



Date: 21/09/2018
Reference: RFP 2018/S/030

Request for Proposals (RFP 2018/S/030)

for Provision of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020

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 consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019 as well as in 2020 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 **21 October 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/030 - Provision of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020 - (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/030 - Provision of of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020 – 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/030 – TECHNICAL PROPOSAL- (name of proposer)

The financial files should be named as follows:

RFP 2018/S/030 – FINANCIAL PROPOSAL-(name of proposer)

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

RFP 2018/S/030 – Provision of of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020 (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, (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.



Annex 1

Terms of Reference

Provision of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020

Contents

1. Aim
2. Background
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1. Aims

This document invites proposals from firms and organization to support evaluations to be conducted by the Independent Evaluation Unit of the Green Climate Fund (IEU-GCF) in 2019. Pending approval from the Board, activities for conducting evaluations will include data collection, syntheses, development of databases, quality verification, protocols for analyses, developing evaluation matrixes and mapping onto IEU's evaluation criteria, stakeholder consultations, producing approach papers and benchmarking. Of these activities many will mark the inception phase of the evaluation and will already likely start in late 2018 with main evaluation work that will be conducted in 2019. The intermediate outputs are expected within the first quarter of 2019 in the form of a synthesis of existing insights and findings emerging from current IEU evaluations and lessons learnt, after which various other activities and outputs will follow.

The specific evaluation topics that will be conducted in 2019 will be approved by the GCF at the B.21 meeting and announced thereafter. but the overall types of evaluations are laid out in IEU's Three-year Rolling Work Plan approved at B19 (GCF/B.19/07); these may include country evaluations, thematic evaluations, programmatic evaluations, strategic evaluations, portfolio and implementation evaluations. This RFP invites interested firms or organizations, including commercial or academic institutions who would like to undergo an assessment of their technical capability to support the IEU in its work, to propose their interest to be considered as partners for evaluations that will be led by the IEU in 2019.

All evaluations undertaken by the IEU are learning evaluations and will inform the future directions of the Fund while considering its evolving context; they will thus be formative as well as summative. The main aim of the IEU evaluations is to establish the extent to which GCF or its programmes and policies have been, and are likely to be, effective, efficient and sustainable in meeting the objectives for which they were set up and assess the overall extent to which the specific programmes and policies were responsive to the climate needs of developing countries and to promoting a paradigm shift toward low-carbon high-resilience development pathways. All evaluations will need to respond to questions informed by Board approved evaluation criteria that are articulated in GCF B.06/6Annex II.

2. Background

The IEU reports directly to the GCF Board, therefore IEU evaluations are shared directly with the Board, with UNFCCC and the COP. According to the IEU's rolling three-year work plan the overall objectives of the IEU are derived from the GCF Governing Instrument and include the following:

- (i) Informing the decision-making of the Board, identifying and disseminating lessons learned, contributing to guiding the Fund and stakeholders as a learning institution, and providing strategic guidance;
- (ii) Conducting periodic independent evaluations of the Fund's performance to provide an objective assessment of the Fund's results, effectiveness, efficiency of its activities;
- (iii) Providing evaluation reports to the Conference of Parties (COP) to the United Nations Framework Convention on Climate Change (UNFCCC) for purposes of periodic reviews of the financial mechanism of the Convention.

The IEU's principal aims for the period 2017-2020 are summarized below.

- (a) Build the IEU and complete staffing: to ensure that the IEU is adequately staffed so that it can deliver its work plan, including its overall learning and accountability objectives. (...)
- (b) Undertake and deliver high quality evaluations: The IEU will undertake strategic high-quality performance, portfolio, thematic, country, programmatic and project evaluations that are identified by the IEU and useful for the Board, the GCF Secretariat, and the COP. They will also serve as building blocks for fund-level evaluations that assess the effectiveness and efficiency of the GCF and contribute to the replenishment process. The IEU will deliver at least four evaluations per year. It will also review the use of GCF's results-based framework and performance framework and provide recommendations to the Board. (...)
- (c) Build and deliver an evaluation-based learning, advisory and capacity strengthening program: The learning and capacity building program will respond to evaluation-related capacity needs of GCF Board, Secretariat, Accredited Entities (AEs), Nationally Designated Agencies (NDAs), and other stakeholders in the evaluation and climate change space. (...)
- (d) Engage strategically to learn, share and adopt best practices in the climate change evaluation space: To engage with key actors in the evaluation space and be at the forefront of evaluation practice and theory while collaborating with GCF stakeholders and involving them in the IEU's activities. Accordingly, it will continue to build and strengthen partnerships. (...)

3. Objectives

According to items 2(ii) and 2(b), the IEU's principal aims for the period 2017-2020 in terms of its main evaluation products consist in delivering four evaluations per year. The IEU will have to:

"Carry out strategic high-quality performance, portfolio, thematic, country, programmatic and project evaluations annually that are useful to the Board, the GCF Secretariat and Conference of Parties and are able to provide an independent assessment of the Fund's operations."²

The present ToRs list the type of outputs expected by the IEU for evaluations that it is likely to conduct as informed by its three-year work plan. High quality proposals are requested from credible firms and organizations that have robust expertise and a history of undertaking high quality evidence-based evaluations, that are usable and useful. All evaluations must have a strategic component in their final recommendations so that they can help the IEU guide the Fund in its performance and progress.

² Decision B.06/09/Annex III



This call seeks firms that can commit to assiduous data collection and analyses and have experience with high-quality methods such as process tracing, qualitative comparative analyses, mixed methods approaches that use granular on the ground data (and dealt with data quality and cleaning challenges), or impact evaluation, systematic review and meta-analyses. Demonstration of the experience gained, and training received in these methods and techniques will be required during the selection process.

The purpose of IEU evaluations is to support the GCF Board by providing it with credible evaluation evidence on the performance of the Fund and so to ensure that the Fund is learning in real-time. Recommendations from IEU evaluations will focus on assisting learning and the GCF becoming fit-for-purpose. Evaluations will contribute to accountability by providing evidence that will help shape GCF's subsequent strategies and programming. They will need to take on board the current context and stage of evolution of the GCF and undertake wide strategic engagement to ensure that key questions are answered.

Evaluations will be carried out by IEU Teams that will jointly comprise IEU staff, the firm to be contracted, and other consultants as appropriate. Teams will be led by IEU staff under direction and overall responsibility of the Head of IEU.

Firms will eventually sign contracts (SOWs) after 1) signing an LTA through this RFP and 2) competing in the Mini-tender. More than one firm may be chosen through this call but the GCF may also choose no applicant and makes no commitment in this regard. Firms and organizations chosen will be required to support the IEU on delivering one or more evaluations during 2019;

- 1) Firms will be selected which demonstrate willingness and capability to start preparatory and review work already in 2018. The firms selected will sign an LTA (Long Term Agreement) with GCF. The LTA however does not carry any financial commitment of GCF to the LTA contractors.
- 2) When a specific TOR is developed after the signature of LTA(s), those LTA contractors will be invited for a mini-tender where they will submit a technical and financial proposal. The LTA contractor whose proposal is considered to be the best value for money for the Organization will be awarded an SOW which will be finally the financial commitment from GCF.

4. Scope of work

The scope of work for the firms is to design, manage, write and present results of the specific evaluations as requested, and to be responsible for collecting information, analyzing data, triangulating findings and drafting parts of the intermediate reports leading to the final reports. Firms will be part of the IEU evaluation team explained above.

The firms who have been awarded a SOW must be able to mobilize their capacity to deliver on:

- Preparatory, field work, and field data collection (starting in late 2018, to continue through 2019).
- Capacity to manually input data, openness to cleaning data, demonstrated ability to think through data inconsistencies, ground truthing and removing inconsistencies especially in GCF data related to implementation, processing times, financial data and data from GCF proposals and reports.
- Locate relevant administrative, survey, contextual datasets - including GIS data - for the analyses.
- As appropriate, mobilize consultants to support in-country data validation in a sample of countries
- Travel to case study countries, for field data collection, IEU meetings in Songdo or other locations and to conduct face to face meetings with the GCF stakeholders, accredited entities, implementing agencies, and to international GCF events so to engage and consult closely with GCF stakeholders
- Other data collection work, including web-based surveys, videos, publications, communication

The firm which is awarded the contract (SOW) after mini-tender shall be engaged in various types of activities to deliver in a timely manner in terms of the following outputs:

a. Attend key meetings and country data collection: Key staff from the firm shall visit Songdo (or alternative venues) during the inception phase, main phase and final phase of the evaluation to ensure good understanding of the evaluation and that it reflects ground realities and consultations with key staff from the IEU, GCF secretariat, CSO representatives, staff of accredited entities and the Board and its advisers. The evaluation team will also opportunistically attend key GCF meetings (such as structured dialogues, Board meetings and other related meetings and workshops) to engage with GCF stakeholders. The purpose of these interactions will be to engage during all phases of the evaluation, to deep dive into evaluation questions, and reflect on emerging findings and recommendations. The evaluations and reviews will also need to engage in consultative webinars that ‘socialize’ questions, methods, findings and recommendations with key audiences while also receiving feedback. To conduct this work across the several time zones that GCF global work covers, the team should expect to have regular telephone or virtual meetings – which at times will happen after or before regular office hours and - at or before peak delivery times – may involve also weekends time, and be able to draft well-organized agenda and minutes.

b. Approach paper: The firm shall perform document reviews and develop an evaluation matrix and lay out a methodology for examining questions posed by the IEU evaluation criteria in the context of the main evaluation topic (to be determined in October 2018). The firm shall use best practices for examining and producing evidence by using mixed methods using representative, quantitative data based on databases that can reflect actual practices on implementation and results (not just anecdotally and for the case study countries). Taking into consideration IEU’s emphasis on high quality evidence based methods, IEU evaluations will include but not be limited to benchmarking, process tracing for pre-identified key causal relationships, portfolio analyses, syntheses of key documents, literature reviews including systematic reviews in the discipline and/or evidence gap maps, retrospective theory of change analyses, case studies, consultations with key informants, online and on the ground surveys and focus group discussions and may include others depending on the question and advice from the selected organization. Questions will be formulated that aim to examine the design, implementation and the *likelihood* of results (since the Fund is still young). Depending on timelines, this may (or may not) be informed by pilot evaluation missions. The deliverable will be an approach paper to lay out the outline of the main report, use IEU formatting guidelines and explain methodology, tools and the expected process.

c. Revised approach paper: Once initial ground work has been undertaken by the evaluation team, and comments received from the IEU, the firm will prepare and present a revised approach paper.

d. Interim (learning) products: Stand-alone studies will summarize methods used and findings from different parts of the evaluation and be methods-specific. (So, for example, if there is a focus on analyzing data from a complete population of either proposals or grants, this will require a stand-alone sub-study. The same is true for case study countries.) These interim products will help inform the draft report as well as the final report. Many of these interim products may also be published as part of the main evaluation report. The firm shall produce these interim products, to be outlined and agreed upon together with the IEU, during the inception phase.

e. Main evaluation report: The firm shall draft the evaluation report (and intermediate drafts) as its main deliverable; the report will be useful, well written, based on evidence and informed by interim outputs, have a well written and concise executive summary, methods section, and other sections as determined together with the IEU. All evaluation and review reports shall demonstrate substantive understanding of the key issues, the main issues of concern and at stake and address questions that relevant and useful for the Fund in a forward-looking manner. It is expected that all documents produced by the firm will be professionally well written, proof-read, copy-edited.

f. Key findings and actionable recommendations: the selected firms shall deliver evaluation reports that clearly include key findings and actionable recommendations, both those that are important but easy-wins for the Fund and those that reflect key strategic change for the Fund. Distilling these will require close and at times extended meetings with the IEU. All meetings will have minutes for which



use of qualitative data tracking software (NVivo, Dedoose etc.) will allow the evaluation team to track key emerging themes of concern during the period of the evaluation.

5. Deliverables

The firms hired for IEU evaluations through SOW shall, in consultation with the IEU, deliver on the scope of work cited above, with the main deliverable timed at the following intervals:

- The draft but complete approach paper 3 weeks after signing the contract
- The revised/final approach paper 2 weeks from comments received back from the IEU on the draft approach paper;
- The first planning meeting and workshop immediately following adoption of the approach paper, with the subsequent planning meetings that will be determined within the final approach paper;
- Field data collection periods will be determined case by case but will generally take place shortly after the first planning meeting. Country data collection for some evaluations will be compressed within tight timeframes, hence requiring large and flexible and rapidly deployable field teams.
- The intermediate evaluation report will have to be delivered within 6 weeks after data collection
- The timeline for delivering the final report, including the required key findings and actionable recommendations and scenarios, will have to be defined within the final approach paper.

6. Timeline

After the LTA contracts are signed and SOWs are issued as a result of mini-tender, the evaluations may in some cases start in late 2018, including preparatory work and planning workshops, while a very intensive qualitative and quantitative data collection period will be essential for some of the evaluations and will be completed within the first quarter of 2019. Depending on the timing and topic of the evaluation, the latest possible time that the IEU will have to submit the evaluations final drafts is August 2019, although in some cases this may have to take place much earlier in the year, with some intermediate or early findings and insights reports needed by the end of the first quarter of 2019. Developing the timeline for the engagement with the firm will also include the following considerations:

- a. Participation by key staff assigned to the evaluations, in workshops aiming to allow the design, planning, analysis and writing of the evaluations and reviews, when and as set by the IEU: as early as late November 2018, with the other delivery dates to be set in consultation with IEU.
- b. Review documents, previous studies and evaluations, set up, clean, manage and analyze data in close consultation with the IEU, and other activities as required to deliver the outputs laid out in the previous section. These will start in late 2018 and will be laid out by the hired organization and fine-tuned during the planning workshop, which will also provide a timeline.
- c. The specific evaluation topic(s) will be determined in October 2018 at the earliest. Once awarded an LTA contract, the LTA contractors will be requested to provide a technical and financial proposal for the specific scope of work and the successful LTA contractor will be awarded an SOW.

7. Eligibility (required qualifications):

Selected firms / teams should have

- Extensive experience with corporate, thematic, process, implementation, portfolio and impact evaluations and demonstrated past ability with relevant international funds and agencies

- Access to a large network of high-level professionals who can be mobilized rapidly for specific evaluation tasks. Organizations will have to demonstrate and clearly document their extensive experience in having delivered on ambitious and useful evaluations or reviews in recent years.
- Enough flexible capacity within the firm's network to identify and mobilize national, regional and international consultants at short notice as well as – in some cases - during times typically devoted to international holidays or lower availability and be able to deploy large teams over short periods of time and relatively short notices so to ensure delivery of high quality country reports and lessons learned efficiently within timelines that in some cases will be very short.
- Very good knowledge of the GCF, and strong expertise in development and climate change finance, through evaluations and reviews to assess the environmental, climate and governance outcomes that can be tracked and clearly traced and attributed to the GCF and its main actors.
- Experience in the climate change sector especially familiarity with mitigation and adaptation topics as well as with policies, processes and international agreements existing around those.
- Ability to lead and conduct data collection in relatively large sample of selected countries and with GCF stakeholders worldwide, or during major GCF events or gatherings, and reporting.
- Excellent experience and ability to manage and work with multiple, complex datasets and type of information, and conduct reviews using qualitative and quantitative data and mixed methods so to arrive at meaningful, evidence-based, defensible findings within evaluations and reviews
- Experience in building and maintaining large qualitative data integration and data extraction systems, preferably including spatialized (GIS) data, that can aid design geospatial evaluations.
- Excellent engagement skills and communication in different languages to cover AE/NDA and other partners in target countries, and with a diversity of stakeholders including national GCF stakeholders and international managers who have little understanding of evaluations and be able to request them appropriate information in tactful, diplomatic, cultural-sensitive ways
- Excellent writing and presentation ability on behalf of the IEU, to high level staff and partners
- Strong proven ability to work with developing country stakeholders and excellent experience in working in developing countries and in some cases in humanitarian or climate risk contexts, including expertise with developing country data, settings, culture, consultants and partners.
- Ability to sign GCF contract agreements and deliver products on time within tight timelines.
- Experience and familiarity in working with UN type organizations, multilateral development banks, financing institutions, funds or agencies, in different languages, cultures and contexts.



Appendix to TOR

1. Procurement Process and Modalities of Engagement

Overall procurement structure is summarized as follows:

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

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-envelop 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.

Depending on the evaluation result of 1st Stage, however, it is theoretically possible that no firms are selected to be awarded an LTA.

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. 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.
- 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. The award is made in the form of Statement of Work (SOW). Detailed instructions will be specified in the Mini-Tender document.

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

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.

The Technical proposal must highlight the following:

- A brief description, including ownership details, date, place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Statement of interest highlighting areas of past delivered high-quality evaluations with emphasis on complex evaluations in a climate change or environment context and with strategic, learning and useful evaluations that use theory-based methods;
- Familiarity with the methods as per the ToRs including – but not limited to - quantitative data analyses, mixed methods, GIS data, surveys, process tracing, causal chain analyses, impact evaluation, analysis of biases, qualitative methods and analyses, retrospective theory of change analysis
- An overall statement demonstrating how the team meets the required qualifications as laid out in the eligibility section (Annex 1 TOR, Paragraph 7), and at least two publications to allow demonstrating the fulfilment of the eligibility criteria;
- A good publication record by the firm and/or its key staff in global fora and in peer reviewed journals, especially in climate and evaluation topics is an additional plus.
- The general team composition and task assignments as prescribed in Form TECH 5 as well as the overall typology of evaluations the firm is most experienced and capable to undertake.
- The Personal CVs of the key team members that highlight, among others, eligibility criteria and desirable qualifications with an emphasis on previous similar evaluations and their dates and scope as prescribed in Form TECH 5.
- Evidence of sector expertise and evaluation expertise in areas of climate change, climate financing, environment and / or development;
- Contact details (email, telephone number) for at least three professional references;
- Details to demonstrate experience in working with relevant international multilateral and climate financing and development funds and organizations with complex organizational structures and strong familiarity with their operations;
- Demonstration of the firm's deep understanding of GCF, mandate, business model;
- Track record on institutional evaluations and audits, on designing functional systems and organizational structure of international entities.



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: _____



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



Form TECH-4: 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 consultancy services for supporting evaluations and reviews
to be conducted by the IEU of the GCF in 2019 and 2020

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

1. TECHNICAL <i>(NOTE: Responses to questions in Section 1 should not exceed twenty (20) pages)</i>
<p>1.1. Expertise of the firm <i>Please demonstrate your expertise in providing support of developing the indicated evaluations or reviews on the various areas outlined in the 3-year rolling workplan of the IEU, with emphasis on learning</i></p>
<p>1.2. Minimum 5 years experience <i>Please provide information on your experience with offering comprehensive useful evaluations or reviews with a special emphasis on the environmental and climate change sectors.</i></p>

1.3. Good publication Record

Please explain about your key team members in academic and peer reviewed journals on evaluation, climate change, climate finance and development, to reflect analytical ability and best academic practices (such as rigorous meta-analyses of data and evidence) and use of mixed methods with focus on dealing with bias and identifying and measuring causal relationships.

2. METHODOLOGY AND WORKPLAN

(NOTE: Responses to questions in Section 1 should not exceed twenty (20) pages)

2.1. Methodology and Workplan

Please explain your understanding on the scope, magnitude, urgency and challenges of the tasks, in a properly addressed manner, corresponding to the TOR while reflecting an excellent understanding of GCF

2.2. Technical proposal, tools and work plan

Please explain your understanding of the technical proposal, tools and work plan in a manner relevant and corresponding to the assignment of this TOR

3. PERSONNEL

3.1 Team Leader

Please describe Team leader's extensive quantitative experience with an emphasis on evaluation or impact evaluation and team members' extensive evaluation experience at least 5 years each.

3.2 Experience in developing countries

Please demonstrate proven experience in developing countries, in setting up learning from quantitative skills including geographically disaggregated data, working in large inter-organizational teams with the ability to recognize the pros and cons of methods and triangulating data.

3.3 Communication Skills

Please demonstrate the communication skills (written, oral) and ability to work with tight deadlines and demonstrated history of delivering use-worthy strategic documents in a timely way.

3.4 Key Staff

Please demonstrate the ability of key staff to work and analyze quantitative and qualitative data by using well recognized methods, especially as related to statistical data, meta analyses, syntheses, process tracing, theory of change, survey design methods, field probing and investigation, field and other interviews and lead focus groups while recognizing biases, and behavioral science methods.



Form TECH-5: 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: _____



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 Criteria

	Criteria	Sub-score	Score
1	Technical		40
1.1	Expertise of the firm/team in providing support of developing the indicated evaluations or reviews on the various areas outlined in the 3-year rolling workplan of the IEU, with emphasis on learning	15	
1.2	Minimum 5 years' experience with offering comprehensive useful evaluations or reviews with a special emphasis on the environmental and climate change sectors.	15	
1.3	Good publication record of key team members in academic and peer reviewed journals on evaluation, climate change, climate finance and development, to reflect analytical ability and best academic practices (such as rigorous meta-analyses of data and evidence) and use of mixed methods with focus on dealing with bias and identifying and measuring causal relationships.	10	
2	Methodology and Workplan		25

2.1	The scope, magnitude, urgency and challenges of the task are well understood, properly addressed and corresponds to the TOR while reflecting an excellent understanding of GCF	10	
2.2	The technical proposal, tools and work plan are well defined and are relevant and correspond to the assignment of this TOR	15	
3	Personnel		35
	Team leader's extensive quantitative experience with an emphasis on evaluation or impact evaluation and team members' extensive evaluation experience at least 5 years each.	15	
	Proven experience in developing countries, in setting up learning from quantitative skills including geographically disaggregated data, working in large inter-organizational teams with the ability to recognize the pros and cons of methods and triangulating data.	5	
	Demonstrated excellent communication skills (written, oral) and ability to work with tight deadlines and demonstrated history of delivering use-worthy strategic documents in a timely way.	5	
	Demonstrated ability of key staff to work and analyze quantitative and qualitative data by using well recognized methods, especially as related to statistical data, meta analyses, syntheses, process tracing, theory of change, survey design methods, field probing and investigation, field and other interviews and lead focus groups while recognizing biases, and behavioral science methods.	10	
	TOTAL		100

Technical proposals that score **at least 75 points out of 100** will be considered as qualified for the review of the 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.

5. Financial Evaluation: The Financial Proposals submitted will be evaluated by comparing the daily rates per each category of staff as per the Form FIN-2 submitted by respective bidders. Technically acceptable bids may not be awarded an LTA if the daily rates submitted are not found competitive. Those daily rates of the successful bidders will be fixed in the respective LTAs.

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.



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/030** dated 21 September 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 **21 October 2018** 17:00 Hrs Kore Standard Time and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **22 October 2018**, 10:00 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	21 September 2018
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	19 October 2018
3	Last date for requests for clarification of the RFP	Tenderer	08 October 2018
4	Last date to reply to questions received/ Last date for amendment	GCF	15 October 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	21 October (Sunday) 2018; 17:00 Hrs Korea Standard Time (KST)
6	Date of opening of Technical Proposals	GCF	22 October (Monday) 2018; 10:00 Hrs Korea Standard Time (KST)
7	Notice of successful tenderers (LTA contractors)	GCF	Around 19 November 2018
8	LTA signature	GCF/Tenderer	Before end of November 2018
9	Notice of Mini-Tender to the LTA contractors	GCF	Beginning of December 2018

* 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.