



8th March 2019

Reference: GCF/RFP/2019/S/004

ADDENDUM NO. 1

Request for Proposals for Green Climate Fund’s Knowledge Management System (KMS)

This Addendum is issued to complement, and will constitute integral part of, the Request for Proposals (RFP). The original RFP Document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their proposal.

I. Responses to Requests for Clarifications

No	Clarification requested	Response
1	We would like to ask if there is an estimation of the input (man-months) required for the implementation of the activities included in this RFP.	<p>Timeline: please refer to the timetable of deliverables (3.4) in Section 3 of the ToR.</p> <p>Human resources: there is no specific total number of required members to the assignment, rather, we expect the proposals for effective engagement from the bidders, including team leader, Senior Specialists and support staff engagement. Please refer to the Responsibilities of the Parties (4.2) in Section 4 of the ToR, which provides the guidance.</p>
2	We would like to ask about specific costs related to the activities. We understand that the GCF will deal with the international travel costs and that these are not to be included in the financial proposal. However, have the hotel, Per Diem and local travel costs been considered? Shall we ignore these or include them somewhere within our financial proposal?	All costs related to travel shall be subject to applicable guidelines in GCF and relevant costs will be managed accordingly, including the accommodation, per diem, etc. Therefore, please do not include any travel-related costs in the financial proposal. However, PLEASE INCLUDE THE DURATION OF THE CONSULTANTS’ ON-SITE PRESENCE for GCF to do proper planning and calculations.
3	<p>Would it be possible to get access to the most up to date version of the below documents mentioned in Appendix 1 of the RfP?</p> <p>Appendix 1: Documents to be reviewed by the consultant include, but are not limited to:</p> <ul style="list-style-type: none"> • GCF Governing Instrument • Initial Strategic Plan for the GCF (PDF) • GCF Information Disclosure Policy (IDP) • GCF Infographics 	<p>These documents, and additional information materials, are available to the public on GCF’s website. They can be accessed through the following hyperlinks, which are available in the RfP as well:</p> <ul style="list-style-type: none"> • GCF Governing Instrument • Initial Strategic Plan for the GCF • GCF Information Disclosure Policy (IDP) • GCF Infographics
4	Additionally, can you please advise if the attached programme was awarded for delivery and if so are there consultants currently working with GCF on it?	This questions relates to the Request for Information (Rfi) , posted by the GCF on 10 July 2018 (Please refer to the hyperlink). The Rfi was issued solely for information and did not constitute a Request for Proposal (RFP). Therefore, no assignment was bid upon. The content of the Rfi has evolved into what the current RfP’s ToR contains.

Kind regards
Green Climate Fund