

Request for Proposal

Dated: 19 December 2024

Hiring Agency(s) for Outsourcing CDRI Accounting Services

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.

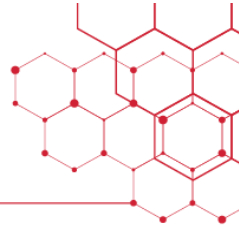
Strategic Outcome 1: A strong Coalition that has the membership, resources, and global leadership to drive global, national, regional, and local DRI action.

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. Terms of Reference (ToR)

Coalition for Disaster Resilient Infrastructure (CDRI) seeks to hire the external agency(s) to manage its accounting functions (Onsite) initially for a period of 3 years, which can be further extended based on performance and mutual agreement. This decision is driven by the need for specialized expertise, cost-effectiveness, and improved financial management.

This Terms of Reference (ToR) document outlines the scope, objectives, and responsibilities for outsourcing accounting services to enhance operational efficiency and ensure compliance with financial regulations.

3. Objective

- a. To ensure accurate and timely bookkeeping & financial reporting.
- b. To maintain compliance with relevant financial regulations and standards.
- c. To improve operational efficiency by leveraging external expertise.
- d. To provide strategic financial insights for decision-making.

4. Scope of Work

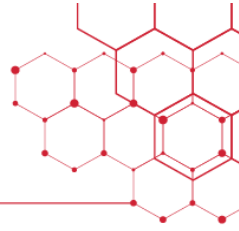
The scope of this assignment includes but is not limited to:

1. Accounting

- i. **ERP System Management:** Independently manage the overall operations of the ERP system, including entries in the accounting software with supporting documents and proper filing.
- ii. **Maintenance of Accounts:** Ensure maintenance of accounts as per accounting standards, managing books according to International Public Sector Accounting Standards (IPSAS) and ensuring compliance with International Financial Reporting Standards (IFRS) and local GAAP.
- iii. **Bookkeeping:** Review financial transactions and track the entire bookkeeping process, beginning from Entries in the Accounting software/ERP system till voucher generation and filing. Ensure accurate and timely processing of financial transactions.
- iv. **File Maintenance:** Maintain all required files, including journal vouchers (JV), payment vouchers (PV), salary records, bank reconciliation documents, compliance documents, etc.

2. Reporting

- i. **Prepare Reports:** Generate comprehensive financial statements and management reports on a monthly/ quarterly/ annual basis (as required).
- ii. **MFR (Monthly Financial Reports):** Prepare monthly financial reports including key performance indicators and analysis.
- iii. **Aging Analysis:** Conduct aging analysis of accounts receivable and payable to assess outstanding balances and manage cash flow.



- iv. **Bank Reconciliation:** Perform monthly bank reconciliations to ensure accuracy between bank statements and CDRI records.
- v. **Credit Card Reconciliation:** Perform monthly Credit Card reconciliations to ensure accuracy between Credit Card statements and CDRI records
- vi. **Compliances Reconciliation:** Reconciliation of all statutory compliances including but not limited to Tax deduction at Source, Goods & Services Tax, Employee Provident Fund, etc.

3. Tax & Compliance

- i. **Statutory Compliance:** Ensure strict adherence to statutory laws and regulations, including the correct deduction of taxes as per prevailing rates for host country and international transactions.
- ii. **Payroll Management:** processing employee payroll and ensuring compliance with labour & tax laws.
- iii. **Preparation & Filing of Statutory Returns:** Ensure timely preparation and accurate filing of monthly, quarterly, and annual statutory returns, meeting all deadlines with zero errors. Issue necessary tax certificates to staff and vendors and maintain proper records.

4. Audits & Year-end closure:

- i. **Audit Support:** Providing necessary documentation and support during Internal and External Audits.
- ii. **Preparation of Financial Statements:** Assist in the preparation of annual financial statements.

5. Deliverables:

- i. Monthly & Quarterly financial reports
- ii. Tax filings and compliance reports.
- iii. Annual financial statements and tax returns. Audit preparation documentation.
- iv. Any other as required by CDRI.

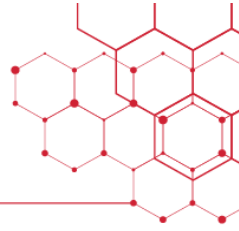
6. Responsibilities

a. Agency Responsibilities & Accountability

- i. Provide qualified personnel with appropriate expertise in accounting and finance.
- ii. Ensure timely delivery of all financial reports and compliance documents.
- iii. Maintain confidentiality of all financial information.
- iv. The service provider will be accountable for the accuracy, compliance, and timeliness of all tasks performed. Any errors or issues must be rectified promptly at no additional cost to the service user.

b. CDRI Responsibilities:

- i. Provide access to necessary financial data and systems.



- ii. Ensure timely communication of any financial issues or changes.
- iii. Facilitate collaboration between internal staff and the outsourced team.

7. Competencies and Essential Requirements:

The firm must demonstrate the following competencies:

- i. **In-depth Knowledge of Accounting Practices:** A comprehensive understanding of accounting practices, particularly as they pertain to multi-lateral, non-governmental, and international organizations.
- ii. **Financial and Accounting Experience:** Proven experience in the financial and accounting domain, including the practical application of various statutory and financial rules and regulations.
- iii. **Experience with International Organizations/ Multi-lateral:** A track record of working with international organizations, demonstrating an understanding of their unique financial and operational contexts.

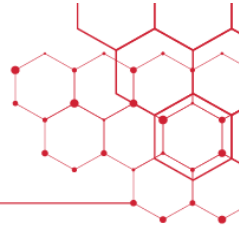
8. Performance Metrics

The performance of the service provider will be evaluated based on:

- a. **Timeliness:** Adherence to deadlines for all deliverables.
- b. **Accuracy:** Correctness of financial statements, tax calculations, and compliance documentation.
- c. **Compliance:** Adherence to tax & regulatory requirements and standards.
- d. **Client Satisfaction:** Overall Agency’s responsiveness & communication and feedback from CDRI.
- e. **Quality** of financial insights and recommendations.

5. Eligibility, Qualifications, and Competencies

S. N.	Parameter	Pre-qualification Criteria Description	Evidence required
1.	Legal Entity/ Registration of Firm	<p>Bidder shall be:</p> <ol style="list-style-type: none"> A professional accounting firm, registered in India and has TAN, PAN, EPF, ESIC, and GST Registration/certificates, etc. The Firm should have been operational for at least 10 years after its registration as of 30th November 2024 with at least 5 years in providing outsourcing of accounting services to Organizations of similar stature 	Relevant Registration Certificate, TAN, PAN, EPF, ESIC and GST Registration Certificate, etc.
2.	Statutory Compliance Certificates	The Bidder must be registered with appropriate authorities for all applicable statutory duties/ taxes and should comply with all taxation norms.	Self-certificate/Undertaking on the Firm's letterhead duly signed by authorized signatory that on the date of bid submission the Firm is complying with all

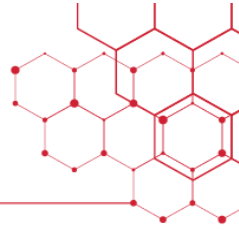


S. N.	Parameter	Pre-qualification Criteria Description	Evidence required
			statutory duties/ taxation norms of India and possesses all necessary certificates to this effect.
3.	Bidder's Turnover	The Bidder must have an average annual turnover of a minimum of INR 50 Lakhs during the last 3 financial years ending 31st March 2024 in respect of providing professional services in finance, accounts, and audit-related work.	Audited Financial Statement for the last three Financial Years (FY 2021-22, 2022-23, 2023-24) clearly mentioning turnover in respect of providing professional services in finance, account, and audit-related work.
4.	Bidder's Experience (Projects)	The Firm/ entity should have experience in providing outsourcing of accounting or financial management services of at least 3 (three) international organizations/Public Sector Undertaking/Autonomous Body/ Statutory Bodies & Government Organizations, etc.	Documentary proof, work orders, and client certificates/completion certificates are to be submitted.
5.	Registered/Branch Office	The Bidder should have a registered/branch office in India.	Relevant Registration Certificate
6.	Declaration on Blacklist	The Bidder should not be banned from carrying out business either with the UN Bodies, other international organizations, MDBs, entire Central Government of India Ministries / Departments/ PSUs, or any Autonomous/statutory institution at the time of the submission of the bid. A similar ban subsequent to the submission of the Bid, but before the award of the Contract shall also disqualify the Bidder.	Self-certificate/ undertaking on the company's letterhead duly signed by the company's authorized signatory.

6. Submission

Please share proposals in **two separate PDF files**:

- a) **Technical Proposal (Password Protected PDF file)** catering to the following:
 - i. Brief Introduction of the Agency and the team members– indicating qualification (please refer to **Annexure 1** for details), Experience, and suitability for this assignment with hands-on experience on **SAP S/4HANA**.
 - ii. Methodology and work plan for performing the assignment.
 - iii. List of clients indicating the scope and magnitude of similar assignments where a similar assignment was carried out for an organization of comparable stature in India as CDRI.
 - iv. Firm's experience in handling the outsourcing of accounting services of an International Organization.



- v. At least two testimonies from previous satisfied clients (Over the last three years).
- vi. Copy of other supporting documents as specified in the “**Eligibility, Qualifications, and Competencies**” table above.

b) **Financial Proposal (Password-Protected PDF File)**: Agencies shall submit their financial proposal as per **Annexure 1**. This proposal must cover all aspects mentioned in the scope of work. All payments shall be subject to tax deduction at source per the tax laws of India.

Important Notes:

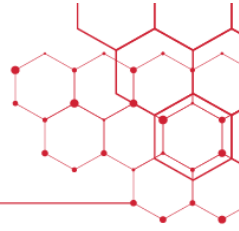
- **Both Technical and Financial Proposal PDFs must be password-protected. The password for both TECHNICAL & FINANCIAL PROPOSAL MUST NOT BE SHARED ALONG WITH PROPOSAL.**
- **The Password for the Technical Proposal will be asked after the RFP submission deadline.**
- **The password for the Financial Proposal will be asked from the technically qualified agencies after the technical evaluation.**

7. Evaluation Process

- i. The agency will be selected following a Quality Cum Cost Basis (QCBS) of selection.
- ii. Proposals shall be evaluated as follows: Evaluation Criteria for Technical Bids 100 points:

S. N.	Technical Evaluation Criteria	Max. Marks
1.	Firm/Agency Background	15
2.	Experience “Accounting/Financial Management” at UN Bodies/International Organizations of similar nature/PSUs/ Autonomous Body / Statutory Body / Govt. Department for the last five years ending 31.03.2024: - Three relevant work orders of INR 25 Lakhs each or more – 75% - Four to Five relevant work orders INR 25 Lakhs each or more - 90% - More than Five relevant work orders of INR 25 Lakhs each or more – 100%	30
3.	Approach & Methodology and Business Continuity	25
4.	Strength and relevant Experience of the Firm and the resources deployed of working with International Organizations of similar nature/UN bodies/MDBs/Govt./PSUs/ Autonomous Body / Statutory Body etc.	30
	Total of Technical Marks (Ts):	100

Rating Multiplier	
Level of Responsiveness	Rating
Irrelevant	0%
Poor	25%
Satisfactory	50%
Good	75%



Very Good	90%
Excellent	100%

iii. The agency scoring more than 70% in the technical evaluation shall be considered for financial evaluation. 70% weightage will be awarded for the Technical Proposal and 30% 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 agency's Financial Scores (Fn) are normalized as per the formula below:

$F_n = F_{min}/F_b * 100$ (rounded off to 4 decimal places) Where,
 F_n = Normalized commercial score for the agency under consideration
 F_b = Absolute financial quote for the agency under consideration
 F_{min} = Minimum absolute financial quote

The formula for final evaluation:

Composite Score (S) = $T_s * 0.70 + F_n * 0.30$

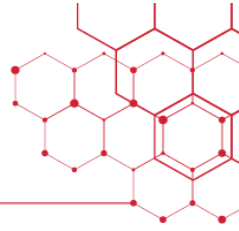
v. The agency with the highest Composite Score (S) would be considered for the award of the contract and will be called for negotiations if required.

Note: CDRI, if required, may ask the agencies for a presentation/discussion on the solution offered. Failure on the part of the agencies to arrange the presentation/discussion on the date & place fixed shall result in the rejection of technical bids, and financial bids of these agencies shall not be opened. Also, if it is found after presentation/discussion that the solution offered does not meet the specifications prescribed by such agencies 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 agencies at an appropriate date.

8. Payment Terms

The payments in respect of the services shall be made as follows:

- The Bidder shall submit the invoice for monthly payment. The payment shall be released after deductions are made on account of TDS and penalties for not meeting the Service Level Agreements (SLA). The SLA will be defined at the contractual stage as mutually agreed.
- The payment shall be made only after receipt of the status of actual resource deployment, the attendance record of resources deployed duly certified by an authorized signatory of Bidder and the certificate of attendance certified by the accepting authority of CDRI has been submitted by the Bidder and approved as satisfactory by CDRI for that month.
- For the purpose of payment above, satisfactory means; acceptance of the deliverables as mentioned above by CDRI after submission by the Bidder. It also includes time-bound completion of activities that need to be done and agreed upon with CDRI after the award of the Contract.



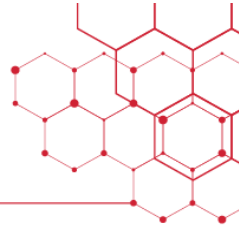
- If the invoices, and deliverables submitted by the Bidder are not acceptable to CDRI, reasons for such non-acceptance should be recorded in writing; and in such event, CDRI shall not release the payment due to the Bidder. Deliverables not meeting the required quality or expectations or are incomplete shall not be accepted. In such case, the payment will be released to the Bidder only after it re-submits the deliverables which are accepted satisfactorily by CDRI.
- In case of early termination of the Contract, the pro rata payment shall be made to the Bidder for the period it has provided its Services and acceptance by CDRI.
- In case any additional resources are requested by CDRI, the yearly charges for that year which are mentioned in **Annexure 1** will be apportioned appropriately i.e. yearly charges against a category and the year in which the request is made will be divided by the number of resources in that year and then the monthly rate will be calculated.

9. Other Terms & Conditions

- The proposals should be valid for 90 days after the final submission date.
- CDRI reserves the right to cancel this call 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.
- Proposals incomplete in any respect will not be considered.
- Please note that the agency must clearly disclose the contractual and payment terms in its proposal.
- CDRI reserves the right to hire more than one agency to perform the part or full activities as listed.
- CDRI reserves the right to cancel 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.

The agencies are requested to submit their proposal (password-protected two PDF files: 1. Technical Proposal, 2. Financial Proposal) through email to tender.projects@cdri.world by **23:59 hrs (IST) on 20 January 2025**. 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.



Annexure 1: Cost of Services Offered:

This form shall be used for arriving at the lump sum of the contract. The form shall include the staff rates for all the resources proposed to be deployed during the entire duration of the project.

S. N.	Resources Description	No. of Resources	Year 1 Cost (INR)	Year 2 Cost (INR)	Year 3 Cost (INR)	Total Amount for the period of Contract i.e. 3 years (Excl. taxes) in INR	Total Amount for the period of Contract i.e. 3 years (Incl. of taxes) in INR
1	Manager at CDRI Secretariat	1					
2	Assistant Manager at CDRI Secretariat	1					
	Total Cost						

Qualification of resources

The minimum educational qualification and professional experience of the resources to be provided under the RFP shall be as under:

Manager:

- **Essential Qualification:** Should be a professionally qualified Accountant with a minimum of eight years of post-qualification experience in Accounts, Auditing, Treasury, Taxation, Banking (Funds Management), etc.
- **Desirable:** Persons having experience working with international organizations of similar nature/MDBs/UN etc., and proficient in “ERP-SAP S/4HANA” and International Public Sector Accounting Standards (IPSAS) will be given preference.

Assistant Manager:

- **Essential Qualifications:** Should have a master’s degree in finance/ accounting with a minimum of six years of post-qualification experience in Accounts, Auditing, and Taxation.
- **Desirable:** Persons having experience working with international organizations of similar nature/MDBs/UN etc., and proficient in “ERP-SAP S/4HANA” and International Public Sector Accounting Standards (IPSAS) will be given preference.