

TERMS OF REFERENCE (ToR)

# **Institutional Consultancy for Due Diligence Assessment (DDA) for Partnership**

ToR

## About ICIMOD

The Hindu Kush Himalaya (HKH) region stretches 3,500km across Asia, spanning eight countries – Afghanistan, Bangladesh, Bhutan, China, India, Myanmar, Nepal, and Pakistan. Encompassing high-altitude mountain ranges, mid-hills, and plains, the zone is vital for the food, water, and energy security of up to two billion people and is a habitat for countless irreplaceable species. It is also acutely fragile – and frontline to the impacts of the triple planetary crisis of climate change, pollution, and biodiversity loss.

The International Centre for Integrated Mountain Development (ICIMOD), based in Kathmandu, Nepal, is an international organisation established in 1983, that is working to make this critical region greener, more inclusive and climate resilient. For more information, read our [Strategy 2030](#) and explore our [website](#).

## Consultancy Overview

Due Diligence Assessment (DDA) is a mandatory requirement for first time partnership with ICIMOD and periodic review will be conducted as required. The shortlisted partner/s shall undergo a due diligence process. A thorough due diligence process would be conducted by the Programme Finance in coordination with the Partnership Coordinator, GESI representative as necessary. Once a due diligence process has been conducted for any prospective partner, it lasts up to four years (or at least for one MTAP period), unless the partner is not adhering to requirements as expected. No partner can be engaged until they have passed the due diligence process. However, as some ICIMOD partners are identified by the nodal ministries or government agencies in the RMCs, the due diligence process can be flexible on a case-by-case basis. If the due diligence process recommends that the organization is not fit for purpose as a partner for ICIMOD, then another organization must be considered. In light of this, ICIMOD is looking for external services from eligible audit firm conduct DDA when require.

## Objectives

This Consultancy assignment aims to fulfil the following objectives:

1. To conduct onsite due diligence assessment (DDA) according to the prescribed due diligence assessment (DDA) form developed by ICIMOD
2. To provide DDA report with findings, remarks and recommendations of each area mentioned in DDA form
3. To obtain evidences of assessment vouchers, policies, procedures, certificates and other relevant supporting documents and submit with report in a separate folder

## Deliverables

The Consultant will accomplish the following deliverables:

Deliverables	Timeline
1. Travel plan for on site due diligence	Within 3 days from receiving the details of partner
2. Conduct on site DDA	Within 2 Days
3. Submit DDA Report with all the requirements	Within 3 days from on site assessment

## Proposal

### Technical proposal

Applicants must include the following sections in the technical proposal:

- Technical approach and methodology:

In this section, applicants should explain their understanding of the objectives of the assignment, approach to the services, and methodology to obtain the expected output.

- Organisation and experts

Applicants should propose the structure and composition of their team, mentioning their qualifications and skills as requested in the section team. Applicants should list the main discipline of the assignment, the key expert responsible, and the proposed technical and support staff.

- Relevant past experience

Applicants must include the past experience of their organisation and experts relevant to this request for proposals.

### Financial proposal

The bidder should provide the financial quotations with the breakdown of all the costs including applicable tax in the budget:

- Breakdown of the experts charge, needs number of days and rate
- Breakdown of any other costs, item, unit, quantity, rate

Refer to the table provided along with this ToR for details budget.

## Evaluation criteria

The technical proposal will be evaluated based on the following table:

Criteria	Maximum score	Details
Quality of the proposal, understanding and approach on the proposed tasks	30	Well-structured and comprehensive, demonstrated understating of the requirements & explanation of path to review existing strategies, equip team with required skills & ensure clarity on implementation
Organisation experience	35	Past experience on similar communications and training projects
Human Resources	35	Education qualification and years' experience

The service provider will be selected on the basis of the highest-ranked technical proposal (60% weightage) and the lowest-cost financial proposal (40% weightage).

The service provider will be selected on the basis of the highest cumulative scores obtained in the technical and financial proposals using the following formula:

- Technical score = Score obtained based on technical proposal (total 100)
- Financial score = Score obtained based on financial proposal (total 100)
- Total score = 60% of technical proposal + 40% of financial proposal

The service provider scoring the maximum score based on the criteria will be awarded. However, the service provider should score at least 60 points in the technical proposal.

## Reporting and Supervising

The Consultancy Firm will report to the The Head of Programme Finance. The Consultant will also work in close collaboration with Senior Programme Finance Officer – Partnership Admin.

## Duration and Notice Period

The duration of the contract is for four months starting from 1<sup>st</sup> September 2025 to 31<sup>st</sup> December 2025.

## Budget, if applicable

Total budget will be depending upon the number of assignments awarded to the consultancy firm.

## ICIMOD's Core Values

Our core values are integrity, neutrality, relevance, inclusiveness, openness, and ambition. These values are an expression of our culture and are central to the guiding beliefs and principles of our work and behaviour. Our core values will lie at the heart of ICIMOD operations and delivery. They will underpin everything we do and frame how we work with our partners. They reflect our founding intentions and the balances we seek to hold, while equipping ourselves for the future.

## Diversity, equity, inclusion, and safeguarding

ICIMOD's consultant selection process is based on the qualifications and competence of the applicants. As an employer, ICIMOD is committed to promoting diversity, equity, and inclusion, and offers equal opportunities to applicants from all backgrounds and walks of life, including but not limited to gender, age, national origin, religion, race, caste, ethnicity, sexual orientation, disability, or social status. ICIMOD strongly encourages applications from all eligible applicants, especially women, from all parts of the HKH region.

ICIMOD is dedicated to establishing and upholding a safe and nurturing work environment, where all its employees can participate fully and meaningfully without fear of violence, harassment, exploitation, or intimidation. Any type of abuse or harassment, including sexual misconduct [including child abuse], by our staff, representatives, or stakeholders is not condoned or tolerated.

## Firm's Specification/Competencies

The audit firm, chartered accountants firm must be registered as a legal entity (e.g. partnership, LLP, corporation) and registered with a national regulator (e.g. ICAN in Nepal, ICAI in India) is must. mandatory for audit firms conducting statutory audits.

### ESSENTIAL

- Partners in the audit firms must be a certified or chartered accountant
- Experience with due diligence assessment, capacity assessment, investigation and risk assessment of international organizations
- The assessment should be conducted by a certified or chartered
- Proficiency in using digital tools for data management, reporting, and automated system/software
- Written and verbal communication skills in English
- Able to travel in different national and international geographic locations
- High level of integrity and ethical standards.

## PREFERRED

- Flexibility to adapt to changing contexts, technologies, and approaches.
- Ability to work in a diverse, multicultural environment, demonstrating respect and inclusiveness.
- Strong commitment to ICIMOD's core values and mission.

## Method of application

Applicants are requested to apply before August 15, 2025 (11:59 PM Nepal Standard Time) by sending in the following documents to [consultancy.int@icimod.org](mailto:consultancy.int@icimod.org).

1. A technical proposal demonstrating knowledge, technical skills, experience and capability as required by the nature of the work and understanding of the requisite tasks set forth in the terms of reference.
2. A financial proposal in USD or in Local Currency with a detailed breakdown inclusive of applicable taxes
3. Up-to-date CV along with licenced certificates of partners and member
4. At least two references/recommendations from past assignments
5. Last three years audit reports and tax clearance certificates
6. Valid registration, membership and affiliation certificates for identity verification

Only shortlisted candidates will be notified.