

Date: 26 August 2025

**(Technical Proposal - Open PDF file)**

**(Financial Proposal - Password-Protected PDF file)**

## **REQUEST FOR PROPOSAL: SHORT-TERM CONSULTANT - HR**

### **1. Background**

#### **Coalition for Disaster Resilient Infrastructure (CDRI)**

The Coalition for Disaster Resilient Infrastructure (CDRI) is a global partnership that aims to promote resilience in infrastructure systems against disaster and climate risks. CDRI works to enhance the sustainability and resilience of infrastructure systems globally, with a particular focus on countries most vulnerable to natural hazards. Through collaborative efforts with governments, multilateral organizations, the private sector, and academic institutions, CDRI supports the integration of disaster resilience into infrastructure development and policy frameworks.

CDRI has been envisioned and established as a global network to advance the agenda, support coordinated action among stakeholders and focus on bringing voices from vulnerable geographies and populations to international policy forums. Internationally agreed-upon goals in the SDFRR, the SDGs, and the Paris Climate Agreement provide the foundational framework that guides the Coalition's vision and mission. As a global partnership, the Coalition aims to ensure that the investments of its members and partners are aligned and well-coordinated in support of the shared ambition of disaster and climate resilience of new and existing infrastructure.

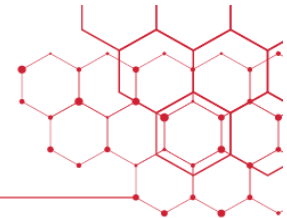
The two unique yet interconnected roles that CDRI shoulders in this direction are:

- **A Strong Coalition Driving Collaborative DRI Action:** In March 2025, CDRI stands as a partnership of 50 national governments and nine international organizations. The Coalition enjoys robust political support, which propels its efforts to advance the interests of its members and partners.
- **A Solution-Focused Centre of Excellence for DRI:** As a Centre of Excellence for DRI, the Coalition strengthens the individual and collective capacities of its members and partners by aggregating and sharing knowledge, brokering need-based partnerships, and strengthening capacities through collaborative learning and action.

#### **Strategic Work Plan (SWP) 2023-26**

Following the completion of the CDRI's Work Plan 2020-2022, CDRI conducted a thorough multi-stakeholder review to gather lessons from the implementation of the previous work plan and to shape a vision in response to emerging issues related to infrastructure resilience. The SWP 2023-2026 was approved in March 2023.

CDRI's Strategic Work Plan 2023-26 describes the broad contours of its priority actions and planned initiatives in the next four years. Initiatives include work across Transport, Telecom, Power, Health, and Urban Development, whilst ensuring technical standards and capacity development. 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 SWP for 2023 – 2026, CDRI has set out the following Strategic Outcomes (SOs):

- **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 Head Quarter (Secretariat)**

The CDRI headquarter is established in New Delhi, India, to act as the Secretariat of the Coalition. The Secretariat functions under the direction of the International Governing Council and Executive Committee to implement the programmes of CDRI.

## **2. Objective of this assignment**

The primary purpose of the consultancy is to provide end-to-end management of the employee lifecycle, covering talent attraction and selection, structured onboarding, performance and development, engagement and wellbeing, accurate payroll and statutory compliance, and professional offboarding. The objective is to ensure a smooth employee experience, high data integrity in HRIS, strong confidentiality, data protection, and timely, compliant HR operations aligned to CDRI policies.

## **3. Scope of Work**

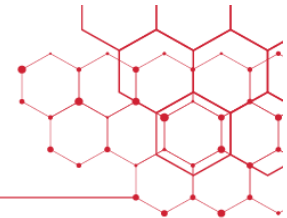
The consultant is expected to work onsite and will work closely with the designated team from CDRI. In executing this assignment, the consultant will undertake the following indicative (but not limited to) tasks:

### **i. Talent Acquisition**

- Publish job advertisements across relevant platforms to attract quality candidates.
- Screen applications against job descriptions to shortlist suitable talent.
- Coordinate and document candidate assessments (written tests, interviews, panel reviews), using Minutes of Meetings to ensure transparency and effective record-keeping.
- Manage recruitment processes through structured coordination with selection committees and maintain an up-to-date recruitment tracker.
- Oversee pre-joining formalities in collaboration with IT and Administration, ensuring timely completion of onboarding documentation.

### **ii. HR Information System (HRIS) & MIS Reporting**

- Maintain audit-ready HR documentation and employment contracts in an organized HRIS.
- Update the HR master database and process trackers on a regular schedule.
- Generate accurate and timely MIS reports to support strategic decision-making and compliance.

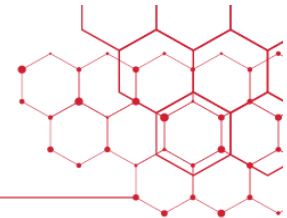


- iii. **Payroll & Statutory Compliance**
  - Process monthly payroll with precision and on-time delivery.
  - Ensure full compliance with statutory regulations, internal policies, and audit standards.
- iv. **Record & Contract Management**
  - Safeguard the confidentiality and integrity of HR records and personnel files.
  - Conduct periodic audits to verify the completeness of employee documentation.
  - Manage the creation, renewal, and archival of contracts and official HR correspondence (e.g., offer, appointment, confirmation, appraisal letters).
- v. **Exit & Offboarding**
  - Facilitate a smooth exit process, including final settlements and documentation (relieving and experience letters).
  - Organize farewell activities to bolster morale and maintain positive relationships.
- vi. **Staff Care & Employee Engagement**
  - Plan and execute staff engagement initiatives such as team-building events, annual retreats, and recognition programs.
  - Administer employee insurance processes, including endorsements, claims, and coordination for medical, term, and accident coverage.
- vii. **ERP & Operational Coordination**
  - Initiate and monitor purchase requisitions within the ERP system to facilitate timely HR operations.
  - Support ad hoc HR operational requests and ensure seamless functional collaboration with Programmes, finance, Procurement, administration, and IT.
- viii. **Professional Development & Collaboration**
  - Actively contribute to HR team meetings and planning sessions.
  - Set personal learning objectives and manage performance goals to meet deadlines and foster continuous development.
- ix. **Additional Responsibilities**
  - Take on HR-related tasks as assigned by the Senior Manager – People & Talent and Director – Operations, ensuring flexibility and responsiveness to evolving organizational needs.

#### **4. Skills Required**

The consultant should demonstrate the following skills and competencies essential for this assignment.

- Proven track record of working within international or UN-system organizations—indicating familiarity with diverse cultural contexts, global HR standards, and multi-stakeholder coordination.



- Strong understanding of HR functions, policy development, recruitment, performance management, and HR systems.
- Skilled at promoting continuous learning and cross-functional teamwork to stimulate innovation and strategic HR solutions.
- Highly proficient in Microsoft Office tools, especially Excel, for HR analytics, MIS reporting, and data-driven decision-making in HR operations.
- Excellent organizational skills to manage multiple tasks under tight deadlines while maintaining composure and a constructive approach.

## 5. Timeframe

- **Start Date:** The assignment is expected to commence in **October 2025**
- **Completion Date:** The assignment should be completed by **March 2026**
- **Duration:** 6 months (with possible 6-month extension contingent on performance)

## 6. Qualifications and Expertise of the Consultant

### Pre-Qualification Criteria:

**Educational Criteria:** The Consultant should have a master's degree in human resources, Business Administration, Organizational Development, or a closely related field.

**Experience Criteria:** 5 years of professional HR experience, with a preference for experience in or with international NGOs.

## 7. Reporting

The consultant will report to **Senior Manager-People & Talent**

## 8. Submission

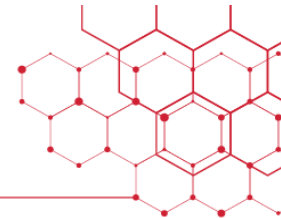
Please share proposals in **two separate PDF files:**

a) **Technical Proposal (Open PDF file)** catering to, but not limited to, the following:

1. **Technical Summary Sheet:** Use the template in **Annexure I** to state: (i) a brief understanding of the TOR, (ii) **6-month workplan (one-line per month)** and (iii) availability for this consultancy
2. **Curriculum Vitae (CV required):** The CV should clearly cover: total years of experience, core HR expertise areas (recruitment, HRIS, payroll, compliance, engagement) and highlight any experience with international or UN-system organizations.

**Note: A CV without the 1-page Technical Summary Sheet will be non-responsive.**

b) **Financial Proposal (Password-Protected PDF File):** Use the template in Annexure II to provide monthly professional fee (INR), inclusive of GST and the 6-month total fees. This should also include the bank details for payment.



**Note: The Financial Proposal PDF must be password-protected. Under no circumstances should the password be shared at the time of submission. It will be requested separately after the RFP submission deadline has passed. (password requested only from technically qualified bidders).**

## 9. Clarifications by Bidders

- Any clarification/queries on the RFP document may be sent to the Procurement Unit of CDRI in writing by email to [tender.projects@cdri.world](mailto:tender.projects@cdri.world)
- CDRI shall endeavour to respond to the queries raised or clarifications sought by the consultant. 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/ Clarification thus issued shall be shared with all bidders by email and/or uploaded on the website of CDRI (<https://cdri.world/work-with-us/#tenders>) and shall be binding on the consultant and shall form part of the RFP document.

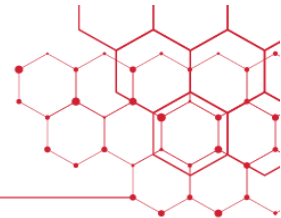
## 10. Evaluation

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

S. N.	Technical Evaluation Criteria	Points
1.	<b>Technical Summary Sheet (1 page, placed before the CV)</b> – brief understanding of the TOR, approach, and a month-by-month 6-month workplan	20
2.	<b>Relevant HR Experience (CV-led)</b> – education/certifications; breadth & depth across recruitment, onboarding, HRIS/MIS, payroll, statutory compliance, engagement, exits; experience with international/UN-system organisations.	40
3.	<b>HRIS / Payroll / Statutory Compliance Evidence</b> – systems used (e.g., SAP/SuccessFactors/Zoho/greytHR/Darwinbox), typical payroll volumes, jurisdictions handled (EPF/ESI/TDS/GST or equivalents), accuracy/on-time track record.	30
4.	<b>Availability &amp; Suitability (incl. referees)</b> – start date/notice period, availability; two referees provided.	10
<b>Total Points</b>		<b>100</b>

CDRI may invite shortlisted candidates for an interview and/or brief presentation to confirm their understanding of the TOR, proposed approach, and work plan, relevant HRIS/payroll/statutory compliance experience, timeline, and availability (in person or virtual).

Rating Multiplier	
Level of Responsiveness	Rating
Non-Responsive	0%



Poor	25%
Satisfactory	50%
Good	75%
Very Good	90%
Excellent	100%

iii. The consultant scoring more than 70% in the technical evaluation shall be considered for financial evaluation. 75% weightage will be awarded for the Technical Proposal, and 25% weightage will be awarded for the Financial Proposal. Technical Bids will be assigned a technical score (Ts) out of a maximum of 100 points.

iv. The agencies' 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 consultant under consideration

Fb = Absolute financial quote for the consultant under consideration

Fmin = Minimum absolute financial quote

The formula for final evaluation: **Composite Score (S) = Ts \* 0.75 + Fn \* 0.25**

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

## 11. Standards of quality

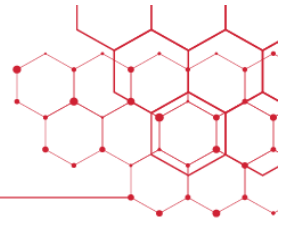
All HR outputs and data must meet CDRI policy, legal requirements, and good professional HR standards for accuracy, confidentiality, timeliness, and auditability.

## 12. 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.

**The bidders are requested to submit their proposal through email to [tender.projects@cdri.world](mailto:tender.projects@cdri.world) by 23:59 hrs (IST) on 08<sup>th</sup> September 2025.** Responses received after the stipulated time or not in accordance will be summarily rejected.

**Please ensure that your proposal is sent ONLY to the 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 accepted.**



## ANNEXURE I: TECHNICAL SUMMARY SHEET (MANDATORY)

*(This must be accompanied by an updated consultant CV)*

**Full Name:** \_\_\_\_\_

**Email / Phone:** \_\_\_\_\_

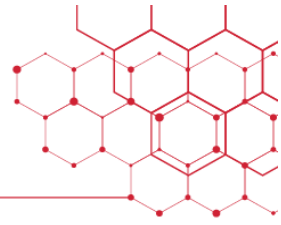
**Earliest Start Date:** \_\_\_\_ / \_\_\_\_ / \_\_\_\_ **Availability (hrs/week):** \_\_\_\_\_

### A. Understanding of the TOR (max 5 lines)

Briefly state your understanding of the RFP and the key areas you will prioritise during the six-month assignment.

### B. Approach and Methodology (max 5 lines)

In accordance with the Scope of Work (SoW) outlined above, please provide details of up to five initiatives you have previously led in this thematic area, highlighting the specific ways in which each initiative enhanced departmental efficiency.



### C. Six-Month Workplan (one line per month)

Provide a concise month-by-month plan for the six-month period, indicating key activities and expected outputs.

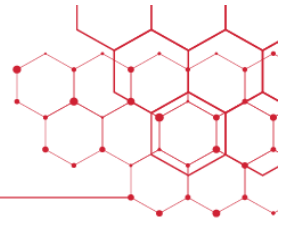
Month	Key Activities / Outputs
1	
2	
3	
4	
5	
6	

**Declaration:** I confirm that this Technical Summary Sheet precedes my CV and that no pricing is included in my Technical Proposal.

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Notes for bidders:** Keep this to two pages. The CV (3–5 pages) follows this sheet and must include two referees





## ANNEXURE II: FINANCIAL PROPOSAL TEMPLATE (MANDATORY)

**RFP Title:** Consultant – Human Resources (Individual)

**Full Name:** \_\_\_\_\_

**GSTIN (If registered):** \_\_\_\_\_

**PAN:** \_\_\_\_\_

### 1. PRICING (INR)

Item	Unit	Qty	Unit Rate (INR)	Amount (INR)
Professional fee (monthly)	Month			
<b>Subtotal (6 months)</b>				
GST (if applicable)	%			
<b>Total Contract Price (6 months)</b>				

### 2. BANK DETAILS

Account Name:	
Name of the Bank:	
Branch Address:	
Account No.:	
SWIFT:	

**Declaration:** I confirm that no pricing appears in my Technical Proposal and that the above rates are applicable for the entire duration of the contract period.

**Signature:** \_\_\_\_\_ **Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_