



**GREEN  
CLIMATE  
FUND**

## **REQUEST FOR EXPRESSION OF INTEREST FOR THE PROVISION OF LEARNING AND TRAINING SERVICES**

**Country:** Republic of Korea  
**Consulting Services:** Provision of Learning and Training Services  
**Closing Date:** 7 September 2017

Expression of Interest: EOI 2017/C/004

### **1.0 Introduction**

The Green Climate Fund (the “GCF”) was established in December 2010 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 GCF 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 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. The GCF’s headquarters (the Secretariat) are located in Songdo, Incheon City, Republic of Korea.

As a new organization, the Green Climate Fund has many learning and training requirements. For example, as new staff are recruited for the organization they need to be inducted into the workforce; individuals may have training needs to help them be competent in their role; all staff are interested in developing their professional skills and develop their careers; managers need support with their leadership roles; new teams at all levels require support to help them to work together cohesively; and the organization as whole needs support to tackle issues such as developing the GCF working culture and change management.

To achieve this, the Fund is seeking to appoint a number of learning and training service providers with relevant experience and a proven record in providing learning activities and trainings in the required areas. Firms are requested to give the Fund options to find the most suitable provider for the planned initiatives.

### **2.0 Objectives and Scope of the Assignment**

Firms are invited to apply if they have experience of successfully implementing some or all of the following learning and training initiatives:

- Facilitation of meetings and other initiatives e.g. retreats
- Leadership programmes for all levels of management
- Organizational culture development and change

- Performance management and development
- Competency training
- Individual coaching
- Organisation-wide training events e.g. prevention of harassment, ethics, respect for diversity
- Training needs analysis
- Team building and other team interventions
- Career counselling
- Supporting professional development

This list is not exhaustive and other topics may be required.

### **3.0 Duration of Assignment**

Approximately Two years under a Long Term Agreement (LTA) arrangement

### **4.0 Request for Expression of Interest**

The GCF now invites eligible Firms to indicate their interest in providing the services. Interested Firms must provide detailed information indicating that they are qualified to perform the services (description of similar assignments, experience in similar conditions, evidence and familiarity with international organizations, Managerial and Technical capability, etc.). The Expressions of interest should have comments on how this initiative can be taken further, team composition, and expected inputs from the GCF for execution of the assignment.

### **5.0 Qualifications of Firms**

Firms must have a proven record of experience (at least 5 years) in conducting learning events and trainings and should have significant experience in delivering the learning/trainings events specifically in the aforementioned areas. The proposed team members should have at least a Master's Degree in related fields and a minimum of 5 years professional experience.

### **6.0 Selection of Firms**

A Firm will be selected in accordance with the procedures set out in GCF Administrative Procurement Guidelines. Information regarding these guidelines can be found at [http://www.gcfund.org/fileadmin/00\\_customer/documents/MOB201410-8th/GCF B.08 31 GCF Procurement Guidelines fin 20141005.pdf](http://www.gcfund.org/fileadmin/00_customer/documents/MOB201410-8th/GCF_B.08_31_GCF_Procurement_Guidelines_fin_20141005.pdf)<sup>1</sup>

Expression of Interest clearly marked “**Expression of Interest for the Provision of Learning and Training Services**” can be submitted at the address below on or before **17:00 hours local time on 25<sup>th</sup> September 2017**.

#### **Green Climate Fund**

11th Floor, G-Tower, 175, Art Center-daero  
Yeonsu-gu, Incheon 406-840  
Republic of Korea

---

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

Attention: Procurement Specialist

Or through email using the following address; [procurement@gcfund.org](mailto:procurement@gcfund.org)