

Expression of Interest (EOI) for Humanitarian Projects Delivery Partnership

1. Rationale for this EOI

Humanitarian assistance is one of the core programme areas of the Muslim Aid-UK Bangladesh Field Office (MABFO). In response to escalating humanitarian needs driven by climate change, recurrent natural disasters, and the growing vulnerability of at-risk communities, MABFO prioritizes timely, localized, and integrated humanitarian action across Bangladesh. Through strong and strategic partnerships with local and national NGOs, MABFO ensures anticipatory actions, rapid emergency response, including life-saving relief delivery within 72 hours of a disaster, alongside anticipatory action and early recovery support.

Key interventions include early warning message dissemination, evacuation support, community risk assessments, emergency relief distribution, Shelter and Non-Food Item (NFI) distribution, hygiene kit distribution, Multipurpose Cash Grant (MPCG) assistance, small-scale infrastructure repair and maintenance, and livelihood protection support. MABFO also emphasizes system strengthening through capacity sharing and community-led resilience building to ensure rapid recovery and long-term resilience.

2. Objectives of the Partnership

To respond effectively and expand its outreach, MABFO aims to establish partnerships with capable local and national organizations for the implementation of anticipatory action, emergency response, and early recovery. The objective of this EOI is to identify and pre-qualify partners who can:

- Implement anticipatory action, emergency response, and early recovery programmes interventions in line with MABFO's programme standards, cultural values, and humanitarian principles.
- Ensure transparent and accountable processes in beneficiary selection, distribution, documentation, and reporting.
- Strengthen accountability to affected populations (AAP) through participatory and inclusive approaches.
- Strengthening community capacity including local youth and women for disaster preparedness, response, and recovery.
- Support the effective functioning of local disaster management committees and Community-Based Organizations (CBOs)
- Uphold safeguarding, gender sensitivity, and inclusivity at every stage of implementation.
- Demonstrate efficient and effective use of resources with strong financial and programmatic accountability systems.

- Coordination with local and national level stakeholders including the government line departments and humanitarian actors.
- Focus on innovation during project implementation to ensure wider and lasting impact.

3. Scope of Partnership

The selected partner organization(s) will be responsible for implementing field-level activities of MABFO's Humanitarian programmes in coordination with MABFO and local stakeholders. The key responsibilities include:

- Conduct household surveys following MABFO's beneficiary selection criteria and prepare the initial beneficiary list for humanitarian projects.
- Finalize the beneficiary list and obtain approval from the relevant government authorities.
- Ensure timely and compliant procurement, maintaining MABFO's quality standards.
- Distribute of humanitarian aid items (Food package, Shelter, NFI, WASH and hygiene kits, MPCG) in coordination with local government departments, MABFO, and other stakeholders.
- Ensure accessibility and safety for persons with disabilities (PWDs), elderly people, and women at all distribution points.
- Maintain MABFO's visibility and branding across all project activities.
- Coordinate with local authorities, NGOs/INGOs, and other relevant stakeholders for smooth implementation.
- Document all response activities, including beneficiary lists, distribution records, and monitoring reports.
- Conduct capacity building sessions at community, and schools on disaster preparedness and response.
- Conduct awareness raising session on early warning message dissemination including risk flagging, coping and adaptation measures.
- Renovate/upgrade/refurbish small scale community infrastructure, educational institutes and CFW schemes.
- Construct/rehabilitate/repair climate resilient inclusive WASH facilities at school and communities in climate and disaster-prone areas.
- Conduct Post Distribution Monitoring (PDM) within two weeks of distribution.
- Obtain completion certification from relevant local government authorities.
- Submit timely narrative and financial reports along with all supporting evidence.

4. Geographical location for Humanitarian Projects: Anywhere in Bangladesh.

5. Eligibility Criteria for EOI Submission

Interested organizations must meet the following minimum eligibility requirements:

- Be legally registered in Bangladesh with valid documentation from the relevant authority (must NGOAB, and others if have any)

- Not be under suspension, debarred, or blacklisted by any government, INGO, or donor entity in the past three years.
- Have a minimum of 3 years of proven experience in similar types of programming, particularly in emergency humanitarian response programme
- Demonstrate operational presence in proposed areas and logistical capacity with skilled staff and community networks.
- Ability to pre-finance for project implementation in some cases if required.
- Maintain a sound financial management system with audited financial statements for the last 2-3 years and transparent procurement procedures.
- Employ staff with technical expertise in WASH, Shelter & NFI, DRR, CASH distribution, Food distribution, procurement, logistics, and monitoring.
- Adhere to humanitarian principles, Core Humanitarian Standards (CHS), and MABFO's policies on safeguarding, gender, inclusion, and accountability.
- Be willing to coordinate closely with local authorities, relevant stakeholders and MABFO during implementation and reporting.

6. Submission Requirements

Interested organizations are requested to submit a comprehensive Expression of Interest (EOI) containing the following documents:

- **Cover Letter:** Signed by the organization's authorized representative, expressing interest, and confirming eligibility.
- **Organizational Profile:** Brief overview including mission, vision, legal registration certificates, Organizational structure, key staff, and operational presence (Districts).
- Monitoring, evaluation, and reporting systems (MEAL System).
- Organizational procurement policy including the emergency procurement policy.
- Safeguarding, gender, and inclusion approaches.
- Summary of relevant (anticipatory action, emergency response, early recovery) past experience (minimum three examples with references).
- **Audited Financial Statements:** For the last two to three fiscal years by a certified auditor.

7. Evaluation Criteria

All submitted Expressions of Interest (EOIs) will be reviewed through a transparent and competitive process. The evaluation will be based on the following key criteria:

- **Eligibility and Compliance:** Verification of legal registration, valid documentation, and compliance with MABFO's eligibility requirements, including absence of suspension or blacklisting.
- **Relevant Experience:** Demonstrated minimum of three years of experience in implementing similar programme (Anticipatory Action, Emergency Response, Early Recovery) interventions.
- **Operational and Technical Capacity:** Proven operational presence and logistical capacity in the proposed areas, supported by qualified and experienced staff with expertise in procurement,

logistics, and field-level implementation. Also, technical staff capacity to implement WASH, Shelter & NFI, DRR, CASH distribution, Food distribution related project interventions.

- **Organizational Systems and Governance:** Existence of sound financial management systems, audited financial statements, transparent procurement procedures, and strong internal controls.
- **Programme Quality and Accountability:** Clear understanding of programme objectives, with demonstrated commitment to humanitarian principles, Core Humanitarian Standards (CHS), safeguarding, gender equality, inclusion, and accountability to affected populations (AAP) and relevant other humanitarian standards.
- **Monitoring, Evaluation, and Learning:** Established mechanisms for monitoring, reporting, and documenting programme performance and outcomes.

Note: Shortlisted organizations will be contacted for further discussions and may be invited to participate in a detailed capacity and due diligence assessment prior to final partnership confirmation.

8. Submission Process

Interested organizations may submit either a soft copy or a hard copy of their EOI package.

- Email submission: bangladeshprocurement@muslimaid.org.bd
- Hard copy submission: Muslim Aid-UK, Bangladesh Field Office (MABFO), House # 13 (5th Floor), Road # 27, Block # J, Banani, Dhaka-1213, Bangladesh.
- Subject line for email submission: “Expression of Interest (EOI) for Humanitarian Projects Delivery Partnership.”
- Deadline: The deadline for Expression of Interest (EOI) submission is 25 June 2026 on or before 04:00 PM (Late submissions will not be considered).

9. Important Notes

- Submission of an EOI does not guarantee partnership or funding.
- MABCO reserves the right to accept or reject any submission without explanation.
- Queries regarding this EOI should be directed via email to: mottasim.billah@muslimaid.org.bd by 20 June 2026.

10. Contact Information

Muslim Aid-UK, Bangladesh Field Office (MABFO)

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Email: bangladeshprocurement@muslimaid.org.bd

Contact Person: Al Amin, Admin & Logistics Officer, Muslim Aid-UK Bangladesh Field Office.