

28th May,2018

Reference: GCF/RFP/2018/C/012

ADDENDUM NO. 1

Provision of consultancy services to support IEU's Learning Oriented Real-time Impact Assessment (LORTA) window using theory-based impact evaluation techniques.

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remains 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.

I. Responses to requests for Clarification

No	Clarification requested	Response
1	Will IEU/GCF select the priority projects for LORTA to explore during Stage 1 or will IEU and LORTA collaborate to select this initial shortlist? If the latter, how will LORTA inform which projects are selected?	The choice of priority projects for LORTA will be informed by several strategic criteria and guiding principles. The selection will be done in consultation with key stakeholders within the GCF including the evaluation team. Some of the selection criteria include the extent to which the project inform innovation or a GCF flagship program; requires substantial resources and/or will be scaled up; the extent to which a GCF funded activity is critical for the overall climate and development objectives; representativeness of portfolio; the extent to which there is capacity amongst program staff in the implementing agency.
2	Does GCF have a desired region and/or country mix for the LORTA portfolio of evaluations? Are there priority regions/countries?	There is no specific priority region, but we follow the above stated principles in selecting the projects. We, however, will also make sure that we have good mix of countries from all the regions.
3	Are the interventions that LORTA will evaluate already fully designed or will some projects still be refining intervention design during Stage 1? Will there be opportunities for GCF project teams and LORTA to collaborate on intervention design in order to do theory-based evaluation?	All projects that will be eligible for LORTA at this stage, are GCF board approved. Most of projects under consideration are not fully designed and will be refined intervention design during Stage 1. IEU will be organizing an inception design workshop for matchmaking.
4	What is the size of the portfolio (in terms or number of projects) that IEU and LORTA will be selecting from for Phase 1? Is the entire GCF portfolio open for consideration or just a portion? (i.e. is it more like 10 or 30 projects that qualify?)	We are planning to select 4-6 projects during the first pilot stage. Pending board approval this will be expanded in subsequent years.
5	In addition to being involved in research team selection and selecting the projects that will move onto Stage 2, what are the other main ways IEU/GCF will be involved in managing the LORTA work during Stage 1 and 2?	IEU will be the final owner of the evaluation report so it will get involved at all stages of the evaluation process providing guidance and support.

No	Clarification requested	Response
6	Does GCF have a preferred budget range or budget maximum? Research costs vary by country, amount of data collection, outcome variables, etc.—is there any information about budget range or maximum you can share?	The Consultant is required to propose a methodology that it deems best for the execution of the assignment, and an associated budget, with justification for the costs proposed.
7	Does GCF prefer the LORTA team to have a staff member based in Songdo/Incheon full-time? How frequent will the interaction be with IEU staff in Songdo during Stage 1 and 2?	We don't anticipate the research team to have a staff member based in Songdo, but we will have frequent conversations via skype to follow up on the progress. We also expect the evaluation research team to travel to Songdo as needed. Well trained IEU staff will manage this program closely.
8	Does GCF expect all LORTA evaluations will be prospective or will there likely also be retrospective evaluations? Does IEU/GCF have a preference between the two?	LORTA evaluations will be prospective in most cases.
9	What incentives do GCF project teams, governments, and AEs have to participate in a LORTA evaluation? Is it a requirement or voluntary? If voluntary, what will IEU/GCF do to encourage LORTA participation in Stage 1 and 2?	It's not a requirement for AEs to participate in the LORTA evaluation but we will make exerted effort to advocate and get buy-in from the AEs and other stakeholders.
10	Can you confirm whether we are expected to provide a staffing schedule and work schedule for just the 4-6 month inception period, or the entirety of the three key contractual stages (inception and engagement, main impact assessment, and final stage)?	You are required to provide a staffing schedule for the 4-6 month inception period.
11	we would like to know about the duration of this assignment. Is this assignment is for inception phase or for complete duration?	The assignment is for inception phase. We are planning to select 4-6 projects during the first pilot stage. Pending board approval this will be expanded in subsequent years.
12	<p>The RFP is ambiguous about the scope of work. In Section IV tasks and deliverables are described, covering task 2.1, 2.2 and 2.3. Section VII only refers to the inception phase (Task 2.1). Page 2 paragraph 3.2 says "all deliverables required for this RFP will be delivered in 2018".</p> <p>Please clarify if the TECHNICAL proposal shall cover all three stages, i.e. Tasks 2.1 and 2.2 and 2.3 (as in Section IV) or shall only cover the inception phase, i.e. Task 2.1.</p>	The technical proposal shall cover only the inception phase. Pending board approval this will be expanded in subsequent years.
13	Please clarify if the FINANCIAL proposal shall cover all three stages, i.e. Tasks 2.1 and 2.2 and 2.3 (as in Section IV) or shall only cover the inception phase, i.e. Task 2.1.	The financial proposal shall cover only the inception phase.

No	Clarification requested	Response
14	Please clarify if the FINANCIAL proposal shall cover the costs for the sub-contracted researcher teams?	Yes, the financial proposal should include the total cost of the assignment including sub-contracted researcher teams.
15	Page 10 line 18 it is written "The contracted firm..." and in line 23 "IEU wil contract an independent firm...." Are the two firms identical? Or is the firm referred to in line 23 a different one than the one selected under this RFP ?	It's the same firm.
16	Page 10: Task 2.1 of firm : A first task of the firm is to select research teams and conduct the entire management of sub-contracted research teams (contracting, communication, QA). Assuming the firm also has qualified experts, is it permitted that researchers of the same firm actually also do the evaluation? Or is it completely forbidden that own experts do the evaluations, i.e. it is a must that the sub-contracted researcher teams come from a different organization? In other words, is the firm restricted to management and oversight or could it (i.e. other researchers within the same firm) also contribute substantatively to the evaluations themselves?	It's not mandatory for the selected firm to select external research teams at this point but they should be able to demonstrate ability to bring external teams together strongly and experience of this in the past. The IEU might recommend additional external research members and team depending on the quality of evaluators. If the firm has qualified expertise within, it's not obligatory to find external research teams.
17	If the answer to previous question is that research teams must be external, would it be permitted that they come from other firms/organizations within a consortium?	See answer to Q 16
18	Page 11 Task 2.2: The contracted firm is responsible for (i) monitoring household surveys and (ii) monitoring impact evaluation design fidelity of the partner organizations in 4-6 countries. For developing the financial proposal: May we assume that household surveys are paid directly by GCF and are thus not part of the financial proposal? May we assume that monitoring of impact evaluation design fidelity does not include fieldwork?	The financial and technical proposal is only for the pilot inception phase which does not include household surveys. In the second phase, we will have a separate RFP for data collection etc.
19	Task 2.2: Are the costs for sub-contracted researcher teams to be included in the financial proposal?	Yes
20	Task 2.3: Analysis and reports: Are the costs for sub-contracted researcher teams to be included in the financial proposal?	Yes

No	Clarification requested	Response
21	Is it a conflict of interest for GCF accredited entities to apply or can AEs apply as part of a bid?	In response to whether the following cases might lead to a conflict of interest (COI): (1) if Accredited Entities or Delivery Partners submit their proposals to RFP 2018/C/12; and (2) if a firm is intending to apply for accreditation with the GCF;
22	<p>My organization is considering applying, as a part of a consortium, to the Request for Proposals: Provision of consultancy services to support IEU's Learning Oriented Real-time Impact Assessment (LORTA) window using theory-based impact evaluation techniques, under the referred code.</p> <p>My organization is also in the process of applying for an Accreditation at the GCF. Would the named consultancy services affect or disqualify my organization for the Accreditation process?</p>	<p>At this moment, is not possible to determine whether the specific projects of bidders, or their relationship to the GCF, constitutes a real conflict of interest.</p> <p>At present, we cannot confirm whether there is COI, but both cases might lead to potential COI. However, as soon as the bids are submitted and evaluated, if the shortlisted bidders fall in any of the cases (1) or (2) above, the GCF will reassess the cases and determine whether a case of COI arises and whether any mitigation measure is feasible or appropriate. If mitigation measures are not feasible or appropriate, the GCF, at its discretion, may reject the proposals for award in case of COI pursuant to paragraph 3.6 of the RFP 2018/C/012, which states that "<i>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.</i>"</p> <p>Bidders are therefore required to submit a conflict of interest statement along with their proposal as required by clause 12 of the RFP i.e.</p> <p><i>12.1 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.</i></p> <p>Bidders must also fill in the company profile form and this includes a conflict of interest declaration on page 47 i.e.</p> <p><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></p>
23	Proposal Submission deadline – is there any chance to postpone the deadline for submission?	No, the deadline for submission of this RFP cannot be extended.
24	Timeline flexibility – is there any flexibility to the proposed timeline? December 2018 for the interim synthesis report would be more realistic for us.	There is no flexibility with the proposed timeline as they are predicated upon GCF board meetings