

1<sup>st</sup> October,2018

Reference: GCF/RFP/2018/S/028

#### **ADDENDUM NO. 4**

#### **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	As a firm we feel we are very well placed to be engaged with this work, though were keen to confirm that it is aimed at smaller entities (such as us) rather than some of the bigger partners that the fund works with. Any input here would be very well received.	The size or the scope of coverage of a firm will not be a factor in determining partners in this initiative. We encourage any firm with proven experience and capacity in the areas listed in this RFP to apply.
2	Do the projects we use as reference have to be (completely) finished or can it also be still ongoing projects? And do you require any kind of proof regarding the project references, such as a certificate of completion?	Completed or on-going projects, overall, will be considered. Proof of project reference can help but it is not mandatory.
3	Under ACTIVITIES AND DELIVERABLES of the ToR there are 4 work packages mentioned. Are bidders required to answer (and submit methodology for) each and every one of the 4 work packages, or is it possible to answer only one or two of the work packages? The Evaluation Criteria (annex 3) seem to indicate that bidders answers to each and every one of the 4 work packages will be scored during the evaluation, however your answer to Question 13 (Addendum 2) seemed to confirm that partial answers were acceptable? Can the GCF clarify this point?	As specified in the Technical Evaluation Criteria, the points from all the 4 areas of work package will be taken into the overall evaluation. Hence, it is recommended to submit information on each and every work area, which will increase opportunity to obtain more points. However, as explained in Addendum 2-Q13, firms can decide to apply for packages they wish and ignore others. The overall score will be based on points related to work packages they have applied for.
4	Form TECH-3, Section 2, requires us to submit our 'proposed methodology and approach' as well as 'proven expertise and experience' for each of the 4 activities and deliverables outlined in Section 4 of the Terms of Reference. However, this formulation does not provide space for outlining our firm's overall approach in the proposal (which informs our work), and underpins our approach in all the subsequent sections (2 and 3). There is no space to provide this anywhere else in the proposal, and with limited space, it is not possible to repeat this for each activity/deliverable, and each thematic core/support area.	Additional information that helps strengthen the position of a firm can be additionally added, through an appropriate method. For example, general methodologies and approaches that underpin the whole work can be added as an introduction or attached as an annex.

5	<p>Could we therefore add an additional section on this aspect, of up to 1 page (additional to the current page limit) to cover this, at the very beginning of Section 2? This would be entitled: "Overall approach in our proposal"</p>	<p>Please read answer to question 4 above.</p>
6	<p>We would like to bid as a consortium with several partners. Among them, there is a company that recently won a larger GCF-Readiness-project as part of another consortium, thus having the GCF as a direct client. Would it be a conflict of interest if this company were to bid with us? And in case this company would bid with us and we would make it to the 2nd stage, could we/would we have to see for every specific mini-tender whether there is a conflict of interest in involving this company? Would it be possible to bid for a 2nd stage mini-tender without this company (thus only as part of the consortium) even though we have submitted our original proposal together?</p>	<p>You have a right to choose any firm for consortium. However, consideration of conflict of interest may be made at the time of evaluation of the RFP and/or based on the nature of scope of each unit of work package at the time of mini-tender. Once the consortium is made and an LTA is awarded to the consortium, the request for mini-tender will be made to the consortium, and not to the individual institutions forming the consortium.</p>
7	<p>Your Response No. 16 refers to the number of pages that we may use for each Core sectoral area. Can you please confirm that it is acceptable for that one sector, e.g. Water, may be broken down into different aspects, and we may use 3 pages for each aspect? In essence, then, a sector might be 3, 6 or even 9 pages.</p>	<p>Yes, it is acceptable.</p>
8	<p>Can you please provide further detail on what specifically the theme "Climate Technologies" will cover? Does it include vehicle technology and fuels or intelligent transport systems (ITS)?</p>	<p>This terminology and relevant concept is intended to cover any technological element that can help implementation of any technical component to advance the climate action, including, to illustrate a few, carbon capturing and energy efficiency technology, renewable energy generation (solar-voltaic, etc), increasing agricultural productivity, intelligent monitoring and control of transportation traffic and so forth. Hence, Intelligent Transportation System (ITS) is eligible under this theme. Please ref to UNFCCC TEC website for more details.</p>

<p>9</p>	<p>We note that Annex 4: Company Profile Form, requires information about previous projects in three different formats and places:</p> <p>i) Under the heading: ‘Prior experience with international organizations: we are to ‘List contracts with international organizations in the last three years’;</p> <p>ii) Then : ‘BRIEFLY list contracts that used relevant tools, technologies, etc.’. In this section, we may attach additional sheets as necessary.</p> <p>iii) Under the heading: ‘References’, we need to: ‘List suitable reference projects and contacts’.</p> <p>Query: Please could you clarify exactly what is required in i) and ii) above and explain how the information on ‘relevant tools, technologies and techniques’ should be presented. In other words, should the information under ‘Prior experience with international organisations’ be full project references, perhaps using the guideline provided in Clarification No. 46 providing 9 bullet points? We think that it would be useful if we could combine i), ii) and ii) above, to thus provide full project references here, based on the following:</p>	<p>Please enter all the list of projects and necessary description of activities performed, deliverables produced and tools and technologies used together into Prior Experience with International Organizations section; thus combining i) and ii) in your question. Section iii) is mainly for references and contacts for verification of your experience.</p>
<p>10</p>	<p>Clarification No. 46 relates to how to present ‘proven expertise and experience’. This information is required in Sections 2 and 3, for each individual activity, and for each sector and support area. Your response to Clarification No. 46 states that you require ‘such elements’ as is covered by the 9 bullet points that follow in Response 46 (e.g. Title of project, Type of project, etc.). We have several ‘major’ projects that demonstrate our expertise and experience in the relevant aspects required by the proposal – and most of these are relevant across several sectors, several activities, and several thematic support areas. We do not see how it is possible to include this amount of detailed information for EACH activity, EACH sector, and EACH thematic support area, given the page limits.</p> <p>Our queries are therefore:</p> <p>a) Do we need to cover all 9 bullet points, for each project reference we give, every time we give it? With this level of detail, we estimate that this will take a page for each project. Which raises the following questions:</p> <p>b) Should we repeat the same information for each different relevant sector/ thematic area? This is problematic, given the page limits.</p>	<p>It is desirable, as suggested in C) in the question, to provide full project references in Annex 4 Prior experience with international organizations and then refer back to these in our Sections 2 and 3 to sector/area that is respectively relevant. The description of projects may include all content for the 9 items but it is not mandatory to cover all 9 items.</p>

<p>c) Alternatively: Can we provide full project references in Annex 4: Prior experience with international organizations, amalgamated with the 'recent contracts that used relevant tools, technologies and techniques' – and then refer back to these in our Sections 2 and 3? If not, there are two problems –</p> <p>i) There is not enough space in 3 (or 5) pages to cover the detail you are asking for, in Sections 2 and 3.</p> <p>ii) The same information/ project reference will be repeated again and again, albeit with some change of focus, and without sufficient detail to provide the evidence of proven experience and expertise required.</p>	
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Kind regards

Green Climate Fund