



Date: 7 July 2015
Reference: RFQ 2015/007

Request for Quotation

For the Provision of Human Resources Consulting Services

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 are located in Songdo, Incheon City, Republic of Korea.

1.3 Through this request for quotation ("RFQ"), the GCF is seeking to identify interested and qualified consulting firm to provide the services as contained in Appendix 1. Proposals must be submitted to the Secretariat not later than 21 July 2015.

1.4 The RFQ includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Financial Proposal
Annex 3	Evaluation Criteria

1.5 Please note that this document is an RFQ and not an invitation to bid. The terms set forth in this RFQ, 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 quotation subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.

1.6 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any quotation and to annul the selection process and reject all quotations at any time prior to selection, without thereby incurring any liability to proposers/firms.



1.7 All quotations shall remain valid and open for acceptance for a period of 60 calendar days after the date specified for receipt of quotations. A quotation 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.

1.8 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 RFQ.

1.9 This RFP is issued under the GCF Administrative Procurement Guidelines. Information regarding to these guideline can be found at http://www.gcfund.org/fileadmin/00_customer/documents/MOB201410-8th/GCF_B.08_31_GCF_Procurement_Guidelines_fin_20141005.pdf

The guideline applies for the interpretation of this procurement process.

2. Clarification of RFQ documents

2.1 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 RFQ by the specified date and time mentioned in Annex I. 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 I. 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.

2.2 If the RFQ 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.

3. Language of Quotations

3.1 The quotation prepared by the proposer and all correspondence and documents relating to the quotation 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.

4. Submission of Quotations

4.1 Proposers shall submit their quotations through the most efficient method (i.e. postal mail, fax or email).

4.2 Hard copies must be delivered to:



**GREEN
CLIMATE
FUND**

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

Attention: Procurement Specialist (procurement@gcfund.org)

5. Late quotations

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

6. 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 quotation 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.

7. Conflict of Interest

11.1 In their quotation, 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 GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

8. Confidentiality

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



Annex 1

Terms of Reference

A. Introduction

The Board decided to base the administrative policies of GCF on the practices of the Asian Development Bank (ADB). GCF staff salaries, allowances and benefits will be maintained at competitive levels based on the salary scales of the ADB, adjusted to the cost and conditions of living at the Fund's headquarters, and in duty stations outside the Republic of Korea when applicable. ADB uses the World Bank, Washington MRP's as the market proxy for determining their salary scales.

B. Objective of the assignment

In keeping with this decision a thorough study is recommended to identify any changes that are needed to adjust the salary structure in order to have an appropriate degree of competitiveness based on cost and conditions of living indicators, comparing Songdo to Manila and Washington. The primary basis of the study would be based on the cost and conditions of living report between Songdo, Manila and Washington to identify changes needed to the adopted salary structure from ADB.

C. Scope and focus of the assignment

The consulting firm would deliver the following output:

1. A report which addresses each of the following issues:

- a) A comparison of existing cost of living between Songdo, Manila and Washington D.C;
- b) ADB practices and history in the establishment of salary levels and structure in the headquarters and in external duty stations; and
- c) Similar practices in comparable institutions

D. Monitoring and progress controls, including reporting requirements

The consulting firm will work closely with the GCF's Human Resource team and will provide regular feedback on progress during the course of this assignment.

E. Duration of the consultancy

This consultancy is expected to take up to a maximum of four weeks starting from the date of signature of contract by both parties, subject to adjustments as required.

Annex 2

Financial Proposal



The Financial Quotation must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. All costs should be detailed in United States Dollars (USD) Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses (if required) should be listed separately.



Annex 3 Evaluation Criteria

A. Evaluation of Technical Proposal

A reviewing committee shall be established to evaluate each technical quotation. The technical quotation 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.

	Criteria	Subscore	Score
1	Expertise of Firm / Organization submitting Proposal		20
1.1	Proven track record of successfully providing similar information to other international organizations		
1.2	Proven experience in working with international public and private and multilateral organizations.		
2	Proposed Work Plan and Approach		50
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?		
3	Personnel		30
3.1	Team assigned to project		
	Suitability for the Project		
	Professional qualifications as specified in the TOR		
	At least 10 years' experience		
	Professional Experience in the area of specialization		
	Total		100

Technical proposals that scored at least 75% will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified to process to the next step.

B. Evaluation of Financial Quotation

The financial quotation of all offers, which have attained the minimum score in the technical evaluation, will be evaluated subsequently.



The lowest evaluated Financial quotation (F_m) is given the maximum financial score (S_f) of 100. The formula for determining the financial scores (S_f) of all other Proposals is calculated as following:

$S_f = 100 \times F_m / F$, in which " S_f " is the financial score, " F_m " is the lowest price, and " F " is the price of the proposal under consideration.

C. Consolidated evaluation

The weights given to the Technical (T) and Financial (P) Quotations are:

T = 0.70, and

P = 0.30

Quotations are ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Quotation; P = the weight given to the Financial Quotation; T + P = 1) as following:

$S = S_t \times T\% + S_f \times P\%$.

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

D. Award

The Award will be made to the responsive proposer with the highest evaluated Quotation following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the vendor 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.