



Date: 12 January, 2018
Reference: RFP 2018/C/001

Request for proposals (RFP 2018/C/ 001)

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

1. Background

- 1.1 The Green Climate Fund (Fund) was established 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 Fund 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. The Fund's headquarters are located in Songdo, Incheon City, Republic of Korea.
- 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.

2. Invitation

- 2.1 Through this request for proposals ("RFP"), the GCF is seeking to contract a qualified, reputable and experienced Firm to develop Baselines of GHG Emissions and Climate Resilience of Accredited Entities' Portfolio of Activities. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Sealed Proposals must be submitted to the Secretariat no later than **Monday February 5, 2018 at 5.00 pm** Korean time.
- 2.2 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm's Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract
- 2.3 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 90 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 the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

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 to the email address procurement@gcfund.org 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 identifying the source of inquiry) will be posted on the GCF website. They will also be sent to all prospective proposers that have received the solicitation documents.

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. The amendments will also be posted on the GCF website
- 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

¹ Annex 2 "Corporate Procurement Guidelines on the Use of Consultants"



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 and/or soft copy. Technical and financial proposals must be submitted simultaneously 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. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

6.2 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED.**

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.

6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP No RFP/2018/C/001 – Development of Baselines of GHG Emissions and Climate Resilience – TECHNICAL PROPOSAL- (name and address of proposer)

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

DO NOT OPEN– RFP No. RFP No RFP/2018/C/001 – Development of Baselines of GHG Emissions and Climate Resilience – FINANCIAL PROPOSAL (name and address of proposer).

6.6 Proposers are strongly recommended to 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.

6.7 Hard copies must be delivered to:

Green Climate Fund
11 Floor, G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon, 22004,
Republic of Korea

Attention: Procurement Specialist

Proposals can also be sent via email to the following email address:
procurement@gcfund.org

6.8 Where proposals are sent via email and in soft copy, two separate files (technical and financial proposals) should be sent.



The Technical files should be named as follows:

RFP No RFP/2018/C/001 – Development of Baselines of GHG Emissions and Climate Resilience – TECHNICAL PROPOSAL- (name and address of proposer)

The financial file should be named as follows:

DO NOT OPEN– RFP No. RFP No RFP/2018/C/001 – Development of Baselines of GHG Emissions and Climate Resilience – FINANCIAL PROPOSAL (name and address of proposer).

The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial proposal. Financial Proposals that are submitted without password protection shall be rejected for non-compliance.

- 6.9 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by the date indicated in Annex 6, duly signed by an authorized representative, via email, 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

- 7.1 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 Technical Proposals will be opened on the date indicated in Annex 6 in the room designated for this purpose at the premises of the Secretariat of the GCF. 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

- 9.1 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.
- 9.2 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.

- 10.1 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

- 11.1 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

- 12.1 Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

Annex1

TERMS OF REFERENCE

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

I. Background

1. In decision B.11/10, the GCF Board adopted the monitoring and accountability framework for accredited entities. Paragraph 35 of annex I to the decision states:

“In accordance with decision B.10/06, paragraph (j), to advance the goal of the GCF to promote the paradigm shift towards low-emission and climate-resilient development pathways in the context of sustainable development, the re-accreditation decision by the Board will take into account the Secretariat and Accreditation Panel’s assessment of the extent to which the accredited entity’s overall portfolio of activities beyond those funded by the GCF has evolved in this direction during the accreditation period.”

2. In decision B.14/08, paragraph (g), at the Board’s request the Accreditation Panel (“AP”) presented a report at the fifteenth meeting of the Board on progress made towards establishing a baseline for the whole portfolio of accredited entities (“AEs”) in accordance with decision B.12/30. The work required should assess and evaluate over time two related attributes of the overall portfolio of an AE and any other entity accredited in the future:
 - (a) The greenhouse gas (“GHG”) emissions directly associated with the assets on its balance sheet, not just those that have attracted GCF finance, on the one hand; and
 - (b) The resilience to the climate change that those assets are expected to be exposed to, on the other.
3. The assessment should aim to demonstrate the contribution of each accredited entity (AE) towards low-emission and climate-resilient development. The assessment should be done in such a way that the indicators could be aggregated across AEs.

II. Proposed Methodology

The Accreditation Panel proposes the following methodology:

2.1 Mitigation

4. An AE is expected to contribute to the mitigation of climate change by among other things reducing its carbon footprint over time related to the activities that it finances. All activities expected to result in GHG emissions, during both the period of investment in an asset as well as during operations of that asset should be included in the emissions calculations. In terms of emissions reduction, the calculations should be based on the methodologies currently regarded as the best industry practice for GHG accounting, including those of the GHG Protocol, the Clean Development Mechanism methodology, the Verified Carbon Standard, the Gold Standard, the EU Emissions Trading Scheme, and ISO 14064 (Parts 1 and 2). It is proposed the calculations are measured in metric tonnes of carbon dioxide equivalent, per year, per USD 1,000 of asset value.
5. There are a number of conceptual issues that would need to be resolved in such an approach. For example, the calculation might be carried out over alternative time periods, e.g., full life cycle, the investment and operating periods together or the investment period only. In turn, the calculation might be made in absolute terms or relative to the most likely alternative investment or another comparator, using an

appropriate counter-factual or a baseline. There are advantages and disadvantages to using these alternative methods, including in relation to the ease of calculation and the validity of the findings, which would need to be weighed up before reaching a final decision on which approach to adopt.

6. Instead of developing a specific measure of the GHG emissions related to an entity's investment portfolio - which could be time consuming, might require additional specialist skills to undertake, and possibly would produce debatable results - it might be preferable to focus on the climate characteristics of the portfolio in more general terms, such as the per cent of mitigation projects by value, given agreed definitions for a climate investment. Such an alternative would be easier to calculate, but arguably it does not provide the same degree of meaningfulness and robustness as a methodology based on GHG emissions estimates. The baseline exercise might be initiated with a classification approach, and GHG calculations might follow later once such an approach has been discussed, elaborated and tested.

2.2 Adaptation

7. The projects and programs of some AEs are expected to contribute to the adaptation to climate change that inevitably will occur by financing investments that contribute to the resilience of existing assets (e.g. higher sea defenses against storm surges and sea level rise) and/or that build in resilience to new assets (e.g. farming systems that incorporate water harvesting or drip irrigation technologies). Measuring portfolio performance in this respect does not lend itself to a quantitative, verifiable approach to the same degree as for mitigation.
8. For practical purposes, it is suggested that the following two considerations might be assessed at the time of accreditation and monitored over time to give an indication of AE performance in respect of adaptation:
 - (a) The first would focus on the process, and address the question whether and to what extent (depth and scope) the AE assesses vulnerability of its assets to climate change in terms of both design and operational practices; and
 - (b) The second would focus on the extent to which the AE invests in climate-resilient projects in their own right. The latter calculation might be limited to the incremental costs of incorporating adaptation considerations into the investment decision. In this case, a value of assets from such perspectives could be estimated from one period to another to give a quantifiable indicator of performance over time.

III. Objective

9. The overall objective of this exercise in accordance with the monitoring and accountability framework, is for the GCF to assess the extent to which an AE's overall portfolio of activities, including those funded by the GCF, has evolved in the respects above during the accreditation period (five-year period), to be taken into account by the GCF Secretariat and Accreditation Panel during re-accreditation.
10. This subject has been dealt with by the multilateral development banks among others as part of their harmonization process, which can be of much value to the exercise at hand. Other organizations have done work in this area, and this work should also be reviewed.
11. The preferred methodology should be assessed against, among other things, meaningfulness, understandability and ease of application, and in relation to the Mission and objectives of the GCF and the current and likely future portfolio of GCF AEs. Initially, it should probably be applied on an interim (one year) pilot testing basis.

IV. Requirements for the Consultant

4.1 Specific Tasks

12. The Accreditation Panel is seeking a Consulting Firm to carry out the following tasks, in stages:

Stage 1

- (a) Identify and evaluate alternative climate footprint and resilience (baseline) methodologies that might be applied by the GCF for the purposes described above, based on an informed documented review of current good practices (20 days);
- (b) Recommend with reasoned opinion a preferred methodology for adoption by the GCF based on one or a number of the evaluated alternatives, giving examples of a sample of mitigation and adaptation projects to illustrate how the methodology would be applied, and estimating the costs to the Accredited Entities of establishing and reporting on the baselines using the recommended methodology(ies) (5 days).

Stage 2

- (a) Help the GCF Secretariat prepare and organize a baseline workshop to be held at the GCF HQ in Songdo, South Korea, to discuss the findings and recommendations of Stage 1, and related matters, including implementation modalities, with participation of inter alia members of the GCF Board, the Accreditation Panel, Accredited Entities and the GCF Secretariat, and invited experts and interested third parties (e.g. from civil society) (5 days).
- (b) Make a presentation to the workshop related to the tasks undertaken during Stage 1, as well as prepare a workshop report detailing the proceedings, findings and conclusions of the said event (5 days).

Stage 3

- (a) Assist the GCF Secretariat with the preparation, monitoring and recording of an online targeted public consultation with the aim to solicit feedback from AEs and other relevant external stakeholders on the proposed methodology and related implementation modalities (5 Days).
- (b) Prepare a final report describing the preferred baseline methodology as well as a set of implementation modalities, bearing in mind the discussions and findings of the workshop along with the public consultation (5 Days).

4.2 Qualifications

13. The consulting firm's team should ideally comprise of three types of expertise: GHG Emission Expert, Climate Resiliency Expert and an expert on GHG Measurement, Reporting and Verification (MRV) system), all of whom should be a post graduate - with knowledge and expertise in one or a number of the fields including Climate Change, Engineering, Environment, Natural Resource Management, Environmental Economics and Energy - with the following collective competencies and experience of the proposed team gained in an international climate policy/finance environment:

The team that would be assigned to undertake the tasks should have the following minimum qualifications:

- i) Minimum 10 -15 years of relevant experience with at least 5 years in management of projects in the field of mitigation of and adaption to climate change, for example related to NAMAS, LEDS and CDM;
- ii) Sound theoretical and practical knowledge of both greenhouse gas accounting and alternative approaches to adaptation;
- iii) Demonstrated effective management skills, good coordination ability and team working spirit;
- iv) Good organizational skills, with strong experience in organizing and facilitating meetings, workshops and writing reports;



- v) Good oral and written communication skills in English;

The designated team leader should have strategic level and management experience.

4.3 Duration of the Consultancy

- 14. A maximum of 50 Working Days (with 5 days kept in reserve) over a period of 3-4 calendar months (see proposed breakdown in 4.1 above). This will include one visit to Songdo by the Team Leader and/or his/her designated team member(s) make a presentation to the workshop indicated in 2(b) above.

4.4 Deliverables

- 15. A draft report documenting in detail alternative methodologies for the GHG accounting for mitigation and incorporating climate resiliency for adaptation projects and a preferred option with examples of a sample of mitigation and adaptation projects to illustrate how the methodologies would be applied (Stage 1).
- 16. Reports on the Stakeholder Workshop and the Public Consultation (Stage 2 and Stage 3 (a)), respectively.
- 17. The Final Report (Stage 3 (b)).

4.4 Other Considerations

- 18. 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. The Secretariat will provide necessary administrative support to the Consultant, as well as lead in regard to the tasks described in Stage 2 (a) and Stage 3 (a) above.
- 19. The possibility exists that the consulting firm will be invited to assist in follow up work under a separate consultancy, if required, related to the implementation stage of the baseline exercise.



Annex 2

Requirements for Firms' Proposals Technical Proposal

The technical proposal will be submitted in a separately sealed envelope and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the TOR and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.6 of the RFP, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment .

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: __

Name of Firm: .

Address: _____



Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



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Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____

2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
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13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
[Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____



	Name of Staff	Staff input (in the form of a bar chart) ²												Total staff-month input					
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total		
Foreign																			
1		[Home]																	
		[Field]																	
2																			
3																			
n																			
												Subtotal							
Local																			
1		[Home]																	
		[Field]																	
2																			
n																			
												Subtotal							
												Total							

1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).

2 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input



N°	Activity ¹	Weeks ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
1														
2														
3														
4														
n														

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



Financial Proposal

The Proposer is required to prepare and submit the Financial Proposal in an envelope separately sealed from the Technical Proposal and included inside the outer envelope to contain both separately sealed proposals.

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1. Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately and capped.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 2.6 of this RFP.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address of Agents	Amount and Currency	Purpose of Commission or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.
 2 If applicable, replace this paragraph with: “No commissions or gratuities have been or are to paid by us to agents relating to this Proposal and Contract execution.”

Form FIN-2: Summary of Costs

Item	Costs
	Indicate Currency with
Total Costs of Financial Proposal ¹	

Break down of Fees and expenses

Description	Unit of measure (e.g. days, month, etc)	Total Period of Engagement	Unit cost / rate	Total Cost for the Period
I. Remuneration Costs				
Staff 1				
Staff 2				
.....				
II. Travel Costs				
III. Other Related Costs (Please specify)				

1 Indicate the total costs, net of local taxes, to be paid by the Client in each currency.

Form FIN-3: Breakdown of Remuneration¹ (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name	Position ³	Staff-daily Rate
Foreign Staff		
		[Home]
		[Field]
Local Staff		

- 1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 4 Indicate separately staff-month rate and currency for home and field work.

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 if the submissions 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
- Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation

3. The Technical Proposal shall include:

- A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations;
- Demonstration of the firm's deep understanding of the GCF, mandate and business model;
- Track record on institutional audits, designing functional systems and organizational structure of international entities.

C. Evaluation of Technical Proposal

4. A reviewing committee shall be established to evaluate each technical proposal. 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 below and as per scores in the table.

Qualifications of the Consulting Firm

- Proven track record of successfully performing similar assignments;
- Proven experience in working with international public, private and multilateral organizations.
- 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).

Qualifications of the team:

The consulting firm's team should ideally comprise of three types of expertise: GHG Emission Expert, Climate Resiliency Expert and an expert on GHG Measurement, Reporting and Verification (MRV system), all of whom should be a post graduate - with knowledge and expertise in one or a number of the fields including Climate Change, Engineering, Environment, Natural Resource Management, Environmental Economics and Energy - with the following collective competencies and experience of the proposed team gained in an international climate policy/finance environment:

The team that would be assigned to undertake the tasks should have the following minimum qualifications:



- vi) Minimum 10 -15 years of relevant experience with at least 5 years in management of projects in the field of mitigation of and adaption to climate change, for example related to NAMAS, LEDS and CDM;
- vii) Sound theoretical and practical knowledge of both greenhouse gas accounting and alternative approaches to adaptation;
- viii) Demonstrated effective management skills, good coordination ability and team working spirit;
- ix) Good organizational skills, with strong experience in organizing and facilitating meetings, workshops and writing reports;
- x) Good oral and written communication skills in English;

The designated team leader should have strategic level and management experience.

Evaluation Criteria

	The firm's expertise	Sub-score	Score
1	Expertise of Firm / Organization submitting Proposal		10
1.1	Demonstrated capability of key individuals with applicable skills to provide the requested services (Please review CVs of key staff that will be involved in this assignment)	10	
2	Technical approach and methodology		50
2.1	To what degree does the firm understand the task	10	
2.2	Is the methodology suggested for GHG emission and Climate Resiliency appropriate for the task	10	
2.3	Have the important aspects of the task been addressed in sufficient detail?	10	
2.4	Is the scope of task well defined and does it correspond to the TOR?	10	
2.5	Is the presentation of the proposal and the sequence of activities and the planning logical, realistic and promise efficient and cost-effective implementation of the task?	10	
	The firm's expertise	Sub-score	Score
3	Personnel		40
3.1	Lead Expert/ Team Leader		
3.1.1	Strategic level and management experience	5	
3.1.2	Educational background and professional experience	5	
3.2	Project team		
3.2.1	Professional expertise in area of specialization	20	
3.2.2	Familiarity with similar exercise	10	
	Total		100

Technical proposals that score 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.

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	
Registration Number	
Type of organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

Prior experience with international organizations

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3



Environmental Policy

Does your company have a written statement of its environmental policy?
YES () Please attach copy NO ()

Contract disputes

List any disputes your company has been involved in over the last three years

References

List suitable reference projects and contacts. What options would there be for a site visit to a reference project and/or the vendor's site?
1
2
3

Partners

If this is a part bid, list relevant recent experience of working with partners. Are there already formal or informal preferred partnership agreements in place?
1
2
3

Conflict of interest

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
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. 2018/C/001 dated 12 January, 2018, 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 5 February, 2018, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 6 February, 2018, 10.00 Hrs Korean Time.

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**

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	Issuance of RFP	GCF	12 January, 2018
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	26 January, 2018
3	Last date for requests for clarification of the RFP	Tenderer	26 January 2018
4	Last date to reply to questions received/ Last date for amendment	GCF	31 January, 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	5 February, 2018; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	6 February, 2018
7	Notice of successful provider	GCF	13 February, 2018
8	Contract signing	GCF/Tenderer	20 February, 2018
9	Work start	Tenderer	As specified in the contract.

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract

Bidders must provide in the technical proposal a statement that the Bidder has carefully reviewed the Model Contract and its Annexes and is in agreement with all its terms and conditions. The bidder should also provide missing details in the contract, such as the name and the contact details of a person to whom the notices should be sent and the name and position of a person who would sign a contract with the Commission on behalf of the bidder. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation.

Template – September 2016/V.01

Contract No. _____

**Consulting Service Contract
for**

[nature of services]

by and between

Green Climate Fund, 12th floor, G-Tower, 175 Art Center-daero, Yeonsu-gu, Incheon,
22004 Republic of Korea

and

[CONTRACTOR, address]

referred to hereafter individually as a Party and collectively as the Parties