



## 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-2023-01194 Executive research**. 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	August 25 <sup>th</sup> , 2023
Deadline for Questions	September 12 <sup>th</sup> , 2023
Proposal Response Due*	September 15 <sup>th</sup> , 2023
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

Email: [nepeivoda.ivan@ndb.int](mailto: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. Questions can 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 desire 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 1:**

### **Service scope**

#### **Executive Search**

##### **1. BACKGROUND**

The New Development Bank (“NDB” or “Bank”) is a multilateral development bank established by five countries (Brazil, Russia, India, China and South Africa - BRICS) to mobilize resources for infrastructure and sustainable development projects in BRICS and other emerging economies, as well as in developing countries. The Bank expanded its membership and welcomed new member countries: UAE, Bangladesh and Egypt.

During the sixth BRICS Summit in Fortaleza (2014), the leaders of the five countries signed the Agreement establishing the NDB. The Bank started its operations in July 2015 with the opening of its headquarters in Shanghai, China (“HQ”). The Bank also operates regional offices in members countries which include Africa Regional Centre in Johannesburg, South Africa; Americas Regional Office in Sao Paulo, Brazil with a sub-office in Brasilia, Brazil; Eurasian Regional Centre in Moscow, Russia; and Indian Regional Office in Gandhinagar, India. Further information on the Bank’s activities can be found the website at <https://www.ndb.int/>.

##### **2. OBJECTIVES**

The Bank is seeking proposals from a global executive search firm to conduct the executive search/active talent search for managerial positions (namely Director General and Chief) as per needs and requirements raised by the Bank.

##### **3. SCOPE OF ASSIGNMENT**

The deliverables include, but are not limited to the following:

- Work closely with NDB’s HR team and reporting managers on understanding the needs and requirements of the position. Executive Search firm may provide valuable inputs on the job description of the position for consideration of the Bank;
- Conduct thorough research in the appropriate sectors/industries in the global market and in the Bank’s member country/ies and build a list of target organizations for active talent sourcing as well as talent mapping for consideration of the Bank;
- Active search of the suitable candidates while ascertaining their fit, availability and interest from these target organizations;
- Conduct preliminary interview/assessment of the shortlisted candidates and provide the candidates list, talent search summary, comprehensive candidates report and CVs of shortlisted candidates for review of the Bank and initiation of next steps in the recruitment process;
- Provide a globally recognized assessment tool focusing on leadership and managerial competencies, administer the tool with the candidates selected by the Bank and provide report

to the Bank for the interview process. The service provider should provide training on assessment report interpretation to the Bank when required.

- Assist the NDB HR team in scheduling interviews of the candidates shortlisted by the Bank. Assist in face-to-face final interview of the candidates shortlisted by the Bank, as and when required;
- Conduct at least two reference checks of the candidate selected by the Bank;
- Provide all type of communication to the candidates;
- Maintain and provide a comprehensive recruitment MIS/dashboard for all positions;
- Setup, track and monitor the overall recruitment process;
- Assist in negotiations with the selected candidate;
- Assist in on-boarding of the selected candidate, as and when necessary and as may be required by the Bank.
- 12-month guarantee on any candidate placed.

#### **4. REQUIREMENTS**

- (i) The executive search firm should cover the global talent markets, especially the markets of NDB member countries.
- (ii) The proposal shall include the firm's profile, specific qualifications and experience related to the services required above, methodology of work, relevant project references, and other information as applicable.
- (iii) The service provider should assign dedicated experts to NDB.
- (iv) The consultants may be required to make presentations to the stakeholders of NDB when needed.
- (v) All communications and deliverables should be in English.

#### **5. OWNERSHIP**

All materials submitted by the selected service provider shall become the property of NDB on completion of the assignment.

#### **6. PRICE PROPOSAL**

Price proposal should be included all applicable taxes.

The Bank don't accept advance payments, but progress payments is possible.

Payment terms 30 days.