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29 August 2016

Reference: RFP 2016/012

REQUEST FOR CLARIFICATIONS

Readiness and Accreditation Support

Clarification requested	Response
1. <i>Contract Period:</i> In the RfP, there is no information on the contract period. Could you provide some clarification on this?	Firms will be engaged on a on a needs basis and the contracts will be for working days (8 hours/working day). The contract periods will depend on when the awarded working days are exhausted by the firms.
2. <i>Authorisation from Company:</i> For submission of proposals, the RfP instructs to send one representative “with proper authorisation from their company”. Is there a specific template or guideline we should follow for this?	Any letter of authorisation by the authorised representative of the company to the one attending, if the intention is to attend, is acceptable.
3. <i>Sufficient number of experts:</i> At the bottom of page 10 of the RfP, it is stated that the “key personnel for the assignment shall consist of a sufficient number of experts”. Could you provide clarification on this “sufficient number” of required key personnel?	Firms should demonstrate that they have a capacity demonstrated by adequate staff, to cover all the developing countries in the regions mentioned in the RFP and provide the services mentioned in the RFP.
4. <i>Guideline on Gap Analysis and Action Plan:</i> In our understanding, for the Stage I (Step 2) of the accreditation process, there are guidelines and checklist/questions templates. Therefore, we are curious whether there is some sort of guideline, framework, and/or template for the development of gap	There are no guidelines and templates that can be shared. The gap analysis and action plan for readiness for accreditation will be conducted against the GCF fiduciary standards, ESS and gender policy which are the requirements for accreditation.

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<p>analysis report and action plan. If there is, is it possible that it be shared?</p>	
<p>5. <i>Implementation Plan:</i> Will the Readiness for accreditation and Stage I (Step 2) of the accreditation process be conducted consequentially in a package, or will each activity be conducted separately based on a needs basis? Is there a decided plan around this assignment's implementation plan?</p>	<p>GCF is looking to engage two firms, depending on the capacity and experience demonstrated by firms in respect of the assignments. A firm can be engaged to provide either accreditation services or readiness for accreditation.</p>
<p>6. <i>Costing based on 30-person-days:</i> In Annex 2 Requirements for Firms' Financial Proposals, it says that a costing based on a 30-person-days assignment should be provided. Does this mean we should calculate 30 days * # of persons * rate per man day (8 hours), or something else? Please clarify.</p>	<p>Yes, that's correct but this is only for purposes of determining the financial score based on the same number of days and key staff proposed. You are still required to provide daily unit rates.</p>
<p>7. <i>Consultancy Rate:</i> For those firms that have provided services to the GCF in the past, does the initial rate have to equal what is proposed in this new RfP?</p>	<p>The rate quoted which shall be fixed for the duration of the contract depends on each individual firm's rates.</p>
<p>8. <i>Reimbursable Expenses:</i> As of now, we are uncertain on everything (duration, location, etc.) around the site visit, so we are unsure whether we should still make assumptions and write down the Reimbursable Expenses. If so, could you perhaps give us a guideline on how the Reimbursable Expenses should be estimated and filled in?</p>	<p>This cannot be determined now and cannot be fairly included in the proposal. Reimbursable will be determined at the time of award of work order or statement of work for specific assignment.</p>