

13th September,2018

Reference: GCF/RFP/2018/S/028

ADDENDUM NO. 3

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

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.	In section 6.1 of the Terms of Reference it says, "Proposers shall submit their proposal either in hard copy or via email." The following points do however only regard the submission of hard copies. Does this mean that a proposal submission via email is not possible for the present tender?	Submission through email is authorized, and please refer to specification in clauses 6.9 through 6.10 for further details.
2.	In case the proposal has to be submitted in hard copy – is our understanding correct that both the Technical and the Financial Proposal have to be submitted in one original, two copies and one soft copy?	Please refer to clause 6.5 through 6.11 for detail specification on the submission of proposals in hard and soft copies.
3.	Do you need CVs of proposed team members at this stage of procurement or do they only have to be submitted when there is a mini-tender at the procurement's 2nd stage?	Not at this RFP stage, but at mini-tender stage only.
4.	In which currency does the Financial Proposal have to be prepared?	In Won, US\$, Euro or any other freely convertible currency.
5.	There are situations where the firm is younger than the experts who work there. Which means that there is a difference of experience between the firm itself and some members of its staff. In this case, is it the experience of staff members that is more important than that of the firm that will be considered in the evaluation of the proposal or that of the firm?	At this stage of RFP processing, we do not intend to evaluate individual consultant's or staff's capacity nor experience. Overall organizational capacity sufficient to provide services required with global leadership and professional expertise through integration of capacity and experience of consultants and staff overall at the level of organization should be presented and demonstrated as a whole.
6.	As the ToRs are, it's very challenging to develop a financial offer as it's difficult to estimate the workload. Knowing the number of countries would help in estimating the workload and then develop the financial offer. Would it be possible to know the approximate number of countries?	We do not request firms to submit complete financial proposals with estimates for all required work. At this stage, for financial proposal, the bidders are required to provide the Fund with table of fees/rates based on the organization's best consultancy practice. These fees/rates shall be fixed in the eventual LTA. At this stage, we will not be able to indicate the

		number of countries covered by this consultancy.
7.	In the Financial Form FIN-2, it requests unit prices of all the relevant categories of experts. The format seems to ask for daily rates for experts (as in individual persons). However, when applying as an organization, how would GCF like organizations to include the general organizational rate (the personnel assigned to various activities will vary depending on the topic and expertise required)? Would it be acceptable to include some representative persons in Form FIN-2 with the understanding that the CoP activities will not be limited to the listed personnel and that the expert daily rate would vary slightly based on the specific personnel involved?	It would be ideal to include all the categories of experts in your Financial Proposal so that we may be aware of the pricing of your organization in the event of Mini-tender. However, in case your pricing table includes many categories, say more than 100, it would be acceptable to include some representative persons in Form FIN-2 with the understanding you included.
8.	<p>The guidelines make reference to specific conditions for United Nations in section C. (c) as per screenshot below, in relation to the recruitment of consultants.</p> <p><u>C. Recruitment of Particular Types of Consultant</u></p> <p>(a) Staff Consultant: The Fund shall define the requirements and prepare the TOR for consultant. The Fund shall review expressions of interest submitted and the data of individual consultants for suitable candidates and, if necessary, ask organizations consulting firms for nominations.</p> <p>(b) Resource Persons: Resource persons may not be engaged for more than three months but may be recruited by using SSS.</p> <p>(c) United Nations and Other Specialized Agencies: The United Nations and other similar specialized agencies may be hired as the consultants, where they are qualified to provide technical assistance and advice in their area of expertise. However, they shall not receive any preferential treatment in a competitive selection process. To neutralize the privileges of United Nations agencies, as well as other advantages such as tax exemption and facilities, and special payment provisions, the QBS method shall be used. United Nations agencies may be hired based on SSS if the criteria outlined in Item 10 of these corporate guidelines are fulfilled. The contractual arrangements will normally be by letter of agreement.</p> <p>Could you kindly let us know whether these (general) conditions would be applicable for United Nations agencies under the subject matter RfP 2018/S/028, as it basically requires Expert service, i.e. consultant services?</p>	These conditions will not be applicable under the present tender, as it is a competitive bidding, open to all bidders.
9.	In Annex 4 we wonder if we can list only names of international organizations we've had contracts with the latest three years or if you also want information on what the contracts included. Since our firm is involved in numerous international co-operations the list might be very long so maybe it is enough with some examples of contracts?	It is recommended to elaborate in detail on major critical engagement experiences only that can demonstrate significant expertise of the organization and its experience, while the full list of engagement can be helpful but not essential.
10.	The General Terms and Conditions referred to in the call text should be in Annex 7 as far as we understand but seem to be missing.	The General Terms and Conditions that will apply to the LTA are in Annex 7, but separately posted in the GCF web site, as below: https://www.greenclimate.fund/documents/2018/2/470054/RFP_2018_S_028_-

		General Terms and Conditions.pdf/eb9bb5d9-fe88-4a4e-70f6-58f919fb1c07
11.	What are the terms of use of the data? Will the producer remain the owner of the data while the access is open for GCF and the countries to use?	All services are to be rendered based on the Fund's request for service and all information and data formulated, produced, submitted, and delivered shall be regarded as outputs of service procured, hence, property of the GCF. Consequently, all intellectual property rights in outputs delivered will be vested in the GCF. On an exceptional basis, depending on the nature of the output, the GCF may grant to the contractors a non-transferable license to use all (or part of) the outputs for non-commercial purposes. A determination on such license will be made on a case by case basis.
12.	Our firm envisages subcontracting a few institutes for simulations and for workshops/trainings and wonder how we can use the funds – do we need to list all our sub-contractors in the proposal, bearing in mind that with the very limited time it is difficult to fix partners for some smaller contributions now, and what kind of reporting is involved? We would suggest that the main subcontractors can be defined now and others along the way. We also wonder how much background information about sub-contractors that would be required.	When subcontractors are to be engaged, only the best information and for major subcontractors as at the time of proposal will be needed. GCF encourages bidders to focus on information on subcontractors' core critical capacity that can make advantageous extension of and significant contribution to the capacity of the bidder only.
13.	About the time frame we would like to clarify if there is a possibility for a proposal over 5+ years. This is due to the fact that for the new high-res simulations we plan the time frame for setting up new grids with forcings etc, running the simulations, post-processing and archiving is a very long process. For high-resolution simulations in Euro-CORDEX (12 km) it took 4 years before anything was in place. So, if we assume we can start the work in a year (based on the CMIP6 GCM simulations being available then) then at the very best a few simulations could be available in about three years from now but most probably in four or five years whereafter work with impact, adaptation and vulnerability measures based on those new results can start. Some other parts of our proposal can be completed within two years.	LTA to be institutionalized through this RFP will be for maximum 3 years only.
14.	I want to know whether the GCF will consider or expect applications to include additional annexed material in support of the application, such as CVs.	At this stage of RFP, we will not review any CV for individual consultant or staff.

15.	We are very interested in submitting a bid for this opportunity, however we would like to confirm that if we are successful in being placed on the VOR this will not exclude us from further work on all GCF-funded projects. We understand that if we were to advise on a specific project that provided us with a detailed knowledge of the funding or procurement process then we would not provide proposals to your partner funding agencies. It is our understanding that providing general advice to the Secretariat would not put us in a conflict of interest for green climate funding proposals.	As indicated in paragraph 11.1 of the RFP, when submitting their proposal, bidders that had, have or intend to have other forms of collaboration with the GCF (e.g. entities that submitted requests for accreditation or for funding) must disclose any such collaboration. Cases of potential, actual or perceived conflict of interest will be assessed taking in consideration the nature of the previous/parallel/future collaboration with the GCF, as well as the nature of the consulting services being offered. Based on the results of such assessment, contractors may be prevented from providing services in one or more of the activity areas listed in Section 4 of the Terms of Reference (RFP, Annex I). In that event, contractors may provide services in the other activity areas.
16.	In response to providing our expertise and experience on Core Sectoral Area: Water – may we be permitted to break this area down into two parts: 1) Overland Flooding, and 2) Coastal - Sea Level Rise and Storm Surge? And if we are to do so, could the limit of 3 pages per area be extended to both these topics. So that instead of 3 pages for ‘Water’, we have 3 pages for ‘Overland Flooding and 3 pages for Coastal - Sea Level Rise and Storm Surge’?	Yes, it is acceptable.
17.	Is it acceptable to submit the technical proposal by email ONLY, with no hard copies posted?	Yes, it is acceptable. Please refer to responses for questions 1 and 2 above for further details.
18.	Will shortlisted LTA contractors be able to collaborate with other shortlisted LTA contractors on specific mini tenders?	Yes, the Fund will determine the best work structure for each individual work package and in cases where collaboration between service providers is anticipated to deliver better results; the Fund will provide clear direction and guidelines on how to do so for each individual work package during the mini-tender.
19.	Will shortlisted LTA contractors be able to subcontract individual consultants or firms not listed as partners at this stage and/or who are not shortlisted?	Yes, it is acceptable. Please note that, under the GCF standard terms and conditions, the Contractor shall obtain the Fund’s written consent prior to engaging a subcontractor for the performance of any part of the services. Furthermore, the contractor will ultimately be responsible for subcontractors’ performance, as well as for their compliance with specific provisions of the contract (see Clause 26 of the General Conditions of Contract).
20.	Can individual freelance consultants be listed in the proposals of more than one consortia at this stage?	At this stage of RFP processing, we will not consider at the level of individual consultant or staff.

21.	Where in the proposal template would you like to see individual staff bios or CVs if at all? (Section 1.2 of the Technical proposal?)	It is not required nor recommended to provide individual staff bios or CVs.
22.	Where in the proposal template would you like to see descriptions of relevant projects? (Prior experience with international organizations or References section of the Company profile form and/ or Proven expertise and experience sections in the Technical proposal?)	Please use <i>Prior experience with international organizations</i> section for this. References section is primarily for listing contact point for reference on projects/engagements for detail inquiry.
23.	Will more points be awarded during bid evaluation to firms / consortia that can address more of the thematic core and subject areas indicated in Section 3 TECH-3?	No. Each sectoral/thematic area will be evaluated individually and independently from each other.
24.	In the Financial Proposal, we need to provide "Expert daily Rate" for "Home" and "Field". But Field Rates are variable depending upon the site-location, whether it is home-country or abroad. Could you please suggest some mechanism that could take care of this variability? Does GCF have some specific policy/guidelines in this regard?	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 or geographical locations. It is encouraged to submit the most practical table of experts according to an organization's best practice.
25.	We receive many projects to work upon through both direct contracts and sub-contracts, and the entity giving us project is not always willing to share the source of their funding. In fact, it wasn't even considered necessary to record such information till now. Will our ignorance about the funding sources of our clients amount to conflict of interest under the RFP? Are there any GCF Guidelines regarding engagement of hired agency (under the RFP), in projects sub-contracted to them, where funding sources are not disclosed?	It is not mandatory to record such information when it is not available. It is encouraged only to provide the Fund with maximum and best knowledge verified.
26.	If we want to apply as a consortia with five institutes in the same proposal we wonder how to file/fill out the application form? To our understanding the application form is for only one institute – can we include profiles for all five institutes in the same application form (with respect to the limitation of 3 pages) or do we need to have separate ones for each institute?	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.
27.	Please advise what performance security is required for this proposal (Clause 6 of the GCC)?	No performance security is required under the LTA. However, at the time of SOW, the GCF will determine if performance security is needed based on the nature of the services.
28.	Will the Fund consider granting a license to the Contractor to use the intellectual Property	Please refer to the response to question no.11.

	Rights created under this contract for non-commercial use? (Clause 20)	
29.	Will the Fund consider contract under the law of England and Wales for this Contract (Clause 26)	During the negotiation of the LTA, considering the legal status of the counterparty, as well as the nature of the services, the GCF may consider alternative applicable law.
30.	Will the fund consider a limiting the indemnity to £5million under clause 28?	On an exceptional basis, depending on the nature of the output, specific limitations of liability may be negotiated (to the extent permitted under applicable law). A determination on such limitations will be made on a case by case basis.
31.	Will the fund consider a limit of liability clause excluding certain liabilities permitted under law and placing a financial cap of the liabilities?	Please refer to the response to question no. 30.
32.	In what form should any derogation from the standard terms be presented in the technical proposal?	The negotiation of the contractual terms of the LTA takes place after the assessment of the technical and financial proposals. However, in the event the bidder wants to provide information on conditions that may prevent the bidder from accepting fundamental provisions of the General Conditions of Contract or that may affect the technical aspects of the bid (e.g. quality standards), the bidder can include such information in the relevant section of the Technical Proposal.

Kind regards

Green Climate Fund