



INVITATION FOR EXPRESSION OF INTEREST

FOR

Business processes' review and mapping

1. The New Development Bank (NDB) was established in 2015 by the governments of Brazil, Russia, India, China and South Africa (hereinafter referred to as BRICS) to mobilize resources for infrastructure and sustainable development projects in these and other emerging economies and developing countries. NDB is headquartered in Shanghai, China. For more information, please visit www.ndb.int
2. NDB is inviting qualified suppliers to submit an Expression of Interest (EOI) to provide business processes' review and mapping services for 2021 under the instructions of NDB's Office of the President, Vice-Presidency for Operations and Administration Department.
3. The EOI should provide information about the supplier's technical qualifications and experiences in delivering similar services in the past five years, including to financial institutions, multilateral development banks, international organizations and/or multinational enterprises. Please provide the information requested in Annex B.
4. The deadline of EOI submission is **5:00PM, 6th May, 2021** (Shanghai Time).
5. The detail Request for Proposal and Draft Scope will be shared after 21th April, 2021 (to be confirmed after EOI process).
6. For submitting the EOI, please visit the following link and register into NDB's e-procurement system. Those suppliers will be approved as NDB's registered suppliers participating in online bidding process for this procurement. <https://www.ndb.int/data-and-documents/corporate-procurements/>
7. All questions can be addressed to: nepeivoda.ivan@ndb.int,

Administration Division, the New Development Bank

32-36th floor, BRICS Tower, No. 333, Lujiazui Ring Road, Shanghai, P.R. China

Annex A - Indicative Service Scope

Annex B - EOI Form

Annex A

Indicative Service Scope

1. Scope of Work

1) Mapping and reviewing the existing business macro processes and assisting the Bank to redesign the business processes at the organizational level (macro processes / value chain) based on the revised organization structure approved by NDB's Board of Directors on December 15, 2020.

2) Mapping and reviewing the processes of Lending and Operations – Conducting a detailed end to end business process review and control design gap analysis taking into account the revised organizational structure, recommending revisions or additions in business processes, policies, guidelines and controls (taking into account the existing policies, guidelines and working procedures of the Bank). Reviewing the existing end to end processes of the Bank's Lending and Operations and suggesting any value-added initiatives of process streamlining or automations toward more efficient and outcome-oriented processing of lending and operations.

3) Mapping and reviewing of existing processes of Administration Service Operation – Conducting a detailed end to end business process review and control design gap analysis taking into account the moving to permanent headquarters Building and establishing regional offices, recommending revisions or additions in business processes, policies, guidelines and controls (taking into account the existing frameworks, policies, guidelines and working procedures of the Bank). Reviewing the existing end to end process/organizational structure of the Bank's administrative services and suggesting any value-added initiatives of process streamlining or capacity enhancement road map. This will include Bank administrative processes in the Headquarters in Shanghai as well as in NDB's Regional Offices (located in Brazil, Russia, India and South Africa).

The review of all the above processes should observe an integrated approach, to ensure that the Bank remains lean, swift, flexible, efficient and innovative, upholding the principles of good governance, transparency and quality standards.

2. Resources requirement

Qualifications or specialized knowledge/experience required

- Experience and technical expertise; and
- Suppliers must have provided similar services to financial institutions, multilateral development banks, international organizations and/or multinational enterprises and are requested to provide examples of comparable services, deliverables or case studies (note: the vendor's internal policies or clauses on client confidentiality will be considered).

Performance indicators for evaluation results

- Timeliness, adherence to budget and quality of work;
- Ability to meet pre-determined success criteria; and
- Customer service and responsiveness to NDB's requests.

Annex B: EOI Form

Expression of Interest (EOI) by.....

Dear Madams/Sirs,

We have read carefully your invitation for Expression of Interest for the captioned assignment/project and find the Terms of Reference (TOR) match our firm's capacity for providing the services required therein. We would like to express our interest in being considered for the Shortlist. We understand that NDB does not have an obligation to shortlist our firm and NDB at its sole discretion reserves the right to reject all bids in accordance with its internal policy.

Our firm's profile and information relevant to this EOI are provided as follows:

1. The firm's profile (Country of Incorporation, Address, Contact Person, Phone No., Email, Website, Market Position, Awards, etc.).
2. Specific qualifications and experiences in delivering similar services.
3. Methodology, technology and expertise to perform the captioned assignment.
4. Project references (Please provide at least three cases to demonstrate the firm's technical qualifications and experiences in delivering similar services to multilateral development bank or equivalent. The required information include period, client, assignment name, country, role of the firm etc. The firm's internal policies or clauses on client confidentiality will be considered).
5. Other useful information for assessing the profile of the company.

Signature:

Name and title of the firm's authorized representative