



Request for proposals (RFP 2015/103)

For Career Development Supporting Service to the Fund International Staff Member's Spouses & Partners

1. Background

- 1.1 The Green Climate Fund (the "Fund") was established in December 2010 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 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 The Fund has recruited and continues to recruit international staff members who have relocated with their families in Songdo. Many of the families are dual career couples and now a number of spouses/partners are seeking career opportunities. The Fund wishes to support and facilitate them in their endeavors.
- 1.4 To this end, the Fund is seeking a service provider to support them for their career developments in Korea. The Headquarter Agreement with the Korean Government and its respective hosting city (*Article 13 paragraph 7,*) states that *"Spouse of the staff whose duty station is in the Republic of Korean and their children forming part of their household who are under 21 years of age or economically dependent shall be allowed to take up employment in the Republic of Korea after a fast and simple verification process."*

2. Invitation

- 2.1 Through this request for proposals ("RFP"), the Fund is seeking a service provider to support the Fund's international staff member spouses and partner's career development and its requirement will include the following :



- a. Consult, and advise partners/spouses on the Korean job market
 - b. Develop & deliver one-to-one and face-to-face counseling on a regular basis
 - c. Continue to target, hunt, search for employment opportunities in Korea
 - d. Help to design each partner/spouse's personalized career development programs
 - e. Arrange job interview
 - f. Evaluate the current job market in Korea and help building individualized strategy
 - g. Conduct orientation for introducing Korean working culture, compensation system, CV clinics, interview tips
- 2.2 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(see Annex I - Time line) :

Submission – The Fund expects technical and financial proposals to be delivered, at the same time, by close of business on **22nd May 2015** to:

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

Attention: Mr. Kim Jung Hyun (jkim@gcfund.org)

Short Listing – The Fund intends to complete a short-list by 27th May 2015. 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 by 29th May 2015. For this purpose, short-listed proposers may be required to undergo an interview process in person.



- 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 RFP. 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 RFP. 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 Preparation of the Proposal. A proposal shall have two (2) components:
- Technical Proposal, and
 - Financial Proposal.
- 3.6 The proposal shall be in English. All reports, opinions and other communications shall be in English unless agreed otherwise for a specific assignment.
- 3.7 The financial proposal shall express the price for Services in United States Dollars (USD).
- 3.8 **Technical Proposal.** The technical proposal shall provide the following information using the proposer's preferred proposal template:
- Details of the strategy and structure to fit this service's objectives and goals (40%)
 - Details of the plan for delivering and operating programs (25%)
 - Details of the service delivery schedule (time line) (10%)
 - Details of the service provided & contracted with this similar services (10%)
 - Details of the communication strategy with the Fund (10%)
 - Details of the manpower involvement for the service (5%)
- 3.9 The technical proposal must be in a sealed envelope separate from that of the financial proposal.



- 3.10 The technical proposal will be evaluated using the above criteria and will account for 70% of the evaluation.
- 3.12 **Financial Proposal.** The financial proposal shall include the following information using the proposer's preferred proposal template:
- 3.13 The financial proposal must be in a sealed envelope separate from that of the technical proposal. All rates are expected to remain valid for three years following selection.
- 3.14 The financial proposal will account for 30% of the evaluation.
- 3.15 The contract will be awarded to the tenderer with the most economically advantageous tender.

In order to identify the tender presenting the best value for money, the technical evaluation will be given a weighting of 70% and cost will be given a weighting of 30% in accordance with the following formula, using only data from proposals that have reached the final evaluation stage.

Score for Proposal x	=	$\frac{\text{Cheapest price}}{\text{Price of tender x}}$	* 30	+	$\frac{\text{Total technical score of tender}}{100}$	* 70
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- 3.16 **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.
- 3.17 **Confidentiality.** Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

Annex I: Timeline

1. The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website (www.gcfund.org). Please note that the target dates and may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Posting of RFP	GCF	6 th May, 2015
2	Last date for questions about RFP	Tenderer	14 th May, 2015
3	Last date to reply to questions received/ Last date for amendment	GCF	13 th May, 2015
4	Last date for submission of proposal	Tenderer	22 nd May 2015
5	Notice of successful provider	GCF	29 th May 2015
6	Contract signing	GCF/Tenderer	1 st June 2015
7	Work start	Tenderer	As specified in the contract. It is currently assumed this to be right after the contract made.

* KST: Korean Standard Time (Seoul Time)