

**NOTICE FOR EMPANELMENT OF TECHNICAL EXPERTS TO DEVELOP THE TERMS OF REFERENCE (ToR) FOR DESIGNING AND DEVELOPING A NEW WEBSITE FOR THE COALITION FOR DISASTER RESILIENT INFRASTRUCTURE. (NATIONAL & INTERNATIONAL)**

The Coalition for Disaster Resilient Infrastructure (CDRI) is in the process of empanelment of Technical Experts (National & International) who can develop the Terms of Reference for the designing and developing of a new website for the Coalition for Disaster Resilient Infrastructure

Details regarding the eligibility, experience, requirements, and payment structure are available in the annexures of this document:

- **Annexure 1: Terms of Reference (ToR)**
- **Annexure 2: Professional Fees for Consultants Based in India (National Technical Expert) and Based Outside India (International Technical Expert)**

The process of empanelment is aimed at creating a pool of experts for CDRI to draw on as required and does not constitute an offer or guarantee of work. CDRI will empanel experts for an initial duration of 2 year and may be renewed based on performance.

**How to Apply:**

All interested and qualified domain experts are requested to apply on <https://app.cdri.world/career/>.

**Please note:**

CDRI is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals with disabilities are equally encouraged to apply. All applications will be treated with strict confidence.

CDRI has ZERO Tolerance on sexual exploitation and abuse, any kind of harassment including sexual harassment and gender / racial discrimination. Any selection therefore will be subject to satisfactory reference and background check.

The CDRI does not charge any application, processing, training, interviewing, testing or other fee in connection with the application or recruitment process. Should you receive a solicitation for the payment of a fee, please disregard it. Furthermore, please note that emblems, logos, names, and addresses are easily copied and reproduced. Therefore, you are advised to apply particular care when submitting personal information on the web.

## **ANNEXURE 1: TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF TECHNICAL EXPERTS**

### **1. Introduction**

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience in infrastructure systems and their development. The vision, mission, goal, and objectives of the CDRI are linked to the post-2015 development agendas. The CDRI will also contribute to the resilience of global infrastructure systems in an increasingly interconnected world. The outcomes would lay foundation of resilient economies and society through cross-sector commitments at to global scale.

The CDRI will support countries to upgrade their systems for ensuring disaster and climate resilience of existing and future infrastructure. It seeks to rapidly expand the development and retrofit of resilient infrastructure for the SDGs objectives of universal access to basic services, enabling prosperity, and decent work. The CDRI envisions measurable reduction in infrastructure losses from disasters including extreme climate events.

The Government of India has established a Society in New Delhi to act as the Secretariat of CDRI. The Secretariat functions under the direction of the international Governing Council and implements the programmes of CDRI.

### **2. Background**

There is a requirement to create a high-quality website for a mission-driven international organization and targeted to the Coalition for Disaster Resilient Infrastructure's (CDRI) key stakeholders globally.

To achieve this, CDRI seeks to appoint an external agency to create a new website through a competitive bidding process.

To support this bidding process, **CDRI plans to engage a technical expert(s) who will be responsible for developing comprehensive Terms of Reference (ToR). The ToR will cover the technical as well as functional specifications of the new CDRI website. This ToR will also guide the bidding process and assist CDRI in selecting the appropriate external agency to develop the new CDRI website.**

### **3. Objective**

CDRI will engage a technical expert (or, if appropriate, a group of experts) to develop Terms of Reference (ToR) and assist CDRI in the agency selection process for developing a new CDRI website.

### **4. Scope of Work:**

The TE may be engaged to provide the following services to CDRI:

1. Defining the vision and scope of the new website through analysis of current analytics, consultation with the CDRI Secretariat and key external stakeholders and obtain user feedback, and analysis of CDRI's key audiences.
2. Prepare comprehensive TOR for developing a new CDRI website.
3. Assist in the selection process for appointing an agency to develop the new CDRI website.
4. Assistance in reviewing and evaluating documents on all technical aspects, including scope of work, methodologies, findings, technical feasibility, financial aspects, and recommendations.
5. Review bid documents, terms of reference, and scope of work for initiatives to be launched under CDRIS, including scoring of technical proposals.
6. Advice on technical, project planning, implementation, monitoring, evaluation, and close-out.
7. Participate in meetings, as requested by CDRI.

#### **4. Deliverables**

1. The technical expert will create a clear, comprehensive, well-documented TOR for developing the new CDRI website. The TOR should cover the technical as well as functional specifications of the new CDRI website.
2. Detailed Terms of Reference will be provided for individual assignments on a case-by-case basis, spelling out the scope of the assignment and deliverables by the TE.
3. The rates for both National and International TEs will be inclusive of income tax as applicable in India. The rates for National Consultants will be exclusive of Goods and Services Tax (GST) as applicable in India.
4. Payments to TEs will be made based on per-day rates as defined in Annexure 2.

#### **5. Education and Experience Required**

##### **A. Education Criteria**

###### Compulsory

- Advanced university degree (equivalent to postgraduate) in the field relevant to the study.

###### Desirable

- Undergraduate technical degree in the same sector as that of the study
- Doctorate / PhD degree in the field relevant to the study

##### **B. Experience Criteria**

- Experience in TOR preparation for internationally focused websites.
- Experience in developing websites for international organizations such as multinational NGOs/IO/UN agencies etc.

- Experience conceptualizing websites based on high-quality, attractive graphics, incorporating digital elements and cutting-edge features.
- Knowledge of web development technology, content management systems, and related technical issues.
- Understanding of UI/UX design, SEO, IA, and SSL.
- Project management skills, with a record of timely project delivery.
- Understanding of legal and regulatory requirements, including data protection, accessibility standards, and cybersecurity considerations.
- Work completion testimonials from three similar projects.
- Experience in similar roles for UN, World Bank, or international development and multilateral organizations.

### **C. Language Requirements**

- Fluency in written and spoken English is a must. Additional language skills would be desirable.

### **6. Schedule**

Selected Technical Experts will sign a contract with CDRI to support specific projects, and actual work will be assigned through “Work Orders,” specifying the number of (8-hour) days of work and a timeline.

### **7. Consultant Fees**

As per the policy of CDRI, TE will be paid a per day all-inclusive professional fee based on their grade/scale. See Annexure 2.

Additionally, DSA, as per CDRI policies, may be applicable subject to the requirements of the assignment.

\*\*\*

**ANNEXURE 2:  
PROFESSIONAL FEES FOR CONSULTANTS BASED IN INDIA**

<b>Band/ Grade</b>	<b>Description of Experience</b>	<b>Expected level of contribution</b>	<b>Years of Relevant Work Experience</b>	<b>Per day Remuneration (INR)</b>
i.	Senior consultants from government or private sector with more than 15 years of relevant experience and appropriate qualifications	Technical support for policy formulation, sector-specific planning, and high-level coordination.	15 years +	Rs. 15,000
ii.	Consultants with more than 10 years of relevant experience and appropriate qualifications	Specialized skills/ expertise for analysis, generation of findings, and applying technical expertise for planning, designing capacity development programs, monitoring, and evaluation.	10 years +	Rs. 10,000
iii.	Consultants with more than 5 years of relevant experience and appropriate qualifications.	Specialized skills/ expertise as per provided planning and programme guidance.	5 years +	Rs. 5,000

**PROFESSIONAL FEES FOR CONSULTANTS BASED OUTSIDE INDIA (INTERNATIONAL TECHNICAL EXPERT):**

<b>Band/ Grade</b>	<b>Description of Experience</b>	<b>Expected level of contribution</b>	<b>Years of Relevant Work Experience</b>	<b>Per day Remuneration (US\$)</b>
i.	Senior consultants from government or private sector with more than 20 years of relevant experience and appropriate qualifications	Technical support for policy formulation, sector-specific planning, and high-level coordination.	20 years +	US\$ 650 (~Rs. 48,000)
ii.	Consultants with more than 15 years of relevant experience and appropriate qualifications	Specialized skills/ expertise for analysis, generation of findings, and applying technical expertise for planning, designing capacity development programs, monitoring, and evaluation.	15 years +	US\$ 450 (~ Rs. 33,000)
iii.	Consultants with more than 10 years of relevant experience and appropriate qualifications.	Specialized skills/ expertise as per provided planning and programme guidance.	10 years +	US\$ 300 (~Rs. 22,000)