



Ref: GCF/EOI/2016/002

Call for Expression of Interest

Ad-Hoc Support: Funding Proposal development on an “On Call” Basis

1. Background

1.1 The Green Climate Fund (the “Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change.

1.2 The Fund was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (“UNFCCC”). It is governed and supervised by a Board that has the responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the Fund, providing administrative, legal and financial expertise. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.

1.3 Within the Fund’s Secretariat, the Country Programming Division (CPD) is responsible for engagement with developing countries, providing support to help countries and entities access to the Fund’s resources through its programme on preparatory and readiness support.

1.4 The GCF Board also decided to establish a Project Preparation Facility (PPF) at its eleventh Board Meeting in November 2015 to provide financial support in project development of the Fund’s accredited entities (AEs).

2. Invitation

2.1 Through this expression of interest (“EOI”), the Fund is seeking advisory services firms (“Firm”) interested in providing technical support on an “on call” basis to entities in developing countries who wish to channel the Fund’s resources to projects and programmes advancing the Fund’s objectives, depending on the needs of the Fund from time to time and the Firms’ specialized area(s) of expertise.



2.2 In particular, the Fund intends to establish a roster of qualified Firms to provide such supports. This invitation seeks Firms that have a presence in more than one country, with qualified staff with relevant work experience in developing countries.

2.3 In addition to this general invitation, the EOI includes the following sections:

- Instructions to Proposers
- Terms of Reference as an annex

2.4 The Fund may continue to employ engineers or consultants who leave a Firm selected under this EOI to complete any matters that are pending at the time the engineer or consultants leaves the employment of the Firm. Similarly, the Fund may continue to work with such engineers or consultants in new matters. Firms selected under this EOI shall cooperate in this respect.

2.5 The Fund may hire engineers or consultants outside this procurement when a services to be provided require specialized knowledge, experience or capacity that the Firms selected do not possess, as determined by the Fund in its sole discretion. Being selected through this EOI does not entitle any selected Firm to obtain actual instructions from the Fund. Whether or not a selected Firm is instructed depends on the nature of the matter, the qualifications of the selected Firms and the needs of the Fund.

2.6 The Fund reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/Firms.

3. Instructions to Proposers

3.1 The tender process comprises three steps:

Submission – The Fund expects proposals (three hard copies and one soft copy on CD or USB stick) to be delivered, at the same time, by close of business on **11 March 2016 (KST)** to:

Green Climate Fund
G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

Attention: Procurement Specialist
procurement@gcfund.org

Short Listing – The Fund intends to begin short-listing on 25 March 2016. Additional information may or may not be requested before drawing up the short-list.



Final Step – It is expected that the Fund will make a final decision selecting Firms to be placed on the Fund’s international technical roster by 8 April 2016. For this purpose, short-listed proposers may be required to undergo an interview process and/or make presentations to the Fund in person or via video link.

3.2 Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices. The Fund requires that all Fund staff, proposers/bidders, suppliers, service providers and any other person or entity involved in Fund-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The Fund may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

3.3 Clarifications and Amendments. At any time before submission of proposals, the Fund may amend the EOI. Any amendment made will be made available on the Fund’s website and, if applicable, to all short-listed Firms at the same time.

3.4 Interested proposers may request clarification(s) on any part of the EOI. The request must be sent to the Fund at the email address indicated above prior to the submission date. Responses to a request for clarification will be made available on the Fund’s website and, if applicable, to all short-listed Firms.

3.5 Proposal. The technical proposal shall provide the following information using the proposer’s preferred proposal template:

General information

- List of countries where the proposer is considering to undertake the assignment;
- Location: proposer’s size and geographic/jurisdictional scope, including office locations globally, and the jurisdictions in which the proposer has qualified staff;
- The main contact point(s) and responsible partner/manager for the Fund;
- An excerpt of the professional liability insurance coverage, including any applicable liability cap and deductible; and
- Specific terms the proposer wants to have included in the framework agreement, should it be selected (see also below). Please note that the Fund will not be in a position to accept general terms and conditions of a proposer, but will provide selected Firms with its standard framework agreement.

Assessment criteria (20 points each)

- Understanding of the assignment;
- Expertise in providing advisory services in such areas as project development, including obtaining the required documentation (such as technical audits, environmental impact assessments, feasibility studies, etc.), financial modelling, economic and financial analysis and expertise and knowledge in broader finance,



including climate change finance, project finance, structured finance and public-private partnerships¹;

- Experience in the proposed countries or regions;
- Experience in the subject of climate change and familiarity with the Green Climate Fund readiness activities as well as the UNFCCC processes; and
- Staffing: A list of proposed consultants and staff, including their CVs, and areas of expertise they will oversee under the proposal. If a dedicated team is considered: the team composition and the description of the different roles and functions, identifying the team leader. In the case that the organization or firm does not have sufficient expertise in all areas, it may partner with other organisations/firms who have such capabilities. In particular, partnerships with local firms are encouraged.

3.6 It should be noted that prior to engaging the services of a selected Firm on the roster for a specific matter, the Fund may, depending on the expected amount of fees involved, request up to three such Firms for a specific fee quote for such specific matter.

3.7 **Conflict of Interest.** In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflict of interest involved in rendering Services for the Fund, and (ii) set out their policy on dealing with conflicts of interest should these arise.

3.8 **Confidentiality.** Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

3.9 Firms scoring more than 75% will be qualified to be in the international roster of the Fund. They will be required to adhere to the Fund's policies, rules and guidelines. They shall not disclose any information related to tasks/assignments, including working drafts, in any form to any other parties and will be held responsible for any violation of this restriction.

¹ Proposer may seek selection on any of these categories.



Annex I. Terms of Reference

1.1 **Introduction.** The Fund is seeking qualified, reputable and experienced Firms to provide technical support for entities who wish to submit funding proposals of projects and programmes aligned with the [Fund's initial investment framework](#) and the strategic impact areas as follows:

Reduced emissions from:

- Energy generation and access;
- Transport;
- Buildings, cities, industries and appliances; and
- Forests and land use.

Increased resilience of:

- Livelihoods of people and communities;
- Infrastructure and built environment;
- Health, food and water security; and
- Ecosystem and ecosystem services.

1.2 The Readiness Programme aims to contribute to creating enabling environment for projects and programmes targeting climate change mitigation and adaptation in developing countries. Activity area 4 of the Readiness Programme is specifically dedicated to development of initial pipelines of programme and projects proposals and the indicative list activities supported are as follows:

- (i) Identification of programmes and projects that advance national priorities and align with the results management framework of the Fund, including support for ensuring appropriate enabling investment conditions for specific projects and programmes;
- (ii) Project and/ or programme preparation;
- (iii) Risk assessments including technical, institutional, operational, financial, social and environmental components; and
- (iv) Identification of programme and project level indicators aligned with the results management framework of the Fund, and support for the monitoring and evaluation of impacts.

1.3 In addition to the readiness programme, the Fund provides support for project preparation providing up to 10% of requested GCF Funding with a maximum of USD 1.5 million for any single proposal through the Project Preparation Facility. The Facility would be targeted to small-scale activities and Direct Access entities.



1.4 **Scope of Services.** Services will include providing support to countries in respect of any of the above activities on an as-needed, case-by-case or matter-by-matter basis.

1.5 **Specialized Services.** Firms may be called on from time to time to provide advice and assistance on matters pertaining to:

- Identification of potential projects and programmes in the nominated country, including identifying project objectives, desired impact;
- Prefeasibility studies and initial due diligence;
- Concept documents prepared, including preliminary budget, timeline and action plan
- Feasibility studies or fatal flaw analysis completed as they relate to the following topics: technical / engineering, social, environmental, economic, tariff and financial, organizational;
- Review of technical assumptions for a project or programme, which would lead to successful financial closure of the project;
- Technical / engineering structuring work and tender process; and
- Technical review of legal documents/contracts.

1.6 **General Services.** Firms may be called on from time to time to provide the following general services:

- Consultancy advices on specific investment area/region; and
- Preparation of necessary documentation on behalf of the Fund.

1.7 **Expected Outputs/Deliverables.** When called on to provide Services from time to time, the Firm in question will be expected to carry out the requested tasks/assignments in accordance with instructions provided by the Fund. The form of output/deliverables will be specified at the time instructions are issued.

1.8 **Reporting.** The Services will be provided under the guidance and direction of the Fund's CPD. Successful Firms will appoint a key focal point for communication purposes and will be available to respond to calls and queries of CPD pertaining to such Services.

1.9 **Duration.** It is expected that the duration of the selected Firm's place on the Fund's roster will be a three (3) year period from the date of the decision. The Fund reserves the right to extend the duration.

1.10 **Framework Agreement.** Successful Firms will be expected to enter into a framework agreement with the Fund setting out the general terms and conditions of the call-offs, applicable fees, billing cycle and reporting. The Framework Agreement shall be governed by English law, shall contain a PCA arbitration clause (place of arbitration Seoul, Republic of Korea) and shall contain an explicit acknowledgement by the relevant Firm of the Fund's privileges and immunities.