

Date: 22 April 2026

(Technical Proposal - Open PDF file)
(Financial Proposal - Password-Protected PDF file)

REQUEST FOR PROPOSAL

Short-Term Consultant - Business Analyst

1. Background

The Coalition for Disaster Resilient Infrastructure (CDRI) is a global coalition committed to strengthening infrastructure resilience against climate and disaster risks. With 53 member countries and 12 partner organizations, it includes national governments, international bodies, and businesses collaborating to exchange knowledge, drive research, and invest in disaster resilient infrastructure. Members gain access to global expertise, funding, technical support, research opportunities, innovative solutions, and international best practices.

Headquartered in New Delhi, India, CDRI's Secretariat holds the status of an International Organization.

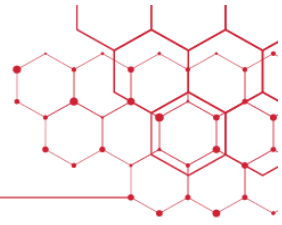
CDRI's mission is, by 2050, to drive US\$10 trillion of new and existing infrastructure investments and services to be resilient to natural hazards and climate change through enhanced capacity, informed policy, planning, and management, thereby improving environmental quality, livelihoods, and overall well-being for more than 3 billion people worldwide.

2. Objective of this assignment

The organization operates multiple systems across various departments (referred to as units), with provisions for future enhancements and field additions. To support digital transformation, system integration, automation, and scalability initiatives, there is a need to systematically document the existing ("As-Is") business processes across key organizational functions.

CDRI seeks to hire a **Business Analyst** with strong knowledge of IT systems to analyse existing business processes, identify gaps and inefficiencies, and translate business needs into clear, structured system requirements. The Business Analyst will be responsible for defining functional, non-functional, data, and integration requirements to support system enhancements, development of new modules, and technology procurement initiatives. The role will also contribute to enabling data-driven decision-making and improving overall operational efficiency across the organization. The consultant will:

- Document and map current ("As-Is") business processes in structured visual and narrative formats.
- Identify bottlenecks, inefficiencies, compliance risks, and improvement opportunities.
- Define optimized ("To-Be") business processes.
- Translate business processes into prioritized system requirements supporting the IT roadmap.



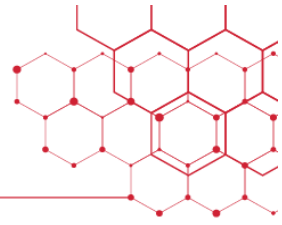
3. Scope of Work

The consultant is expected to work on-site 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. Business Process Discovery and Documentation, including stakeholder interviews, workshops, and document reviews.
- ii. Develop As-Is process documentation and visual workflow diagrams using BPMN and other modelling techniques.
- iii. Business process evaluation and gap analysis to identify operational inefficiencies and improvement opportunities.
- iv. Development of To-Be process designs and recommendations, including automation and integration opportunities.
- v. Requirements gathering and preparation of structured system requirement documents (BRD, FRD, SRS).
- vi. Support data analysis activities and development of dashboards and reports for decision-making.
- vii. Collaborate with the IT team during system development, testing, and implementation phases.
- viii. Support user training, system adoption, and knowledge transfer activities.

4. Key Responsibilities

- Analyze and evaluate existing business processes to identify inefficiencies, risks, and improvement opportunities.
- Conduct stakeholder interviews, workshops, consultations, and document reviews to capture current workflows.
- Document and map As-Is and To-Be processes using Business Process Model and Notation (BPMN), flowcharts, and swimlane diagrams.
- Prepare detailed process documentation, including narratives, workflow diagrams, RACI matrices, and SOPs.
- Conduct detailed business requirements analysis and translate needs into system requirements.
- Prepare and maintain Business Requirement Documents (BRD), Functional Requirement Documents (FRD), and System Requirement Specifications (SRS).
- Develop user stories, use cases, functional specifications, and data requirements for system enhancements.
- Perform gap analysis and recommend process improvements, automation opportunities, and system enhancements.
- Collect, clean, and analyze data from organizational units to generate insights and support decision-making.
- Develop dashboards, reports, and visualizations using tools such as Power BI or Tableau.
- Translate business requirements into technical inputs and collaborate with the IT team during system design and development.
- Act as a liaison between business users, management, and technical teams to ensure alignment of requirements and solutions.
- Support User Acceptance Testing (UAT) and assist in system rollout and user adoption activities.
- Identify risks related to data management and system operations and recommend mitigation measures.



- Provide training sessions and knowledge-sharing activities to support process improvements and system adoption.
- Provide regular reports and progress updates to leadership and stakeholders.

5. Key Deliverables

- Process Inventory and Prioritization Matrix.
- As-Is Business Process Documentation, including narratives, BPMN diagrams, and RACI matrices.
- Gap Analysis and Process Improvement Recommendations Report.
- To-Be Process Maps and Optimization Recommendations.
- System Requirements Documentation, including BRD, FRD, SRS, user stories, and functional specifications.
- Data analysis reports and dashboards supporting decision-making.
- User Acceptance Testing (UAT) documentation and validation reports.
- Final consolidated report summarizing findings, improvement roadmap, and recommendations.
- Knowledge transfer sessions and documentation handover package.

6. Timeframe

- **Start Date:** The assignment is expected to commence in **June 2026**.
- **Completion Date:** The assignment should be completed by **November 2026**.
- **Duration:** 6 months (with possible 6-month extension subject to satisfactory performance and mutual agreement).

7. Qualifications and Experience of the Consultant

a. Educational Criteria:

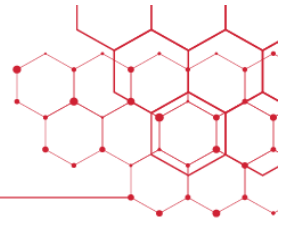
The Consultant should have a minimum of a Bachelor's degree in Business Administration/ Information Technology/ Computer Science/ Data Analytics, or a related field.

b. Experience Criteria:

- Minimum 5 years of experience as a Business Analyst, Systems Analyst, or Process Analyst.
- Proven experience in documenting business processes and translating business needs into system requirements.
- Strong experience in process modelling and workflow documentation.
- Good understanding of enterprise systems such as ERP, CRM, and custom applications, including system integration concepts.
- Experience with data visualization and reporting tools such as Power BI or Tableau.
- Proficiency in tools such as Microsoft Visio, Lucid chart, Draw.io, Miro, Jira, Power BI, and Tableau.
- Excellent stakeholder management, facilitation, analytical, and communication skills.

8. Confidentiality & Intellectual Property

All information accessed during the engagement shall be treated as strictly confidential. The Business Analyst shall not disclose organizational data, processes, or findings to any third party



without prior written approval. All deliverables, documentation, and artefacts produced during the assignment will remain the sole property of the organization.

9. Reporting

The consultant will report to the **Senior Specialist-IT**.

10. Submission

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

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

- i. **Technical Summary Sheet:** Use the template in **Annexure I** to state: (i) a brief understanding of the TOR, (ii) briefly describe your approach to Business process discovery and stakeholder consultations, As-Is and To-Be process documentation, Requirements gathering and validation, Identifying improvements and supporting system implementation (iii) Relevant Experience (max 5 lines) (iii) availability for this consultancy
- ii. **Curriculum Vitae (CV required):** The detailed CV should clearly cover total years of experience, covering the criteria mentioned at S. N. 7(a), and highlight any experience with international or UN-system organisations.

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

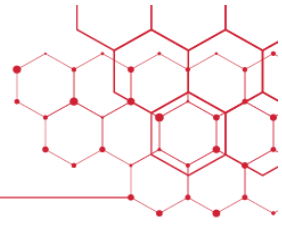
b) **Financial Proposal (Password-Protected PDF File):** Use the template in **Annexure II** to provide the monthly professional fee (INR), inclusive of GST and the 6-month total fees. This should also include the bank details for payment.

Notes:

- **The Technical and Financial Proposals must be submitted as separate files, and no financial information should be disclosed in the Technical Proposal. Non-compliance will lead to disqualification.**
- **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 consultants).**

11. Clarifications by Consultants

- 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
- 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 consultant(s), modify the RFP document by way of issue of Addendum/ Corrigendum/ Clarifications. Any Addendum/ Corrigendum/ Clarification thus issued shall be shared with all consultants 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.

12. Evaluation

- i. The consultant will be selected using the **Quality-Cum-Cost Based Selection (QCBS)** method.
- ii. Proposals shall be evaluated as follows: Evaluation Criteria for Technical proposals 100 points:

S. N.	Technical Evaluation Criteria	Points	Evaluation Method
1.	Understanding of the TOR	20	Rating multiplier based
2.	Approach and Methodology	30	Rating multiplier based
3.	Education Qualification	10	Direct scoring
4.	Relevant Experience	30	Direct scoring
5.	Tools & Technologies	10	Direct scoring
Total Points		100	

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 experience, timeline, and availability (in person or virtual).

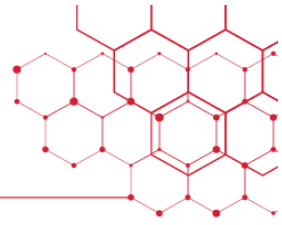
Rating Multiplier	
Level of Responsiveness	Rating
Non-Responsive	0%
Poor	25%
Satisfactory	50%
Good	75%
Very Good	90%
Excellent	100%

- iii. The consultant scoring 70% or above 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 consultant's Financial Scores (Fn) are normalised as per the formula below:

$$Fn = (Fmin/Fb) * 100$$
 (rounded off to 4 decimal places) where,
 Fn = Normalised 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.



13. Standards of quality

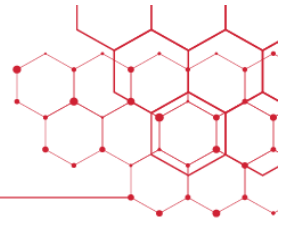
All outputs and data must meet CDRI policy, programme requirements, and professional standards for accuracy, confidentiality, timeliness and auditability.

14. 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 consultants are requested to submit their proposal through email to tender.projects@cdri.world by 23:59 hrs (IST) on 11th May 2026. 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):** _____

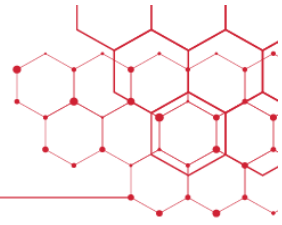
A. Understanding of the TOR (max 5 lines)

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

B. Approach and Methodology (max 5-7 lines)

Briefly describe your approach to:

- Business process discovery and stakeholder engagement
- Documentation of As-Is and To-Be processes
- Requirements gathering and validation
- Identifying process improvements and system enhancements



C. Relevant Experience (max 5 lines)

Kindly share a link to similar work undertaken, if available.

Highlight 2–3 similar assignments undertaken, specifically covering business process mapping, requirements documentation, or system implementation support.

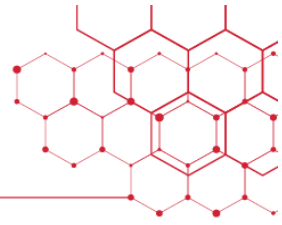
D. Tools and Technologies (max 3 lines)

Mention key tools/software you are proficient in (e.g., BPMN tools, Visio, Power BI, Jira, etc.)

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 consultants: 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: Short-Term Consultant - Business Analyst

Full Name: _____

GSTIN (If registered): _____

PAN: _____

1. PRICING (INR)

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

2. BANK DETAILS

Account Name:	
Name of the Bank:	
Branch Address:	
Account No.:	
IFSC/ 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:** _____