



Request For Quotation (RFQ) **for the Procurement of an Independent External Evaluation Firm**

RFQ NO. GCF/RFQ/2015/013

Date: 16 November, 2015

GCF is accepting quotations from firms for the procurement of an Independent External Evaluation Firm. All interested parties must complete and return Annex B along with the proposal to the following:

Reference GCF/RFQ/2015/013

Green Climate Fund
Attn: Procurement Specialist
175, Art Center-daero, Yeonsu-gu, Incheon 22004
REPUBLIC OF KOREA

Tel.: +82 (0) 32-458-6070
E-mail: procurement@gcfund.org



1 RFQ Details

- 1.1. The purpose of this RFQ is to select a suitable vendor to assist and facilitate the performance review of the Executive Director of the Green Climate Fund (GCF) in reference to the Terms of Reference (TOR) attached in Annex A.

2 Currency

- 2.1. All prices shall be quoted in United States dollars (USD).

3 Evaluation

- 3.1. GCF evaluates quotations based on the lowest priced and technically compliant quotation received. Evaluation criteria attached in Annex C.

4 Award Criteria

- 4.1. GCF shall award the Contract to the Bidder whose bid has been determined to be lowest priced and technically compliant quotation.

5 Signing of the Contract

- 5.1. GCF shall send the successful Bidder(s) an engagement letter, which constitutes the Notification of Award. The successful Bidder(s) shall sign and date the engagement letter, and return it to GCF within 5 days of the receipt.

6 Quotations Due

- 6.1. Bidders are responsible for the timely return of their quotation. All quotations must be received by the deadline and to the e-mail address below:

Date: 7 December 2015
Time: 12:00 Korean Standard Time (KST)
E-mail: procurement@gcfund.org

- 6.2. Quotations submitted shall be binding and valid for a period of sixty (60) days from the due date stated herein. Any prices accepted during this period will be considered firm/fixed for the resulting services.

7 Clarifications

- 7.1. Firms with questions or requests for clarification are encouraged to send questions by e-mail to the address above promptly to allow time for the provision of a written response.

8 Quotation Form (Annex B)

- 8.1. The attached Quotation Form must be completed and signed. Firms shall return the completed and signed Quotation Form with their quotation



Annex A (TOR for the Independent External Evaluation Firm)

1 Introduction

- 1.1. Paragraph 3 of the Governing Instrument establishes the Fund as “a continuously learning institution, guided by processes for monitoring and evaluation”. This principle is applicable to all aspects of the Fund’s operations, including its projects and programmes, as well as the functioning of its Secretariat.
- 1.2. Green Climate Fund endeavours to nurture and develop talent in order to promote the most effective use of their expertise; to determine the quality of their service; to recognize their achievements; and to identify their training and development needs.
- 1.3. The Board notes the importance of providing feedback and evaluating performance, in order to facilitate learning and continuous improvement in the day-to-day operations of the Secretariat. Paragraph 20 of the Governing Instrument provides that “The Secretariat will be headed by an Executive Director with the necessary experience and skills, who will be appointed by and be accountable to the Board”.
- 1.4. The Board proposes to conduct a 360 degrees leadership assessment exercise of the Executive Director (Assessee) of GCF Secretariat. This would help the Assessee to gain insights on how s/he is perceived by other staff and stakeholders and have an opportunity to adjust behaviours and develop skills that will enable them to excel at their role
- 1.5. This RFP seeks to identify an independent external evaluation firm that will assist the Executive Director Performance Review Committee (ED Performance Review Committee) undertaking the tasks described below.

2. Objective of the assignment

- 2.1. The objective of this assignment is to assist and facilitate the performance review of the Assessee as per the “Proposed guiding principles and methodology for the performance review of the Executive Director of the Independent Secretariat of the Green Climate Fund” (Annex II to decision B.11/06).

3. Scope and focus of the assignment

- 3.1. The independent external evaluation firm would design/offer a powerful leadership development tool to conduct a 360 degree leadership assessment exercise in which the Assessee would be able to reflect through self-evaluation and receive anonymous feedback from the people who s/he works closely with as per the “Proposed guiding principles and methodology for the performance review of the Executive Director of the Independent Secretariat of the Green Climate Fund” (Annex II to decision B.11/06).
- 3.2. In general, the tool will include, but may not be limited to the following features:
 - (a) Designed to collect objective feedback from of:
 - (i) All individual staff members including direct reports;
 - (ii) All Members of the Board and Alternate Board Members, including advisers; and
 - (iii) A representative sample of representatives of stakeholder groups including GCF contributors, recipients; the Interim Trustee; relevant bodies under the United Framework Convention on Climate Change, cooperating bilateral and multilateral institutions and agencies; and the Government of the host country; active observers;
 - (b) Internet-based administration and data collection;
 - (c) Capacity to administer to any number of respondents mentioned in paragraph 8, (a);
 - (d) Utmost Confidentiality;
 - (e) Detailed report and analysis with ratings, verbatim comments and graphs indicating strengths and areas for development; and
 - (f) Based on research conducted on the performance review processes of top-level executives in comparable institutions.



- 3.3. The consulting firm would follow the following process:
- (a) Understand the organisation’s mission and the mandate and role of the Assessee;
 - (b) Identify dimensions/behaviours to be measured with respect to the terms of reference of the Assessee adopted by the Board in decision B.01-2013/07 (Annex XVI to the decision) and the “Proposed guiding principles and methodology for the performance review of the Executive Director of the Independent Secretariat of the Green Climate Fund”, adopted by decision B.11/06 (Annex II) ;
 - (c) Draft and finalize questionnaire for the 360 degrees leadership assessment exercise based on consultation with the ED Performance Review Committee; and
 - (d) Facilitate the steps outlined in paragraph 3 of the “Proposed guiding principles and methodology for the performance review of the Executive Director of the Independent Secretariat of the Green Climate Fund”, adopted by decision B.11/06 (Annex II);
 - (e) Present detailed report to the ED Performance Review Committee and to the Assessee; and
 - (f) Work closely with the ED Performance Review Committee in each stage of the assignment.

4. Duration of the consultancy

- 4.1. The consultancy is expected to take up to a maximum of six (6) weeks starting from the date of signature of contract by both parties, subject to adjustments as required and mutually agreed upon.



Annex B (RFQ - Quotation Form)

The Quotation Form must be completed, signed and returned to GCF. Quotations must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Quotation No. GCF/RFQ/2015/013 set out in the attached document, hereby offers to supply the goods specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, _____ (Name of Signing Official) _____, certify that I am _____ (Position) _____ of _____ (Legal Name of Company) _____; that by signing this RFQ bid for and on behalf of _____ (Legal Name of Company) _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

(Signature) (Name) (Title)

(Date)

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____ Title: _____

Mailing Address (Street/City/Province/Country): _____

Tel. No: _____ Fax No: _____

E-mail Address: _____

Offer valid until: _____ (Date) _____ (Must be at least thirty (60) days)

Currency of offer: (State Currency)

Payment terms 30 days - after presentation of the bill - accepted:



Annex C (Evaluation Criteria)

A reviewing committee will be established to evaluate each proposal.

	Criteria	Subscore	Score
1	Understanding of assignment		20
2	Technology by which they will obtain feedback		20
3	Personnel		10
4	Expertise in carrying out similar assignments		20
5	Cost		30
	Total		100