

Request for Proposals (RFP 2018/S/028)

for Provision of Expert Services through GCF Communities of Practice

1. Background

- 1.1 The Green Climate Fund (“GCF”, “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 GCF. 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 qualified, reputable and experienced Firm(s) for Provision of Expert Services through GCF Communities of Practice through establishment of non-exclusive Long Term Agreements (LTAs) on the basis of “*if and when required*” with no legal obligation to order any minimum or maximum quantity. 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 **26 September 2018 at 17:00 hrs (time) Korean time.**

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	GCF General Terms and Conditions

- 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 Guidelines on Procurement ¹. 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. The amendments will 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 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 either in hard copy or via email.

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



Submission in hard copy

- 6.2 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.
- 6.3 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**.
- 6.4 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.
- 6.5 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 2018/S/028 - Provision of Expert Services through GCF Communities of Practice- (name and address of proposer)

- 6.6 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 2018/S/028 - Provision of Expert Services through GCF
Communities of Practice – FINANCIAL PROPOSAL (name and address of proposer).**

- 6.7 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.
- 6.8 Hard copies must be delivered to:

Green Climate Fund
14 Floor, G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon, 22004,
Republic of Korea
Attention: Head of Procurement

Submission via email

- 6.9 Proposals can also be sent via email to the following email address: procurement@gcfund.org
- 6.10 Where proposals are sent via email, two separate files (technical and financial proposals) should be sent.



The Technical files should be named as follows:

RFP 2018/S/028 – TECHNICAL PROPOSAL- (name of proposer)

The financial files should be named as follows:

RFP 2018/S/028 – FINANCIAL PROPOSAL-(name of proposer).

The subject line of the email should be as follows:-

RFP 2018/S/028 – Provision of Expert Services through GCF Communities of Practice (name 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.

6.11 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 Unit at procurement@gcfund.org 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.

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 (CoI) involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise. **It is to be noted that Accredited Entities(AEs) will not be considered eligible for this RFP.** Proposers who are related to any AEs or have been involved with any GCF work before are required to list all such cases in the Company Profile Form (Annex 4) so that GCF may consider whether any actual or potential CoI exists or appear to exist. GCF reserves the right to determine whether there is actual or potential CoI, in its sole discretion.

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.



Annex 1 Terms of Reference

Terms of Reference Provision of Expert Services through GCF Communities of Practice

1. Introduction

The Green Climate Fund (GCF, or the Fund) provides financial support to developing countries to limit or reduce greenhouse gas emissions and to adapt to the impacts of climate change, with the goal of promoting paradigm shift towards low emissions and climate resilient development and making a significant and ambitious contribution to global goals on climate change.

As a central actor in the climate finance landscape, and operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change, the GCF strives to be country-driven and put climate impact at the center of its operations. The GCF's strategic vision highlights the need for high-quality, ambitious funding proposals to scale up action and drive the necessary paradigm shift, as well as work to build developing countries' institutional capacity and readiness to engage with the Fund and pursue national climate strategies and plans.

As a rapidly growing and learning institution with a Secretariat of around 200 staff, the GCF seeks to tap into global best expertise on climate change and climate finance, to supplement and enhance capacities of its internal experts and strengthen its ability to deliver ambitious results.

Through a framework of Communities of Practice, the GCF is seeking expert technical advisory services in core sectoral and key thematic support areas, to assist the Secretariat in targeted areas of the Fund's operational and business cycle, including its review processes, development of guidance, and knowledge management. The Fund seeks proposals for services from qualified, reputable, and experienced firms, organizations or consortia of such firms or organizations ("the Firm") who are able to provide class-leading expertise on climate change in association with one or more of the following two types of thematic areas:

CORE SECTORAL AREAS OF ENGAGEMENT:

- Agriculture and Food Security
- Forests
- Energy Efficiency
- Water
- Urban Development
- Renewable Energy
- Ecosystems
- Transport
- Health
- Climate Information & Early Warning

KEY THEMATIC SUPPORT AREAS OF ENGAGEMENT:

- Climate Economics and Economic Analysis of Climate Projects
- Climate technologies
- Adaptation planning
- Innovative financial instruments, project structuring and finance



These will be implemented through a rigorous procurement process through a Request for Proposals (RfP) and due proposals from those Firms. These Terms of Reference provide background on the GCF's framework and objectives for Communities of Practice, as well as the envisaged role and scope of work for Firms, to guide the invitation, selection and management of such Firms. The Terms of Reference also set out the overall scheme for the governance and coordination of the Fund's Communities of Practice framework.

The firms are invited to submit proposals under the above listed core sectors and thematic support areas. Firms may choose to bid for a specific sector and/or thematic support area, or opt for several sector and/or support areas. The selection process will be conducted for each of the core sectors and thematic support areas using the evaluation criteria (attached).

The firms who apply for the core sectors are encouraged to submit proposal(s) for the thematic support areas as well, if applicable. The firms will be considered only for the specific sector and/or support thematic area that it applies for, and LTA will be issued only for those area(s). The Statement of Work (SOW) for core sector and/or support thematic areas will be issued only to those LTA contractors who have been qualified for such areas.

2. The GCF's Framework for Communities of Practice

Communities of Practice are envisaged to be standing engagements of external global experts in communication and collaboration with the Fund's internal experts, both individually and institutionally. Communities of Practice will be organized around key sectors and support areas within the Fund's operations, based principally around the results areas identified in the GCF's Results Management Framework, as listed below;

Mitigation

- [1.0] Reduced emissions through increased low emission energy access and power generation
- [2.0] Reduced emissions through increased access to low emission transport
- [3.0] Reduced emissions from buildings, cities, industries and appliances
- [4.0] Reduced emissions from land use, deforestation, forest degradation, and through Sustainable management of forests and conservation and enhancement of forest carbon stocks

Adaptation

- [1.0] Increased resilience and enhanced livelihoods of the most vulnerable people, communities, and regions
- [2.0] Increased resilience of health and wellbeing, and food and water security
- [3.0] Increased resilience of infrastructure and the built environment to climate change threats
- [4.0] Improved resilience of ecosystems and ecosystem services

Communities of practice will be convened and coordinated by lead experts within the Secretariat, who will identify and guide priorities for specific sector-wide and/or support areas engagement. The Fund will operationalize the Communities of Practice on a formal (contracted) basis.



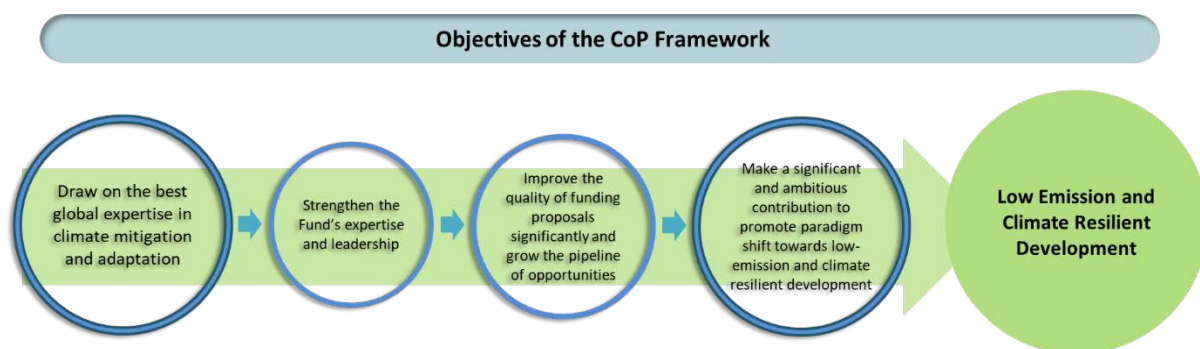
Organizations who are interested in working with the Fund through a Memorandum of Understanding or other similar partnership arrangements on contributory basis are encouraged to engage separately with the Secretariat to explore possible collaborative modalities.

Through procurement procedure through RfP, the Fund is seeking to procure expert technical advisory services as part of the Communities of Practice framework on a formal basis. Firms should be able to bring world class-leading expertise and insights into the above key sectoral and/or support areas of the Fund's operations, supplementing the internal expertise of the Secretariat and of other participants in Communities of Practice.

3. Objectives

The overall objectives for the Communities of Practice framework, with a view to producing the most impactful outcomes for the Fund, and, subsequently for countries and Accredited Entities (AE) including Direct Access Entities (DAEs), are to:

- Ensure that the best global knowledge and expertise on climate change, across key sectors and thematic areas, inform the Fund's operations;
- Maximize the Fund's capacity to make a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change;
- Draw on the capabilities of external expert institutions to maximize the capacity of the internal experts to deliver the strategic objectives of the Fund;
- Support enhanced complementarity of efforts and exchange of information between organizations and experts working to advance action on climate change;
- Ensure complementarity with other efforts by the Fund to draw on external expertise, including other procurement processes that have been in progress or in pipeline, which seek to provide direct technical support to countries and entities.



Major outcomes sought through this framework will include:

- The Fund has broader global strategic insight into where it can have the greatest impact through its funded activities, strengthening its capacity to deliver its ambitious mandate and promote the attainment of global climate goals;



- The Fund is better equipped to share strategic insights and guide countries and entities on the targeted sectoral and thematic areas, helping promote programming and pipeline development that is optimally designed to address climate considerations and achieve synergies across sectors;
- The Fund's review of Concept Notes, Funding Proposals, Readiness requests and Project Preparation Facility requests is strengthened, enhancing quality for approval and execution. Funding proposals submitted, in addition to achieving expected results, should pave the way forward for paradigm shifting and transformational change. The following elements can be considered, inter alia, as determinants of the quality of such proposals and requests:
 - Robust Climate Rationale
 - Conformity to GCF's Investment Criteria
 - Alignment with Country Programmes
 - Alignment with the Fund's Results Management Framework
 - Project activities designed to maximize the objectives of projects
- The GCF has enhanced knowledge on de-risking structures and potential first-mover, transformative interventions in the targeted thematic areas;
- The GCF has an enhanced knowledge base, knowledge products, knowledge management tools, manuals, systems, and other management techniques;
- GCF professionals have access to and are coached in capturing and utilization of world-leading sectoral and thematic knowledge;
- The Fund has access to an analysis of cutting-edge innovations, best practices and emerging trends in the targeted thematic areas;

In addition, the services provided by the Firms are expected to contribute to identifying and addressing operational constraints in upscaling transformational investments.

The objective of this Request for Proposal (RfP) is to establish non-exclusive Long Term Agreements (LTAs) with qualified firm(s) for each thematic area.

4. Activities and Deliverables

A work package is expected to span across the following four activity areas:

4.1 Supporting Secretariat review processes

- Support on the review of concept notes, funding proposals and project preparation facility requests; Approved Funding Proposals to date and most recent proposals prepared for the 20th Board Meeting² can be found on the Fund's website.
- This may include:
 - Assessment of the technical soundness of the proposal considering the sector specific technologies and practices, available data in the country, similar

² Funding Proposals and relevant materials put forward for B.20 are included in Addendums I to XXI published [online](#).

previous projects, etc.

- Assessment of the paradigm shifting potential of the proposal
 - An assessment of all the relevant annexes, including the feasibility study/ies, budgets, economic and financial models among other background documents submitted with the FP by the accredited entity
 - An initial feedback on the quality of the funding proposal and inputs, formulated as request of clarifications and/or corrective actions to be taken by the accredited entity to improve the quality of the submitted document.
 - Review the responses from the accredited entity and provide additional comments if required
- Support the review of Readiness requests which have a sectoral focus; This may include:
 - Assessment of the feasibility and appropriateness of proposed activities given the national context and their potential to strengthen national capacity and enabling environment
 - Assess the potential of proposed activities to inform the development of a paradigm-shifting funding proposal for the Fund.
 - Support the review of National Adaptation Plan(NAP); This may include:
 - Assessment of the feasibility and appropriateness of proposed plans and their alignment with climate rationale given the national context
 - Advise on how plans in NAP can be reflected and aligned with Concept Notes and funding proposals to produce real results and impacts desired
 - In their proposals, firms are encouraged to present their knowledge and expertise in assessing the development of climate projects in the targeted thematic areas;

4.2 Input and support for the development of Secretariat guidance and criteria

- Support the GCF in various normative efforts to build up guidelines, templates, and related tools and materials; This may include:
 - Development of sectoral strategies and guides in the targeted thematic areas
 - Development of guidelines on climate rationale and transformational change in each result areas/sectors
 - Development of guidance to improve quality of funding proposals
- In their proposals, firms are encouraged to present their knowledge and expertise in producing standards, criteria and strategies for guiding investment in the targeted thematic areas;

4.3 Support and advise on enhancing Country and Entity Programming

- Support the GCF in its engagement with countries and entities as they develop country and entity work programmes. The most recent update on country and entity programmes



has been prepared for the 20th Meeting of the Board, through GCF/B.20/11 Consolidated country and entity work programmes³ and GCF/B.20/11/Add.01 Compilation of Country Programmes completed by countries.⁴ More countries are expected to submit draft and completed Country Programmes throughout 2018 and 2019 as they implement Readiness activities

- This may include:
 - Carrying reviews of Country Programmes submitted to the Secretariat, considering national context and evaluating the strategic fit of prioritized activities in supporting low carbon climate resilient development
 - Carrying reviews of Entity Work Programmes and providing advice on proposed pipelines with a view to maximize entity engagement and leverage entity potential in given areas of expertise and geographic scope
 - Providing advice on existing Fund programming guidelines and criteria, with a view to enhance countries' capacity to build Country Programmes of maximum quality
- In their proposals, firms are encouraged to present their knowledge of developing countries eligible for GCF support, at national and regional level;

4.4 Knowledge management

- Strengthen the Fund's capacities in knowledge generation and knowledge management including:
 - Development of knowledge products, knowledge management methodologies and tools (e.g. MOOCs, webinars, guidelines, lessons learned, best practice, management systems, etc) in targeted thematic areas, countries or regions;
 - Support the implementation of knowledge management strategy and practices;
 - Coaching respective GCF experts in capturing and utilization of the knowledge generated during the project life cycle.
- Firms, irrespective of the modality of their engagement are expected to capture and manage the knowledge generated by respective CoPs during their work. The GCF will provide guidance on how to employ its ICT systems to capture, classify, codify and present the knowledge.
- Firms are encouraged to propose additional tools and systems for knowledge management. In their proposals, Firms are expected to present their proposed knowledge management framework and methodology.

5. Procurement Process and Modalities of Engagement

Overall procurement structure is summarized as follows:

1st Stage – Selection of the Long Term Agreement (LTA) Contractors

³ GCF/B.20/11 Consolidated country and entity work programmes, published [online](#).

⁴GCF/B.20/11/Add.01 Compilation of Country Programmes completed by countries, published [online](#).



The present procurement (Request for Proposals) is for the first stage to select the LTA contractors. The Fund's standard RfP process will be used, and this will involve two-envelope procedure of (1) technical proposal and (2) financial proposal. A technical and financial proposal should be prepared as separate documents, following respective templates provided by the Fund.

All the selected firms will be awarded to sign an LTA for the duration of 2 years, subject to successful contract finalization. However, it should be noted that establishment of an LTA does not imply any financial obligation on the part of the Fund to appoint the firm with an assignment.

2nd Stage – Mini-tender and Issuance of Statement of Work (SOW)

When the need for a specific assignment arise, a mini-tender will be carried out among the LTA contractors who have been selected for the relevant thematic area. The invited LTA contractors will submit both technical and financial offers for the specific assignment under the mini-tender.

- The **technical offer** will be based on a concrete assignment for the thematic area (Statement of Work).
- The **financial offer** should be based on the rates fixed under the LTA or lower.

The assignment will be awarded to the LTA contractor whose offer is considered to be best value for money for the organization.

Services rendered under a due contract will be remunerated according to the terms and conditions of the LTA contract.

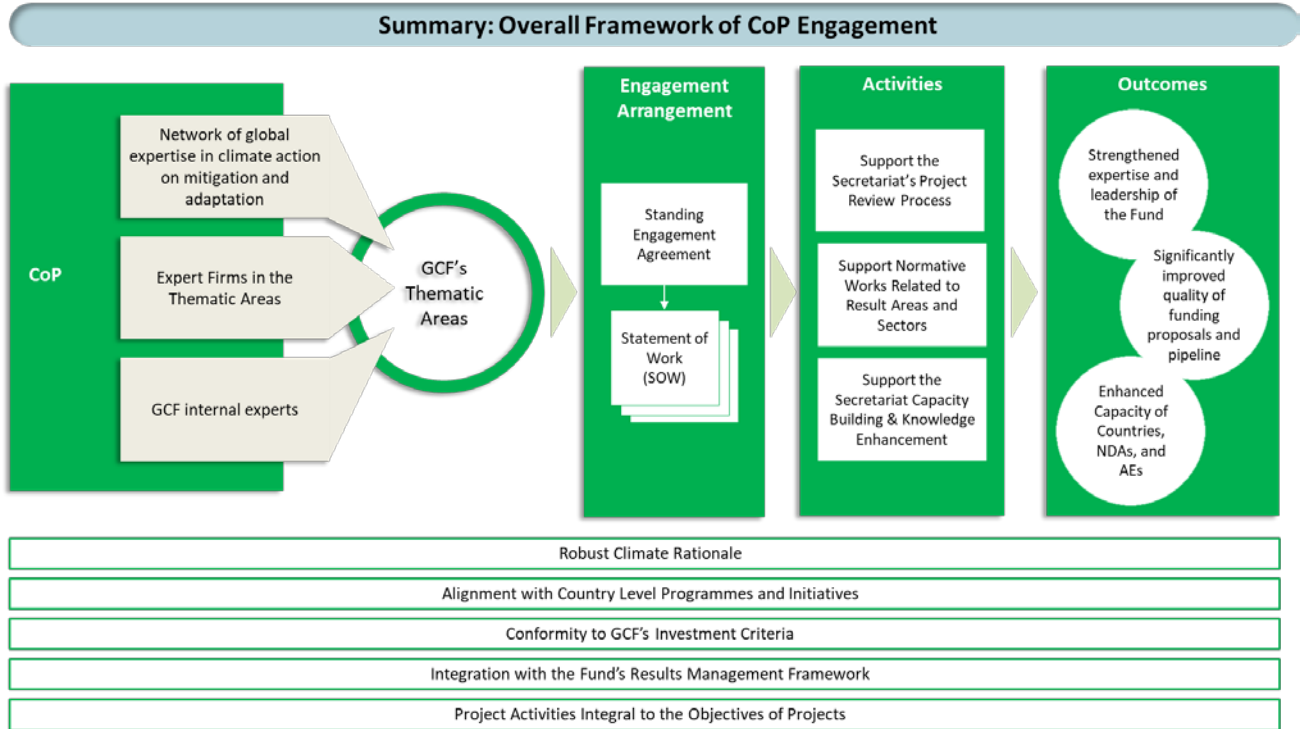
6. Governance and Coordination of CoP work

Steering Committee for the Fund level CoP shall determine overall strategies and goals of the programme, scope of work for each division or function, and budget. This committee shall also resolve issues that may arise and remain unsolved at the Conveners level. The composition of the Steering Committee should be determined by Senior Management Team (SMT). The Steering Committee shall advise the SMT on GCF Communities of Practice's overall operation, oversee the overarching framework, administer budget and review the work of the recruited Firms.

Thematic Conveners Group shall be led by thematic experts who will manage individual Statement of Work and associated resources. The conveners should develop SOWs, including detailed scope and schedule of work, and deliverables and obtain approval from the Steering Committee. Their work in developing SoWs will be guided by the Secretariat's annual work programme, CoP's overarching framework, relevant Board decisions and other internal documents, aligning the CoPs' work with that of the organization.

Summary: Overall Framework of CoP Engagement

The diagram below pictures the overall scheme of this initiative.





Annex 2

Requirements for Firms' Proposals

Technical Proposal

The technical proposal should address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference 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.

We confirm that, based on our current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF. In this regard, we list all the work that we have been involved with GCF as per the attached. Our policy on dealing with conflicts of interest, should these arise, is also set out as per the attached. We acknowledge and agree that GCF has the right to determine whether there is any actual or potential conflicts of interest in its sole discretion.

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: _____



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Form TECH-2: 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 the eventual performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your Proposal.



Form TECH-3: Template for Technical Proposal

The Technical Proposal shall be submitted strictly in accordance with the below Technical Proposal Template, and proposals that are not submitted based on the provided template may be disqualified.

**TEMPLATE FOR TECHNICAL PROPOSAL
to Terms of Reference for
Provision of Expert Services through GCF Communities of Practice**

Name of the Organization		
Address and Telephone No.		
Contact information	Name	
	Position	
	Email address	
	Telephone No.	

1. ORGANIZATIONAL PROFILE <i>(NOTE: Responses to questions in Section 1 should not exceed three (3) pages)</i>
1.1 Overall organizational profile and capability <i>Please indicate overall organizational profile, including year of establishment, organization type, primary areas of expertise, global coverage, etc.</i>
1.2 Organizational structure and professional resources available <i>Please indicate information on the organizational structure, number of employees, and professional resources available to be mobilized in the context of the provided Terms of Reference. Illustrate capabilities of core professional resources that your organization can provide.</i>

2. EXPERTISE AND EXPERIENCE ON ACTIVITIES AND DELIVERABLES <i>(NOTE: Responses to questions in Section 2 should not exceed twenty (20) pages)</i>
2.1 Supporting Secretariat review processes (Section 4.1 of the TOR)
2.1.1. Proposed methodology and approach <i>Please explain your understanding of the objectives of the relevant section of the TOR, approach to the services, methodology for carrying out the activities and obtaining the expected output.</i>



2.1.2. Proven expertise and experience

Please provide information on the proven expertise and experience of your organization for carrying out services similar to the ones requested under the relevant section of the TOR.

2.2 Input and support for the development of Secretariat guidance and criteria (Section 4.2 of the TOR)

2.2.1. Proposed methodology and approach

Please explain your understanding of the objectives of the relevant section of the TOR, approach to the services, methodology for carrying out the activities and obtaining the expected output.

2.2.2. Proven expertise and experience

Please provide information on the proven expertise and experience of your organization for carrying out services similar to the ones requested under the relevant section of the TOR.

2.3. Support and advise on enhancing Country and Entity Programming (Section 4.3 of the TOR)

2.3.1. Proposed methodology and approach

Please explain your understanding of the objectives of the relevant section of the TOR, approach to the services, methodology for carrying out the activities and obtaining the expected output.

2.3.2. Proven expertise and experience

Please provide information on the proven expertise and experience of your organization for carrying out services similar to the ones requested under the relevant section of the TOR.

2.4. Knowledge management (Section 4.4 of the TOR)

2.4.1. Proposed methodology and approach

Please explain your understanding of the objectives of the relevant section of the TOR, approach to the services, methodology for carrying out the activities and obtaining the expected output.

2.4.2. Proven expertise and experience

Please provide information on the proven expertise and experience of your organization for carrying out services similar to the ones requested under the relevant section of the TOR.

3. EXPERTISE AND EXPERIENCE ON SPECIFIC THEMATIC CORE AND SUPPORT AREAS (for each area selected)

(NOTE: Response to questions in Section 3 should not exceed three (3) pages for each core sectoral/ thematic support area selected)

List of selected sectoral and support areas:

Category	Area	Please indicate whether you have expertise and experience in the concerned area (Yes/No)
Core Sectoral Areas of Engagement	Agriculture and Food Security	
	Forests	
	Energy Efficiency	
	Water	
	Urban Development	
	Renewable Energy	
	Ecosystems	
	Transport	
	Health	
	Climate Information and Early Warning	
Key Thematic Support Areas of Engagement	Climate Economics and Economic Analysis of Climate Projects	
	Climate Technologies	
	Adaptation Planning	
	Innovative financial instruments, project structuring and finance	



PLEASE FILL IN BELOW RESPONSE TEMPLATE FOR EACH OF THE SELECTED CORE /SUPPORT AREA.

SELECTED CORE/SUPPORT AREA: 	3.1. Proposed methodology and approach for the thematic area
	3.2. Proven expertise and experience in the thematic area

SELECTED CORE/SUPPORT AREA: _____	3.1. Proposed methodology and approach for the thematic area
	3.2. Proven expertise and experience in the thematic area

SELECTED CORE/SUPPORT AREA: _____	3.1. Proposed methodology and approach for the thematic area
	3.2. Proven expertise and experience in the thematic area



Financial Proposal

The Financial Section shall provide details of unit /daily fee rate for each category of experts, as per the Fin Form-2.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, provide in the Financial Proposal the relevant unit prices of various categories of experts in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. All the unit prices are exclusive of the local taxes.

Our Financial Proposal shall be binding upon us until the expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 2.6 of this RFP. Furthermore, in the event of an award of LTA, all the unit prices shall be valid for the duration of the LTA.

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 FIN-2: Unit Prices of all the relevant categories of experts

Catetory	Description Please include description of the roles and responsibilities of each expert category, as well as details on the level of professional experience, education and other relevant qualifications	Expert daily Rate
		[Home]
		[Field]

Annex 3

Evaluation Criteria

A. Evaluation and Comparison of Proposals

1. The proposals under this RFP will be evaluated in a two-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the proposal will follow the steps in the below paragraphs.

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 General Terms and Conditions – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation.

3. The Technical Proposal shall be submitted strictly in accordance with the provided Technical Proposal Template, and proposals that are not submitted based on the provided template may be disqualified.

C. Evaluation of Proposal

4. A reviewing committee shall be established to evaluate each proposal. The 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.

Evaluation Criteria⁵

Category		Maximum Sub-score	Maximum Score
1	Organizational profile		20
1.1	Overall organizational profile and capability	10	
1.2	Organizational structure and professional resources available	10	
2	Expertise and experience on activities and deliverables		40
2.1	Supporting Secretariat review processes (Section 4.1 of the TOR)	10	
2.1.1	Proposed methodology and approach	5	
2.1.2.	Proven expertise and experience	5	

⁵ This evaluation criteria is applicable for each thematic area the firm decided to apply for among the 14 listed in the ToR.

2.2	Input and support for the development of Secretariat guidance and criteria (Section 4.2 of the TOR)	10	
2.2.1	Proposed methodology and approach	5	
2.2.2	Proven expertise and experience	5	
2.3	Support and advise on enhancing Country and Entity Programming (Section 4.3 of the TOR)	10	
2.3.1.	Proposed methodology and approach	5	
2.3.2.	Proven expertise and experience	5	
2.4	Knowledge management (Section 4.4 of the TOR)	10	
2.4.1.	Proposed methodology and approach	5	
2.4.2.	Proven expertise and experience	5	
3	Expertise and experience on specific thematic area (for each thematic area selected)		40
3.1	Proposed methodology and approach for the thematic area	20	
3.2	Proven expertise and experience in the thematic area	20	
Total Score			100

Proposals that score **at least 75 points out of 100** will be considered as qualified for the following stage of the RFP process. 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.

D. Award

GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements. The successful proposer will be invited to sign a non-exclusive LTA for the relevant thematic area(s).



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



**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **RFP/2018/S/028** dated 17 August 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 **26 September 2018** and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **26 September 2018**, 17:30 Hrs Korea Standard Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information.

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. Please note that these dates may be adjusted at the sole discretion of GCF.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	17 August 2018
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	24 September 2018
3	Last date for requests for clarification of the RFP	Tenderer	14 September 2018
4	Last date to reply to questions received/ Last date for amendment	GCF	21 September 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	26 September 2018; 17:00 Hrs Korea Standard Time (KST)
6	Date of opening of Technical Proposals	GCF	26 September 2018; 17:30 Hrs Korea Standard Time (KST)

* KST: Korea Standard Time (Seoul Time)



Annex 7

GCF General Terms and Conditions

By submitting a proposal to this RFP, Bidders are considered to have carefully reviewed the GCF General Terms and Conditions and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation.

The successful bidder will be provided an LTA template with the GCF Terms and Conditions.

NB: For this particular contract, the Performance Standards, Insurance, Performance Security and Deductions Clauses will not be applicable.