

## 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-2025-01942 ESG Due Diligence Services in Brazil** project. Please refer to the following information and attachment for detailed requirements.

NDB invites those interested and qualified companies to register with NDB's e-procurement system to be our **registered suppliers** and participate in the bidding process (**please be advised 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 advised 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 in a timely manner.

Activity	Date
Distribution of RFP	April 17, 2025
Notice of Intent	April 22, 2025
Deadline for Questions	April 24, 2025
Proposal Response Due	May 1, 2025
Presentation and Demonstration	TBD
Negotiation on contract	TBD
Signing Contract	TBD
Project Kick Off	TBD

*\*The RFP Schedule is for reference only and NDB has its sole discretion to adjust as per the project's needs.*

### 3. Instruction to bidders

#### 3.1 Contact Information

Please use the following contact information for all correspondence with NDB concerning this RFP.

Name: Polina Iakovleva

Address: 26<sup>th</sup> floor, NDB Headquarters, 1600 Guozhan Road, Pudong, Shanghai, China

中国上海浦东新区国展路 1600 号，新开发银行总部大楼 26 层

Email: [iakovleva.polina@ndb.int](mailto:iakovleva.polina@ndb.int)

#### 3.2 Submission of Proposals (Introduction to use of NDB's e-procurement system)

Proposals shall be prepared in English. Electronic version is obligatory and shall be uploaded in NDB's e-procurement system.

For submission of proposal, the qualified suppliers should register with NDB's e-procurement system to be **NDB registered suppliers** (subject to NDB's internal approval) in advance. All registration information shall be in English except for uploads of scanned or copied documents originally produced in other languages. 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/procurement-opportunities/corporate-procurement/>

The deadline, due time, closing date, among others, referred to 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. Suppliers are advised to refer to the specific paragraph and page number in RFP and should quote the corresponding passage. NDB will be prompt in responding to the questions. All questions will be responded to as a group and sent to all suppliers. NDB will not provide feedback to questions raised beyond deadline.

#### 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 suppliers.

#### 3.5 Proposal Costs

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

#### 3.6 Proposal Format (if applicable)

NDB recommends that the proposal should contain **three** parts as follows. **The supplier may choose another proposal format as long as it suits the purpose.**

- Volume 1 – Information on the supplier. The supplier is required to provide the basic information in the attached table (attachment 2). Please fill out the table as complete as possible. More information will help us in evaluation.
- Volume 2 – Main Proposal

Section 1	Executive Summary
Section 2	Functional Section
Section 3	Technical Section
Section 4	Project Management Section
Section 5	Support Section

- Volume 3 – Price Proposal – Should be in a separate document even though it is an integral part of the proposal. The currency is **USD**; if quoted in other currencies, the exchange rate should be clearly defined. **The price shall be inclusive of applicable taxes (if not, please specify)**; other charges shall also be clearly defined.

### **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 suppliers who are going to complete a proposal.

### **3.9 Sub-contractor**

NDB expects to negotiate and sign contract with one winning supplier. NDB will accept only complete solutions from a primary supplier and will not accept any incomplete proposals that are only cover part of the RFP. The prime supplier 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 supplier and a subcontractor. If there is any sub-contractor involved or engaged by the supplier, it shall be clearly stated in the proposal.

### **3.10 Award Notification**

NDB will negotiate with all shortlisted suppliers before deciding the winning supplier. NDB reserves the right to negotiate further with the winning supplier before or in the contracting process. The award notification is sent to the winner online in the e-procurement system. NDB is not obliged to notify the bid outcome to unsuccessful suppliers.

#### **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 excluded. 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 the mandatory requirements as listed in this RFP.

The following are the main 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. Suppliers 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, suppliers must demonstrate adequate experiences in developing and implementing the requested project. NDB's confidence in the suppliers' ability to meet deadlines and successfully manage similar projects will be a primary consideration.

Special consideration is given to suppliers 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 suppliers will be carefully examined. Price will be used as a final indicator for determining the supplier finalists when all other criteria have been normalized.

##### **iv. Presentation and Demonstration**

The performances and results of Presentation and Demonstration 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, suppliers should provide adequate information to demonstrate their capabilities to fulfill this task.

**5. Contract**

The participants shall review the service agreement template provided by NDB in advance. The use of NDB's version of service agreement is preferable. NDB Template for Service Agreement and NDB General Terms and Conditions for Procurement Contracts can be found on the NDB's official website: <https://www.ndb.int/procurement-opportunities/corporate-procurement/>

Please note that, being an international institution, NDB enjoys privileges and immunities as per the Articles of Agreement ([Agreement on the New Development Bank](#)) and disputes will be resolved by a reputable international arbitration center. The preferable forum is Shanghai International Arbitration Center ("SHIAC") or any alternative forum in a neutral jurisdiction.

**TERMS OF REFERENCE**  
*for*  
**Environmental, Social and Governance (ESG) Due Diligence Services in Brazil**  
**Framework Agreement**

**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 ***Environment and Social Framework (ESF)***. 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 its **NDB member country (Brazil)**, 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. 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.

### **4. Duration of Framework Service Agreement**

It is envisaged that the FSA will be signed for the term of 3 years, with the option to extend further for a new term of one (1) year subject to written confirmation.

### **5. 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 country (Brazil);

- 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 country (Brazil);
  - d. Experience in relevant projects in other countries.
- 3. Consultant's presence in the NDB member country;
- 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; and
- 6. Key personnel CVs.

## **6. Capacity requirements**

The Consultant is expected to fulfill the following requirements:

- Extensive experience in undertaking reviews of environmental and social compliance in the NDB member country with in-depth experience in country system requirements in the following areas: environmental impacts assessment, biodiversity and environment protection, resettlement and compensation, public participation grievance mechanisms, indigenous peoples, and environmental and social permitting processes and regulations;
- Extensive experience in environmental and social due diligence including designing, implementing, assessing, and monitoring environmental and social compliance of projects;
- Extensive experience in ensuring project's compliance with relevant environmental and social country systems with government agencies, implementing project entities, consultancies or other multilateral development banks;
- Close familiarity with NDB's Environmental and Social Framework (ESF) and Environmental and Social Standards (ESS) and other international standards such as the Equator Principles, IFC Performance Standards and relevant policies of World Bank, ADB, AIIB, EBRD and IDB.



## **Annex 1. Indictive 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.

### **2. 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:

- 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).

## **Annex 2. Indicative reporting requirements in project E&S due diligence assessment**

### **Project Concept (Early Stage)** **Environmental and Social Screening 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*

**Attachment 2:**

Information Category	Description	Supplier's inputs
General Information	Legal Entity Name	
	Legal Address	
	Website	
	Government Registration Number	
	Date of Registration	
	Tax ID	
	Name(s) of Authorized Signatory	
	Contact Information (name, title, mail address and telephone number)	
	Amount of Employee	
	Three reference customers (minimum)	
Financial Information	Registered capital	
	Revenue of last 3 years	
Other Information	Information Security Credentials if any	
	Data residency location, for providing service required in the RFP	
	IDD/ AML Sanctions, Yes or No. If yes, please specify.	
	Others deemed necessary	