

TERMS OF REFERENCE (ToR)

Engagement of a Consulting Firm for the Development and Implementation of CDIP's Climate Finance Strategy and Reporting & Monitoring Framework

Organization	Centre for Development Innovation And Practices (CDIP)
Project	Inclusive Climate Finance for Vulnerable Communities in Asia Pacific (ICCAP) — Work Package 2
Activity Reference	Activity 1.2 —Climate Strategy and Reporting & Monitoring Framework Development
Location	CDIP Head Office, Dhaka, with field travel to CDIP branch offices as required
Contract Type	Consulting firm contract
Level of Effort	70 working days, intermittent, over an estimated period of 6 months

1. About the Organization

The Centre for Development Innovation and Practices (CDIP) is a financially self-sustainable, women-focused non-governmental microfinance institution established in 1995 in a remote village in Brahmanbaria district, Bangladesh. CDIP's mission is to provide environmentally sustainable, innovative development services and goods that empower the excluded and disadvantaged, particularly women and micro/small entrepreneurs, and integrate them into the mainstream of society.

CDIP today supports over 324,000 families with microcredit and micro-enterprise loans, approximately 99% of whom are women, with cumulative disbursements exceeding BDT 19.85 billion (approx. EUR 138 million) as of April 2026. CDIP maintains an active presence in 30 of Bangladesh's 64 districts and complements its financial services with an Education Support Program (serving around 57,661 disadvantaged children) and a Health Support Program delivered through qualified medical staff and community health volunteers.

CDIP's core loan products, Buniad (ultra-poor lending), Jagoron (household enterprise lending) and SMAP (agricultural productivity lending), are aligned with the Sustainable Development Goals and serve smallholder farmers, women-led micro-enterprises and rural poor households across climate-vulnerable coastal, char and rural geographies of Bangladesh.

2. Project Context: The ICCAP Project

The Inclusive Climate Finance for Vulnerable Communities in Asia Pacific (ICCAP) project is a five-year regional programme (2024–2029) funded by Germany's International Climate Initiative (IKI), implemented by a consortium of the Stockholm Environment Institute (SEI, consortium lead), Appui au Développement Autonome (ADA, Luxembourg) and the Asia-Pacific Rural and Agricultural Credit Association (APRACA). ICCAP operates across six countries, Bangladesh, Bhutan, Cambodia, Fiji, Laos PDR and Nepal, to improve and scale up inclusive public and private climate adaptation finance flows to vulnerable communities.

Under ICCAP Work Package 2, ADA provides technical assistance to partner Financial Service Providers (FSPs) to help them develop client-centric green financial products and the institutional capacity required to deliver them responsibly. Following a multi-stage identification, engagement and gap-analysis process, ADA selected CDIP as one of its partner FSPs in Bangladesh and, in close collaboration with CDIP, developed a tailored Technical Assistance (TA) Plan under Subgrant Agreement N° 2026/116, with a total value of EUR 301,130 (ICCAP/ADA contribution: EUR 209,450; CDIP contribution: EUR 91,680), running from June 2026 to March 2029.

This assignment concerns Activity 1.2, Climate Strategy and Reporting & Monitoring Framework Development, of the CDIP TA Plan, which sits within Result 1 ("CDIP develops a climate finance strategy and ESG policy with enhanced institutional capacity for climate finance operations") of the approved logical framework.

3. Objective of the Assignment

The overall objective of this assignment is to define, develop and operationalize a comprehensive Climate Finance Strategy and an integrated Reporting & Monitoring Framework for CDIP. Specifically, the consultancy will:

- a) Establish a clear, ambitious and achievable Climate Finance Strategy, with a 5 years roadmap, aligned with CDIP's institutional mission and Bangladesh's national climate priorities;
- b) Develop an institutional climate finance taxonomy aligned with the Bangladesh Green Taxonomy and contextualized to CDIP's priority sectors, client segments and loan products (Buniad, Jagoron, SMAP);
- c) Develop an internal green operations strategy covering paper reduction, energy efficiency and waste management within CDIP's own offices and operations;
- d) Secure formal stakeholder buy-in and Board approval for the integrated Climate Strategy, taxonomy and green operations strategy;
- e) Define climate portfolio and internal operations monitoring indicators and reporting templates, and coordinate the technical specifications required to integrate these into CDIP's core banking MIS, complemented by an interim Excel-based tracking tool;
- f) Build the capacity of relevant CDIP staff to implement the new taxonomy, collect accurate data, and use the resulting reporting tools.

The intended outcome is a Board-approved, future-proof climate finance architecture that positions CDIP to systematically classify, monitor and report on its climate portfolio and internal environmental performance, and that lays the institutional foundation for the product development and investment-readiness activities under Results 2 and 3 of the TA Plan.

4. Scope of Work and Key Actions

The selected Consulting Firm (the Consultant) will execute the following components, corresponding to Actions 1.2.1 through 1.2.8 of CDIP's approved TA Plan. A separately contracted IT consultant will carry out MIS/CBS technical implementation (Action 1.2.6); the Consultant's role is to define requirements, coordinate technical specifications, and validate the resulting outputs, not to perform the system build.

Component A: Strategic Visioning, Taxonomy and Green Operations (Actions 1.2.1 – 1.2.3)

Action / Title	Description / Key Tasks
Action 1.2.1- Define Climate Finance Vision, Objectives and Strategic Roadmap	- Define a clear, ambitious and achievable long-term climate finance vision for CDIP, aligned with its institutional mission and target beneficiaries. - Set specific, measurable, achievable, relevant and time-bound (SMART) objectives. - Develop a 5-year strategic roadmap detailing implementation phases, resource requirements, governance structure and key milestones.
Action 1.2.2- Develop climate finance taxonomy focusing on CDIP's priority sectors in line with Bangladesh Green taxonomy	- Review the Bangladesh Green Taxonomy (BGT) and identify priority sectors most relevant to CDIP's existing and target portfolio (e.g., agriculture, household enterprise, ultra-poor livelihoods). - For each priority sector, define eligible climate-aligned activities, simplified technical screening criteria field officers can practically apply, do-no-significant-harm (DNSH) principles, and minimum social safeguards including GESI considerations.

	• Develop taxonomy classification codes/tags suitable for future integration into CDIP's core banking MIS.
Action 1.2.3- Develop internal green operations strategy including paper reduction, energy efficiency, and waste management	• Assess CDIP's current internal environmental footprint across head office and branch operations. • Develop a practical internal green operations strategy addressing paper reduction/digitization, energy efficiency, and waste management. • Define simple, low-cost implementation actions suitable for a rural microfinance network with limited administrative overhead.

Component B: Stakeholder Validation and Board Approval (Action 1.2.4)

Action / Title	Description / Key Tasks
Action 1.2.4- Conduct stakeholder consultations, board presentation, and finalize and approve integrated Climate Strategy	• Conduct internal consultations with CDIP senior management and relevant departments (Credit, MIS/IT, M&E, HR) to incorporate feedback and secure cross-functional buy-in. • Prepare a comprehensive Board presentation package summarizing the strategy, taxonomy and green operations strategy. • Deliver a formal presentation to CDIP's Board (or delegated governance body) to secure approval. • Incorporate Board feedback and deliver the final, approved, integrated Climate Strategy document.

Component C: Monitoring, Reporting and MIS Readiness (Actions 1.2.5 – 1.2.7)

Action / Title	Description / Key Tasks
Action 1.2.5- Define climate portfolio and internal operations monitoring indicators and create reporting templates	• Define key performance indicators (KPIs) for the climate portfolio (e.g., number and value of climate-aligned loans, client segments reached) and for internal green operations (e.g., paper usage, energy consumption). • Design standardized internal and external reporting templates aligned with ICCAP's FSP reporting requirements.
Action 1.2.6- Integrate taxonomy and climate finance monitoring indicators into core banking MIS	• Define the technical/functional requirements for integrating the new taxonomy and monitoring indicators into CDIP's existing core banking MIS. • Liaise with CDIP's MIS/IT team and the separately contracted IT consultant to validate that new data fields (climate activity type, classification code, relevant KPIs) can be captured and reported at the transaction level. • Review and validate the resulting MIS outputs against the agreed reporting templates.
Action 1.2.7- Establish Excel-based tracking system for internal operations indicators	• Develop a practical Excel-based tracking tool for internal green operations indicators only, covering areas such as paper usage, energy consumption and waste management. • Ensure the tool is simple enough for CDIP's M&E/MIS staff to maintain without external support.

Component D: Capacity Building (Action 1.2.8)

Action / Title	Description / Key Tasks
Action 1.2.8- Train relevant staff on data collection procedures and reporting protocols	• Design and deliver training for relevant CDIP staff (MIS/IT, M&E, credit/branch staff as applicable) covering the taxonomy, data collection procedures, and use of the new reporting templates and tracking tool. • Deliver training through workshops organized by CDIP/ADA (see Annex A) and produce training materials and an attendance record.

5. Key Deliverables and Payment Schedule

Payments will be released against satisfactory review and written approval of each deliverable by CDIP, with technical quality assurance from ADA. The Consultant must incorporate review comments within 7 working days of receipt.

#	Deliverable	Linked Action(s)	Indicative Timing	Payment (%)
1	Inception Report: assignment work plan, methodology, review of CDIP's existing portfolio, MIS data practices and stakeholder mapping	Preparatory	Month 1 (Week 2)	10%
2	Climate Finance Vision, Objectives and 5-Year Strategic Roadmap for CDIP	Action 1.2.1	Month 2	15%
3	CDIP Climate Finance Taxonomy aligned with the Bangladesh Green Taxonomy, covering CDIP's priority sectors and loan products (Buniad, Jagoron, SMAP)	Action 1.2.2	Month 3	15%
4	Internal Green Operations Strategy (paper reduction, energy efficiency, waste management)	Action 1.2.3	Month 3	10%
5	Board Presentation Package and Board-Approved, Finalized Climate Strategy (incorporating strategy, taxonomy and green operations components)	Action 1.2.4	Month 4	20%
6	Climate Portfolio & Internal Operations Monitoring Framework: KPIs, reporting templates, MIS/CBS integration requirements (coordinated with CDIP's IT consultant), and Excel-based tracking tool	Actions 1.2.5, 1.2.6, 1.2.7	Month 5	20%
7	Staff Training Completion Report: training delivered and attendance records for relevant staff on data collection procedures and reporting protocols	Action 1.2.8	Month 6	10%
	Total			100%

6. Duration, Reporting and Supervision

The assignment comprises 70 working days delivered on an intermittent basis over an estimated 6-month period, aligned with Key Stage 2 ("Develop climate strategy") of the CDIP TA Plan milestone schedule.

The Consultant will report to CDIP's designated ICCAP/Climate Focal Point, with technical guidance and quality assurance provided by ADA's National Coordinator for Bangladesh. Progress will be reviewed through:

- A kick-off meeting at contract signature to confirm the work plan and methodology;
- Regular check-ins with the CDIP Focal Point (at minimum monthly) to review progress against the work plan;
- Formal review of each deliverable listed in Section 5, with written sign-off by CDIP prior to payment release;
- Escalation of any material risks or delays to CDIP's Executive Committee through the established ICCAP governance channel.

7. Consultant Qualifications and Experience

The selected Consulting Firm should demonstrate the following organizational experience and proposed-team capabilities:

- a) Team composition and qualifications: The proposed team should collectively include advanced qualifications in Economics, Environmental Management, Sustainable Development, Business Administration or related fields, as relevant to the assignment.
- b) Organizational experience: A minimum of 10 years of relevant consulting experience in financial sector consulting, development finance, sustainable/climate finance, and Environmental and Social Safeguards, with demonstrated experience delivering assignments of comparable scope and complexity.
- c) Sectoral expertise: A proven organizational track record of developing climate/green finance strategies and taxonomies for financial institutions, preferably microfinance institutions (MFIs) in South Asia or Bangladesh.
- d) Technical knowledge: Demonstrated team expertise in global green/climate taxonomies (e.g., the EU Taxonomy) and specific familiarity with the Bangladesh Green Taxonomy (BGT).
- e) Systems experience: Demonstrated team experience linking strategic frameworks, taxonomies and monitoring frameworks with core banking systems or MIS platforms; prior exposure to microfinance MIS environments is an asset.
- f) Inclusion lens: Demonstrated team familiarity with Gender Equality and Social Inclusion (GESI) considerations in financial product and safeguard design, given CDIP's predominantly women client base (approximately 99% of clients).
- g) Communication and facilitation: Excellent written and spoken English for report drafting; proven firm/team capability to facilitate stakeholder consultations and deliver Board-level presentations. Working knowledge of Bangla is an advantage for staff-facing training delivery.

8. Expected Outcomes

By the end of the assignment:

- a) CDIP will have a Board-approved Climate Finance Strategy, taxonomy and internal green operations strategy.
- b) Climate portfolio and internal operations KPIs and reporting templates will be defined; climate finance indicators will be ready for integration into CDIP's MIS/CBS, supported by an Excel-based tracking tool for internal green operations indicators.
- c) Relevant CDIP staff will be trained on the new taxonomy, data collection procedures and reporting protocols.
- d) CDIP will be institutionally positioned to progress to Result 2 (climate adaptation product design and piloting) and Result 3 (investment readiness) of its TA Plan.

9. Confidentiality and Ethical Conduct

All information, data and outputs produced under this assignment shall remain the property of CDIP and the ICCAP project. The Consultant must adhere to professional integrity and confidentiality standards throughout the assignment and following its completion, and must not disclose CDIP client or portfolio data to any third party without prior written consent from CDIP.

10. Selection Criteria

Proposals will be evaluated using a Quality- and Cost-Based Selection (QCBS) methodology, with technical and financial proposals weighted as follows:

Criteria	Weight	Max. Points
Technical Proposal	70%	70
• Understanding of the assignment and CDIP's institutional context		15
• Soundness of proposed methodology and work plan		20
• Relevant experience in climate/green finance strategy and taxonomy development for financial institutions		20
• Qualifications and experience of proposed personnel		15
Financial Proposal	30%	30
Total	100%	100

A minimum technical score of 70/100 is required for a proposal's financial component to be opened and evaluated.

11. Proposal Submission Requirements

Interested consulting firms must submit:

- A technical proposal detailing understanding of the assignment, proposed methodology, work plan, firm experience, team composition, and CVs of proposed personnel;
- A financial proposal in BDT or EUR, inclusive of all applicable taxes, broken down by deliverable in line with Section 5;
- Evidence of at least two similar assignments completed for financial institutions or development-sector clients, with reference contacts;
- A signed statement testifying that all information contained in the proposal is correct and true.

12. Legal and Organizational Documents Required

It is mandatory for bidding firms to submit documentary evidence demonstrating their legal, taxation and financial status, including:

- Certificate of incorporation or valid trade license, or equivalent registration document;
- Registration-related documents (e.g., NGO Affairs Bureau registration, where applicable);
- An organizational organogram identifying key personnel proposed for the assignment (for firms) and their relevant portfolio;
- Tax Identification Number (TIN);
- Business Identification Number (BIN), where applicable;
- Latest Proof of Submission of Return (PSR).

13. Submission Deadline and Method

- Interested firms are requested to submit their proposals online to procurement@cdipbd.org by 13th October, 2026; 11:59 pm.
- The email subject line should clearly mention the Assignment Name as stated in this ToR.
- Proposals received after the deadline will not be considered
- Contact information for clarification queries: info@cdipbd.org.