



Date: 22 October 2018  
Reference: RFP 2018/C/033

## Request for proposals (RFP 2018/C/033)

### Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund

#### 1. Background

- 1.1 The Green Climate Fund (“GCF”, “Fund”) was established 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 Fund 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. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.
- 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 GCF. 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.
- 1.3 The Secretariat is headed by an Executive Director appointed by the GCF Board. The ED Selection Committee established by the Board will oversee the recruitment process for the Executive Director of the GCF and wishes to engage a recruitment firm to provide executive recruitment services, advisory and administrative support.

#### 2. Invitation

- 2.1 Through this Request For Proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced recruitment firm that will assist the recruitment process by undertaking the tasks described in this RFP and the Terms of Reference. The terms of reference (ToR) included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Sealed Proposals must be submitted to the Secretariat no later than **5 November 2018 at 17.00 hrs** Korean time.

The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm’s Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract

- 2.3 The terms set forth in this RFP, 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 proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.
- 2.4 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 2.5 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 2.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal 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.
- 2.7 Effective with the release of this solicitation, all communications must be directed only to Head of Procurement by email at [procurement@gcfund.org](mailto:procurement@gcfund.org). Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.8 This RFP is issued under the GCF Administrative Guidelines on Procurement<sup>1</sup>. Information regarding the guidelines can be found at [http://www.greenclimate.fund/documents/20182/574763/GCF\\_policy\\_-\\_Administrative\\_Guidelines\\_on\\_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010](http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010)

### 3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing at the GCF mailing or to the email address [procurement@gcfund.org](mailto:procurement@gcfund.org) by the specified date and time mentioned in Annex 6. **If sent via email, the subject line of the email must have the reference number and title of the RFP i.e. RFP2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund.** 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 6. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website. They will also be sent to all prospective proposers that have received the solicitation documents.

### 4. Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. All prospective proposers that have received the RFP

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<sup>1</sup> Annex II “Corporate Procurement Guidelines on the Use of Consultants”



documents will be notified in writing of all amendments to the RFP documents. The amendments will also be posted on the GCF website.

- 4.2 In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

## 5. Language of Proposals

- 5.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal 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.

## 6. Submission of Proposals

- 6.1 Proposers shall submit their proposal either in hard copy or via email.

### *Submission in hard copy*

- 6.2 Technical and financial proposals must be submitted simultaneously in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in Annex 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.
- 6.3 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED.**
- 6.4 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.
- 6.5 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

**RFP/2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund - TECHNICAL PROPOSAL (name and address of proposer)**

- 6.6 Financial proposals should be submitted in one (1) original envelope on the forms prescribed herein. Financial proposals should be sealed separately in a specially marked envelope labelled:

***DO NOT OPEN*– RFP/2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund - (name and address of proposer)**



– **FINANCIAL PROPOSAL (name and address of proposer).**

- 6.7 Proposers are strongly recommended to use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper.
- 6.8 Hard copies must be delivered to:

Green Climate Fund  
14 Floor, G-Tower, 175, Art Center-daero  
Yeonsu-gu, Incheon, 22004,  
Republic of Korea

Attention: Head of Procurement

***Submission via email***

- 6.9 Proposals can also be sent via email to the following email address: [procurement@gcfund.org](mailto:procurement@gcfund.org)
- 6.10 Where proposals are sent via email, two separate files (technical and financial proposals) should be sent.

The Technical files should be named as follows:

**RFP/2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund - TECHNICAL PROPOSAL- (name of proposer)**

The financial files should be named as follows:

**RFP/2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund - (name and address of proposer)– FINANCIAL PROPOSAL-(name of proposer).**

The subject line of the email should be as follows:-

**RFP/2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund - (name of proposer).**

The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial proposal. **Financial Proposals that are submitted without password protection shall be rejected for non-compliance.**

- 6.11 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by the date indicated in Annex 6, duly signed by an authorized



representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

## **7. Late proposals**

- 7.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document may be rejected.

## **8. Opening of Technical Proposals**

- 8.1 Technical Proposals will be opened on the date indicated in Annex 6 in the room designated for this purpose at the premises of the Secretariat of the GCF. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

## **9. Opening of Financial Proposals**

- 9.1 After the technical evaluation is completed, the GCF shall notify those Proposers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. GCF shall simultaneously notify in writing those Proposers that have achieved the minimum qualifying technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 9.2 At the opening, the names of the Proposers, and their overall technical scores shall be read aloud. The Financial Proposals shall be then opened, and the total prices read aloud and recorded.

## **10. 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 proposal 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.

## **11. Conflict of Interest**

- 11.1 In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

## **12. Confidentiality**

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

## **Annex 1 Terms of Reference**

### **I. Introduction**

1. The Executive Director Selection Committee (EDSC) established by the Board will oversee the recruitment process for the Executive Director.
2. It will engage a recruitment firm with demonstrated experience within the international system to provide advisory and administrative support. It is expected that the recruitment process will be completed by the twenty first meeting of the Board.
3. The Secretariat will provide the EDSC with logistical and administrative support.
4. This request for proposal (RFP) seeks to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this RFP. The authority to decide on the selection of a recruitment firm rests with the EDSC.

### **II. Objective of the assignment**

5. The objective of the assignment is to ensure an open and transparent recruitment process of the Executive Director, by providing long lists, short lists and a final list of at least three qualified applicants.

### **III. Scope and focus of the assignment**

6. The successful recruitment firm will be responsible for the screening process (long listing, short listing and final listing). The Fund will maintain oversight over the outsourced recruitment services in order to ensure compliance with the Fund's recruitment policies and procedures.
7. Job categories to be covered: Executive Director

### **IV. Activities to be undertaken by the firm under the direction of the EDSC**

- 4.1 Phase I: Attracting and communicating with candidates
  - (a) Review the job description of the position and ensure that the selection criteria are properly formulated;
  - (b) Develop a role specification for the position based on the job description of the Executive Director with guidance from the EDSC;
  - (c) Develop and launch the vacancy advertisement in appropriate media including social media;
  - (d) Receive and keep record of all applications;
  - (e) Act as the contact point for those seeking information and/or proposing candidates;
  - (f) Communicate, where appropriate, with the applicants; and



- (g) Conduct an executive search for candidates, using networks, rosters, referrals and other appropriate means, striving for a balance between developed and developing country candidates and gender balance at all stages of the selection process.

## 4.2 Phase II: Supporting the work of the EDSC

### 4.2.1. **Establishment of the first cut list of candidates (twenty to twenty-five) for the position**

- (a) Review all applications received;
- (b) Screen all applications against the requirements of the post, by CV review and any other information that can be gathered without contacting the candidates; and
- (c) Present to the EDSC for its approval the first cut list of 20-25 candidates as well as appropriate background information.

### 4.2.2. **Establishment of the long list of candidates (approximately twelve)**

- (a) Assess all individuals on the first cut list of 20-25 candidates, by all reasonable means, for example CV and application review, discussion with candidates, informal references and interviews. Present the EDSC with the first cut list of 20-25 candidates with verbal and written comments; and
- (b) Assist the EDSC in establishing a long list of candidates (approximately 12 candidates) that will be further evaluated.

### 4.2.3. **Establishment of the short list of candidates (approximately six)**

- (a) Conduct appropriate reference checks and further screening on all the long list of candidates (approximately 12), and present the EDSC with a detailed report, including all available background information, detailed curricula vitae and references;
- (b) Assist the EDSC in establishing a short list of candidates (approximately six) that will be further evaluated;
- (c) Assist the EDSC's interviews with the short list candidates, including drafting suitable and effective interview questions;
- (d) Attend the interviews and prepare a report with the minutes of the interviews conducted, for consideration by the EDSC.

### 4.2.4. **Establishment of the final list of candidates (at least three)**

- (a) Assist the EDSC in establishing the final list of three candidates which may include ranking by preference, to be presented to the Board for final approval;
- (b) Assist the EDSC to interview the final list of at least three candidates, including drafting probing interview questions and preparing a scoring sheet for the EDSC and preparing a short report;
- (c) Assist the EDSC in preparing a detailed final report to be presented to the Board for decision;
- (d) Keep close communication with all the candidates, present the Green Climate Fund in the best possible light as an attractive employer; and



- (e) Respond to all questions and concerns in a timely way, and keep all candidates informed about the progress of their candidacy.

## **V. Outputs**

- 8. To provide, as a result of the above:
  - (a) A first cut list of 20-25 candidates;
  - (b) Assist the EDSC to select a long list of 12 candidates;
  - (c) Assist the EDSC to select a short list of 6 candidates;
  - (d) Assist the EDSC to select final list of candidates;
  - (e) Complete data and brief comments on the first cut list of 20-25 candidates;
  - (f) A report on the process to establish the long list of candidates;
  - (g) A report on the interviews conducted for establishing the short list of candidates;
  - (h) Draft interview questions and a scoring grid for the EDSC and prepare a report on the interviews of the final list of candidates; and
  - (i) Prepare a detailed final report, in collaboration with the EDSC, on the final list of candidates and the recruitment process.

## **VI. Monitoring and progress controls, including reporting requirements**

- 9. The recruitment firm shall work closely with the EDSC. It will only have contact with the Fund's Secretariat for purely administrative purposes.

## **VII. Confidentiality**

- 10. All details of this assignment, candidates, selection processes, discussions, interviews etc. must be kept entirely confidential. The consultants are expected to understand the sensitive nature of this assignment and act accordingly.

## **VIII. Duration of the consultancy**

- 11. This consultancy is expected to take up to a maximum of four months starting from the date of signature of the contract by both parties, subject to adjustments as required.
- 12. The contract ends at the point of signature of the contract by selected candidate. If the candidate resigns or is let go within one year of taking up his or her role, the recruitment firm is obliged to find a replacement without charging a fee.



## **Annex 2**

### **Requirements for Firms' Proposals Technical Proposal**

The technical proposal will be submitted in a separately sealed envelope and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.

Note: As this needs to be a global search with a wider reach, it is requested that the team who will be working on this search will come from the firm's Headquarters and not from country offices or from their Korean office.



## TECH Forms

### Form TECH-1: Technical Proposal Submission Form

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.6 of the RFP, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_

Name of Firm: .

Address: \_\_\_\_\_



## **Form TECH-2: Consultant's Organization and Experience**

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### **A - Consultant's Organization**

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]



**B - Consultant's Experience**

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: \_\_\_\_\_



**Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client**

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**On the Terms of Reference**

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



## Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

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[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



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**Form TECH-5: Team Composition and Task Assignments**

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Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

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**Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff**

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1. **Proposed Position** [only one candidate shall be nominated for each position]: \_\_\_\_\_
  
2. **Name of Firm** [Insert name of firm proposing the staff]: \_\_\_\_\_  
\_\_\_\_\_
  
3. **Name of Staff** [Insert full name]: \_\_\_\_\_
  
4. **Date of Birth:** \_\_\_\_\_ **Nationality:** \_\_\_\_\_
  
5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: \_\_\_\_\_  
\_\_\_\_\_
  
6. **Membership of Professional Associations:** \_\_\_\_\_  
\_\_\_\_\_
  
7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: \_  
\_\_\_\_\_
  
8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: \_\_\_\_  
\_\_\_\_\_
  
9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: \_\_\_\_\_  
\_\_\_\_\_
  
10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: \_\_\_\_\_ To [Year]: \_\_\_\_\_

Employer: \_\_\_\_\_

Positions held: \_\_\_\_\_





	Name of Staff	Staff input (in the form of a bar chart) <sup>2</sup>							Total staff-week input		
		1	2	3	4	5	6	7	Home	Field <sup>3</sup>	Total
<b>Foreign</b>											
1		[Home] [Field]									
2											
3											
n											
							<b>Subtotal</b>				
<b>Local</b>											
1		[Home] [Field]									
2											
n											
							<b>Subtotal</b>				
							<b>Total</b>				

- For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- Weeks are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.
- Field work means work carried out at a place other than the Consultant's home office.

 Full time input  
 Part time input



N°	Activity <sup>1</sup>	Weeks <sup>2</sup>						
		1	2	3	4	5	6	7
1								
2								
3								
4								
n								

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



### **Financial Proposal**

The Proposer is required to prepare and submit the Financial Proposal in an envelope separately sealed from the Technical Proposal and included inside the outer envelope to contain both separately sealed proposals.

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1. Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member if applicable and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately and capped.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.



**FIN Forms**  
**Form FIN-1: Financial Proposal Submission Form**

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[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures<sup>1</sup>]. This amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 2.6 of this RFP.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below<sup>2</sup>:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.  
2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution.”

**Form FIN-2: Summary of Costs**

Item	Costs
	Indicate with Currency
Total Costs of Financial Proposal <sup>1</sup>	

**A. Total Cost of Financial Proposal**

**B. Break down of Fees and expenses per Cost Component**

Description	Unit of measure (e.g. days, month, etc)	Total Period of Engagement	Unit cost / rate	Total Cost for the Period
<b>I. Remuneration Costs</b>				
Staff 1				
Staff 2				
.....				
<b>II. Travel Costs</b>				
<b>III. Other Related Costs (Please specify)</b>				

**C. Breakdown of Fees and Expenses per Deliverables**

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price	Price (Lump Sum, All Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3	....		
	Total	100%	USD .....

Indicate the total costs, net of local taxes, to be paid by the Client in each currency.

Form FIN-3: Breakdown of Remuneration<sup>1</sup> (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name <sup>2</sup>	Position <sup>3</sup>	Staff-daily Rate <sup>4</sup>
<b>Foreign Staff</b>		
		[Home]
		[Field]
<b>Local Staff</b>		

- 1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.

### **Annex 3**

#### **Evaluation Criteria**

##### **A. Evaluation and Comparison of Proposals**

1. The proposals will be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal will follow and will be completed prior to any financial proposal being opened and evaluated. The financial proposal will be considered only if the submissions fulfil the minimum technical requirements.

##### **B. Acceptance of Submissions**

2. All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:
  - Full compliance with the formal requirements for submitting a proposal
  - Submission of all requested documentation
  - Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation
3. The Technical Proposal shall include:
  - A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
  - Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and
  - Demonstration of the firm's deep understanding of the GCF, mandate/business model and Investment Framework.

##### **C. Evaluation of Technical Proposal**

4. A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.
5. Qualifications of the Consulting Firm / Consultant
  - Proven track record of successfully recruiting candidates for similar level of positions.
  - Proven experience in working with international public and private and multilateral organizations.
  - Demonstrated track record of successfully recruiting senior-level candidates with the skills-set required to manage an institution involved in environmentally sustainable development and/or international development assistance.
  - Demonstrated availability of key individuals with applicable skills to provide the requested services (Please provide CVs of key staff that will be involved in the assignment). Qualifications of the

Team

The team that would be assigned to undertake the tasks should have the following minimum qualifications:



1) Lead Consultant / Team Leader: Masters’ degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management or other related disciplines with at least 10 years work experience providing human resources advisory services including recruitment of senior level officials; OR a Bachelor’s degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 12 years work experience providing human resources advisory services, including recruitment of senior level officials for International Organisations.

2) Senior Consultant: Masters’ degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 5 years work experience providing human resources advisory services including recruitment of senior level officials; OR a Bachelor’s degree in Human Resources, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 7 years work experience providing human resources advisory services including recruitment of senior level officials.

3) Consultant: Bachelor’s degree or Diploma in Human Resources Management, Business Administration, Management, or other related discipline with at least 5 years work experience supporting human resources services.

**Skills**

- Professional training OR hands-on experience in recruitment outsourcing for at least 5 years.
- Knowledge of IT related /systems in recruitment and selection.

**Evaluation Criteria**

	<b>The firm’s expertise</b>	<b>Sub-score</b>	<b>Score</b>
<b>1</b>	<b>Expertise of Firm / Organization submitting Proposal</b>		<b>30</b>
1.1	Proven track record of successfully searching for a similar level of position	10	
1.2	Proven experience in working with international public and private and multilateral organizations.	10	
1.3	Demonstrated knowledge about the skill-set required to manage an institution involved in environmentally sustainable development and international development assistance	10	
<b>2</b>	<b>Technical approach, methodology and work plan</b>		<b>40</b>
2.1	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	20	
2.2	Have the important aspects of the task been addressed in sufficient detail?	10	
2.3	Is the scope of task well defined and does it correspond to the TOR?	10	
<b>3</b>	<b>Personnel</b>		<b>30</b>
3.1	Lead Consultant/ Team Leader		

3.1.1	12 Years Professional experience suitable for the assignment with experience in the recruitment of high level management staff	10	
3.1.2	Academic/professional qualifications as specified in this annex or equivalent	5	
3.2	Project team		
3.2.1	5 -7 Years Professional experience suitable for the assignment with experience in the recruitment of high level management staff	10	
3.2.2	Academic/professional qualifications as specified in this annex or equivalent	5	
	<b>Total</b>		<b>100</b>

Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

#### **D. Evaluation of Financial Proposal**

The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$ , in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

#### **E. Consolidated evaluation**

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

$T = 0.70$ , and  $P = 0.30$

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal;  $T + P = 1$ ) as following:  $S = St \times T\% + Sf \times P\%$ .

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

#### **F. Award**

The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer 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.

**Annex 4**

**Company Profile Form**

Please respond to all questions.

**Company details - vendor's name**

<b>Name:</b>
--------------

**General Information**

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise ( ) Private company ( ) Organization sponsored (assisted by Government) ( ) Other (please specify): ..... ( )
Type of Business	Manufacturer ( ) Retailer ( ) Authorized Agent ( ) Consulting Company ( ) Other (please specify): ..... ( )
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

**Prior experience with international organizations**

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3



**Environmental Policy**

Does your company have a written statement of its environmental policy?
YES ( ) Please attach copy <span style="margin-left: 200px;">NO ( )</span>

**Contract disputes**

List any disputes your company has been involved in over the last three years

**References**

List suitable reference projects and contacts. What options would there be for a site visit to a reference project and/or the vendor's site?
1
2
3

**Partners**

If this is a part bid, list relevant recent experience of working with partners. Are there already formal or informal preferred partnership agreements in place?
1
2
3

**Conflict of interest**

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated
1
2

**Certification**

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**Annex 5  
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **RFP2018/C/033 – Consultancy services for Provision of Recruitment and Placement Services of the Executive Director of the Green Climate Fund** dated 22 October, 2018, and hereby confirm that we:

INTEND                       DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 05 November, 2018, and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 06 November, 2018 , 14 Hrs Korean Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: \_\_\_\_\_

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Name and Address of Vendor: \_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Facsimile: \_\_\_\_\_

If you do not intend to submit a proposal to the secretariat, please indicate the reason:

We do not have the capacity to submit a proposal at this time.

We cannot meet the requirements for this RFP.

We do not think we can make a competitive offer at this time.

Other (please specify): \_\_\_\_\_

Kindly return this acknowledgement letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org)

**NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.**

**Annex 6  
Timeline**

The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of RFP	GCF	22 October, 2018
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	29 October, 2018
3	Last date for requests for clarification of the RFP	Tenderer	29 October, 2018
4	Last date to reply to questions received/ Last date for amendment	GCF	31 October, 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	5 November 2018, 17.00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	6 November, 2018
7	Notice of successful provider	GCF	12 November, 2018
8	Contract signing	GCF/Tenderer	16 November, 2018
9	Work start	Tenderer	17 November, 2018

\* KST: Korean Standard Time (Seoul Time)



## **Annex 7**

### **GCF Model Contract**

Bidders must provide in the technical proposal a statement that the Bidder has carefully reviewed the Model Contract and its Appendices and is in agreement with all its terms and conditions. The bidder should also provide missing details in the contract, such as the name and the contact details of a person to whom the notices should be sent and the name and position of a person who would sign a contract with the Commission on behalf of the bidder. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation.

**NB:** For this particular contract, the Performance Standards, Insurance, Performance Security and Deductions Clauses will not be applicable.