

Reference: GCF/RFP/2018/C/001

ADDENDUM NO. 2

Request for Proposals for Consultancy Services for the Development of Baselines of GHG Emissions and Climate Resilience of Accredited Entities' Portfolio of Activities

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their Proposal.

1.0 Responses to requests for Clarification

No	Clarification requested	Response
1.1	<p>As per section of the ToR (see page 9), it is mentioned that “the Team Leader or his/her designated team member of the chosen consulting firm will report to the Chair of the Accreditation Panel and will be required to inform in a timely and appropriate way as well as consult as necessary the Chair of the Accreditation Panel”</p> <p>This activity is not reflected in the proposed breakdown in section 4.1 of the ToR (see page 8)</p> <p>Could you kindly indicate an estimate of man-days envisaged for this reporting to the Chair of the Accreditation Panel?</p>	<p>The Accreditation Panel visualizes two primary roles for the Team Leader (i) as the Focal Point between the consulting firm and the GCF (both with the Accreditation Panel & the Secretariat) and (ii) as the Project Manager.</p> <p>This activity is not reflected in the TR because the level of effort for the designated team member of the chosen consulting firm would be for the firm’s coordinated interaction with the GCF requiring any clarification during the exercise and subsequently for interaction and exchanges with the GCF for the planning of the workshop and during the review of the final report. This effort is not expected to be time consuming and is estimated to be no more than a couple of days (for example video conferences and email exchanges with the Accreditation Panel to provide updates, raise questions and clarify issues that may arise). Please note that any involvement by the team leader in the actual technical assessment parts of the exercise should be accounted for in other tasks in the TOR.</p>
1.2	<p>Also, could you kindly confirm if bidders can incorporate these estimated man-days on top of the proposed 50 man-days?</p>	<p>The GCF is undertaking a competitive bid for the procurement of the professional services required to undertake this project. The bidders must provide their own estimate of the person-days required to produce the required output in a cost-effective manner. GCF best estimate is 50 man-days. However, the firm should feel comfortable in providing its own estimate with appropriate justification, bearing in mind that the RFP is competitively bid and cost-effectiveness in terms of the available GCF resources too.</p>

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No	Clarification requested	Response
1.3	<p>On Page 25 of 31, it is stated that Technical Proposal should include “Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations” <u>Question:</u> Could it be clarified what “development funds” are being implied here and what is considered to be “vast experience”?</p>	<p>The term development funds should be understood to have a broad scope, including Funds created to provide financial resources to development initiatives, regional multilateral development Financial Institutions and global development Financial Institutions. The qualifier “relevant” is included to clarify that the funds and financial institutions should have a well-established portfolio of climate related funding.</p> <p>Vast experience is defined for the purpose of this RFP as a minimum of 10 years, preferably 15 years, experience working with the development funds (as defined in previous point) and at least 5 years experience managing projects undertaken with development funds.</p>
1.4	<p>On Page 25 of 31, it is stated that Technical Proposal should include “Track record on institutional audits, designing functional systems and organizational structure of international entities.”</p> <p><u>Question:</u> Could it be clarified which international entities are being implied here? and Why this experience is relevant to the current RFP?</p>	<p>The term international entities can be understood as analogous to development funds as defined in point 1 above.</p> <p>The emphasis in the requirement of “Track record on institutional audits, designing functional systems and organizational structure of international entities.” Should be placed on institutional audits, specifically on GHG emission audits; designing functional systems and organizational structure is relevant in order to evaluate capacity for designing a GHG baseline methodology that can be effectively implemented.</p>
1.5	<p><u>Question:</u> Would the proposals sent only by e-mail to procurement@gcfund.org (without hardcopies) be accepted for consideration?</p>	<p>Yes, As detailed in the RFP, Proposals can be sent via email only. Please follow the guidelines provided for submission of proposals via email (Section 6.8) and ensure that the financial proposals are password protected.</p>
1.6	<p>In our understanding, the references of missions done by each of the individual experts could appear in both Section B -Consultant’s experience , and Form TECH-6 -Curriculum Vitae (CV) for Proposed Professional Staff of the Proposal submission form. Could you please confirm?</p>	<p>Yes, in cases where the individual experts were involved in previous missions and are being proposed to be part of the team to undertake this assignment, the details could appear in both sections. However, the details under Consultant’s Experience should be summarized and only significant and relevant details should be provided, keeping in mind that this section should not be more than 20 pages.</p>

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No	Clarification requested	Response
1.7	On Page 25 of 31, it is stated that a proposer shall accept the GCF Model contract. <u>Question:</u> Would it be possible to receive a model contract for review?	The model contract template was uploaded and is available on the GCF website along with the RFP document. The link to the website is http://www.greenclimate.fund/who-we-are/procurement

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