

Dated: 28 August 2024

## Hiring of an expert for the CDRI Urban Infrastructure Resilience Program

### 1. Background

#### About CDRI

The Coalition for Disaster Resilient Infrastructure (CDRI) is a partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and knowledge institutions that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development.

#### Vision

CDRI seeks to rapidly expand the development and retrofit of resilient infrastructure to respond to the SDG of expanding universal access to basic services, enabling prosperity and decent work.

#### Mission

To support countries to upgrade their systems to ensure disaster and climate resilience of existing and future infrastructure.

#### Strategic Work Plan 2023-2026

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. The Strategic Work Plan sets out a clear direction for the Coalition to pursue a transformational agenda for DRI in response to a changing risk landscape and evolving on-ground realities of its members. In the next four years, the Coalition will continue to leverage the expertise of its Member Countries and partners to develop context-specific, innovative solutions for resilient infrastructure towards the achievement of national priorities and global commitments of its members.

With the Strategic Work Plan for 2023 – 2026, CDRI has set out the following strategic outcomes.

**Strategic Outcome 1:** A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

**Strategic Outcome 2:** Global DRI research, Coalition-led peer engagement, and CDRI-curated and generated knowledge promote risk-informed policy and practice.

**Strategic Outcome 3:** Enhanced capacities of government, private enterprises, and communities to implement post-disaster recovery and DRI action at scale.

#### CDRI Headquarters (Secretariat)

The CDRI Headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition.

### 2. Objective

The primary objective of this engagement is to select an expert for the CDRI Urban Infrastructure Resilience Program.

### 3. Terms of Reference

Cities play a pivotal role in the global economy, contributing to more than 80% of the global Gross Domestic Product (GDP). Presently, more than half of the global population resides in urban areas, a number anticipated to rise to 70% by 2050 and an overwhelming 85% by 2100. The unprecedented

urbanization is coupled with increasing events of climatic hazards causing 70% of Average Annual Losses globally. As cities continue to burgeon and attract a significant portion of the global population, well-designed and efficient urban infrastructure systems become indispensable.

To advance systemic infrastructure resilience, Coalition for Disaster Resilient Infrastructure (CDRI), is seeking Urban Infrastructure Resilience Expert to support its urban program. This program aims to enhance urban infrastructure resilience across member countries through strategic planning, development, and implementation. The expert will provide technical expertise and support to ensure the successful execution of the program's objectives.

#### 4. Key Support Areas

The Urban Infrastructure Resilience Expert will:

- Support the call for proposals related to urban infrastructure resilience.
- Engage with member countries and partner organizations to advance program goals.
- Identify and list urban infrastructure planning, implementation, and management institutions and agencies across member countries.
- Develop awareness and outreach materials aligned with CDRI's urban program.
- Document the processes and outcomes of their support efforts.

#### 5. Scope of Work

The expert will perform the following tasks:

- Assist in the preparation and dissemination of calls for proposals related to urban infrastructure resilience.
- Identify and compile a comprehensive database of institutions and agencies involved in urban infrastructure planning, implementation, and management across member countries.
- Facilitate communication and collaboration with identified institutions, member country representatives, and partner organizations.
- Coordinate meetings, workshops, and conferences to advance program objectives.
- Provide technical assistance and guidance to stakeholders on CDRI's programs and processes.
- Create and design materials to raise awareness about urban infrastructure resilience program activities.
- Ensure materials are consistent with CDRI's branding/communication and effectively communicate key messages.
- Develop and deliver online training and capacity-building modules for stakeholders.
- Review and evaluate proposals submitted in response to the call.
- Provide recommendations for proposal selection and funding.
- Maintain detailed records of all activities, including meetings, decisions, and outcomes.
- Prepare regular reports summarising progress, challenges, and recommendations.
- Ensure that documentation is comprehensive, accurate, and timely

#### 6. Eligibility Criteria

##### Expertise Required:

The Urban Infrastructure Resilience Expert must possess the following expertise:

- **Urban/Infrastructure Planning, Design, and Implementation:** Demonstrated experience in planning, designing, and implementing urban infrastructure projects.
- **Project/Program Development:** Proven ability to develop and manage complex projects and programs related to urban infrastructure.

- **Stakeholder Consultation and Liaising:** Experience in engaging with a diverse range of stakeholders, including governments, development organizations, and the private sector.
- **Development and Delivery of Online Training and Capacity Building Modules:** Expertise in creating and delivering training programs and capacity-building initiatives.

### Experience Required:

The expert should have:

- **Minimum of 10 Years Experience:** At least 10 years of professional experience working on urban infrastructure projects.
- **Engagement with Governments and Bilateral Agencies:** Proven track record of working with government entities and bilateral agencies on infrastructure projects.
- **Engagement with Development Banks, UN Organisations, and INGOs:** Experience collaborating with development banks, United Nations organizations, and international non-governmental organizations.
- **Program and Project Management:** Experience in managing projects, programs, and contextual urban infrastructure resilience initiatives in more than one country.

### Deliverables

- Comprehensive list of urban infrastructure institutions and agencies.
- Stakeholder engagement plan
- Awareness and outreach materials, including online training modules.
- List of meetings, workshops, and trainings conducted
- Regular progress reports and final documentation of the process.
- Recommendations for proposal selection and program development.

### Duration and Reporting

The engagement will be for a total of 70 days (10 days per month) starting from September 2024 till March 2025. The expert will provide progress reports to the Urban Program Team as agreed upon in the contract.

CDRI hereby invites you to submit your proposal with the following details in **two separate PDF files (Technical and Financial) attached** in one email since the evaluation will be conducted through the **QCBS method**.

1. Brief Introduction of the Expert.
2. Qualification, Experience, and suitability for this assignment.
3. List of clients indicating the scope and magnitude of similar assignments where a similar assignment was carried out for an international organization of comparable stature in India as CDRI.
4. **Financial proposal (Indicate per day all-inclusive professional fee).**

**Note: The Financial Proposal PDF should be password protected. The password for FINANCIAL PROPOSAL MUST NOT BE SHARED ALONG WITH PROPOSAL. The password for the financial proposal will be requested separately.**

### 7. Evaluation Process:

- i. Proposals will be evaluated from a technical standpoint following a **Quality & Cost Basis Selection (QCBS)**

S. N.	Technical Evaluation Criteria (100 marks)	Points
A.	Experience, and expert's suitability for this assignment	30
B.	Expertise as mentioned in point 6 above	30
C.	Acceptability and detailing of methodology and work plan	20
D.	Experience of working with International Organization(s) or in a multicultural setting	20
<b>Total</b>		<b>100</b>

- ii. CDRI, if required, may ask the applicant for a presentation/discussion on the proposal submitted. Failure on the part of the applicant to arrange the presentation/discussion on the date & place fixed shall result in the rejection of the bids. Also, if it is found after the presentation/discussion that the applicant does not meet the expectations of the CDRI shall be treated as substantially non-responsive. CDRI's decision shall be final in this regard. The place for presentation/discussion shall be conveyed to the applicant at an appropriate date.
- iii. The applicant scoring more than 70% in the technical evaluation shall be considered for financial evaluation. 80% weightage will be awarded for the Technical Proposal and 20% weightage will be awarded for the Financial Proposal. Technical Bid will be assigned a Technical score (Ts) out of a maximum of 100 points.
- iv. The applicant's Financial Scores (Fn) are normalized as per the formula below:
 

Fn = Fmin/Fb \* 100 (rounded off to 4 decimal places) Where,  
 Fn = Normalized commercial score for the applicant under consideration  
 Fb = Absolute financial quote for the applicant under consideration  
 Fmin = Minimum absolute financial quote  
 Formula for final evaluation:

Composite Score (S) = Ts \* 0.80 + Fn \* 0.20
- v. The applicant with the highest Composite Score (S) would be considered for the award of the contract and will be called for negotiations if required.

## 8. Other Terms & Conditions

- i. The proposals should be valid for 60 days after the final submission date.
- ii. CDRI reserves the right to cancel this Request for proposal before or after the receipt of proposals or after opening the proposal and call for fresh proposals. CDRI also has the right to reject any proposal without assigning any reason.
- iii. Proposals incomplete in any respect will not be considered.
- iv. Please note that the applicant must clearly disclose the contractual and payment terms in its proposal.

The applicants are requested to submit their proposal through email to [tender.projects@cdri.world](mailto:tender.projects@cdri.world) by 23:59 hrs (IST) on 09 September 2024.

**Password for the Financial Proposal password MUST NOT BE SHARED ALONG WITH PROPOSAL.**  
**The proposal password will be requested separately.** Responses received after the stipulated time or not in accordance will be summarily rejected.

Please ensure that your proposal is sent ONLY to ABOVE MENTIONED email ID before the closing date & time. Proposals sent/copied to any other email ID (other than above) OR received after the bid closing date & time (mentioned above) will not be entertained.

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