

Request for Proposal

Date: 17 February 2025

Hiring an Organization to Develop a Resource Mobilization Strategy for CDRI

1. Background

Coalition for Disaster Resilient Infrastructure (CDRI) was launched in 2019 and is an International Organization (IO) that aims to promote the resilience of new and existing infrastructure systems to climate and disaster risks in support of sustainable development. CDRI promotes its mandate through:

- A strong Coalition with global leadership to drive global, national, regional, and local DRI action.
- Global DRI research and CDRI-curated knowledge to promote risk-informed policy and practice.
- Enhanced capacities of government, enterprises, and communities to implement post-disaster recovery and DRI action at scale.

2. Resource Mobilization

CDRI plans to develop a resource mobilization strategy to support in expanding its global presence and enhancing operations. This strategy is driven by two key objectives-

1. Deepening engagement and building sub-national capacities of member states.
2. Expanding outreach and delivering dedicated programmes in the most vulnerable regions - Africa, Southeast Asia, and Small Island Developing States (SIDS).

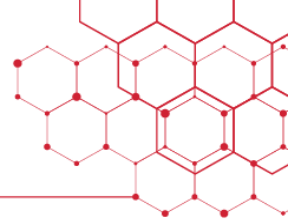
CDRI has a goal of raising USD 50 million over the next five years.

3. Context

CDRI is currently funded by the voluntary contribution of members. A large percentage of the core administrative costs are funded by the Government of India. There are no obligations on the part of members to make financial contributions to the CDRI Secretariat. To continue to grow and to have maximum impact CDRI now needs a robust resource mobilization strategy to secure funding commitments from sovereign, public, philanthropic, and private sector players. Additionally, the CDRI secretariat needs to understand the processes and requirements to strengthen its administrative policies to be consistent with international norms and practices to accept, manage and deploy funds received from sovereign, public, philanthropic, and private sector donors.

4. Objectives of the assignment

The main objective of the assignment is to develop a Resource Mobilization (RM) Strategy that will inform and guide the Secretariat towards sustainable financing of its programmes and operations. The RM strategy will target USD 50 Million over the next 5 years.



5. Scope of work

The selected organization will develop a fundraising strategy to secure financial support for CDRI's programs and operations:

a. Understanding of current funding and strategic priorities

Assessment of CDRI's objectives, operational strategies, current funding dynamics, geographic and sectoral priorities of work, and its future ambitions.

b. Donor Landscape

Map donors' funding landscape, their strategic focus, funding mechanisms, geographic and thematic/sectoral focus related to CDRI's areas of work, and recent funding patterns in advocacy of the Disaster Resilient Infrastructures.

c. Resource Mobilization Strategy Development

Develop a detailed resource mobilization strategy for CDRI Secretariat that outlines:

- Donor profiles of Sovereign Nation states, Multi-Lateral Banks, Development Finance Institutions, Impact Investors, Global Foundations, and Private sector organizations.
- Donor engagement strategies, funding, and benchmarking mechanisms in response to evolving regulatory and geo-political dynamics.
- An operational direction plan and approach for the CDRI Secretariat to target donors in a phased timeline (Short term – 18 months to Long-term plan - 48 Months). Specifically for the short-term resourcing strategy outline steps to organize donor round table discussions and prioritization of donors.
- Identify potential risks that donors may perceive in funding CDRI including financial, programmatic, and reputational risks. Also specifically address the risk of funding to CDRI, considering the Government of India being a permanent co-chair.

d. CDRI value proposition

- Articulate CDRI value proposition, its offerings, and outcomes for various donor profiles.
- Create a donor pitch deck that can be tailored to different donor segments.

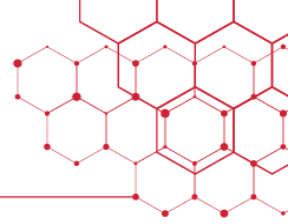
6. Deliverables

A. Stakeholder Mapping

- Report on the broader funding landscape specifically related to investment in climate adaptation and funding to international organizations similar to CDRI.
- Extensive list of priority donors segmented by type (sovereign, non-sovereign, private sector, etc.), including funder profiling for each, with prioritization criteria and a list of potential leads.

B. Strategy Development

- Outreach plan, strategy, and action points, along with prioritization deck and recommendations for 2025 round tables and outreach.



- Donor Risk assessment frameworks and processes CDRI should undertake to identify potential risks and recommendations for mitigation.

C. Submission

- Presentation and discussion with CDRI management on the proposed Strategy.
- Submission of the final report

7. Timeline for Completion

The timeline for the completion of all deliverables is established at four months, with an additional one-month period allocated as a contingency buffer.

8. Clarifications by Bidders

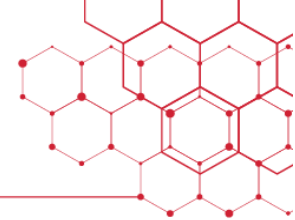
- Bidders requiring any clarification on the RFP document may contact the Procurement division of CDRI in writing as per the format attached in 'Annexure II' by email to tender.projects@cdri.world
- CDRI shall endeavor to respond to the queries raised or clarifications sought by the bidders. However, CDRI reserves the right not to respond to any query or provide any clarification, in its sole discretion, and nothing in this clause shall be construed, taken, or read as compelling or requiring CDRI to respond to any query or to provide any clarification.
- At any time prior to the proposal due date, CDRI may, for any reason, whether at its own initiative or in response to clarifications requested by the bidder(s), modify the RFP document by way of issue of Addendum/ Corrigendum/ Clarifications. Any Addendum/ Corrigendum/ Clarifications thus issued shall be shared with all bidders by email and/or uploaded on the website of CDRI (<https://app.cdri.world/tender/>) and shall be binding on bidders and shall form part of the RFP document.

9. Submission

Please share proposals in two separate PDF files:

- a) **Technical Proposal (Open PDF file)** catering to the scope mentioned in Point 5. Please refer to **Annexure I** for the template.
- b) **Financial Proposal (Password-Protected PDF File)**: A detailed cost estimate for the proposed work. This proposal must cover all aspects mentioned in the scope of the work. All payments shall be subject to tax deduction at the source (if applicable).

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.



10. Minimum Eligibility Criteria

S. N.	Criteria	Documents Required	Remarks
1.	Execution of a minimum of 5 assignments in the last 3 years with Intergovernmental organizations/Multilateral Banks & Institutions /UN Agencies and large Global Non-Profits	Provide Copies of previous projects	Work orders/completion certificates/ Agreements
2.	At least 2 projects out of the above 5 have a contract of INR 100 Lakh or USD 150,000 and above.		
3.	Financial Standing: Minimum average annual income/ revenue of USD one Million (\$1,000,000) for the last 3 years	Annual financial statements for the last 3 years. (Years completed as per the organization's financial closure years. (E.g.: If following Indian Financial calendar statements of FY 2021-22, 22-23, and 23-24 are required)	If the organizations have legal entities in India and abroad. The same has to be stated separately and a cumulative figure is to be mentioned.

11. Evaluation

a. Preliminary Evaluation Criteria

- Proposals will be examined to determine whether they are complete and submitted in accordance with RFP requirements.
- The proposals will be evaluated on the minimum eligibility criteria as mentioned in Point 10.

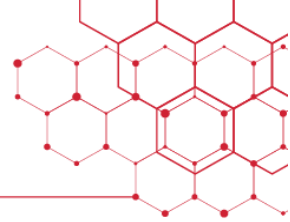
The proposals that qualify for the preliminary examination will move to the technical proposal evaluation.

b. Technical Proposal Evaluation

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

S.N.	Technical Evaluation Criteria	Maximum Marks
1	Organization's qualification, capacity, and experience	20
2	Proposed Methodology, Approach, and Implementation Plan	70
3	Management Structure and Key Personnel	10

- The organization scoring equal to or 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 organization'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,

Fb = Absolute financial quote for the organization under consideration

Fmin = Minimum absolute financial quote

Fn = Normalized commercial score for the organization under consideration

The formula for final evaluation:

Composite Score (S) = $T_s * 0.80 + F_n * 0.20$

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

12. Terms of payment

The bidders shall propose their payment terms in the financial proposal adhering to the “deliverables” mentioned in Point 6 of the RFP. The same will be mutually negotiated before contracting.

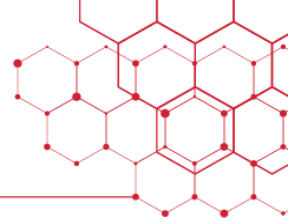
13. Other Terms & Conditions

- The proposals should be valid for 90 days after the final submission date.
- 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.
- Proposals incomplete in any respect will not be considered.
- Please note that the organization must clearly disclose the contractual and payment terms in its proposal.

Interested bidders are requested to submit their proposal through email to tender.projects@cdri.world by 23:59 hrs (IST) on 10 March 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.

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Annexure I: Format for Submission of the Technical Proposal

SECTION 1: Bidder's qualification, capacity and expertise

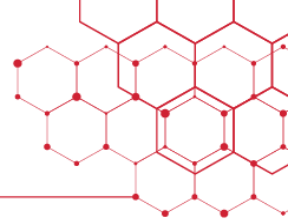
- 1.1 Brief description of the organization, including the year and country of incorporation, and types of activities undertaken.
- 1.2 Specific organizational capability that is likely to affect implementation: management structure, financial stability, and project financing capacity, project management controls.
- 1.3 Specialized knowledge and experience of fund-raising done for country/UN agencies/intergovernmental organizations. Highlight if specific engagements relate to adaptation to climate and disaster-resilient infrastructure.
- 1.4 Quality assurance procedures and risk mitigation measures.

SECTION 2: Proposed Methodology, Approach and Implementation Plan

- 2.1 A detailed description of the approach and methodology for how the Bidder will achieve the Terms of Reference of the project, keeping in mind the appropriateness to the CDRI and relevance to the global environment. Details of how the different service elements shall be organized, controlled, and delivered.
- 2.2 The methodology shall also include details of Bidder's internal technical and quality assurance review mechanisms.
- 2.3 Description of available performance monitoring and evaluation mechanisms and tools; how they shall be adopted and used for a specific requirement.
- 2.4 Implementation plan including a Gantt Chart or Project Schedule indicating the detailed sequence of activities that will be undertaken and their corresponding output (s) and timing.
- 2.5 Any other comments or information regarding the project approach and methodology that will be adopted.

SECTION 3: Management Structure and Key Personnel

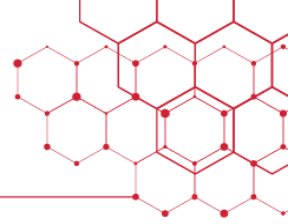
- 3.1 Describe the overall management approach toward planning and implementing the project. Include an organization chart for the management of the project describing the relationship of key positions and designations.



- 3.2 Provide a spreadsheet to show the activities of each personnel and the time allocated for his/her involvement.
- 3.3 Provide CVs for key personnel that will be provided to support the implementation of this project using the format below. CVs should demonstrate qualifications in areas relevant to the Scope of Services.

Section 4- Evaluation of Minimum Eligibility Criteria

- 4.1 Execution of a minimum of 5 assignments in the last 3 years with Intergovernmental organizations/Multilateral Banks & Institutions /UN Agencies and large Global Non- Profits.
- 4.2 At least 2 projects out of the above 5 have a contract of INR 100 Lakh or USD 150,000 and above.
- 4.3 Financial Standing: Minimum average annual revenue of USD One Million (\$1,000,000) for the last 3 years.



Annexure II: Format of Pre-Proposal Queries

Date:

To

Procurement Division
Coalition for Disaster Resilient Infrastructure (CDRI)
New Delhi-110001

Sub: Hiring an Organization to Develop a Resource Mobilization Strategy for CDRI Secretariat

Dear Ma'am/Sir,

Following are the clarifications and comments from the terms and conditions and scope of work for the subject RFP. These clarifications are exhaustive.

S. N.	Clause no. and page reference	RFP text	Query
1			
2			

Yours faithfully,

Authorized Signatory
(with Name, Designation, Contact no. and Seal)