



Date: 17 July 2015
Reference: RFP 2015/107

Request for proposals (RFP 2015/107)

For the Provision of Recruitment and Placement Services for the Heads of the Independent Units

1. Background

1.1 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.

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. The GCF's headquarters are located in Songdo, Incheon City, Republic of Korea.

1.3 The Governing Instrument of the GCF requires the establishment of three accountability units, namely Evaluation Unit, Integrity Unit, and Redress Mechanism. The Appointment Committee established by the Board will oversee the recruitment process for the Heads of the accountability units of the GCF and wishes to engage a recruitment firm to provide advisory and administrative support. This RFP seeks to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this RFP.

2. Invitation

2.1 Through this request for proposals ("RFP"), the GCF is seeking to employ a qualified recruitment firm to provide recruitment services in selecting the Heads of the three accountability units. Proposals must be submitted to the Secretariat not later than 17 August 2015 at 3.00 pm Korean time.

2.2 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm's Financial Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter



Annex 6

Timeline

2.3 Please note that this document is an RFP and not an invitation to bid. 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 60 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 to the guideline can be found at http://www.gcfund.org/fileadmin/00_customer/documents/MOB201410-8th/GCF_B.08_31_GCF_Procurement_Guidelines_fin_20141005.pdf

2.9 The Guidelines apply for the interpretation of this procurement process.

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 email address indicated in the RFP 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

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



identifying the source of inquiry) will be sent to all prospective proposers that have received the solicitation documents.

3.2 If the RFP has been advertised publicly, the results of any clarification exercise (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website.

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. For open competitions, all amendments will also be posted on the GCF website in the opportunities section, procurement.

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 in hard copy. Technical and financial proposals must be submitted simultaneously but 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.

6.2 Proposals must be sent ONLY to the address detailed below. Proposals sent to other addresses or to individuals will put offerors' proposals at risk of being rejected.

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.



Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies. Technical proposals (both original and copies) must be sealed in a specially marked envelope/package labelled:

RFP No (RFP/2015/107) – For the Provision of Recruitment and Placement Services for the Heads of the Independent Units – TECHNICAL PROPOSAL- (name and address of proposer)

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

DO NOT OPEN– RFP No (RFP/2015/107) – For the Provision of Recruitment and Placement Services for the Heads of the Independent Units – FINANCIAL PROPOSAL- (name and address of proposer).

Proposers should 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.

Hard copies must be delivered to:

Green Climate Fund
G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

Attention: Procurement Specialist (procurement@gcfund.org)

All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by 17 August 2015, duly signed by an authorized representative, via facsimile, 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

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 Proposals will be opened on 17 August 2015 at 3.00pm Korea time in the room designated for this purpose at the premises of the Secretariat. 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

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.

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.

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

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

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

A. Introduction

1. The Appointment Committee established by the Board will oversee the recruitment process for the heads of three accountability units:
 - (a) The Independent Evaluation Unit;
 - (b) The Independent Integrity Unit; and
 - (c) The Independent Redress Mechanism.
2. It will engage a recruitment firm to provide advisory and administrative support. It is expected that the recruitment process will be completed no later than the twelfth meeting of the Board.
3. The Secretariat will provide the Committee with logistical and administrative support.
4. These terms of reference (TOR) seek to identify a recruitment firm that will assist the recruitment process by undertaking the tasks described in this TOR. The authority to decide on the selection of a recruitment firm rests with the Board.

B. Objective of the assignment

5. The objective of the assignment is to ensure an open, transparent and non-biased recruitment process of the heads of the accountability units, by providing longlists, shortlists and final interview lists of qualified applicants to the Appointment Committee.

C. Scope and focus of the assignment

6. The successful recruitment firm will be responsible for the screening process (longlisting and shortlisting), and for supporting the Appointment Committee in final listing. The Secretariat will maintain oversight over the outsourced recruitment services in order to ensure compliance with the Green Climate Fund's (the Fund's) recruitment policies and procedures.
 - (a) **Job categories to be covered: Head of the following accountability units:**
 - (i) The Independent Evaluation Unit;
 - (ii) The Independent Integrity Unit; and
 - (iii) The Independent Redress Mechanism.
 - (b) **Activities to be undertaken by the firm under the direction of the Appointment Committee:**
 1. Phase I - Attracting and communicating with candidates



- (i) Review the job descriptions of the positions and ensure that the selection criteria are properly formulated;
 - (ii) Assist in developing and advertising the vacancy notices for the positions in appropriate media;
 - (iii) Receive and keep record of all applications;
 - (iv) Act as the contact point for those seeking information and/or proposing candidates;
 - (v) Communicate, where appropriate, with the applicants; and
 - (vi) Proactively approach/contact professionals that could be a good fit in order to seek their interest in applying for the positions or refer the recruitment firm to other potential candidates.
2. Phase II - Supporting the work of the Appointment Committee
- **Establishment of the longlist of candidates (20-25) for each position**
 - (i) Develop a role specification for each position, based on the terms of reference of the Heads of the Independent Evaluation Unit, the Independent Integrity Unit and the Independent Redress Mechanism of the Fund, with guidance from the Appointment Committee;
 - (ii) Review all applications received; and
 - (iii) Present to the Appointment Committee for its approval a longlist of 20-25 candidates for each position as well as appropriate background information (that can be gathered without contacting the potential candidates).
 - **Establishment of the shortlist of candidates (approximately 6-10) for each position**
 - (i) Interview all individuals on the shortlist of 6-10 candidates for each position, supplemented by information gathering via telephone, videoconference or in person (where appropriate) and by other means;
 - (ii) Conduct appropriate reference checks and further screening of all shortlisted candidates, and present the Appointment Committee with verbal and written comments; and
 - (iii) Assist the Appointment Committee in establishing a final interview list of candidates (approximately 5) that will be evaluated further.
 - **Establishment of the final interview list of candidates (approximately 5) for each position**
 - (i) Facilitate the interviews of the final interviewees (5), including drafting probing interview and scoring templates for the Appointment Committee; and



- (ii) Prepare a report on the minutes of the interviews conducted for consideration by the Appointment Committee in its deliberations.

- **Establishment of the final list of candidates (2 only) for each position**

- (i) Assist the Appointment Committee in establishing the final list of two candidates in order of preference for each position; and
- (ii) Assist the Appointment Committee in preparing a detailed final report to be presented to the Board for decision.

D. Outputs

7. To **provide**, as a result of the above:
 - (a) A longlist of 20-25 candidates for each position;
 - (b) A shortlist of candidates for each position;
 - (c) A final interview list of candidates for each position;
 - (d) Support to the Committee to produce a final list of two candidates for each position;
 - (e) Complete data and brief comments on the longlist of 20-25 candidates for each position;
 - (f) A report on the minutes of the interviews conducted by the recruitment firm for establishing the final interview list of candidates for each position;
 - (g) Drafting of probing interview questions and scoring templates for the Appointment Committee and preparing a short report on the interviews of the final list of candidates; and
 - (h) Preparing a detailed final report, in collaboration with the Appointment Committee, on the final list of candidates and the recruitment process.

E. Monitoring and progress controls, including reporting requirements

8. The recruitment firm shall work closely with the Fund's Human Resources (HR) team. The Appointment Committee, through HR, will provide overall supervision for the assignment.

F. Duration of the consultancy

9. This consultancy is expected to take up to a maximum of six months starting from the date of signature of the contract by both parties, subject to adjustments as required.
10. Negotiation is up to signature of the contract by selected candidates. There will be a performance payment linked to successful appointments by the Board. If a candidate resigns or is let go within one year of taking up his or her role, the recruitment firm will have to find a replacement without charge.



Annex 2

Requirements for Firms' Financial Proposals

The Proposer is required to prepare the Financial Proposal in an envelope separately sealed from the Technical Proposal and included inside the outer envelope containing the RFP.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category. Including fees and cost-reimbursable expenses.

Any estimates for cost-reimbursable items, such as travel and out-of-pocket expenses, should be listed separately.



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 for submissions that 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
3. The Technical Proposal shall include information to demonstrate the current soundness of the firm's financial position of the submitting organization:
 - Organizational: a brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications and certificates, etc.
 - Statement of Satisfactory Performance of similar services from the firm's Top 3 (three) Clients in terms of Contract Value the past 2 (two) years.
 - Environmental responsibility in place. To show this a copy of environmental policy will be attached to the proposal.

C. Evaluation of Technical Proposal

4. A reviewing committee shall be established to evaluate each technical proposal. The committee will comprise of evaluation and technical specialists. 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 listed below.
 - 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).



Academic qualifications of the team:

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; 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.

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; 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.

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 (key team members’ qualifications and certifications; overall team competence).

	Criteria	Subscore	Score
1	Expertise of Firm / Organization submitting Proposal		20
1.1	Proven track record of successfully searching for a similar level of position		
1.2	Proven experience in working with international public and private and multilateral organizations.		
1.3	Demonstrated knowledge about the skill-set required to manage an institution involved in environmentally sustainable development and international development assistance		
2	Proposed Work Plan and Approach		40
2.1	To what degree does the proposer understand the task?		
2.2	Have the important aspects of the task been addressed in sufficient detail?		
2.3	Is the scope of task well defined and does it correspond to the TOR?		
2.4	Is the presentation clear and is the sequence of		



	activities and the planning logical, realistic and promise efficient implementation of the project?		
3	Personnel		40
3.1	Lead Consultant / Team Leader		
	Suitability for the Project		
	Professional qualifications as specified in the TOR		
	At least 10 years' experience		
	Professional Experience in the area of specialization		
3.2	Senior Consultant		
	Suitability for the Project		
	Professional qualifications as specified in the TOR		
	At least 5 years' experience		
	Professional Experience in the area of specialization		
3.3	Junior Consultant		
	Suitability for the Project		
	Professional qualifications as specified in the TOR		
	At least 5 years' experience		
	Professional Experience in the area of specialization		
	Total		100

12.1 Technical proposals that scored 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

5. The financial proposal of all offerors, which have attained the minimum score in the technical evaluation, will be evaluated subsequently.

12.2 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 (S_t) and financial (S_f) 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:

$$S = S_t \times T\% + S_f \times P\%.$$

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 which 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

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	
Type of organization	Public enterprise <input type="checkbox"/> Private company <input type="checkbox"/> Organization sponsored (assisted by Government) <input type="checkbox"/> Other (please specify): <input type="checkbox"/>
Type of Business	Manufacturer <input type="checkbox"/> Retailer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (please specify): <input type="checkbox"/>
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	



Conflict of interest

<i>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</i>
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. 2015/107 dated 17 July 2015, 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 **17 August 2015**, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 17 August 2015: 15:00.

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

1. 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	Posting of RFP	GCF	17 July 2015; 15.00
3	Last date for requests for clarification of the RFP	Tenderer	13 August 2015;
4	Last date to reply to questions received/ Last date for amendment	GCF	14 August 2015
5	Last date for submission of proposal	Tenderer	17 August 2015; 15.00
6	Notice of successful provider	GCF	30 September 2015
7	Contract signing	GCF/Tenderer	5 October 2015
8	Work start	Tenderer	As specified in the contract.

* KST: Korean Standard Time (Seoul Time)