



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-ESG-2022-00799 ESG Due Diligence Services - Framework Contract**. 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	November 29, 2022
Deadline for Questions	December 3, 2022
Proposal Response Due*	December 13, 2022
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.**

Ms. Polina Iakovleva
26F, 1600, Guozhan Road, Pudong New District, Shanghai, 200126

Email: iakovleva.polina@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/>

Annexure 1

1. Background

The New Development Bank (NDB) is a multilateral development bank established by Brazil, Russia, India, China and South Africa with an objective to support infrastructure and sustainable development projects in BRICS and other emerging economies. To fulfill its purpose, NDB supports public and private projects through loans, guarantees, equity participation and other financial instruments. NDB also cooperates with international organizations and other financial entities, and provide technical assistance for projects to be supported by the Bank.

The NDB believes that environmental and social sustainability are crucial to addressing the infrastructure gaps and sustainable development needs consistent with national laws and regulations, and its mandate.

As part of its project due diligence NDB assesses each project's environmental and social risks and compliance with the local regulatory requirements for social and environmental impacts (country systems) and the requirements of NDB's Environmental and Social Framework (ESF) and Environmental and Social Standards (ESS). At the project concept phase, NDB identifies main project's environmental and social risks. At project appraisal phase, NDB conducts a comprehensive analysis of project's compliance with country system and NDB's ESF/ESS as well as identifies the effectiveness and appropriateness of environmental and social risk mitigation measures. At project implementation phase, NDB assesses / supervises the implementation of country systems and NDB's ESF and ESS by NDB-financed projects.

To support its environmental and social due diligence of investment projects and other related activities in the NDB member countries, NDB is seeking to retain services of a qualified ESG Consultant (the Consultant). It is proposed that a Framework Service Agreement (FSA) will be entered into between NDB and the Consultant.

2. Type of Services and Tasks

Under the FSA, the Consultant may be required to provide and therefore shall be capable of delivering the following type of services, tasks or specific activities, as requested by the Bank:

- Project E&S due diligence at project concept stage and project appraisal stage.
- Project E&S supervision / monitoring at project implementation stage.
- Participation in NDB's project mission such as fact finding, appraisal and supervision missions and assisting the NDB teams with project E&S assessment.
- Review of project permitting and technical documentation to assess project's E&S compliance status, identify potential issues and risks.

- Review of regulatory databases and other public information available in local language, including media resources, to identify specific E&S issues of concern in relation to a project (e.g. controversy data review in media).
- Conducting review of country E&S systems and procedures and comparison analysis against the NDB's ESF/ESS and other best practices.
- Undertake climate change risk assessment studies, and other related E&S services and tasks.
- Other ESG-related services and tasks that would typically be expected from a reputable international ESG consulting firm, such as conducting / supporting ESG trainings and workshops for NDB clients or staff, ESG-labelled bond review and assessment, etc (to be defined and agreed with the Consultant on ad hoc basis).

Please refer to Annex 1 for additional (indicative) details on the scope of works for a project E&S due diligence assessment.

3. Locations of Projects

Under the FSA, the Consultant may be required to provide and therefore shall be capable of delivering the Services in the **NDB member countries**¹. The Consultant shall clearly identify in its Proposal to NDB whether the Consultant has permanent presence / office(s) in the member countries or its trusted sub-consultants. Where the Services are proposed to be delivered through engaging the sub-consultants, such sub-consultants should be identified and their relevant qualifications, experience and capacity statement included in the Proposal.

4. Project Administration

Under the FSA umbrella, individual project assignments will be commissioned via Project Task Orders, as needed, in accordance with terms and conditions of the FSA. Project-specific Task Orders will be agreed upon and signed with the Consultant prior to any new assignment under the FSA. Upon successful completion of the task and acceptance of the services by NDB, the Consultant will invoice NDB for each assignment based on the Project Task Order.

The Consultant will undertake its assignments in close collaboration with the NDB's ESG team / designated specialists. The Consultants will be advised by NDB on each project engagement including tasks required and timeline.

5. Duration of Framework Service Agreement

It is envisaged that the FSA will be signed for the term of 3 years.

¹ <https://www.ndb.int/about-us/organisation/members/>

6. Proposal

The Consultant's proposal shall include the following information:

1. Capacity statement indicating the Consultant's capability to undertake the required services and tasks;
2. Consultant's prior experience in delivering similar projects in the past demonstrating:
 - a. Knowledge of applicable environmental and social country systems in the NDB member countries;
 - b. Knowledge of international best practices and environmental and social standards used by multilaterals and private sector;
 - c. Experience in infrastructure projects the NDB member countries;
 - d. Experience in relevant projects in other countries.
3. Consultant's presence in the NDB member countries (refer to Section 3 *Location of Projects*)
4. Summary description of the Consultant's approach and methodology for carrying out the services.
5. Price offer / daily rate schedule to be applied or the services described above.
6. Key personnel CVs.

Annexure 2

Indicative scope of works for project E&S due diligence assessment

As part of this project E&S due diligence assessment, the Consultant may be required to:

- Review available technical documentation provided by NDB clients on environmental and social impacts and mitigation measures including environmental and social impact assessments (ESIAs), resettlement plans, environmental and social management plans (ESMPs) or similar documents;
- Participate in NDB's fact finding, appraisal and supervision mission and Project visits, as required;
- In case of potential gaps between Projects' environmental and social management program and country system's or NDB requirements, provide recommendations to projects on closing such gaps;
- Evaluate technical capacity of the project implementing agencies in the area of environmental and social country systems;
- Contribute to NDB's project processing documents as required (including related sections in NDB's internal documents),
- Prepare reports to NDB on Projects' compliance with country system and NDB's ESF/ESS; and
- Any other assignment relating to environmental and social due diligence.

1 Specific Outputs and Reports by the Consultant

a) At Project Concept Phase

As the Project Concept Phase the environmental and social due diligence aims at:

- Early assessment of potential E&S risk of the project;
- Preliminary E&S categorization of project;
- Early indication of potential red flags or critical E&S risks;
- Early indication of project compliance with E&S country systems.

The Consultant may be required to:

- To review available project documentation and relevant E&S studies;
- Interview Client's technical specialists and/or management (by phone or face to face);
- Review relevant environmental and social regulations pertaining to the project.

Based on the above activities, Consultant is expected to provide NDB a brief **Project Concept ESDD Report** (maximum 5 pages length excluding annexes).

b) Project Appraisal Phase

At Project Appraisal Phase the environmental and social due diligence aims to:

- a. Conduct comprehensive review of the project's E&S impacts and risks;
- b. Assess project's compliance with country systems of E&S safeguards;
- c. Assess project compliance with ESF/ESS and identify any gaps in compliance and additional measures needed by project and PIA to achieve compliance;
- d. Assess project implementing agency's capacity to implement project in compliance with country system and NDB's ESF/ESS;
- e. Develop solutions (if needed) to achieve project's compliance with country system and NDB's ESF;
- f. Evaluate E&S risks associated with the project and mitigation measures undertaken by the project identifying any residual risks for NDB (including reputational).

The Consultant may be required to:

- To review available project documentation and relevant E&S studies;
- Interview Client's technical specialists and/or management (by phone or face to face);
- Review relevant environmental and social regulations pertaining to the project;
- Review project's permitting documentation and related ESIA(s) and ESMP(s)
- Conduct visits to project site.

Based on the above activities, Consultant is expected to provide NDB a **Project Appraisal ESDD Report** (maximum 20 pages length excluding annexes).

c) Project Implementation (Supervision)

At Project Appraisal Phase the environmental and social due diligence includes:

- Conduct ongoing evaluation of project's and project implementing agency's compliance with country systems and NDB's ESF/ESS;
- Provide technical recommendations and support to clients for improvement of E&S management using international best practices;
- Undertake an assessment of E&S impacts and risks which were not envisioned at the time of appraisal;
- Assist the client in developing solutions to maintaining compliance with country systems and NDB's ESF;
- Inform NDB management of any significant changes in E&S risk profile of the project and any rising reputational risks to NDB.

The Consultant may be required to:



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- To review available project documentation and relevant E&S studies;
- Interview Client's technical specialists and/or management (by phone or face to face);
- Review relevant environmental and social regulations pertaining to the project;
- Review project's permitting documentation and related ESIA(s) and ESMP(s)
- Conduct visits to project site.

Based on the above activities, Consultant is expected to provide NDB a ***Project Implementation ESDD Report*** (maximum 15 pages length excluding annexes).

Annexure 3

Indicative reporting requirements in project E&S due diligence assessment

Project Concept (Early Stage)
Social and Environmental Due Diligence Report
(maximum 5 page-length excluding annexes)

1. Project summary (1 pg)
 - a. Description of the project, main elements, past and planned activities
2. Environmental and social impacts of project (1 pg)
 - a. E&S categorization and rationale (*refer to NDB guidance note on E&S categorization*)
 - b. Environmental impacts: Features of environment and severity of impacts
 - c. Social impacts: Local communities, impacts and severity
3. Country safeguards system (2 pg)
 - a. Country regulatory requirements applicable to the project
 - b. ES permits, licenses and approvals required by the project and project's schedules for obtaining them
4. Main environmental and social risks (1 pg)
 - a. Color coded table with severity of risks
 - b. Red Flags and potential non-mitigated risks
5. Annexes:
 - ✓ *Interviews held and contact information of people interviewed*
 - ✓ *Documents reviewed*
 - ✓ *References (applicable laws and regulations)*

Project Appraisal
Social and Environmental Due Diligence Report
(maximum 20-page length excluding annexes)

1. Brief project summary (2 pg)
 - a. Description of the project, main elements, past and planned activities
 - b. Description of due diligence process (studies reviews, site visits undertaken etc)
2. Project implementing agency (PIA) (2 pg)
 - c. Descriptions of main implementing agencies involved, organogram(s)
 - d. Client's management of E&S issues, ESMS
 - e. Social and environmental capacity assessment of the client(s)
3. Environmental and social impacts of project (5 pg)
 - f. E&S categorization and rationale (*refer to NDB guidance note on E&S categorization*)
 - g. Environmental impacts: Features of environment and severity of impacts
 - h. Social impacts: Local communities, impacts and severity
4. Stakeholder engagement (1 pg)
 - i. Past and present activities, documentation and records available, mass media coverage, public opinion and reputation risks
5. Country safeguards system (2 pg)
 - j. Country regulatory requirements
 - k. Required monitoring and reporting requirements
6. Compliance with country safeguards system and NDB policy (ESF/ESS) compliance matrix (5 pg)
 - l. Matrix table indicating level of compliance and gaps with
 - i. Country regulatory requirements
 - ii. NDB requirements
7. Main environmental and social risks (1 pg)
 - m. Color coded table with severity of risks
8. Environmental and Social Management Plan (ESMP) (2 pg)
 - n. Table/matrix combining
 - i. ESMP for local regulations, and
 - ii. ESMP for compliance with NDB ESF and ESS
9. Annexes:
 - ✓ *Interviews held and contact information of people interviewed*
 - ✓ *Documents reviewed*
 - ✓ *Photos of project from mission (natural environment, communities, project works, OHS etc)*
 - ✓ *References (laws and regulations)*
 - ✓ *List of project design and other document*

Project Implementation (Supervision)
Social and Environmental Due Diligence Report
(maximum 15 pages length excluding annexes)

1. Brief project progress summary (1 pg)
 - a. Description of the project progress since previous due diligence (main activities completed and underway)
2. Project implementing agency (PIA) (1 pg)
 - b. Descriptions of any changes in main implementing agencies involved in implementing project relevant to ES management of project risks
3. Stakeholder engagement (1 pg)
 - c. Past and present activities, documentation and records available, mass media coverage, public opinion and reputation risks
4. Country safeguards system (3 pg)
 - d. Country regulatory requirements applicable to the project
 - e. Project's progress in complying with local regulatory requirements and any gaps in compliance
 - f. ES monitoring and reporting undertaken by the project as part of local requirements
5. Compliance with country safeguards system and NDB policy (ESF/ESS) compliance matrix (4 pg)
 - g. Matrix table indicating level of compliance and gaps with
 - i. Country regulatory requirements
 - ii. NDB requirements
6. Main environmental and social risks (1 pg)
 - h. Color coded table with severity of risks
7. Environmental and Social Management Plan (ESMP) (4 pg)
 - i. Table/matrix combining
 - iii. ESMP for local regulations, and
 - iv. ESMP for compliance with NDB ESF and ESS
8. Annexes:
 - ✓ *Interviews held and contact information of people interviewed*
 - ✓ *Documents reviewed*
 - ✓ *Photos of project from mission (natural environment, communities, project works, OHS etc)*
 - ✓ *References (laws and regulations)*
 - ✓ *List of project design and other documents*