



The New Development Bank

Request for Proposal

(This is not a Purchase Order)

1. Introduction

The New Development Bank (NDB) is issuing a Request for Proposal (RFP) to invite qualified suppliers to provide proposals to NDB's S-HR-2020-00270 Recruitment Process Outsourcing project. Please refer to the following information or attached TOR (Service Scope) for detailed requirements.

Those interested and qualified companies please register into NDB's [e-procurement system \(EPS\)](#) to be **NDB's registered suppliers** and participate in the bidding process (**please be noted the contact information provided in registration especially email address must be correct as all communications regarding the bid including RFP distribution and award notice will be sent through it**). NDB will choose the most suitable one(s) from the shortlisted suppliers. NDB at its sole discretion reserves the right to reject all proposals in accordance with its internal policy and guidelines.

2. RFP Schedule

Please be noted the following activities could take place in the RFP process. NDB will inform the specific arrangements in advance and the suppliers are requested to respond timely.

Activity	Date
Distribution of RFP	December 1 ,2020
Deadline for Questions	April 8, 2020
Proposal Response Due*	April 9, 2020
Negotiation on contract	TBC
Signing Contract	TBC
Project Kick Off	TBC

*Decision about second round can be done based on the results of first proposals review.

3. Instruction to bidders

3.1 Contact Information

Please use the following contact information for all correspondence with NDB concerning this RFP. **Suppliers who solicit information about this RFP either directly or indirectly from other sources will be disqualified.**

Mr. Ivan Nepeivoda

Address: 33rd Floor, BRICS Tower, No. 333, Lujiazui Ring Road, Pudong, Shanghai

上海浦东陆家嘴环路 333 号，金砖大厦 33 层

Email: nepeivoda.ivan@ndb.int

3.2 Submission of Proposals

Proposals shall be prepared in English. Both hard copy and electronic version is acceptable. Hard copy (6copies at least) is **optional** and shall be sent in sealed covers. Electronic version is **obligatory** and shall be submitted online via Electronic Procurement System.

For submission of proposal, the qualified suppliers should register to NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. Then registered suppliers need to **ENROLL** in the procurement notice (for open competitive bidding) or **ACCEPT** the invitation (for limited competitive bidding) before submitting proposal online according to the timeline. (<https://www.ndb.int/data-and-documents/corporate-procurements/>)

The mentioning of deadline, due time, closing date, etc. herein means Beijing time; and NDB's business time is from 9:00AM to 5:15PM in working days.

3.3 Questions

Please submit questions in writing by e-mail. Vendors should refer to the specific RFP paragraph number and page and should quote the questioned passage. NDB will be prompt in responding to questions. All questions will be responded to as a group and sent to all vendors.

3.4 Ownership of Materials

All materials submitted in response to this RFP become the property of NDB. Proposals and supporting materials will not be returned to vendors.

3.5 Proposal Costs

NDB is not responsible for any costs incurred by the vendor in the preparation of the proposal or the site visit.

3.6 Proposal Format (if applicable)

NDB recommends that the proposal should contain two parts as follows. **The vendor may choose other format if you desires so.**

Volume 1 – Main Proposal

Section 1 Executive Summary

Section 2 Functional Section

Section 3 Technical Section

Section 4 Project Management Section

Section 5 Support Section

The above format is only a recommendation. Suppliers could use other formats if you desire so.

Volume 2 – Price Proposal – Should be separate but integral part of the proposal. The currency is USD; if quoting in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify);** and other charges shall also be clearly defined. Note: The payment will be done by international wire transfer, then NDB recommends that the tax fee must be included in the proposal, with respective details. Payment terms applicable - not less than 30 days.

3.7 Validity Period

The proposal including pricing quotation shall be valid at least for 120 days.

3.8 RFP Amendments

New Development Bank reserves the right to amend this RFP any time prior to the closing date. Amendments will be issued only to vendors who are going to complete a proposal.

3.9 Sub-contractor

NDB expects to negotiate and sign contract with one winning vendor. NDB will accept only complete solutions from a primary vendor, and will not accept any proposals that are on only one item or a combination of items from the RFP. The prime vendor will be responsible for the management of all subcontractors. NDB will not accept any invoices from subcontractors or become part of any negotiations between a prime vendor and a subcontractor.

3.10 Award Notification

NDB could negotiate with all shortlisted suppliers before deciding the winning vendor. And NDB reserves the right to negotiate further with the winning supplier before and in the contracting process. The remaining vendors will be notified in writing of their selection status.

4. Evaluation Criteria

The proposals will be reviewed and evaluated by NDB's team in accordance with the related policy and guidelines, especially the six principles (Economy, Efficiency, Competition, Transparency, Value for Money, Fit for Purpose) contained in NDB's corporate procurement policy. NDB is interested in obtaining a complete solution to the requirements contained in this RFP. Proposals that meet the proposal instructions and requirements will be given a thorough and objective review. Proposals that are late, or do not comply with proposal instructions, or take exceptions to mandatory requirements will be eliminated without further consideration. The following are the key factors that would be taken into consideration for evaluating the proposals.

i. Technical Approach and Methodology or Software Solution

Primary consideration will be given to meet the mandatory requirements as listed in this RFP.

The following are factors in the evaluation.

1. Meeting the requirements as stated in this RFP;

2. Understanding of the work to be performed;
3. Technical approach and methodology to accomplish the work;
4. Completeness and competence in addressing the scope of work.

ii. Project Management

NDB also believes that effective project management is essential for a successful implementation. Vendors will be evaluated on the completeness and responsiveness of their project management plans and the project team assigned.

As part of the project management plan, vendors must demonstrate adequate experience in developing and implementing the requested project. NDB's confidence in the vendors' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to vendors who propose a detailed project plan with sufficient breakdown of tasks and steps to demonstrate a complete understanding of the project.

iii. Pricing

NDB will consider pricing as part of the evaluation criteria. **Lowest price is not essential to win**; however, large pricing differentials between vendors will be carefully examined. Price will be used as a final indicator for determining the vendor finalists when all other criteria have been normalized.

iv. Presentation and Demonstration

The results of Presentation and Demo will be evaluation factors.

v. Support and Maintenance

NDB believes the ability to perform timely support is also an important factor for the success of this project. Therefore, vendors should provide adequate information to demonstrate their capabilities to fulfill this task.

5. Contract

The participant shall review the service agreement template provided by NDB in advance. The use of NDB's version of the agreement is preferable. Template agreement and general terms and conditions can be found on the NDB's official web-site <https://www.ndb.int/data-and-documents/corporate-procurements/>

Attachment:

Recruitment Process Outsourcing

The New Development Bank (“NDB” or “Bank”) is a multilateral development bank with its headquarters in Shanghai, China, established by the Federative Republic of Brazil, the Russian Federation, the Republic of India, the People’s Republic of China and the Republic of South Africa (“BRICS”) in accordance with the Agreement on the New Development Bank dated 15 July 2014. The purpose of NDB is to mobilize resources for infrastructure and sustainable development projects in the BRICS and other emerging economies and developing countries. The Bank has regional offices in South Africa (Johannesburg), Brazil (Brasilia and Sao Paulo), Russia (Moscow) and a new regional office in India (Gandhinagar/Ahmedabad) will be opening in 2021.

The Bank recruits its human resources of the highest caliber, based on merit, through a selection process based on criteria determined by the needs of the Bank and the requirements of the position, paying due regard to the importance of recruiting staff on a diverse basis from the member countries. The Bank encourages all qualified candidates who are nationals of the NDB member countries to apply to the advertised positions. The Bank advertises all open positions on its website to invite applications for these positions. The Bank follows a transparent and competitive recruitment sourcing model which encourages the best talent to apply for the open positions.

The Bank is currently operating with 166 full-time staff members and several positions are recruitment in progress across Bank’s headquarters and regional offices. It is estimated that the Bank will be additionally recruiting more than 60 full-time staff members during 2021 across grades as per Grading Structure of the Bank as attached in Annexure 1.

Recruitment Process Outsourcing (RPO)

The Bank is looking for a leading global Recruitment Company to administer and execute the recruitment process of the Bank in an efficient and effective way and on a project management basis while ensuring quality control at various stages of the recruitment process. The recruitment process is required to be administered by 2-3 on-site and full-time experienced recruiters including one resource for recruitment operations.

The deliverables for RPO will include the following areas but not limited to:

1. Job posting and sourcing talent
 - a) Post and close positions advertisements on NDB official website via application tracking system (ATS);
 - b) Assist in searching for suitable candidates on LinkedIn;
 - c) Manage email account of career@ndb.int, ensure the applications via the email account are uploaded to ATS, and respond to the recruitment related emails from applicants appropriately.
2. Assessing and screening
 - a) Assist in screening the profiles of all the applicants as per minimum requirement specified in job description, and preparing the applications screening report after the closing of positions advertisements;

- b) Conduct phone/video screening with the shortlisted applicants after receive shortlist from recruiting divisions. Provide screening notes and other supplement information needed to recruiting divisions, and collect the feedback from them;
 - c) Coordinate with recruiting division on technical tests if required;
 - d) Manage adaptive test system and psychometric test system, send the test invitations to applicants, maintain the received test results reports, and share the test results reports to stakeholders.
3. Interview procedure
- a) Schedule preliminary interviews, panel interviews, and face to face interviews as per Recruitment Policy;
 - b) Prepare interview pack for panel members;
 - c) Set up the video conference if the interviews are in virtual form;
 - d) Work with Administration team in travel arrangement for applicants invited to attend the face to face interviews;
 - e) Collect the interview evaluations from panel members;
 - f) Send the rejection letter to applicants who are phone screened/interviewed but not moved forward by recruiting divisions/panel members.
4. Background check
- a) Send background check invitation email to applicants, and ensure receiving the consent from the them.
 - b) Conduct at least two reference checks for each applicant via interviewing with referees (or other forms as decided by HRD), and provide reference check reports.
 - c) Collect medical examination reports and salary certificates from applicants.
 - d) Work with background check company to complete the comprehensive background check as required by the Bank in a timely manner.
 - e) Cross check the information provided by applicants and identify the discrepancies if any.
 - f) Send the email and relevant documents to HRD after completion of reference checks and receiving the medical examination report and salary certificate;
 - g) Prepare the profile folder of selected applicants as required by HRD.
5. Others
- a) Develop and maintain NDB's employment brand during the recruitment process, engaging the applicants during process appropriately;
 - b) Overall management of the Bank's recruitment system (currently, Greenhouse) including on-line job application process;
 - c) Maintain and provide comprehensive Recruitment MIS and recruitment reports for all positions;
 - d) Work closely with the Bank's HR team to set up the overall recruitment and selection plan;
 - e) Ensure the process and recruitment activities are compliant with NDB's policies.
 - f) Other duties assigned from time to time.

Annexure A:

The grade structure of the Bank is as follows:

NDB Grades	NDB Designations
	<u>Professional Staff</u>
10	Director General
9	Chief
8	Principal Specialist/Principal Professional
7	Sr. Specialist/Sr. Professional
6	Professional
5	Young Professional
4	Junior Professional
	<u>Support Staff</u>
3	Analyst/Executive Secretary
2	Sr. Officer/Sr. Secretary
1	Officer/Secretary

Grades 4 to 10 are professional category and grades 1 to 3 are support staff.