

17th September,2018

Reference: GCF/RFP/2018/S/028

ADDENDUM NO. 2

Request for Proposals for Provision of Expert Services through GCF Communities of Practice

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Document will remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their proposal.

I. Submission deadline.

The submission deadline for the RFP has been extended to **Monday 8th October, 2018; 17:00 Hrs Korean Standard Time**

II. Amendment to Annex 6: Timeline

Annex 6 is hereby amended as follows:

Annex 6

Timeline

The Green Climate Fund will follow the timeline below for this RFP. Please note that these dates may be adjusted at the sole discretion of GCF.

	Event	Responsible Party	Date (and time, KST)
1	Issuance of RFP	GCF	17 August 2018
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	5 October, 2018
3	Last date for requests for clarification of the RFP	Tenderer	26 September 2018
4	Last date to reply to questions received/Last date for amendment	GCF	3 October 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	8 October 2018; 17:00 Hrs Korea Standard Time (KST)
6	Date of opening of Technical Proposals	GCF	8 October 2018; 17:30 Hrs Korea Standard Time (KST)

*KST: Korea Standard Time (Seoul Time)

III. Responses to Requests for Clarifications

No	Clarification requested	Response
1	In Section 2 (p. 1 of 30), the RFP invites “firms” to submit proposals. Is our organization, as an international United Nations entity and not a “firm”, invited and qualified to submit a proposal?	Public entities including UN agencies are qualified to submit a proposal. By definition, “firms” can be any organization other than individual persons.
2	Would you please confirm our understanding, that at present, given our status as an applicant to an accredited entity, our application for accreditation poses no conflict of interest.	This RfP is to invite all respectful firms and does not bear any implication to application for accreditation. Conflict of Interest shall be examined at the level of each individual work package to be represented through Statement of Works (SOW).
3	Please confirm that, should we apply to provide expert services per the present RFP, or sign a Long-Term Agreement (LTA) to provide such services, that circumstance would not in any way slow down/impede our application for accreditation, or hurt our chances of obtaining accreditation.	This RfP process will be taken independently, procedurally or in its effect, from accreditation process at all. There will not be any inter-relation in between these two processes.
4	If we applied or were proposed for funding via the GCF Readiness Window, or if we agreed to support a GCF Accredited Entity in executing a GCF-funded project, would that be considered as a conflict of interest that would disqualify us from providing services via the present LTA? (Neither of those circumstances at present apply to us.)	After LTAs are signed, there will be mini-tender process among relevant LTA contractors for each individual SOW, when the scope and nature of work will be clearly and specifically defined, according to which consideration on avoidance of conflict of interest will be taken. Any firm who can be considered to have a potential of creating conflict of interest as at the time of issuance of SOW will be excluded from invitation to the mini-tender. As stated above, conflict of Interest shall be examined at the level of each individual work package to be represented through SOW.
5	Should we be successful in our attempt to become accredited, would that then result in the termination of any LTA issued per the present RFP? Or would the LTA stay in place, and we should merely not respond to any ‘mini-tenders’ where there is an actual or apparent conflict of interest?	As explained on Q4 above, conflict of interest will not be clear until individual work package is issued to LTA contractors. In case an LTA contractor finds themselves in Col situation, they need to declare and will not submit a bid at the time of mini-tender.
6	Our organization is not “related to any Accredited Entities”, nor has it been “involved with any GCF work”; therefore, our understanding is that, per RFP para 11 (p. 5 of 30), we do not	Annex 4 needs to be filled by any applicant. In doing so, the applicant needs to state in the Annex 4 its status regarding any potential conflict of interest in accordance with our requirements in Para 11.

	need to complete the Annex 4. Is that correct?	
7	If we do need to complete the Company Profile Form, under “prior experience with international organizations”, is the GCF looking for BOTH a “list [of] contracts with international organizations in the last three years”, AND a “list [of] recent contracts that used relevant tools, technologies, and techniques”? Or are you just looking for the latter (much shorter) list?	We request both. Provision of as much information as deemed to help the Fund understand the work experience and recent business cases in the related areas of expertise is encouraged.
8	The title of the procurement is to provide “Expert Services through GCF Communities of Practice”. The RFP clarifies (on p. 7 of 30) that the Communities of Practice will be “based principally around the [8] results areas identified in the GCF’s Results Management Framework”; these are listed under Section 2 (p. 7 of 30) of the RFP. However, the RFP also states that “firms are invited to submit proposals under [separate sets of] core sectors and thematic support areas” (p. 7 of 30 of RFP). In fact the Template for Technical Proposal (p. 19 of 30) provides for selecting certain “areas of engagement”, but not “communities of practice”. Therefore: (i) how (if at all) should we indicate the “Communities of practice” in which we are interested? (ii) How do the “areas of engagement” relate to the “communities of practice”?	<p>The result areas will be a scheme to be used as a roadmap toward the final goals each individual efforts taken under this CoP initiative should be geared toward. At the same time, Areas of Engagement will be the framework of segmentation of work under this Communities of Practice (CoP) initiative. Proposals are expected to be developed in a way that firms can demonstrate their global leadership and professional capacity in one or more of the 14 areas of engagement which are listed on page 6 of the RfP document (RFP 2018 S 028) and divided between core sectoral areas (10) and key thematic areas (4).</p> <p>CORE SECTORAL AREAS OF ENGAGEMENT(10):</p> <ul style="list-style-type: none"> ▪ Agriculture and Food Security ▪ Forests ▪ Energy Efficiency ▪ Water ▪ Urban Development ▪ Renewable Energy ▪ Ecosystems ▪ Transport ▪ Health ▪ Climate Information & Early Warning <p>KEY THEMATIC SUPPORT AREAS OF ENGAGEMENT(4):</p> <ul style="list-style-type: none"> ▪ Climate Economics and Economic Analysis of Climate Projects ▪ Climate technologies ▪ Adaptation planning ▪ Innovative financial instruments, project structuring and finance
9	Are firms that are under evaluation for the RFP “Technical Advisory Services on	Yes. However, proposals submitted for this CoP initiative must be made separately and independently

	the Piloting of Activities for the Preparation of Country Programmes and Related Processes” eligible to compete in this RFP?	from any other GCF RFP. Such a case should be reported as an engagement with GCF.
10	The RFP asks for fee rates in FIN-2, but it is not clear to us how financial proposals will be evaluated. Can the GCF please clarify how consideration is being given to fee rates proposed?	The Financial Proposals submitted will be evaluated by comparing the daily rates per each category of staff as per the Form FIN-2 submitted by respective bidders. Technically acceptable bids may not be awarded an LTA if the daily rates submitted are not found competitive. Those daily rates of the successful bidders will be fixed in the respective LTAs. During the mini-tender, the LTA contractors will be requested to submit a financial offer to cover the scope of work of the individual work package based on the daily rates fixed under the LTA or lower. Both financial offer and technical offer will be evaluated to decide which LTA contractor will be assigned through SOW to carry out the work after the mini-tender.
11	There is no explicit request for CVs. Will individual staff be evaluated within this RFP? If so, can the GCF please clarify how?	Individual staff or consultant will not be evaluated through this RFP. However, the firms are advised to describe their overall capacity regarding team and expertise related to each sector they decide to submit for. The detailed evaluation of the team including each individual expert will be undertaken on mini-tender processing for each individual work package, for which the Fund will determine the scope, content, and format of CV's required for relevant staff or consultants.
12a.	The second two last paragraph of section 2 (page 8) states that "Organizations who are interested in working with the Fund through a Memorandum of Understanding or other similar partnership arrangements on contributory basis are encouraged to engage separately with the Secretariat to explore possible collaborative modalities." (p8). Please may you provide clarification on: 1. What is meant by "partnership agreements on contributory basis "?	The Fund opts to maintain any current or future pro-bono collaboration with external experts wherever deemed more practical and efficient than this CoP engagement. In this sense, “contributory basis” is non-fee based engagement by external experts to provide the Fund with expert knowledge, information, material, or advice as required that can be mutually arranged.
12b.	2. What the recommended mode of engaging with the Secretariat separately is.	One of the best methods would be establishing mutual relationship through MoU, but any practical method of mutual collaboration can be considered or arranged.

13.	<p>Section 2. EXPERTISE AND EXPERIENCE ON ACTIVITIES AND DELIVERABLES</p> <ul style="list-style-type: none"> • Can we respond to partial segments only and ignore the segments that we do not intend to propose to work on? For example: Can we ignore the section on - Support on the review of concept notes, funding proposals and project preparation facility requests; but still propose to work for- Support the review of National Adaptation Plan (NAP) ? 	Yes. Proposals can be submitted only for the selected areas that firms decide to apply for and not necessary all.
14.	<p>Form TECH-3: Template for Technical Proposal : 3. EXPERTISE AND EXPERIENCE ON SPECIFIC THEMATIC CORE AND SUPPORT AREAS (for each area selected)</p> <ul style="list-style-type: none"> • Can one institution propose for more than three core/ Support Areas? 	Yes, firms can submit proposals for one or more areas of engagement they opt for .
15.	Will the evaluation of the proposals include the evaluation of expert daily rates? (i.e. unit prices of all the relevant categories of experts) If so, how will that be considered in the final scoring of proposals?	No. Please refer to the answer to question 10 above.
16.	How many LTA contractors does the GCF expect to select in this first stage of the procurement process?	There is not any intention to impose a limit on number of firms to be selected. The number of firms to be selected will depend on the response to this RFP and the evaluation process.
17.	In the second stage (i.e. mini-tenders), will LTA contractors be able to partner and submit bids together?	Yes, it is possible, and, in some cases, it can be advisable. Detailed conditions on this will be determined at the time of mini-tender
18a.	<p>On the technical proposal, we understand we are required to present a methodology and approach for each activity (section 2), but also for the selected core/support areas (section 3).</p> <p>a. Should our proposal in section 2 apply across all thematic areas, or should it be specific per thematic areas?</p>	The Fund expects to see an area-specific methodology and approach for each thematic area. Methodology and approach then can be applied across the whole areas of thematic areas can be described in Section 2 only, while any diverging methodology and approach unique to the subject thematic area should be clearly added and described in Section 3. Fuller specification on those within Section 3 will provide the Fund with better understanding on the capacity of the proposers.

18b.	b. For section 3, what elements of the ToR should the methodology and approach respond to?	Please consider 3. Objectives, 4. Activities and Deliverables, and the diagram on Summary: Overall Framework of CoP Engagement.
19.	For vendors who will submit a proposal for several thematic areas, how will the final technical score be calculated, given that each area will be scored separately?	<p>Evaluation will be conducted for each individual thematic area for which a proposal is submitted by a firm.</p> <p>Score will be the aggregation of scores from all three sections as under, while scores for 1 and 2 will be measured once and will be commonly applied to each thematic area of 3 proposed for.</p> <ul style="list-style-type: none"> ○ 1. Organizational Profile ○ 2. Expertise and Experience on Activities and Deliverables ○ 3. Expertise and Experience of Specific Thematic Core and Support Areas. ○
20.	Will vendors be evaluated / preferred for covering based on the number of thematic areas they cover?	No. Each individual thematic area of engagement will be evaluated independently.
21.	To what extent does the GCF expect to tender across thematic areas? Will it be necessary for contractors to be in all relevant thematic LTAs in order to receive such cross-area tenders?	There will not be any factor of advantage for covering across sectoral or thematic areas. Each individual area of engagement will be evaluated separately and the proposers for each individual area will be selected based on the best scoring for each area.
22.	Form FIN-2 does not break down any categories of experts. Is there an indication of the number of categories expected in the Proposal?	Since there is a big variance in classification and levelling of experts among organizations, we do not intend to provide a scheme of grouping experts. It is encouraged to submit the most practical table of experts according to an organization's best practice.
23.	Form FIN-2 asks for a Home/Field expert daily rate. "Field" location is not defined and can depend on the min tenders SOW. Is it correct to assume the most expensive location as "field fees" at this stage?	It is encouraged to specify the table according to an organization's best practice. As well, wherever deemed feasible, provide range of rates according to an organization's best practice.
24.	The RFP states in its page 25 "Proposals that score at least 75 points out of 100 will be considered as qualified for the following stage of the RFP process" is the following stage of the RFP process the "2nd Stage – Mini-tender and Issuance of Statement of Work (SOW)" or is there a second stage where the	The 2 nd stage under this procurement is establishing LTA contracts through mutual negotiation. Evaluation of financial proposal is explained in Q10. Having effective LTA in place will be the mandatory condition for mini-tender that will be conducted among LTA contractors.

	financial proposal FIN-2 is also qualified? If so, how is the evaluation?	
25.	In pg. 23 of the RFP, it is mentioned that the evaluation criteria are based inter alia on “proven expertise and experience”. Could you please specify what do you mean by proven expertise and experience ? Are you referring to company’s references and / or expert’s curriculum vitae ?	More relevance at this RfP stage is company’s references. The detailed evaluation of expert’s CVs will be undertaken at SOW stage and not an evaluation factor for this RfP.
26.	With regards to the company’s references, are the Group references eligible (via letters of undertaking) or only the references of the entity submitting the offer will be considered ?	Considerations will be given more to individual entity’s fundamental capacity, while advantageous merit as a group shall be factored as well in evaluating the whole proposal.
27.	Would a Consortium applying not to all sectoral and thematic areas be eligible ?	Yes. It is requested to propose for eligible areas of expertise only.
28.	Do you expect sole companies to present offers or Consortia formed for the purpose of this bid would also be eligible? If so, can you please guide us on how to provide the information of our Consortium’s composition in the forms you presented for us to fill in ?	A firm can submit a proposal individually or with other firm(s) as a consortium. Each firm under a consortium should be in a good standing in legal status as at the time of submission of proposals as well as signing LTA . Whether individually or in a consortium, the bidder must be eligible to negotiate and sign LTA when selected, with legally binding structure for contractual and financial responsibility shared among member organizations. Any consortium representing a group of organizations is requested to use Annex 4 Company Profile Form to present the proposer as a consortium, while the same form should be used by each organization to specify each individual organization’s detail profile as attachment to it.
29.	What are the specific (minimum/ desired) requirements for a reference and/or a CV to be considered eligible for the bid ?	There are not any minimum/desired requirements. All entries will be evaluated with the best knowledge and best practice the Fund has. As explained above (Q. 11, Q.25), CV will not be considered under the RfP.
30.	If we are expected to submit CVs of personnel, does it have to be only in-house personnel or can we also submit experienced and relevant freelance consultants for the purpose of the bid ?	There is no requirement to submit CVs of personnel at this stage.
31.	The format of the Financial Offer, as provided in the documents, requires the bidders to indicate a certain unit price per category of experts. Could	Please refer to the answer to question 22 above.

	you please specify what are the categories applicable and what are the criteria valid to apply in order to determine the experts' categories ?	
32.	Is there a specific deadline for us to submit the Acknowledgement letter of intention to bid?	The deadline to submit the Acknowledgement letter of intention to bid was 24 September 2018, as stated in Annex 6 Timeline (page 29 of the RfP). But it is now extended (see the 1 st page of this Addendum). Organizations without submission of Acknowledgment Letter can still submit proposals for consideration.
33.	Are the companies expected to bid/ present an offer per each Core sectoral area of engagement they intend to cover or we can present one single offer with the inclusion of two or more Core sectoral areas of engagement to cover ?	Companies can propose for multiple areas of engagement on page 6 of the RfP document. For proposals for multiple areas of engagement, companies should provide complete entry on each and every area of engagement in the section of 3. Expertise and Experience on Specific Thematic Core and Support Area individually on Technical Proposal.
34.	How many bidders will be selected for the opportunity ?	There is no pre-determined number of firms to be selected under this FRP.
35.	Given the limited time provided to answer to the RFP and its complexity, could you extend by three additional weeks the bidding period for that RFP ?	In view of the requests, the deadline has been extended by 12 days. Please refer to the 1 st page of this Addendum.
36.	Does the GCF have any policy (or other) guidance with regard to management fees for consultancy services.	We have no such policy. Consultancy firms are expected to be reasonable and based on internationally acceptable standards in rates that reflect the specified work.
37.	I gather from the TOR that it is possible to apply for one core sector and no themes, however the evaluation grid scores proposals for "expertise and experience on specific thematic areas". How will the evaluation grid then be applied to those applying to sector?	The thematic areas can be either Core Sectoral Areas or Key Thematic Support Areas as in the answer to question 8 above. Proposal can be made for any of these 12 areas and evaluation will be conducted for each area accordingly.
38.	Is there any further information on the sub-themes within the transport core sector that firms are expected to have experience in?	There is not any further detail breakdown that can be advisable for now. A more detailed information will be provided for each SOW at a later stage.
39.	Will an LTA preclude firms from aiding entities in completing their GCF proposals or from participating in GCF-	There is not any restriction for proposals submitted for this RfP. All organizations with quality of global leadership and quality of expertise are invited to submit a proposal . Consideration to prevent issues

	funded projects as sub-contractors or consultants to implementing entities?	related with organizational or business relationship to avoid cases of conflict of interest or best practice of conduct will be given and each SOW level.
40.	We understand that we don't need to submit any CVs at this stage of the procurement process; could you please let me know if our understanding is correct?	Yes, it is correct.
41.	Please could you clarify what is meant by "Innovative financial instruments", in the 'Key Thematic Support Areas of Engagement'?	We seek for ideas on financial instruments based on solid financial engineering that can maximize the effectiveness of climate funding, through (1) sophistication of base instruments of grant, concessional loan, equity and guarantee; through (2) combination and/or integration of these basic instruments themselves; through (3) integration and/or integration of these; or through (4) interoperability with other commercial financial instruments on a broader perspective to explore new avenues of mobilization of climate-related fund. Another perspective on this is the maximization of opportunities in climate finance mobilization through Public-Private Partnership geared toward specific countries, regions or thematic areas. Creativity is largely encouraged in this respect.
42.	Should the Company Profile Form be included in the Technical Proposal file rather than the Financial Proposal file?	There is a form as Annex 4 Company Profile Form to be included in the Technical Proposal.
43.	In the Conflict of Interest clause, it lists that "Proposers who are related to any AEs or have been involved with any GCF work before are required to list all such cases in the Company Profile Form (Annex 4)". If there is work currently being done (proposal development) that has not yet been approved by GCF as an official project, should that be included as well?	Yes, any previous or current involvement with such activities is recommended to be specified for the Fund to understand the proposers' capacity and activities better.
44.	Section 2 and Section 3 under the Technical Proposal Form: From our understanding, Section 2 needs to be brief overview for each sector we apply for and Section 3 needs	On the Technical Proposal Form, Section 2 is for overall methodologies and approaches for each of the following activities of service; <ul style="list-style-type: none"> Supporting Secretariat review processes (Section 4.1 of the TOR);

<p>to be a detailed approach from each sector. We are presuming that the scope of services does not exceed the ones mentioned in Section 4.1 of the TOR. Could you please elaborate as to what would be the difference between the proposed approach and methodology in these two sections?</p>	<ul style="list-style-type: none"> • Input and support for the development of Secretariat guidance and criteria(Section 4.2 of the TOR) ; • Support and advise on enhancing Country and Entity Programming (Section 4.3 of the TOR); and • Knowledge management (Section 4.4 of the TOR); <p>whereas Section 3 is for specific methodologies and approaches that can add more value to your practice of professional expertise in each of the following areas of engagement;</p> <p>CORE SECTORAL AREAS OF ENGAGEMENT(10):</p> <ul style="list-style-type: none"> ▪ Agriculture and Food Security ▪ Forests ▪ Energy Efficiency ▪ Water ▪ Urban Development ▪ Renewable Energy ▪ Ecosystems ▪ Transport ▪ Health ▪ Climate Information & Early Warning <p>KEY THEMATIC SUPPORT AREAS OF ENGAGEMENT (4):</p> <ul style="list-style-type: none"> ▪ Climate Economics and Economic Analysis of Climate Projects ▪ Climate technologies ▪ Adaptation planning ▪ Innovative financial instruments, project structuring and finance.
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45.	Are we required to enter responses in the actual Word document with the GCF logo on each page that was provided in the RFP package, or can we use a separate document that follows the same overall format?	Content of your proposal should be provided in the format exactly. The Fund's logo is not needed, but the whole content should be standardized in a way for the Fund to evaluate proposals with the same flow and method of comparison. Firms can add any supplementary documents, evidences and relevant material that can help the Fund evaluate the proposal.
46.	We note that Section 3 asks in each case for demonstrations of expertise, while Annex 4 asks for reference projects. Is there a preferred format and level of detail for our demonstration of expertise in these two sections? For example, full one-line project titles versus full-page project references.	<p>It is encouraged to provide details of experiences through projects that are major and directly related to the areas of engagement proposed for, containing such elements as under. Please do not add projects that are NOT directly related to the areas of engagement proposed.</p> <ul style="list-style-type: none"> • Title of the project • Type of the project (multilateral, bilateral, national, sub-national, private, public, Private-Public Partnership, etc.) • Objectives/goals of the project • Duration of the project • Engaged entities(clients, counterparts, partners, etc.) • Size/volume of the project in terms of size of impact and economic value of the project • Roles/responsibilities taken • Major project activities performed • Major outcomes <u>actually produced</u> out of the project
47.	Do you require a profile of the experts on our team who would likely deliver the requested support?	No, not required during RfP.
48.	Given the broad scope of the RFP, would you please extend the submission deadline by two weeks?	Please see Q35.

49.	Can a consultant empanelled with GCF (who has been selected for non-exclusive Long Term Agreements against this RFP notice) be barred from providing consultancy services in any way to the recipients of GCF funding?	Decisions on restriction on participation in activities of engagement will be determined by the Fund during the Mini-Tender, depending on the nature of engagement and inter-relational situation and conditions at the time of issuance of each individual work package and, as well, considering inter-relational dynamism through the duration of the works to be performed.
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Kind regards

Green Climate Fund