



Date: 05, Decemer, 2017
Reference: RFP 2017/C/023

Request for proposals (RFP 2017/C/ 023)

Provision of consultancy services towards the GCF Secretariat's review of the accreditation framework and its operationalization

1. Background

- 1.1 The Green Climate Fund (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 Green Climate Fund. 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.

2. Invitation

- 2.1 Through this request for proposals ("RFP"), the GCF is seeking to contract a qualified, reputable and experienced Firm to carry out a study on the implementability of conditions on approved projects. The terms of reference 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 **Thursday, 28 December, 2017 at 5.00 pm** Korean time.
- 2.2 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 Procurement Specialist by email at 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 Procurement Guidelines¹. 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

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 by the specified date and time mentioned in Annex 6. 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 documents will be notified in writing of all amendments to the RFP documents.
- 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

¹ Annex 2 "Corporate Procurement Guidelines on the Use of Consultants"



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 in hard and/or soft copy. 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 Appendix 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

6.2 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.**

6.3 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.

6.4 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 No RFP/2017/C/023 – Provision of consultancy services towards the GCF Secretariat's review of the accreditation framework and its operationalization – TECHNICAL PROPOSAL- (name and address of proposer)

6.5 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 No. RFP No RFP/2017/C/023 – Provision of consultancy services towards the GCF Secretariat's review of the accreditation framework and its operationalization – FINANCIAL PROPOSAL (name and address of proposer).

6.6 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.

6.7 Hard copies must be delivered to:

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

Attention: Procurement Specialist

Proposals can also be sent via email to the following email address:
procurement@gcfund.org

6.8 Where proposals are sent via email and in soft copy, two separate files (technical and financial



proposals) should be sent.

The Technical files should be named as follows:

RFP No RFP/2017/C/023 Provision of consultancy services towards the GCF Secretariat's review of the accreditation framework and its operationalization– TECHNICAL PROPOSAL- (name and address of proposer)

The financial file should be named as follows:

DO NOT OPEN– RFP No. RFP No RFP/2017/C/023 – Provision of consultancy services towards the GCF Secretariat's review of the accreditation framework and its operationalization – FINANCIAL PROPOSAL (name and address 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.

- 6.9 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 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.

Annex1

Terms of Reference

I. Background

1. As an operating entity of the Financial Mechanism of the United Nations Framework Convention on Climate Change and the Paris Agreement, the GCF provides support to developing countries and Parties to the Convention and the Paris Agreement to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. As stated in the Governing Instrument for the GCF, access to GCF resources will be through national, regional and international implementing entities accredited by the Board.²
2. The Board set up an Accreditation Committee (AC) composed of members of the Board, approved an accreditation framework – along with initial fiduciary standards, interim environmental and social safeguards, and a gender policy that underpin the accreditation review process of institutional capacities and track record – and appointed an independent Accreditation Panel (AP), composed of technical experts, to undertake an assessment of prospective accredited entities.³ An Online Accreditation System was developed by the Secretariat and opened to applicants on 17 November 2014. As a result and with a fit-for-purpose approach,⁴ 59 entities had been accredited as of the eighteenth meeting of the Board (B.18), representing national, regional and international institutions, public as well as private.
3. The GCF and its network of AEs will be responsible for the delivery of financing to developing countries in order to meet internationally agreed climate goals at scale, while also meeting GCF standards and safeguards. Accreditation of entities is central to the GCF business model and is a means to an end, which is delivering on GCF objectives.
4. The GCF relies on the due diligence and the risk assessment performed by AEs.⁵ They will be responsible for the overall management, implementation and supervision of activities financed by the GCF and are expected to administer funds disbursed with the same degree of care as they use in the administration of their own funds.
5. Direct access entities are important for promoting country ownership and understanding national priorities and contributions towards low-emission and climate-resilient development pathways.
6. AEs will engage with international and national private sector entities, particularly in developing countries, to support GCF objectives, including the promotion of the paradigm shift towards low-emission and climate-resilient development pathways. Together with international and regional entities, AEs can provide additional choices of partners.
7. Since the opening of the call for applications for accreditation on 17 November 2014 and up to 31 October 2017, 59 entities have been accredited and a pipeline of 186 entities have been issued with accounts on the Online Accreditation System (OAS),⁶ the web-based portal through which applicants submit their applications for accreditation.⁷ Of these, 94 entities have submitted application, which includes 9 applications under the Stage II (Step 1) Accreditation Panel review and 85 applications are under the Stage I Institutional

² Paragraph 41 of the Governing Instrument.

³ Decisions B.07/02 and B.09/11.

⁴ Decision B.08/02, annex I, paragraphs 2 and 5, state: “The fit-for-purpose accreditation approach recognizes the role of a wide range of entities, which differ in the scope and nature of their activities, as well as their capacities”, and “The accreditation process will take into account the scale of funding that the entity intends to access, its track record in undertaking climate-related projects and activities, as well as the nature of its intended activities. This approach will ensure that the assessment of the applicant entity’s conformity with the fiduciary standards, and relevant capacities related to the Fund’s ESS, in the accreditation process is commensurate with the level of fiduciary and nonfinancial (e.g. environmental and social) risk to which the Fund will be exposed through the activities of implementing entities and intermediaries”.

⁵ Annex XXVII to decision B.12/31.

⁶ Available at <<https://accreditation.gcfund.org/>>.

⁷ In decision B.07/02, paragraph (o), the Board requested the AP, in collaboration with the Accreditation Committee and the Secretariat, to report annually to the Board on the status of applications for accreditation.

Assessment and Completeness Check by the Secretariat. The distribution of applications received as at 31 October 2017 is provided in the section “Number of entities at each stage” available on the GCF website⁸.

8. In decision B.10/06, paragraph (r), the Board requested the AC with the support of the Secretariat to work on a strategy on accreditation for consideration by the Board at its eleventh meeting, and that the report should examine issues including efficiency, fairness and transparency of the accreditation process, as well as the extent to which current and future accredited entities enable the GCF to fulfil its mandate. In decision B.13/19, paragraph (b), having considered document GCF/B.13/12 titled “Strategy on accreditation”, the Board decided to defer its consideration of the strategy on accreditation to the fourteenth meeting of the Board, taking note of the work of the AC in developing a strategy on accreditation (para. (a) of the same decision). In decision B.14/08, the Board took note of the draft strategy on accreditation, adopted a prioritization approach on accreditation applications. Additionally, with a view to increasing the efficiency of the accreditation process, the Board requested for the development of various policy documents on modalities for the use of third-party evidence, and potential fast-track accreditation related to the Adaptation Fund’s environmental and social and gender policies for Board consideration, and a review of the fiduciary standards.

9. In decision B.18/04, paragraph (a), the Board decided to commence the review of the accreditation framework. In paragraph (b) of the same decision, the Board requested the Secretariat to present a proposal for the revision of the accreditation framework that includes other modalities for institutions to work with the GCF, as early as the nineteenth meeting of the Board.

II. Purpose of Assignment

10. The Secretariat is seeking the support of an independent firm to provide a review of the accreditation framework, to be included in its proposal for the revision of the accreditation framework to be presented for the Board’s consideration as early as the nineteenth meeting of the Board. The work requested of the independent firm is expected to address the following questions: How is the accreditation framework and its operationalization performing with its current structure and what has been achieved so far? The independent firm should also provide other diagnostic information related to the accreditation framework and its operationalization that will enable it to yield a portfolio of accredited entities that achieve the GCF’s mission and objectives (including but not limited to: review of the accreditation framework’s strengths and weaknesses where these justify recommendations presented, main gaps and issues of the accreditation framework and its operationalization from internal and external perspectives, suggested actions/activities to overcome the gaps and issues pointed out, recommendations to undertake the actions/activities, along with associated timelines and resources needed for implementation).

III. Timeframe and reporting

11. It is expected that the independent firm will support the Secretariat starting in December 2017 through July 2018.

12. The independent firm will report to the Secretariat.

IV. Scope of assignment and deliverables

13. The scope of the review will focus on the accreditation framework and its operationalization, including the launch of the Online Accreditation System on 17 October 2014 to 31 October 2017. In addition, the review will cover:

⁸ The “Number of entities at each stage” is updated on a monthly basis and is available at <<http://www.greenclimate.fund/partners/accredited-entities/ae-composition>>. Monthly information is available from 30 September 2015 onwards.

- Mapping of the coverage of the Accredited Entity portfolio, including regions and countries, sectors, results areas, thematic/focus areas and the use of different financial instruments, in addressing the GCF's mission and objectives;
- The timeframe to establish legal arrangements and agreements between the GCF and Accredited Entities, including the Accreditation Master Agreement and Funded Activity Agreement(s), as well as whether there are any other aspects of the GCF and Accredited Entity relationship that is binding that should be reflected in such agreements;
- Performance of Accredited Entities in terms of the submission of concept notes funding proposals, disbursements, implementation, monitoring, reporting and evaluation to the GCF;
- Relevance, effectiveness and efficiency of the present accreditation framework, including in terms of standardization and ability to promote sustainable partnerships and improvements in institutional capacity; and
- Suggest other modalities for institutions to work with the GCF that could be included as a part of the Secretariat's proposal for the revision of the accreditation framework.

14. The overall approach to the review should combine diagnostics and assessments, interview of stakeholders on their perspectives of the accreditation framework and its operationalization with the view to provide recommendations, a way forward and an action plan towards a more effective implementation:

- Ability to contribute to the GCF mandate of supporting a paradigm shift and contribute to transformational change, including the impact on the quality of funding proposals;
- Promotion of country ownership,⁹
- Balance and diversity;
- Efficiency in terms of cost, time and resources;
- Fairness, effectiveness and transparency through its activities; and
- Relevance in terms of meeting the norms and standards of accreditation.

The review will enable:

1. Gathering of lessons learned from the accreditation framework and its operationalization to date, based on the review of documentation relevant to accreditation, including perceptions from stakeholders (Accredited Entities, applicants, Board members, National Designated Authorities and focal points, Accreditation Panel and Secretariat); and review of actions already being taken and planned to improve the accreditation framework and its operationalization.
2. Presentation of a potential revised framework including other modalities for institutions to work with the GCF.
3. Developing an implementation plan that indicates how the revised framework and approach will be operationalized across the GCF.

15. The work is expected to be organized in three phases: (1) Kick off and preparation, (2) Data collection and analysis, (3) Engagement and reporting.

16. The Secretariat will value an early discussion of possible suggested changes to the accreditation framework based on initial analysis.

Phase 1: Kick off and preparation (1 week)

Activities

- Pre-kick off calls with members of the GCF core team, desk research and developing the detailed project plan.

⁹ Decision B.10/10.



- Kick-off meeting with the GCF core team to confirm objectives and approach, roles and responsibilities, available information, key informants and other data collection, agreeing on questions that need to be addressed, and the structure of the final deliverable. One on one meetings with key GCF staff managing different aspects of the accreditation framework and its operationalization.

The kick-off meeting will provide opportunity to both Secretariat core team working on the accreditation framework and its operationalization and the independent firm to clarify and deepen the background for the current work, to discuss and agree on the inputs to the analysis as well as the scope of the work. During this meeting and follow-up one-on-one meetings, both teams will finalize the draft questionnaire to be addressed to targeted stakeholders/interviewees during the interview phase.

Deliverables

- Draft questionnaire and a list of targeted stakeholders.
- Finalized project plan with roles and responsibilities.

Phase 2: Data collection and analysis (3-4 weeks)

Activities

- Identify a comprehensive source of data on which to base and implement data collection tools, including further desk research, interviews with external stakeholders, consultants based in the region, and internal stakeholders.
- Prepare and present the outcome of analysis from other desk research of comparable accreditation frameworks and processes, including the Global Environment Facility and the Adaptation Fund.
- Document lessons learned based on the initial exercise done by the Secretariat and start drafting an updated framework and overall approach to accreditation. Where appropriate, we will identify options and project the implications of those options.

Deliverables

- PowerPoint presentation with key insights, draft potential revised framework options and approach based on analytical rigor and inputs from stakeholders.

Phase 3: Engagement and reporting (2 weeks)

Activities

- Hold a half-day workshop with the core team working on the accreditation framework and its operationalization on the draft revised framework and overall approach to accreditation, as well as one-on-one meetings with key staff.
- Identify potential implications for each of the actors on the accreditation value chain, associated risks and mitigation strategies
- Identify other modalities for institutions to work with the GCF
- Develop final document for consideration by the Secretariat

Deliverables

- Final report in Word format covering elements above for the Secretariat's consideration, including review of strengths and weaknesses where these are required to justify recommendations and actions, main gaps and issues of the accreditation framework and its operationalization from the internal and

external perspective, suggested actions/activities to overcome the gaps/issues, recommendations to undertake the actions/activities, and time and resources needed.

Duration of assignment and level of effort

- Duration of assignment: 6 months

Position	Professional days in total
Team Leader (1 person)	12
Senior Consultants (2 persons)	20
Junior Consultants (4 persons)	30
Administrative Consultant (1 person)	5

V. Application

17. The GCF now invites eligible firms (“firms”) to indicate their interest in providing the services. Interested firms must provide information indicating that they are qualified to perform the services (profiles, description of similar assignments, experience in similar conditions, availability of appropriate skills, etc.). Firms may associate to enhance their qualifications.

Academic qualifications of the team:

- 1) Lead Consultant / Team Leader: Masters’ degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies or other related disciplines with at least ten (10) years of work experience providing institutional assessment advisory services; OR a Bachelor’s degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies, or other related disciplines with at least twelve (12) years of work experience providing institutional assessment advisory services.
- 2) Senior Consultant: Masters’ degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies or other related disciplines with at least five (5) years of work experience providing institutional assessment advisory services; OR a Bachelor’s degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies, or other related disciplines with at least seven (7) years of work of experience providing institutional assessment advisory services.
- 3) Junior Consultant: Bachelor’s degree or Diploma in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies, or other related discipline with at least five (5) years of work experience in institutional assessments.
- 4) Administrative Consultant: Bachelor’s degree or Diploma in Business Administration or other related disciplines with at least five (5) years of work experience in administration or programme support services.



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

- At least five (5) years work experience in accreditation or similar types of processes for assessing institutional capabilities and competencies; organizational change and set-up, including on partnership models; job classification; and establishing work-flows;
- Knowledge of fiduciary, environmental and social, and gender standards (key team members' qualifications and certifications; overall team competence); and
- Excellent writing and reporting skills in English.

18. Please indicate your earliest availability to take up assignment. The consultancy is expected to begin from in December 2017, with the review and report on the review results expected to be finalized by May 2018, including interim deadlines for draft report(s).

II. Appendix I: List of materials to be referenced by the independent firm

1. Relevant Board Decisions:

- a. “Business Model Framework: Access Modalities – Accreditation “(decision B.05/08)
 - b. “Guiding framework and procedures for accrediting national, regional and international implementing entities and intermediaries, including the Fund’s fiduciary principles and standards and environmental and social safeguards” (decision B.07/02)
 - c. “Guidelines for the operationalization of the fit-for-purpose accreditation approach” (decision B.08/02)
 - d. “Gender policy and action plan” (decision B.09/11)
 - e. “Assessment, including gap analysis, of institutions accredited by other relevant funds” (decision B.08/03)
 - f. “Identification of relevant potential international private sector best-practice fiduciary principles and standards and environmental and social safeguards” (decision B.08/05)
 - g. “Application documents for submissions of applications for accreditation” (decision B.08/06)
 - h. “Comprehensive information disclosure policy of the Fund” (decision B.12/35);
 - i. “Consideration of accreditation proposals” (decisions B.09/07, B.10/06, B.12/30, B.14/09, B.14/10, B.14/11, B.15/09, B.17/13 and B.18/05)
 - j. “Accreditation master agreements” (decision B.12/31), including the “Interim policy on prohibited practices” contained in Exhibit A of the template
 - k. “Investment framework” (decision B.07/06)
 - l. “Initial results management framework of the Fund” (decisions B.07/04 and B.08/07)
 - m. “Use of other financial instruments” (decision B.08/12)
 - n. “GCF risk management framework” (decision B.17/11)
 - o. “Policies related to prohibited practices, anti-money laundering and countering the financing of terrorism”, including the “Anti-Money Laundering and Countering the Financing of Terrorism Policy” (decision B.18/10)
 - p. “Interim policy on fees for accredited entities” (annex II to decision B.11/10)
 - q. “Initial monitoring and accountability framework for accredited entities” (decision B.11/10)
 - r. “Strategic plan for the Green Climate Fund” (decision B.12/20)
 - s. “Strategy on accreditation” (decisions B.13/19 and B.14/08)
2. Board meeting reports regarding accreditation matters
 3. Templates for OAS account requests, nominations by National Designated Authorities or focal points, applications, Stage I and Stage II (Step 1) Checklists, recommendations for accreditation
 4. Sample applications and Stage I and Stage II (Step 1) review assessments for Accredited Entities and applicants
 5. Sample internal memoranda regarding the progression of applicants from Stage I to Stage II (Step 1)
 6. Accreditation recommendation for Board consideration
 7. Information on the accreditation process regarding cost, time and resources, including:
 - a. Fees for accreditation applications
 - b. Costs, including for those associated with the Secretariat and Accreditation Panel’s reviews of applications



8. Information on the legal arrangements with Accredited Entities, particularly the Accreditation Master Agreement (AMA) and Funded Activity Agreement(s) (FAA(s)), including on timing of key milestones including:
 - a. the start of negotiations
 - b. agreement on AMA text
 - c. signing of the AMA
 - d. closing conditions of effectiveness
 - e. effectiveness
9. Information on Accredited Entities, including on performance:
 - a. Mapping of coverage of Accredited Entity portfolio, including countries, sectors and results areas
 - b. Submission of concept notes and funding proposals following accreditation
 - c. Approval of funding proposals
 - d. Closing accreditation- and project-related conditions
 - e. Implementation of projects, including on disbursement
 - f. Monitoring and reporting
10. Consultations to be held with the Secretariat, Accreditation Panel, Accredited Entities, applicants, NDAs, the Board and Active Observers



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 TOR and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[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

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

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

[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 TOR 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.]



**GREEN
CLIMATE
FUND**

Form TECH-5: Team Composition and Task Assignments

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



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

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: _____



<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
---	---

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

[Signature of staff member or authorized representative of the staff] Date: _____
Day/Month/Year

Full name of authorized representative: _____



	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input				
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2																		
3																		
n																		
												Subtotal						
Local																		
1		[Home]																
		[Field]																
2																		
n																		
												Subtotal						
												Total						

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input



N°	Activity ¹	Weeks ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
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 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

[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 figures¹]. 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 below²:

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: _____

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 paid by us to agents relating to this Proposal and Contract execution.”

Form FIN-2: Summary of Costs

Item	Costs
	Indicate Currency with
Total Costs of Financial Proposal ¹	

Break down of Fees and expenses

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

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

Form FIN-3: Breakdown of Remuneration¹ (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	Position ³	Staff-daily Rate
Foreign Staff		
		[Home]
		[Field]
Local Staff		

- 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, with evaluation of the technical proposal being 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;
- Demonstration of the firm's deep understanding of the GCF, mandate and business model;
- Track record on institutional audits, designing functional systems and organizational structure of international entities.

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 below.

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;
- Demonstration of the firm's deep understanding of the GCF, mandate and business model;
- Track record on institutional audits, designing functional systems and organizational structure of international entities.

Qualifications of the Consulting Firm

Academic qualifications of the team:

- 1) Lead Consultant / Team Leader: Masters' degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies or other related disciplines with at least ten (10) years of work experience providing institutional assessment advisory services; OR a Bachelor's degree in Environmental Management; Business Administration; Finance;



- Environmental, Social and Gender Studies, or other related disciplines with at least twelve (12) years of work experience providing institutional assessment advisory services.
- 2) Senior Consultant: Masters’ degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies or other related disciplines with at least five (5) years of work experience providing institutional assessment advisory services; OR a Bachelor’s degree in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies, or other related disciplines with at least seven (7) years of work of experience providing institutional assessment advisory services.
 - 3) Junior Consultant: Bachelor’s degree or Diploma in Environmental Management; Business Administration; Finance; Environmental, Social and Gender Studies, or other related discipline with at least five (5) years of work experience in institutional assessments.

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

- At least five (5) years work experience in accreditation or similar types of processes for assessing institutional capabilities and competencies; organizational change and set-up, including on partnership models; job classification; and establishing work-flows;
- Knowledge of fiduciary, environmental and social, and gender standards (key team members’ qualifications and certifications; overall team competence); and
- Excellent writing and reporting skills in English.

Evaluation Criteria

	The firm’s expertise	Sub-score	Score
1	Expertise of Firm / Organization		30
1.1	Proven work experience in developing organizational capacity building and developing methodologies	10	
1.2	Proven experience in working with financial institutions	10	
1.3	Demonstrated knowledge about the skill-set required to manage an institution involved in climate change and international development assistance	10	
2	Technical approach and methodology		30
2.1	Have the important aspects of the task been addressed in sufficient detail?	10	
2.2	Is the scope of task well defined and does it correspond to the TORs?	10	
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	10	
3	Personnel		40
3.1	Lead Expert/ Team Leader		
3.1.1	Strategic level experience	10	
3.1.2	Educational background and professional experience	10	
3.2	Project team		
3.2.1	Professional expertise in area of fiduciary, environmental and social and gender standards	10	
3.2.2	Familiarity with accreditation or similar processes	10	
	Total		100

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.

Annex 4

Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

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	NO ()

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. 2017/C/024 dated 06 Decembr, 2017, 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 29 December, 2017, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 29 December 2017, 17:30 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

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.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	05 December, 2017
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	19 December, 2017
3	Last date for requests for clarification of the RFP	Tenderer	20 December, 2017
4	Last date to reply to questions received/ Last date for amendment	GCF	22 December, 2017
5	Date by which proposal must be received in Korea by GCF	Tenderer	28 December, 2017; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	28 December, 2017
7	Notice of successful provider	GCF	10 January, 2018
8	Contract signing	GCF/Tenderer	17 January, 2018
9	Work start	Tenderer	As specified in the contract.

* 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 Annexes 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.

Template – September 2016/V.01

Contract No. _____

**Consulting Service Contract
for**

[nature of services]

by and between

Green Climate Fund, 12th floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon,
22004 Republic of Korea

and

[CONTRACTOR, address]

referred to hereafter individually as a Party and collectively as the Parties

Page 1 of 3