



Date: 8 August 2016  
Reference: RFP 2016/012

## **Request for proposals (RFP 2016/012)**

### **For the Provision of Accreditation and Readiness Support Services for the Green Climate Fund**

#### **1. Background**

1.1 The Green Climate Fund (the “GCF”) 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 GCF 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 GCF 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 GCF, providing administrative, legal and financial expertise. The GCF’s headquarters (the Secretariat) are located in Songdo, Incheon City, Republic of Korea.

1.3 The GCF has an accreditation process to assess whether an entity meets the GCF’s fiduciary standards, environmental and social safeguards and gender policy, and has a readiness and preparatory support programme, under which direct access entities through their country’s national designated authority or focal point may request for readiness support for accreditation. The Secretariat wishes to engage consultancy firms that will provide accreditation application review and readiness for accreditation support services. This request for proposals (RFP) seeks to identify two consultancy firms for this purpose.

#### **2. Invitation**

2.1 Through this request for proposals (“RFP”), the GCF is seeking to engage two consultancy firms to provide accreditation application review and readiness for accreditation support services. Sealed Proposals must be submitted to the Secretariat not later than 6 September 2016 at 3.00pm Korean time.



2.2 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm's Financial Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline

2.3 Please note that this document is an RFP and not an invitation to bid. The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the Secretariat accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.

2.4 The GCF may, at its discretion, cancel the requirement in part or in whole. It also 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.

2.5 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

2.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.

2.7 Effective with the release of this solicitation, all communications must be directed only to Procurement Specialist by email at **procurement@gcfund.org**. Proposers must not communicate with any other personnel of the GCF regarding this RFP.

2.8 This RFP is issued under the GCF Administrative Procurement Guidelines.<sup>1</sup> Information regarding to the guideline can be found at:

[http://www.greenclimate.fund/documents/20182/24946/GCF\\_B.08\\_31 -  
Administrative Guidelines on Procurement.pdf/739aff57-c4de-47be-a092-  
9c647d616307?version=1.1](http://www.greenclimate.fund/documents/20182/24946/GCF_B.08_31_-_Administrative_Guidelines_on_Procurement.pdf/739aff57-c4de-47be-a092-9c647d616307?version=1.1).

2.9 The Guidelines apply for the interpretation of this procurement process.

### 3. Request for Clarification of RFP documents

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<sup>1</sup> Annex II "Corporate Procurement Guidelines on the Use of Consultants"



3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing at the GCF mailing or email address indicated in the RFP by the specified date and time mentioned in Annex 6. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on Annex 6. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be sent to all prospective proposers that have received the solicitation documents.

3.2 If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website.

#### **4. Amendments to RFP Documents**

4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents. For open competitions, all amendments will also be posted on the GCF website in the opportunities section, procurement.

4.2 In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

#### **5. Language of Proposals**

5.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the proposer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

#### **6. Submission of Proposals**

6.1 Proposers shall submit their proposal in hard copy. Technical and financial proposals must be submitted simultaneously in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in Annex 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

6.2 Proposals must be sent ONLY to the address detailed below. Proposals sent to other addresses or to individuals will put offerors' proposals at risk of being rejected. Proposals sent via email or fax WILL NOT BE ACCEPTED.



6.3 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.

6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies, along with a soft copy on a CD or USB flash drive. Technical proposals (both original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP No (RFP/2016/012) – Provision of Accreditation and Readiness for accreditation support services for the Green Climate Fund – TECHNICAL PROPOSAL- (name and address of proposer)

6.5 Financial proposals should be submitted in one (1) original envelope on the form prescribed herein. Financial proposals should be sealed separately in a specially marked envelope labelled:

DO NOT OPEN- RFP No (RFP/2016/012) – Provision of Accreditation and Readiness for accreditation support services for the Green Climate Fund – FINANCIAL PROPOSAL- (name and address of proposer).

6.6 Proposers are recommended to use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper.

Hard copies must be delivered to:

Green Climate Fund  
11<sup>th</sup> Floor, G-Tower, 175, Art Center-daero  
Yeonsu-gu, Incheon 22004  
Republic of Korea

Attention: Procurement Specialist

6.7 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by 26 August 2016, duly signed by an authorized representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.



## **7. Late proposals**

7.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document, may be rejected.

## **8. Opening of Technical Proposals**

8.1 Proposals will be opened on 6 September 2016 in the room designated for this purpose at the premises of the Secretariat. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

## **9. Opening of Financial Proposals**

9.1 After the technical evaluation is completed, the GCF shall notify those Proposers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. GCF shall simultaneously notify in writing those Proposers that have achieved the minimum qualifying technical score and inform them of the date, time and location for the opening of the Financial Proposals.

9.2 At the opening, the names of the Proposers, and their overall technical scores shall be read aloud. The Financial Proposals shall be then opened, and the total prices read aloud and recorded.

## **10. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices**

10.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF 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.

## **11. Conflict of Interest**

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

## **12. Confidentiality**

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



## Annex 1 Terms of Reference

### I. Introduction and background

1. The Green Climate Fund (GCF) was established by Parties to the UNFCCC at its meeting in Cancún in December 2010, and formally launched in 2011 when the Governing Instrument of the GCF was adopted and approved. The GCF is set to become a main international financial institution for the delivery of climate finance in support of mitigation and adaptation activities in developing countries. The GCF is governed and supervised by a Board that has full responsibility for funding decisions and a Secretariat with responsibility for the executive management and operations of the GCF. The GCF also has a Trustee in charge of the management of the GCF's financial assets and financial reporting thereof.

2. The Governing Instrument of the GCF provides for direct access and international access modalities. In order to access resources from the GCF under the direct access modalities, recipient countries will nominate competent subnational, national or regional implementing entities, including public, private sector entities and non-governmental entities, for accreditation to receive funding. Additional modalities to further enhance direct access, including through funding entities, are to be considered with a view to enhancing country ownership of projects and programmes. Recipient countries will also be able to access the GCF through accredited international entities, including United Nations agencies, multilateral development banks, international financial institutions and regional institutions.

3. The Governing Instrument also mandates the Board to develop, manage and oversee an accreditation process for all implementing entities based on specific accreditation criteria that reflect, among others, the GCF's initial basic fiduciary standards and applicable initial specialised fiduciary standards, interim environmental and social safeguards. Entities will also be assessed in the accreditation process against the GCF's gender policy.<sup>2</sup>

4. Each entity is accredited under the fit-for-purpose approach for a specific type, defined by the project/programme activity size,<sup>3</sup> fiduciary function,<sup>4</sup> and environmental and social risk

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<sup>2</sup> Decision B.09/11, Annex XIII available at <[http://www.greenclimate.fund/documents/20182/24949/GCF\\_B.09\\_23\\_-\\_Decisions\\_of\\_the\\_Board\\_Ninth\\_Meeting\\_of\\_the\\_Board\\_24\\_-\\_26\\_March\\_2015.pdf/2f71ce99-7aef-4b04-8799-15975a1f66ef?version=1.1](http://www.greenclimate.fund/documents/20182/24949/GCF_B.09_23_-_Decisions_of_the_Board_Ninth_Meeting_of_the_Board_24_-_26_March_2015.pdf/2f71ce99-7aef-4b04-8799-15975a1f66ef?version=1.1)>.

<sup>3</sup> Per Annex I to decision B.08/03, four size categories of micro, small, medium and large are defined based on the total projected costs at the time of application, irrespective of the portion that is funded by the Fund, for an individual project or an activity within a programme. Decision B.08/03, Annex I is available at <[http://www.greenclimate.fund/documents/20182/24946/GCF\\_B.08\\_45\\_-\\_Decisions\\_of\\_the\\_Board\\_-\\_Eighth\\_Meeting\\_of\\_the\\_Board\\_14-17\\_October\\_2014.pdf/1dd5389c-5955-4243-90c9-7c63e810c86d?version=1.1](http://www.greenclimate.fund/documents/20182/24946/GCF_B.08_45_-_Decisions_of_the_Board_-_Eighth_Meeting_of_the_Board_14-17_October_2014.pdf/1dd5389c-5955-4243-90c9-7c63e810c86d?version=1.1)>.

<sup>4</sup> Fiduciary function is defined by the Fund's fiduciary standards as contained in decision B.07/02. The standards include the basic fiduciary standards; specialized fiduciary standard for project management; specialized fiduciary standard for grant award and/or funding allocation mechanism; and specialized fiduciary standard for on-lending and/or blending (for loans, equity and/or guarantees). Decision B.07/02 is available at <[http://www.greenclimate.fund/documents/20182/24943/GCF\\_B.07\\_11\\_-\\_Decisions\\_of\\_the\\_Board\\_-\\_Seventh\\_Meeting\\_of\\_the\\_Board\\_18-21\\_May\\_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.1](http://www.greenclimate.fund/documents/20182/24943/GCF_B.07_11_-_Decisions_of_the_Board_-_Seventh_Meeting_of_the_Board_18-21_May_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.1)>.



category.<sup>5</sup> This fit-for-purpose approach allows for a dynamic accreditation process that enables entities to increase their scope of activities as their capacity increases over time, should they want to do so.

5. At its seventh meeting, the Board adopted the initial guiding framework for the GCF's accreditation process<sup>6</sup> as well as the initial fiduciary principles and standards. It further adopted the Performance Standards of the International Finance Corporation (IFC) on an interim basis. At the same meeting the Board decided that the accreditation process will be based on three main stages: Stage I: No-objection and readiness; Stage II: Accreditation review and decision; and Stage III: Final arrangements.

6. The main purpose of the institutional assessment and completeness check, step 2 of Stage I is to ensure that applications are properly submitted with all the necessary information and that they comply with criteria such as legal status and mandate, institutional track record, alignment with the GCF's objectives and guiding principles. The overall purpose of this Stage I is to determine whether applicant entities show sufficient preparedness and institutional capabilities to progress to Stage II of the accreditation process of the GCF. The Secretariat is responsible for the overall coordination and management of Stage I of the accreditation process and for conducting the no-objection and screening and institutional assessment.

7. At its eighth meeting, the Board adopted a Revised Programme of Work on Readiness and Preparatory Support.<sup>7</sup> The programme includes Activity 3: Selection of intermediaries or implementing entities and support for accreditation as one of activities included in the readiness programme. Activity 3 of the readiness programme in turn includes conducting an institutional gap analysis of potential applicants against the fiduciary standards, ESS and gender policy, and developing personalised readiness and preparatory support plans that will support applicant entities to address identified gaps in order to comply with the fiduciary standards, ESS and gender policy. One of the core objectives of the readiness programme is to enhance direct access by assessing whether sub-national, national and regional institutions show sufficient preparedness to submit an application for accreditation at Stage I of the accreditation process of the GCF. The Secretariat is responsible for the overall coordination and management of readiness programme, including this Activity.

## II. Objectives of the assignment

10. The purpose of this assignment is for specialised consultancy firms to provide support to the Secretariat in conducting step 2 of Stage I of the accreditation process for applications submitted for accreditation to GCF, and institutional gap analyses of potential applicants and personalised readiness and preparatory support plans under Activity 3 of the readiness support programme. The specialised consultancy firms will need to demonstrate experience and

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<sup>5</sup> Per Annex I to decision B.07/02, the Fund will apply a scaled, risk-based approach with reference to the environmental and social safeguards of the Fund. Entities may apply and be accredited for various categories of environmental and social (E&S) risk, including Category C/Intermediation 3 (minimal or no E&S risk), Category B/Intermediation 2 (medium E&S risk), or Category A/Intermediation 1 (high E&S risk). The full definitions are contained as per the decision. Decision B.07/02 is available at <[http://www.greenclimate.fund/documents/20182/24943/GCF\\_B.07\\_11\\_-\\_Decisions\\_of\\_the\\_Board\\_-\\_Seventh\\_Meeting\\_of\\_the\\_Board\\_18-21\\_May\\_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.1](http://www.greenclimate.fund/documents/20182/24943/GCF_B.07_11_-_Decisions_of_the_Board_-_Seventh_Meeting_of_the_Board_18-21_May_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.1)>.

<sup>6</sup> Decision B.07/02.

<sup>7</sup> Decision B.08/11.



expertise in relevant areas in order to qualify. The specialised consultancy firms will be expected to work remotely in relation to the GCF headquarters.

### **III. Scope and focus of the assignment**

11. The successful specialised consultancy firms will be responsible for conducting the institutional assessment and completeness check of accreditation applications, and provide readiness support to subnational, national and regional entities under the direct access track, requesting assistance to become accredited to GCF. The Secretariat will maintain oversight over the outsourced specialised consultancy firms in order to ensure compliance with the objectives of Stage I of the accreditation process and Activity 3 of the readiness programme.

### **IV. Activities to be undertaken by the specialised consultancy firms under the direction of the Secretariat**

#### **Activity 3: Readiness for accreditation**

12. Conduct an institutional gap analyses for potential sub-national, national and regional applicant entities against the fiduciary standards, ESS and gender policy:

- Conduct kick off meetings with the Secretariat staff and entities to confirm objectives and understand the requested support under the programme;
- Engage with entities for the submission of relevant information;
- Receive and review documentation from entities;
- Organise site visits with entities (if requested);
- Conduct site visits with entities involving discussions with the entities' management and additional documentation review as required;
- Draft gap assessment reports on each entity's conformance with proposed GCF standards;
- Revise and finalise reports following feedback from the Secretariat; and
- Submit the gap assessment reports to the entities.

13. Developing personalised readiness and preparatory support plans that will support applicant institutions to address identified gaps in order to comply with the fiduciary standards, ESS and gender policy:

- Develop action plans based on the results gap assessment reports (if requested);
- Revise and finalise action plans following feedback from the Secretariat; and
- Submit the action plans to the entities.

#### **Stage I (Step 2) of the accreditation process**

14. Conduct Stage I (Step 2): institutional assessment and completeness check:





- Conduct meetings with the Secretariat to organise the work as needed;
- Under the guidance of the Secretariat, review documentation submitted by applicant entities at Stage I of the accreditation process and provide relevant feedback for completeness of applications;
- Assist the Secretariat in preparing relevant reports on the institutional assessment and completeness check of applicants.

## **V. Deliverables**

15. To provide, as a result of the above:

### **Activity 3: Readiness for accreditation (only for direct access entities)**

- Gap assessment reports;
- Action plans (if requested); and

### **Stage I (Step 2) of the accreditation process**

- Stage I (Step 2): Institutional assessment and completeness check questions documents;
- The specialised consultancy firms shall work under the guidance of the Secretariat which will conduct quality assurance check on reports generated in relation to the assignment.

## **VI. Confidentiality**

16. All details of this assignment, potential and actual accreditation applicant entities, and the information they provide for readiness support or in applications at Stage I, respectively must be kept entirely confidential. The specialised consultancy firms are expected to understand the sensitive nature of this assignment and act accordingly.

## **VII. Disclosure of conflict of interest**

17. Specialised consultancy firms should disclose any actual, potential or perceived conflict of interest in relation to any of the above mentioned activities. The specialised consultancy firms will be bound by the GCF's relevant policies and guidelines thereto. Furthermore, at the time of appointment, all specialised consultancy firms will sign the oath contained in Appendix I to these terms of reference.

## **VIII. Minimum required qualifications and key fields of competencies**

18. Interested specialised consultancy firms will have to demonstrate recognized capacity and expertise in the following fields of key competency, supported by a successful track record at senior and executive level in an international environment:

- Knowledge and understanding of the GCF fiduciary, ESS, and gender standards.



- Governance systems, financial management, procurement, audit and control framework;
- Project management cycle, including origination and implementation, and activity oversight;
- Transparency, investigation and anti-fraud provisions;
- Environmental and social safeguards and environmental and social management systems, including gender policies and practices;
- Experience with the IFC Performance Standards;
- Financial intermediation and/or financial sector supervision and oversight;
- Experience in working in/with developing countries;
- Experience with private sector finance; and
- Experience with climate change.

19. Hands-on experience will be preferred in assessing performance and operational track record of implementing entities, funding entities and intermediaries in consistently delivering quality results, projects and programmes, or effective financial solutions including the use of grants, concessional loans, equity investments and guarantees as financial instruments to overcome structural barriers and support development policies, as appropriate.

20. Experience in working in/with developing countries in the following regions should be highlighted:

- Africa
- Latin America and the Caribbean
- Asia and the Pacific
- Eastern Europe.

21. In addition to this, interested specialized consultancy firms have to demonstrate unquestionable professional reputation, integrity and ethical behavior throughout their professional trajectory.

22. The working language will be English. Knowledge of other official United Nations languages (Arabic, Chinese, French, Russian, and Spanish) would be an advantage on procedure.

### **Requirements**

23. Respecting and valuing diversity is one of our core values, GCF is therefore looking for specialised consultancy firms with a global reach, able to conduct institutional-level assessments for a variety of entities including sub-national and national entities. The successful specialised consultancy firms will have a track record of in the above mentioned key fields of competencies.

24. The specialised consultancy firms must have the capacity, in experience and numbers of staff, to successfully complete the assigned activities. The specialised consultancy firms must have at least 5 years of relevant experience. As a minimum, the key personnel for the assignment shall consist of a sufficient number of experts with all of the competencies as shown below:



- 1) Lead Consultant / Team Leader: Masters' degree in Environmental Management, Business Administration, Finance, Gender Studies or other related disciplines with at least 10 years work experience providing institutional assessment advisory services; OR a Bachelor's degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 12 years work experience providing institutional assessment advisory services.
- 2) Senior Consultants: Masters' degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 5 years work experience providing institutional assessment advisory services; OR a Bachelor's degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 7 years work experience providing institutional assessment advisory services.
- 3) Junior Consultants: Bachelor's degree or Diploma in Environmental Management, Business Administration, Finance, Gender Studies, or other related discipline with at least 5 years work experience in institutional assessments.

#### **IX. Type of contract**

25. Specialised consultancy firms will be engaged on a needs basis, starting from the date of signature of the contract by both parties, subject to adjustments as required.
26. Specialised consultancy firms will be compensated for each 8-hour working day and in accordance with relevant administrative provisions for contracting specialised consultancy firms.



## Appendix I to the Terms of Reference

### Oath to be taken by external technical experts

“I solemnly declare that I shall perform my duties as an external technical expert to accreditation of the Green Climate Fund (GCF), honourably, faithfully, impartially and conscientiously.

I further solemnly declare and promise that I shall disclose any financial interest or any other real or perceived conflict of interest in: the accreditation of subnational, national, regional and/or international intermediaries and IEs of the GCF; the consideration and provision of advice on best-practice fiduciary principles and standards and environmental and social safeguards; and, in general, in any other matter in connection with the fulfilment of the mandate of an external technical expert.

I shall refrain from participating in the consideration of accreditation applications or policy discussions where any financial interest or any other real or perceived conflict of interest may arise, or where any personal circumstance might be incompatible with the requirements of integrity and impartiality expected of an external technical expert.

Subject to my responsibilities as an external technical expert, I shall not disclose, even after the termination of my functions, any confidential or proprietary information which is transferred to the Board, the Panel or the Secretariat, or any other confidential information coming to my knowledge by reason of my duties as an external technical expert.”

Full name: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_



## **Annex 2**

### **Requirements for Firms' Financial Proposals**

The Proposer is required to prepare the Financial Proposal in an envelope separately sealed from the Technical Proposal and included inside the outer envelope containing the RFP.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Including fees and cost-reimbursable expenses.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial. For this purpose, a costing based on a 30-person-days assignment should be provided.



## **Annex 3 Evaluation Criteria**

### **A. Evaluation and Comparison of Proposals**

1. The proposals will be evaluated in a three stage procedure, with evaluation of the technical proposal being completed prior to any financial proposal being opened and evaluated. The financial proposal will be considered only for submissions that fulfil the minimum technical requirements.

### **B. Acceptance of Submissions**

2. All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:
  - Full compliance with the formal requirements for submitting a proposal; and
  - Submission of all requested documentation
3. The Technical Proposal shall include information to demonstrate the current soundness of the firm's financial position of the submitting organization:
  - Organizational: a brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications and certificates, etc.
  - Statement of Satisfactory Performance of similar services from the firm's Top 3 (three) Clients in terms of Contract Value the past 3 (three) years.
  - Environmental responsibility in place. To show this a copy of environmental policy will be attached to the proposal.
  - Listing of proposed personnel, experience and qualifications.
  - Comments on the TOR and how the firm will address the requirement.

### **C. Evaluation of Technical Proposal**

4. A reviewing committee shall be established to evaluate each technical proposal. The committee will comprise of evaluation and technical specialists. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria listed below.
  - Demonstrated track record of conducting institutional assessments against fiduciary standards, including governance systems, financial management, procurement, audit and control framework, transparency, investigation and anti-fraud provisions, project management, grant awarding and financial intermediation.



- Demonstrated track record of conducting institutional assessments against environmental and social safeguards, environmental and social management systems and experience with IFC Performance Standards, and against gender standards.
- Demonstrated track record of successfully undertaking institutional level gap assessments and drafting action plans.
- Proven experience in working with international and multilateral organizations, developing countries and the private sector.
- Demonstrated availability of key individuals with applicable skills to provide the requested services (Please provide CVs of key staff that will be involved in the assignment).

Academic qualifications of the team:

- 1) Lead Consultant / Team Leader: Masters’ degree in Environmental Management, Business Administration, Finance, Gender Studies or other related disciplines with at least 10 years work experience providing institutional assessment advisory services; OR a Bachelor’s degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 12 years work experience providing institutional assessment advisory services.
- 2) Senior Consultants: Masters’ degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 5 years work experience providing institutional assessment advisory services; OR a Bachelor’s degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 7 years work experience providing institutional assessment advisory services.
- 3) Junior Consultants: Bachelor’s degree or Diploma in Environmental Management, Business Administration, Finance, Gender Studies, or other related discipline with at least 5 years work experience in institutional assessments.

Skills:

- Hands-on experience in institutional assessments and gap analyses for at least 5 years.
- Knowledge of fiduciary, environmental and social, and gender standards (key team members’ qualifications and certifications; overall team competence).

	<b>Criteria</b>	<b>Sub-score</b>	<b>Score</b>
1	Expertise of Firm / Organization submitting Proposal		40
1.1	Demonstrated track record of conducting institutional assessments against fiduciary standards, including governance systems, financial management, procurement, audit and control framework,		

	transparency, investigation and anti-fraud provisions, project management, grant awarding and financial intermediation.		
1.2	Demonstrated track record of conducting institutional assessments against environmental and social safeguards, environmental and social management systems and experience with IFC Performance Standards, and against gender standards.		
1.3	Demonstrated track record of successfully undertaking institutional level gap assessments and drafting action plans.		
1.4	Proven experience in working with international and multilateral organizations, developing countries and the private sector.		
1.5	Demonstrated availability of key individuals with applicable skills to provide the requested services (Please provide CVs of key staff that will be involved in the assignment).		
<b>2</b>	<b>Proposed Work Plan and Approach</b>		20
2.1	To what degree does the proposer understand the task?		
2.2	Have the important aspects of the task been addressed in sufficient detail?		
2.3	Is the scope of task well defined and does it correspond to the TOR?		
2.4	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?		
<b>3</b>	<b>Personnel</b>		40
3.1	Lead Consultant / Team Leader		
	Suitability for the Project		
	Professional qualifications as specified in this annex		
	At least 12 years' experience		
	Professional Experience in the areas of specialization		
3.2	Senior Consultant		
	Suitability for the Project		
	Professional qualifications as specified in this annex		
	At least 7 years' experience		
	Professional Experience in the areas of specialization		
3.3	Junior Consultant		
	Suitability for the Project		
	Professional qualifications as specified in this annex		
	At least 5 years' experience		
	Professional Experience in the areas of specialization		





	<b>Total</b>		100
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5. Technical proposals that scored at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

**D. Evaluation of Financial Proposal**

6. The financial proposal of all offerors, which have attained the minimum score in the technical evaluation, will be evaluated subsequently.
7. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as follows:

$Sf = 100 \times Fm / F$ , in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

**E. Consolidated evaluation**

8. The weights given to the Technical (T) and Financial (P) Proposals are:

T = 0.70, and  
P = 0.30

9. Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as follows:

$S = St \times T\% + Sf \times P\%$ .

10. The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

**F. Award**

11. The Award will be made to the responsive proposer which achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.





**Annex 4  
Company Profile Form**

Please respond to all questions.

**Company details - vendor's name**

<b>Name:</b>
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**General Information**

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Type of organization	Public enterprise ( ) Private company ( ) Organization sponsored (assisted by Government) ( ) Other (please specify): ..... ( )
Type of Business	Manufacturer ( ) Retailer ( ) Authorized Agent ( ) Consulting Company ( ) Other (please specify): ..... ( )
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	





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**Conflict of interest**

<i>Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated</i>
1
2

**Certification**

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annex 5  
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2016/012 dated 8 August 2016, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 6 September 2016, and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 6 September 2016: 15:00.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name and Address of Vendor: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the secretariat, please indicate the reason:

- We do not have the capacity to submit a proposal at this time.
- We cannot meet the requirements for this RFP.
- We do not think we can make a competitive offer at this time.
- Other (please specify): \_\_\_\_\_

Kindly return this acknowledgement letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org)

**NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.**



## Annex 6 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. Please note that the target dates and may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Posting of RFP	GCF	8 August 2016
2	Last date for requests for clarification of the RFP	Tenderer	26 August 2016
3	Last date to reply to questions received/ Last date for amendment	GCF	30 August 2016
4	Last date for submission of proposal	Tenderer	6 September 2016; 15.00
5	Notice of successful provider	GCF	23 September 2016
6	Contract signing	GCF/Tenderer	30 September 2016
7	Work start	Tenderer	As specified in the contract.

\* KST: Korean Standard Time (Seoul Time)