

**GREEN
CLIMATE
FUND**

2 June 2016

Reference: GCF/RFP/2016/010

CLARIFICATION NO. 1

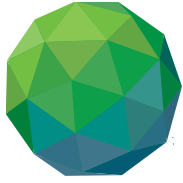
**REQUEST FOR PROPOSAL - PROVISION OF HUMAN RESOURCE MANAGEMENT
SYSTEM (HRMS) SYSTEM FOR THE GREEN CLIMATE FUND**

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

Clarification requested	GCF Response
I have been working with your tender document and was not sure where I shall enter the responses to the functional requirements.	These shall be part of your proposal and which should clearly indicate what aspects you are addressing in line with the requirements
Reference your RFP 2016/010 related to the mentioned subject, your attached advertisement on UNDB mentions the closing date for submitting the proposal as June 13, 2016. However, the attached RFP which we downloaded from www.greenclimate.fund mentions the closing date as June 9, 2016. Could you please confirm the correct closing date of the proposal.	9 June 2016
Interfacing with essential applications and external data sources: Please provide details of the Applications along with details of Databases which need to be integrated with HRMS	Integration with: <ul style="list-style-type: none">• GCF web site (for vacancy posts and similar) - built on Life Ray CMS;• Active Directory (Azure Cloud) – for single sign-on• MS Exchange / Office 365 Exchange for the email notifications to the users and online applicants .• FACT accountancy software (not critical for integration as it may be replaced in the near future).

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	As we are at the early stage, no other integrations can be foreseen at the moment.
Planning and executing data conversion and migration including archiving of past data: How many years of past data need to be migrated What is the format of the available data (Example: Excel)	2 years of data, kept mainly in MS Excel spreadsheets. Not all data are in electronic format, yet.
Does GCF have any specific timelines for the implementation	Recruitment module should be implemented in shortest possible time. Other modules within 2-3 months.
What is the current Strength of the Employees	150 (includes staff, consultants and interns)