

Call for Proposal / Request for Quote

No.: 02-09001/1/2020-DIR_HR-OPS

Date: 11 August 2021

TERMS OF REFERENCE (ToR)

Coordinating Lead Author (Individual Consultant) for the Flagship Report on “Disaster and Climate Resilient Infrastructure”

1. Background and context

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. It aims to address the challenges of building resilience into infrastructure systems and the development associated with it. The vision, mission, goal, and objectives of the CDRI are explicitly linked to the post-2015 development agendas. The Coalition will also contribute to the resilience of the global infrastructure systems in an increasingly interconnected world.

The CDRI intends to publish a biennial Flagship report on Global Infrastructure Resilience titled Disaster and Climate Resilient Infrastructure. The report will be CDRI’s principal vehicle for engaging and focusing the attention of a global audience of political leaders, policy makers, practitioners and researchers. The Flagship report will contribute to the development of the Strategic Priorities of the CDRI around Research and Knowledge Management and Advocacy, Communication and Partnerships.

The Flagship report is expected to be launched in 2023. The report is envisaged to be based on five key pillars. These are:

- **Pillar 1 Global Infrastructure Risk Model:** This will entail the update and enhancement of the existing Global Risk Model (GRM) developed for the United Nations in 2017 along with a sophisticated analysis of the disaster and climate risk to infrastructure systems. It will include developing an infrastructure inventory or proxies, sourcing infrastructure exposure data and vulnerability functions, hazard risk assessment and multi-hazard probabilistic risk modelling.. It will contemplate risk to infrastructure in the following sectors (power and energy, transport and telecommunications) as well as local and social infrastructure and will produce a set of probabilistic financial risk metrics for each country or territory, such as Loss Exceedence Curves (LEC), Average Annual Loss (AAL) and Probable Maximum Loss (PML)
- **Pillar 2 Global Infrastructure Resilience Index:** To highlight progress across countries and regions in the achievement of disaster and climate resilient infrastructure an Index will be developed. It will combine metrics from the Global Infrastructure Risk Model

with economic metrics of infrastructure investment and surveys of the quality of infrastructure governance.

- **Pillar 3 Nature Based Solutions:** Every edition of the Flagship report will include a thematic section that will examine policy challenges, global best practices, case studies and evidence to provide a state-of-the art review. The proposed theme for the 2020 edition will be nature-based solutions for enhancing disaster and climate resilience.
- **Pillar 4 Progress Monitoring:** This will include reviewing the progress towards achieving the goals and targets of the Sendai Framework and other associated international commitments on disaster and climate risk reduction and assessing countries' progress in achieving them. The progress towards disaster and climate resilient infrastructure, by building on the evidence generated through CDRI initiatives across its Strategic Priorities will also be reviewed under this pillar.
- **Pillar 5 Financing Infrastructure Resilience:** Innovative financial tools and mechanisms to finance resilient infrastructure will be explored under this pillar. The component will comprise updating estimates of infrastructure investment for new and renewed infrastructure in different countries, infrastructure investments and their feasibility in the disaster and climate risk perspective, risk adjusted returns on infrastructure investment especially in the context of climate change uncertainties.

The Disaster and Climate Resilient Infrastructure report will be guided by a high-level International Advisory Board, the Members of which will be invited by the CDRI Secretariat. The Board will review and approve the draft Flagship Report before publication and will then advise the development of the concept and overall direction of future editions. The CDRI will be inviting its members including governments, multilateral development banks, bilateral agencies, technical and academic organisations to contribute material to the different sections of the report.

2. Objectives

The main objectives of the assignment are to draft the report, provide strategic guidance during the development of the report, coordinate with and supervise the stakeholders and provide advice at the various stages of the report as required.

3. Detailed scope of work

The Consultant's responsibilities will be as follows:

Strategic Guidance to the Report

1. On the basis of a literature review and, taking into account the rationale and objective of CDRI, define the core messages of the Global Flagship Report, for consideration by the CDRI Secretariat and Executive Committee and the Advisory Board of the Report. Ensure complementarity with other global knowledge initiatives that focus on issues of disaster and climate resilience.

2. Participate in and chair, when required, meetings, on-line workshops and other kinds of fora organised by the Project Management Unit in order to scope the content of each Pillar and ensure coherence between each Pillar, taking into account the core messages of the Report.

3. In line with the overall framework of the Report, review concept notes and terms of reference for the development of each Pillar of the Report, prepared by the substantive coordinators of each Pillar.

4. Contribute to the development of timeline for different milestones towards the development of Global Flagship Report in coordination with the Project Management and advise the selection of technical partners and the commissioning of contributing papers and studies, to ensure timely production of inputs to the Report.

Coordination and Supervision of the Stakeholders

5. Substantive coordination of Pillar 1 and Pillar 2 of the Flagship Report: A Global Risk and Resilience Assessment of Infrastructure Systems and the Disaster and Climate Resilience Index. This would include the substantive supervision and validation of contributions from technical partners, including terms of reference, proposed methodologies and data, the review of draft results and ensuring coherence between the different contributions.

6. Overall substantive supervision of the contributions produced under Pillars 3, 4 and 5, in close coordination with the Substantive Coordinators of each Pillar and the Project Management Unit to ensure the coherence of the five Pillars in the context of the concept and messaging of the Flagship Report as a whole

7. Supervise the Peer Review process of contributions from technical partners in each Pillar of the Report, in close coordination with the Project Management Unit.

Drafting of the Report

8. Draft the chapters of the Global Flagship Report, foreseeing at least three drafts (first, second and final), weaving and threading the contributions from technical partners produced under Pillar 1 – 5, into the overall structure of the Report, together with material drawn from contemporary literature and case studies. Draft the Executive Summary of the Report and ensure the timely production of preliminary text (Foreword, Index, List of Tables and Figure, Abbreviations, ISBN number etc.) and post-text (Bibliography, Annexures, contributing author credits etc.).

9. Prepare periodic reports on the findings of the Global Flagship Report for the CDRI Secretariat and Advisory Board, participate in briefings as required. Ensure that feedback and recommendations are enfolded into subsequent drafts of the Report.

Advisory Role

10. Advise the Project Management Unit in the organisation and supervision of the Peer Review of the first, second and final draft of the Report.

11. Advise the design and layout of the final Report, in both print and digital versions, including the development of Apps to facilitate data consultation and visualisation. Review proofs from the printers to ensure quality control of the final version.

12. Advise the CDRI Secretariat and Project Management Unit in the development of a communication strategy for the Report and participate as required in launch events, briefings to CDRI Members and the media.

13. Advise the Project Management in engaging the potential users as well as other stakeholders of the report (as well as associated data systems) during the process of development of the report.

4. Key technical and core competencies and soft skills

- Knowledge of the political, social, cultural, and economic parameters that condition the challenge of infrastructure resilience in CDRI Member Countries and globally;
- Ability to lead informed and strategic discussions with government counterparts and stakeholders;
- In depth knowledge of the policy issues, academic and technical literature and stakeholders involved in addressing the challenge of disaster and climate resilient infrastructure in CDRI Member Countries and other developing regions;
- Demonstrate strategic vision and international leadership in the area of disaster risk management, resilience and sustainability;
- Strong track record in research and publication;
- Senior experience in the UN system would be desirable;
- Experience of supervising the preparation of publications to a high-quality and to a tight timeline, ensuring high standards of peer review and quality control;
- Proven experience in data analysis as well as report writing; ensuring the triangulation of the findings, obtaining strong evidence for the analysis of information from multiple sources;
- Strong analytical skills (quantitative and qualitative) and strong ability to communicate and summarize this analysis in writing;
- Excellent inter-personal, teamwork and communication skills;
- Flexibility in remote working arrangements and experience of conducting stakeholder interviews and collecting data remotely;
- Excellent report writing, presentation and editing skills in English.

5. Expected deliverables

- (i) Roadmap documents for Pillars 3, 4 and 5**

The Consultant will develop a detailed implementation and research roadmap for Pillars 3, 4 and 5 of the Flagship Report and submit the same to CDRI in the first three months of the assignment.
- (ii) Progress Reports of Pillars 1 to 5**

The Consultant will submit interim progress reports of the work under Pillars 1 to 5 in months 4 to 9 of the assignment.
- (iii) Zero Order Draft of the Flagship Report**

The Zero Order Draft of the Flagship Report will be submitted to CDRI by the Consultant for a first level internal review in months 10 to 12 of the assignment.
- (iv) First Order Draft of the Flagship Report**

The First Order Draft of the Flagship Report will be submitted by the Consultant for an independent peer review in month 13 of the assignment. The first draft review process will involve identifying three to four reviewers per chapter with an editor to track all the comments and responses.
- (v) Second Order Draft of the Flagship Report**

The Second Order Draft of the Flagship Report will be submitted by the Consultant to the International Advisory Board in month 14 of the assignment. The report will need to strike a balance between the needs of a technical and a political audience (regulators, policy makers, financial institutions etc). The Advisory Board will review the report to ensure that this balance is maintained in the insights and messaging. The Board will also ensure that the strategic goals of the CDRI are met and the draft is in line with the Charter of the CDRI. The Advisory Board will review this in a time bound manner and the process could be done electronically.
- (vi) Final Draft of the Flagship Report**

The Consultant will incorporate the feedback and comments received from the International Advisory Board and finalize the report. The Final Draft of the Flagship Report will be submitted to CDRI in month 17 of the assignment.
- (vii) Status report on the online interactive data platform**

The Consultant will submit a status report of the data platform (Pillar 2 Component 3 of the Flagship Report), collate beta users feedback and hand over the data platform to CDRI.

6. Period of engagement

The duration of the assignment will be 18 months.

7. Qualification criteria

Evaluation Criteria for Qualification:

- Advanced university degree at the doctorate level, in a field relevant to disaster and climate resilient infrastructure;

- Minimum 20 years of relevant experience in research, policy and practice in disaster risk management and resilience.

8. Selection criteria

- 8.1 The proposal should be prepared in two parts - Technical and Financial. Both parts should be submitted as separate PDF files (password protected) attached in one email since the evaluation will be conducted through QCBS method.
- 8.2 The proposal must be sent to the email address **tender.projects@cdri.world** with subject line: "**CDRI Flagship Report Coordinating Lead Author**" and received by CDRI no later than two (2) weeks from the date of invitation. Any proposal received by CDRI after the deadline for submission shall not be opened.
- 8.3 The Password for Technical proposal pdf file is to be submitted on the same email id by 1200Hrs (IST) one (1) day after final proposal submission date.
- 8.4 Times New Roman Font to be used for Password to ensure readability.
- 8.5 Password of Financial proposal shall be requested after the evaluation of Technical proposal. Date and time of sending password shall be intimated accordingly. Failure to comply will result in cancellation of proposal.
- 8.6 The consultant will be selected following a Quality Cum Cost Basis (QCBS) of selection, and form of contract would be Lump-sum Performance Based Contract.
- 8.7 Proposals shall be evaluated as follows:

Evaluation Criteria for Technical Bids 100 points:

<u>Technical Proposal Methodology (60 points)</u>	
Understanding of ToR with theoretical rationale	15
Acceptability and detailing of methodology and work plan	20
Approach for project roll-out and operations	10
Innovation and future perspective	15
<u>Consultant's Experience (40 points)</u>	
Professional project experience (in the required area of assignment)	25
Strong track record in producing high-quality thematic reports for an international audience, based on quantitative and qualitative research, literature review and synthesis of research findings. Relevant projects of at least 6-month duration:	
5 projects	100%
4 projects	80 %
3 projects	60 %

2 projects	40 %
<u>International experience - 15 points</u>	
Experience of leading and coordinating large geographically dispersed multi-stakeholder and multi-cultural teams to achieve commonly agreed results and outcomes. Relevant projects of at least 6-month duration:	
5 projects	100 %
4 projects	80 %
3 projects	60 %
2 projects	40 %

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

The individual consultant'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 consultant under consideration

F_b = Absolute financial quote for the consultant under consideration

F_{min} = Minimum absolute financial quote

Formula for final evaluation:

Composite Score (S) = $T_s * 0.75 + F_n * 0.25$

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

9. Terms of payment

This would be a lump-sum contract with the following payment schedule (Payments will be made subsequent to approval of the submissions by competent authorities at the end of each quarter):

S. No.	Deliverable	Payment
Quarter 1	(i) Roadmap for Pillar 3 (ii) Roadmap for Pillar 4 (iii) Roadmap for Pillar 5	16.7%
Quarter 2	(iv) First Progress Report of Pillar 1 (v) First Progress Report of Pillar 2	

S. No.	Deliverable	Payment
	(vi) First Progress Report of Pillars 3, 4 and 5	16.7%
Quarter 3	(vii) Second Progress Report of Pillars 1 and 2 (viii) Second Progress Report of Pillars 3 and 4 (ix) Second Progress Report of Pillar 5	16.7%
Quarter 4	(x) Zero Order Draft of Pillars 1 and 2 Chapters (xi) Zero Order Draft of Pillars 3, 4 and 5 Chapters (xii) Zero Order Draft of the Flagship Report	16.7%
Quarter 5	(xiii) First Order Draft of the Flagship Report (xiv) Second Order Draft of the Flagship Report (xv) Final Draft of Pillar 1 and 2	16.7%
Quarter 6	(xvi) Final Draft of Pillar 3, 4 and 5 (xvii) Final Draft of the Flagship Report (xviii) Status report on the online interactive data platform of the Flagship Report	16.7%
	Total	100%

10. Standards of quality

Information and data created according to the ToR should follow internationally accepted standards and practices.
