

Expression of Interest (EOI)

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|-------------------------------|-----------------------------|
| Date of EOI | 24 Aug 2020 |
| Closing date of EOI | 07 Sep 2020, <u>5.00 PM</u> |
| Address for submission of EOI | <u>tender@cdri.world</u> |

Empanelment of Content Writer/ Editor/ Graphic Designer with the Coalition for Disaster Resilient Infrastructure

The Coalition for Disaster Resilient Infrastructure (CDRI) is a multi-stakeholder global partnership of national governments, UN agencies and programmes, multilateral development banks and financing mechanisms, the private sector, and academic and knowledge institutions. Launched at the Climate Action Summit in September 2019 in New York, by the Prime Minister of India, the CDRI aims to promote the resilience of infrastructure systems to climate and disaster risks, through the strengthening of capacities, standards, regulations, and practices for disaster and climate resilient infrastructure development. The Coalition for Disaster Resilient Infrastructure (CDRI) provides a global platform for knowledge exchange, technical support, and capacity development for resilient infrastructure.

EOI Objective:

To empanel individual experts or institutions to provide services for content writing, editing, proofreading, and graphic designing for documents, reports, brochures, branding material, development of web content and social media, and resource material for CDRI and topics related to Disaster Resilient Infrastructure.

PART 1: Scope of Work for Content Writer:

- Editorial content for thought leadership, such as opinion articles and online blog development.
- Development of content for media-facing communications, including messaging narrative, backgrounders, and FAQs.
- Web-content and social media posts.
- Editorial and creative content development for the quarterly newsletter.
- Content development of CDRI reports, articles, and others.
- Content development brochures, branding material, and topics related to Disaster Resilient Infrastructure, etc.

PART 2: Scope of Work for Content Editor:

Content editing and proofreading of documents, articles, case studies, reports, brochures, branding material, web content, social media, and any other written material for CDRI.

PART 3: Scope of Work for Graphic Designer:

Graphic designing for documents, reports, brochures, branding material, newsletters, web-based pages, graphics/infographics/artwork for social media, cover page, and any other material for CDRI. Individuals or agencies can apply for the empanelment of Graphic Designer.

CDRI invites expression of Interest from individual experts and Institution/ agencies who are interested to participate in empanelment process and have credentials outlined in Education and experience criteria.

A. Minimum Eligibility for Content Writer :

Education Criteria

Minimum education requirement for Content Writer is graduation in a relevant subject.

Experience Criteria

- Minimum 3 years experience In the field of content writing or Developing documents. Experience in writing for disaster management, climate change or development sector is preferable.
- Minimum two years working exposure of Multilateral Development Banks/International Organisations or UN Agency.
- The individual must have excellent proficiency in writing, presentation and communication specific to English language.

B. Minimum Eligibility for Content Editor

Education Criteria

Minimum education requirement for Content editor Is post Graduate in a relevant subject.

Experience Criteria

- The individual must have minimum 5 years working experience of all aspects of content Including development , presentation to analysis. Experience in editing for disaster management, climate change or development sector is preferable.
- Minimum three years Working exposure of Multilateral Development Banks / International Organizations or UN Agency.
- The individual must have excellent proficiency in writing, presentation and communication specific to English language.

C. Minimum Eligibility for Graphic Designer

Education Criteria:

Minimum bachelor's degree in graphic design

Experience Criteria:

- Relevant work experience of five years. Experience in graphic designing for disaster management, climate change or development sector is preferable.
- Strong understanding of the principles and practices of design along with understanding of best practices of user Interface.
- Minimum three years exposure of working with Multilateral development banks / International Organizations or a UN agency for at least three years.
- Strong portfolio of illustrations or other graphics, creative and innovative skills, and a keen eye for aesthetics and details.

Note: For agencies, the experience criterion will apply to the individual proposed for the empanelment. One agency can apply for empanelment one or more jobs listed above.

Submission of EOI -

Qualified candidates or agencies who have prescribed education and relevant experience and are Interested to participate in our empanelment process can submit an EOI on or before the expiry date through e mail only.

The EOI should contain:

- Brief Resume /agency profile
- Documents to support education and experience criterion
- At least 5 Samples of work done in last 2 years.

Empanelment Process:

- CDRI Secretariat will screen the applications and short list candidates/ Agency.
- Shortlisted candidates/Authorized representatives of Agency may be called for personal intersection / written test / practical test.
- Selected candidates/Agency will be given offer for empanelment. More than one individual / agency may be selected for one work profile.
- Selected candidates will have to sign an agreement and will be governed by CDRI terms and conditions established for consultants and vendors.
- CDRI reserves the right to amend or cancel the requirements at any time during the selection process.

Engagement Period:

Once selected term for the empanelment will be of three years, subject to annual review and satisfactory performance. In case of unsatisfactory performance CDRI will be free to remove an agency / individual from the empaneled list at any time.

Payment terms:

Content writer :

| S. No. | Type of empanelment | Document upto 20 pages (Cost per page) | Between 20-50 pages (Cost per page) | More than 50 pages (Cost per page) |
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| 1 | Content writer | Rs. 750 | Rs. 600 | Rs. 500 |
| 2 | Editor | Rs. 500 | Rs. 425 | Rs. 350 |

Graphic Designer : Rs 5000 per day . The estimated time required for the work will be decided mutually, however decision of CDRI will be final.

General terms and conditions:

- Mere empanelment will not entitle the individual / agency to any assured quantity of work. CDRI will assign work as per its requirement.
- If more than one individual / agency are empanelled, CDRI will be free to assign work as per its choice and no claim for work will be entertained from other agencies /individuals.

Submission of EOI:

- Email address for submission of the EOI – tender@cdri.world
- The subject of the email should mention “Empanelment of Content Writer/ Content Editor/ Graphic Designer“.
- Last date for submission is 07th Sep., 2020, 5:00 PM. Submissions received after this will not be considered.
