contributed 70% of total budget.	1 year 2066 to 2067
12	District Administration Office Sinduli	Coordination	Implementing Safer Migration Project in coordination with DAO, Sindhuli; counselling on safer migration to clients, mediation of fraud cases related to migration; Established an office under DAO building.	July, 2020- July, 2022
13	Tinpatan Rural Municipality, Ward No.-7	Technical Partnership	Preparation of design & estimation; technical supervision during the various stages of construction and at the end of the project; support for locally available resource management; preparation of technical report on completion of irrigation project and community contribution for unskilled labor by user group.	July, 2018- Aug, 2018
14	Tinpatan Rural Municipality, Ward No.-10	Technical Partnership	Preparation of design & estimation; technical supervision during the various stages of construction and at the end of the project; support for locally available resource management; preparation of technical report on completion of irrigation project and NRs 92,995.20 community contribution for unskilled labor by user group.	July, 2018- Aug, 2018
15	Tinpatan Rural Municipality, Ward No.-8	Technical Partnership	Preparation of design & estimation; technical supervision during the various stages of construction and at the end of the project; support for locally available resource management; preparation of technical report on completion of irrigation project and NRs 43,917.50 community	July, 2018- Aug, 2018

SN	Name of the Government Agency	Type of Partnership/ Relationship	Types of Resources that are shared	Duration of Partnership /Relationship From: To:
			contribution for unskilled labor by user group.	
16	Golanjor Rural Municipality, Ward No.- 1	Technical Partnership	Preparation of design & estimation; technical supervision during the various stages of construction and at the end of the project; support for locally available resource management; preparation of technical report on completion of irrigation project and NRs 49,836.81 community contribution for unskilled labor by user group.	Aug, 2018- Sept. 2018

5. Affiliation of the Organization with Networks

SN	Name of the Network	Level of Affiliation	Support to the NGO's interventions due to Affiliation	Duration of Affiliation
1	Social Welfare Council, Lalitpur	National	Project Approval, Monitoring and Feedback	From: 2066 To: till
2	NGO Federation, Sindhuli	District	Lobby, Advocacy, Monitoring and feedback	From: 2067 To: till
4	DPNet-Nepal	National	Capacity building, Disaster risk management	From: 2075 To: till
5	Consortium of Organizations Working for Child Participation (Consortium-Nepal)	National	Child participation campaigns, organizational capacity building	From: 2074 To: till
6	District WASH Cluster	District	Relief Nepal distributed water guard after disaster and implemented WASH activities in recommendation of WASH cluster. Relief Nepal manage all financial part and District WASH cluster facilitates for coordination in district and local level.	From: 2072 to till date
7	District Education Cluster	District	Relief Nepal support scholarship to disaster affected child, and support to	From 2071

SN	Name of the Network	Level of Affiliation	Support to the NGO's interventions due to Affiliation	Duration of Affiliation
			school building construction including WASH in recommendation of Education cluster	to till date
8	District Child Welfare Board	District	Support to identify child labor, scholarship support to child labor; organize training on child empowerment, child right and skill enhancement and livelihood support to family of child labor in recommendation of DCWB.	From 2072 To 2075
9	Protection Cluster, Sindhuli	District	Coordination and collaboration with government agencies, sharing of data, support to implementation joint activities, support to information system of organization in protection issues	From: 2073 To: till
10	District level Protection Coordination Committee, Sindhuli	District	Coordination and collaboration, advocacy in district level protection issues, support to handle protection cases, support to information system of organization in protection issues	From: 2077 To: till
11	WASH Cluster, Sindhuli	District	Coordination and collaboration, sharing of data, support to implement joint activities, support to information system of organization in WASH issues	From: 2073 To: till
12	Agriculture and Food Security Cluster, Sindhuli	District	Coordination and collaboration sharing of data, support to implement joint activities, support to information system of organization in agriculture and food security issues	From: 2073 To: till
13	Health and Nutrition Cluster, Sindhuli	District	Coordination and collaboration, sharing of data, support to implement joint activities, support to information system of organization in health and nutrition issues	From: 2077 To: till
14	Education Cluster, Sindhuli	District	Coordination and collaboration, sharing of data, support to implement joint activities, support to information system of organization in education issues	From: 2073 To: till

SN	Name of the Network	Level of Affiliation	Support to the NGO's interventions due to Affiliation	Duration of Affiliation
15	District Disaster Management Committee, Sindhuli (Regular Invited)	District	Coordination and collaboration, sharing of data, support to implement joint activities, support to information system of organization in Disaster issues	From: 2075 To: till
16	Gender Violence Management Committee	District	Coordination and collaboration, advocacy in district level gender violence issues, support to handle gender violence cases, support to information system of organization in gender violence issues	From: 2024
17	One-stop Crisis Management Center	District	Coordination, collaboration, advocacy and counselling in district level gender violence and protection issues, support to handle gender violence and protection cases, support to information system of organization in gender violence and protection issues and referrals.	From: March, 2017 To: Till date
18	Child Friendly Local Government Committee	District and R/M Level	Technical and Financial support in CFLG declaration, Support in community mobilization for fulfilling and monitoring CFLG indicators	From: 2020 To: Till date

6. Awards / Achievements / Recognitions of the Organization:

SN	Name of the Award	Award Given By	Award Received Year	Reason for the Award
1	Letter of Appreciation	V-WASH-CC- Basheshwor	2071	ODF Declaration
2	Letter of Appreciation	VDC- Basheshwor, Sindhuli	2071	Transparency and Accountability of Women Empowerment
3	Letter of Appreciation	V-WASH-CC-Ratanchura	2072	ODF Declaration
4	Letter of	Minster, Ministry of Youth	2072	Valuable Contribution on

SN	Name of the Award	Award Given By	Award Received Year	Reason for the Award
	Appreciation	and Sports Government of Nepal, UN ESCAP, Global Peace Foundation, Global Young Leaders Academy		Earthquake Affected Area
5	Letter of Appreciation	V-WASH-CC-Tinknaya	2072	ODF Declaration
6	Letter of Appreciation	VDC-Ratanchura	2072	Recovery and Restoration on Earthquake Effected Area, Transparency and Accountability of earthquake affected area.
7	Letter of Appreciation	Jalakanya Health post	2072	Full Vaccination to Children
8	Letter of Appreciation	Kamalamai-Municipality, Sindhuli	2073	Declaration of Child Free Labor District
9	Letter of Appreciation	VDC- Hatpate, Sindhuli	2073	Declaration of Literate Area
10	Letter of Appreciation	District Education Office, Sindhuli	2074	Declaration of Literate District Sindhuli.
11	Letter of Appreciation	Kamalamai-Municipality (M-WASH-CC)	2074	ODF Declaration
12	Letter of Appreciation	Dudhauri-Municipality (M-WASH_CC)	2074	ODF Declaration
13	Letter of Appreciation	Shree Batshala Secondary School	2075	Safer School Construction, WASH, Child Protection, DRM
14	Letter of Appreciation	D-WASH-CC	2075	ODF Declaration
15	Certificate of Honor	Shree Sarashoti Basic School- Ritthabote	2075	Safer School Construction, WASH, Child Protection, DRM
16	Letter of Appreciation	Fikkal Rural Municipality	2075	Agriculture Market promotion

SN	Name of the Award	Award Given By	Award Received Year	Reason for the Award
17	Certificate of Honor	Shree Secondary School Bajhe	2075	Safer School Construction, WASH, Child Protection, DRM
18	Certificate of Honor	Shree Jana Jagriti Secondary School	2075	Safer School Construction, WASH, Child Protection, DRM
19	Certificate of Honor	Kamalamai Municipality	2075	Safer School Construction, WASH, Child Protection, DRM
20	Letter of Appreciation	CARITAS Nepal	2075	Strong partnership and commitment for the effective and principled Humanitarian Response
21	Certificate of Appreciation	Concern Worldwide	2075	Building Resilience of Earthquake affected Communities
22	Letter of Appreciation	Golanjor Rural Municipality	2076	Successful Project Completion in WASH sector
23	Certificate of Appreciation	CARITAS Nepal	2076	Successful Project Completion
24	Letter of Appreciation	Phikkal Rural Municipality	2076	Agriculture Market promotion
25	Letter of Appreciation	Shree Manakamana Basic School	2076	Safer School Construction, WASH, Child Protection, DRM
26	Letter of Appreciation	Dudhauli Municipality	2076	Women Empowerment
27	Letter of Appreciation	World Vision International Nepal	2076	Excellence Performance in coordination and Integration
28	Certificate of Appreciation	All Hands and Hearts-Smart Response	2076	For Valuable Contribution and support to the completion of Makwanpur School Reconstruction
29	Certificate of Honor	Shree Manakamana Basic School Makwanpurgadhi	2076	Construction of School Building, WASH Infrastructure, DRM and Child protection

SN	Name of the Award	Award Given By	Award Received Year	Reason for the Award
30	Letter of Appreciation	Phikkal Rural Municipality	2077	Successful Project Completion of Phikkal Lift Irrigation
31	Letter of Appreciation	Tinpatan Rural Municipality 10	2078	Technical and Financial Support to Declare Child Friendly Local Governance
32	Letter of Appreciation	Shree Primary School Lampandanda Tinpatan 11, Sindhuli	2079	Successful completion of school toilet and compound wall.
33	Letter of Appreciation	Phikkal Rural Municipality 05	2079	Technical and Financial Support for Declaration of Child Friendly Local Governance
34	Letter of Appreciation	Tinpatan Rural Municipality 05	2079	Technical and Financial Support for Declaration of Child Friendly Local Governance
35	Letter of Appreciation	Tinpatan Rural Municipality 05	2080	Technical and Financial Support for Successful Declaration of Child Friendly Local Governance
36	Letter of Appreciation	Hariharpurgadhi Rural Municipality	2080	Successful completion of Three School buildings, Bio Sand Filtration Installation, Compound wall and playground construction, Furniture support.
37	PNGO Excellence in Good Governance and Readiness	World Vision International Nepal	2080	Award for recognition of outstanding performance in Good Governance and Readiness.

7. List of Available Organizational Policies:

SN	Name of the Available Organizational Policy	Policy Formulation / Revised Year	Policy Formulation Process
1	Human Resources Management Policy	2066/ 2070/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
2	Finance and Admin Policy	2066/ 2070/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
3	Child Protection Policy	2070/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
4	Anti Corruption Policy	2070/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
5	Gender and Social Inclusion Policy	2071/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
6	Sexual Harassment Control Policy	2072/ 2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee

SN	Name of the Available Organizational Policy	Policy Formulation / Revised Year	Policy Formulation Process
			formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
7	Competency Based Staff Recruitment Guideline	2072/ 2074	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
8	Volunteer Management Guideline	2074	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
9	Fund for Child's Smile Guideline	2075	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
10	Emergency and Response Fund mechanism guideline	2075	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
11	Procurement and Logistic Management Policy	2076	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General

SN	Name of the Available Organizational Policy	Policy Formulation / Revised Year	Policy Formulation Process
			Assembly.
12	Safeguarding Policy	2076	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
13	Data Protection Policy	2076	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
14	Do No Harm Policy	2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
15	Monitoring and Control Policy	2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
16	Program Management Guideline	2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
17	Feedback and Complain	2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee

SN	Name of the Available Organizational Policy	Policy Formulation / Revised Year	Policy Formulation Process
	Mechanism Guideline		formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.
18	Ownership handover guideline	2077	Assessment of need to formulation or revision of policy; Decision to formulation or revision; Draft committee formation; Presentation with staff and Executive Member by draft committee; feedback on the draft; finalized version of policy presentation; Approved by Executive committee Meeting and/or General Assembly.

8 Child Protection Policy and Initiative of the Organization:

Major steps being taken by the organization to ensure child protection in the organization and project/s are;

- Orientation on Child Protection Policy to newly recruited staffs.
- Written Commitment (Sign) of staffs on child protection policy/behavior protocol.
- All staff used to sign in code of conduct before moving to field.
- Feedback collection from community people and board member to observe staff's behavior in office and field.
- Collect comment and suggestion through group meeting and complain box.

9. Special measures to be efficient in managing programme.

The following special measures and strategies will be applied to efficient and effective in managing the projects.

- **Community Participation:** Relief Nepal promotes the participation of communities (especially the target groups who are vulnerable to development needs such as pro-poor families, children, women, vulnerable families to disaster and climate risks, etc.) while identifying the local needs, planning and implementation of local intervention. The participatory approach or tools (PRA/RRA tools) will be used while identifying the real needs of community through promoting the equal participation of diversified groups of people in project identification, design and

implementation process. Further, it is prioritized to develop capacity of local groups and committee and their mobilization on project interventions and delivery.

- **Initiation to Joint Plan with Local government and relevant stakeholders:** In Relief Nepal's project, there is the practice of formulating joint plan with local government and relevant stakeholder. A specific platform for involvement of stakeholders and local government will be ensured through thematic dialogue, meeting, review and reflection, and such stakeholders' involvement in project will be assured through joint planning. Additionally, Relief Nepal also initiates for matching fund from local government and relevant stakeholder in the priorities projects.
- **Policy Advocacy:** Relief Nepal facilitate for implementation of government standard policies and its provision in local level (i.e. relevant to Relief Nepal working theme and priorities) through facilitating to mobilize the local committee, groups. There are several evidences of conducting such events for ensuring the implementation of government standards policies in Relief Nepal working areas. Similarly, the local groups and committee are supported to raise their voice on the local development priorities and integrating their priorities and needs in the local level planning process.
- **Build Ownership of LGs towards community development:** Relief Nepal priorities for joint planning and matching fund from Local Government (R/M) in community development priorities of local government. There are several evidences of fund mobilization from local government in construction, income generation interventions projects jointly by local government. For this purpose, Relief Nepal facilitates for joint planning of specific interventions together with local communities, institutions and local government.
- **Exploration and linkages with Previous Project's supports:** Relief Nepal, getting support from different partner will conduct a rapid assessment of previous projects' support in the proposed project location. The assessment will provide the existing situation of project supported beneficiaries, households, groups, network, institutions or physical infrastructure developed support. On the basic of the findings of the assessment, a follow-up activity will be planned for effective utilization of physical infrastructure and engagement/mobilization of existing groups/institutions in the current programme.
- **Project Management Committee:** Relief Nepal facilitate to organize Project Management Committee in each project with representation of organization, beneficiaries, local government and like-minded agencies. The PMC supports for planning, resource mobilization, and monitoring of project's intervention. The PMC also deals the issues and challenges encountered during project implementation process.
- **Regular reflection, review and learning capturing:** Relief Nepal promotes periodic review (both internal and external) of project to assess the project's delivery status and its results. Such review and reflection session ensure the quality and timely delivery of project interventions and assist for capturing learning from implementation approaches, process; and finally admires for improvement in future.

11. Organizational Structure/Organogram

