



CLARIFICATION NO. 1

**REQUEST FOR PROPOSAL - PROVISION OF RECRUITMENT AND SELECTION
SERVICES FOR THE GREEN CLIMATE FUND**

The GCF is hereby communicating to all potential Proposers answers to the requests for clarifications received.

| Clarification requested | GCF Response |
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| 2.8 (page 2) - the link to the GCF Administrative Procurement Guidelines is broken. Please could you supply the correct link or a copy of the relevant information? | http://www.greenclimate.fund/documents/20182/24891/Administrative_Guidelines.pdf/b767d68e-f8b7-46d1-a18cb6541f3dc010?version=1.0 |
| Annex 1, Scope and Tasks (page 7) - please could you clarify what is meant by "roster search": whose roster(s) are you referring to? | The roster or database of the recruitment firm |
| Annex 1, Scope and Tasks (page 7) - please could you clarify what is meant by "professional testing"? Which types of test do you envisage being covered by this term? | Testing carried out by professionals who are qualified to administer such tests. For example psychometric testing and skills testing. |
| Annex 3, B3, 'Organizational' section (page 11) - please could you clarify whether you are referring to the qualifications of the individual staff members involved in the assignment, and whether the certificates that need to be included are their academic certificates? If you intend other types of qualification and / or certificate, please could you specify? | This does refer to the qualifications of the recruitment firm staff who would be working on this assignment. Academic and any other relevant certificates or diplomas would be of value. |
| Annex 3, B3, 'Academic qualifications of the team' section (page 12) - please could you clarify the types of "IT-related / systems" qualification and certification you require, and whether these must be held by the Consultants, or whether they can be held by other supporting members of the team? If this requirement also includes other qualifications and certifications, please clarify | This relates to the skills needed to use IT systems to search for candidates e.g. on LinkedIn or other databases, and to be able to present information in a high quality format. Certifications could include advanced user status on Microsoft Office and they could be held by supporting members of the team. |

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