



Date: 18 January, 2019

Reference: RFP 2019/S/002

Request for proposals (RFP 2019/S/002)

Provision of Recruitment Services for the Green Climate Fund

1. Background

- 1.1 The Green Climate Fund (Fund) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund's headquarters are located in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change ("UNFCCC"). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise.

2. Invitation

- 2.1 Through this request for proposals ("RFP"), the GCF is seeking to contract qualified, reputable and experienced Firms to provide Recruitment Services. The terms of reference included in Annex 1 provides the details of the sought services and expected output.
- 2.2 Proposals must be submitted to the Secretariat no later than **Monday 18 February 2019 at 5.00 pm** Korean Standard time.
- 2.2 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm's Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract
- 2.3 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the Secretariat accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.
- 2.4 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 2.5 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the



interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

- 2.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.7 Effective with the release of this solicitation, all communications must be directed only to Procurement Specialist by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.8 This RFP is issued under the GCF Administrative Procurement Guidelines on Procurement. Information regarding the guidelines can be found at:
http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing at the GCF mailing or to the email address procurement@gcfund.org by the specified date and time mentioned in Annex 6. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on Annex 6. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website. They will also be sent to all prospective proposers that have received the solicitation documents.

4. Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents. The amendments will also be posted on the GCF website
- 4.2 In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

5. Language of Proposals

- 5.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the proposer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

6. Submission of Proposals

- 6.1 Proposers shall submit their proposal in hard and/or soft copy.



Submission in hard copy

Technical and financial proposals must be submitted simultaneously in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in Appendix 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

- 6.2 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED**.
- 6.3 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.
- 6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP No RFP/2019/S/0002 – Recruitment Services for the Green Climate Fund - (name and address of proposer)

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

DO NOT OPEN– RFP No RFP/2019/S/002 – Recruitment Services for the Green Climate Fund – FINANCIAL PROPOSAL (name and address of proposer).

- 6.6 Proposers are strongly recommended to use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper.
- 6.7 Hard copies must be delivered to:

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

Attention: Head of Procurement

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

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



The Technical files should be named as follows:

RFP2019S002 –TECHNICAL PROPOSAL- (name of proposer)

The financial file should be named as follows:

RFP2019S002 –FINANCIAL PROPOSAL- (name of proposer)

The email subject **MUST** contain the reference number and title of the RFP and should be as follows:-

RFP/2019/S/002 – Provision of Recruitment Services for the Green Climate Fund (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.

- 6.9 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

7. Late proposals

- 7.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document may be rejected.

8. Opening of Technical Proposals

- 8.1 Technical Proposals will be opened on the date indicated in Annex 6 in the room designated for this purpose at the premises of the Secretariat of the GCF. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

9. Opening of Financial Proposals

- 9.1 After the technical evaluation is completed, the GCF shall notify those Proposers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. GCF shall simultaneously notify in writing those Proposers that have achieved the minimum qualifying technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 9.2 At the opening, the names of the Proposers, and their overall technical scores shall be read aloud. The Financial Proposals shall be then opened, and the total prices read aloud and recorded.

10. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.

- 10.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by proposers, or where



applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

11. Conflict of Interest

- 11.1 In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

12. Confidentiality

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



Annex1 TERMS OF REFERENCE

Provision of Recruitment Services for the Green Climate Fund

1. Introduction

The Green Climate Fund (the “Fund” or “GCF”) was established in December 2010 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.

Over the next 36 months the Fund will be requiring the services of Recruitment Firms (Firms) to help it to further strengthen and expand its workforce.

The Green Climate Fund is looking for several highly professional Firms who will partner with the Fund to source talented individuals who can make a significant contribution to the organization. The Fund would like to contract Firms who can fulfill senior level executive search mandates, and/or medium-volume recruitment of junior to mid-level posts. The engagement will be in form of long-term agreements (LTA) lasting three (3) years. During this time, the Firms will be allocated executive search or recruitment mandates according to the needs of the Fund and the capacity of the Firm.

2. Objective of the assignment

When the Recruitment Firm is given a mandate to fulfill, the key objective will be for the Firm to work in partnership with the Fund in a recruitment and selection process that will end in the appointment of a well-qualified and highly competent candidate to the vacant post.

3. Scope and Tasks

A. Recruitment

Recruitment mandates will be allocated to Recruitment Firms according to their areas of expertise and experience. The Firm will be responsible for sourcing, screening and selecting the candidates to provide a longlist of highly competent, diverse and qualified candidates to the Fund. The Firm will then support and facilitate the Fund’s further selection from this longlist and the eventual appointment of the leading candidate. The Fund will maintain oversight of the Firm’s work to ensure compliance with the Fund’s recruitment policies and procedures. The Firm’s recruitment and selection processes must follow the principles of the Fund’s recruitment policies and be open, fair and objective.

The Recruitment Firm(s) will use a variety of advertising, networking, roster search, referrals and other effective means to contact and attract candidates for the allocated mandate. Using agreed screening techniques – CV and application review, professional testing, background checking, references, interviews etc. – the Firm will provide a longlist of approximately 10 qualified candidates which will enable the Fund to select a short list of at least 5 well qualified and highly competent candidates for each position, with a good representation of women. The Firm will then provide support and facilitation during the final selection stages, that will take place at the Fund’s Headquarters in Songdo, Incheon City, South Korea, and the eventual appointment of the candidate to fill the vacancy.

B. Specific activities to be undertaken by the Recruitment Firm for each allocated mandate:

- (i) Review the Job Descriptions of the positions and ensure that the selection criteria are clear and well understood by all parties;



- (ii) Develop a Recruitment Strategy to identify qualified candidates who confirm their candidature by applying for the relevant post through the GCF online career centre (<https://jobs.greenclimate.fund>);
- (iii) Conduct calibration calls with the Fund to discuss 5-6 sample CVs and if necessary, adjust the Recruitment Strategy based on the Fund's feedback;
- (iv) As requested by the Fund, develop and advertise vacancies in appropriate international media;
- (v) Receive and keep records of all applications and the source of the interest;
- (vi) Communicate as necessary with applicants keeping them informed of the progress of their applications;
- (vii) Review all applications received, to identify prospective candidates;
- (viii) Interview qualified candidates to assess suitability and competence for the vacancy as well as verification of motivation and realistic expectations about joining the Fund and moving to the Fund's Headquarters in Songdo, Incheon City, South Korea;
- (ix) Present the final longlist of approximately 10 well qualified candidates to the Fund, along with supporting documentation with the objective that the Fund will be able to select a short list of 5 candidates who will be invited to a Skype (or similar) interview. The expectation is that at least 50% of the qualified candidates presented are female;
- (x) Conduct reference checks, and if requested, background screening of the candidates;
- (xi) Provide the Fund with biweekly reports of the recruitment process and all supporting documentation.

The Fund will have the right to retain the Recruitment Firm for all of the above-mentioned services or part of them, depending on the mandate.

4. Outputs

For each mandate, the following outputs are expected:

- (i) A longlist of at least 10 potentially suitable candidates who meet the requirements for the post, along with supporting documentation; to include CVs, motivation letters and notes on interviews carried out by the Firm;
- (ii) a shortlist of at least 5 well qualified candidates for each position, with full supporting information including detailed reference checks, and if requested, background screening;
- (iii) Biweekly reports of the recruitment process and all supporting documentation;
- (iv) Feedback to unsuccessful candidates, when appropriate;
- (v) A detailed final report on the recruitment process;

The Firm is not expected to:

- (i) Be involved in the contract negotiation stage and offer of employment;
- (ii) Be involved in the final interview process (Skype and Onsite). A travel budget will not be allocated.

The Fund may request additional services such as job posting of the vacancy announcement on paid websites which the Fund will reimburse the firm/s directly. Should the Fund request for on-site assistance of Firms in the final interview process, flights and daily subsistence allowance will be provided.



5. Fee structure

The payment will be based on a fixed fee schedule depending on the position level required by the Fund.

A. Position levels

IS-1/IS-2 Junior Professionals
IS-3/IS-4 Specialists
IS-5/IS-6 Senior Specialists/Head of Office or Unit
IS-7 and above Senior Management/Deputy ED

B. Fee schedule

Payment will be phased with 20% of the total fee on launching the recruitment, 20% of the fee on presentation of the short list that is acceptable to the Fund, and the final 60% when the selected candidate signs the Fund's offer of employment. If a candidate resigns or their employment is terminated within one year of taking up his or her role, the recruitment firm will find a replacement without charge.

Should the eventually successful candidate have been introduced by the GCF to the process e.g. a candidate already employed by the Fund, or a candidate who is already existing in the Fund's recruitment database at the time of advertisement of the vacancy, unless they are only in that database due to their application for the vacancy in question, the Firm is entitled to receive a maximum of 70% of the total fee.

C. Candidate 'ownership'

The Firm (s) will hold 'ownership' of all candidates they submit to the Fund for consideration, for the six-month period after the submission. The Firm(s) will be paid a fee equivalent to 60% of the fee for that position level should the Fund hire one of these candidates. In the event that two agencies have submitted the same candidate, the fee will go to the Firm that first submitted the candidate. Candidates that originate from the Fund i.e. internal candidates or candidates who applied to the Fund's advertisements, will not be included in this consideration which will apply only to candidates who have been sourced entirely by the Firm.

D. Acceptance criteria

The acceptance criteria for each mandate/recruitment process shall be based on the fulfillment of the minimum requirements for the concerned profile as provided in the mandate's Terms of Reference (TOR). The Firm shall agree with such TOR.

6. Requirements

"Respecting and valuing diversity" is one of our core values, the Fund is therefore looking for Recruitment Firms with a global reach, able to attract a very diverse range of candidates including women and developing country nationals.

The successful Firms will have a track record of attracting candidates through traditional and new media, including social media.

The Firm(s) must have the capacity, in experience and numbers of staff, to successfully complete the assigned mandates. The Firm must have at least 5 years of relevant experience. As a minimum, the key personnel for the assignment shall be 3 Human Resources experts with competencies as shown below:

- 1) Lead Consultant / Team Leader: Masters' degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labor Economics, Social Sciences, Organization Development, Strategic Management or other related disciplines with at least 10 years work experience providing human resources advisory services; OR a Bachelor's degree in Human



Resources Management, Business or Public Administration, Management, Statistics or Labor Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 12 years work experience providing human resources advisory services, including recruitment and selection. Must possess excellent communications skills in English.

- 2) Senior Consultant: Masters' degree in Human Resources Management, Business or Public Administration, Management, Statistics or Labour Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 5 years work experience providing human resources advisory services; OR a Bachelor's degree in Human Resources, Business or Public Administration, Management, Statistics or Labor Economics, Social Sciences, Organization Development, Strategic Management and other related disciplines with at least 7 years work experience providing human resources advisory services, including recruitment and selection. Must possess excellent communications skills in English.
- 3) Consultant: Bachelor's degree or Diploma in Human Resources Management, Business administration, Management, or other related discipline with at least 5 years work experience supporting human resources services, including recruitment and selection. Must possess excellent communications skills in English.

The key personnel shall have following skills:

- Professional training OR hands-on experience in recruitment outsourcing for at least 5 years.
- Knowledge of IT related/systems in recruitment and selection (key team members' qualifications and certifications; overall team competence).

As global search mandates with wider reach will be assigned, the Firm (s) shall ensure that the team working on the search come from their Headquarters and not from country offices or from their Korean office.



Annex 2

Requirements for Firms' Proposals

Technical Proposal

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

To facilitate a faster evaluation and comparative analysis of the proposals, we recommend that the proposals be structured in the following manner:

- a. Technical Proposal Submission Form-*Form TECH-1*
- b. Company Profile Form (Annex 4)
- c. **Expertise of Firm/Organization** – This section should provide details regarding
 - a brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications and certificates, etc., management structure of the organization, organizational capability/resources, and experience (including areas of expertise) of organization/firm; Use *Form TECH-2*.
 - a summary of 3 largest clients (including contract amounts) in the last 3 years, ideally with international public and private and multilateral organizations; provide relevant Statements of Satisfactory Performance from largest clients;
 - a list of sample searches.
- d. **Proposed Methodology/Work Plan and Approach** – This section should demonstrate the proposer's services by specifying how the requirements shall be addressed, point by point; providing comments on the TOR including a detailed description of the essential performance characteristics proposed; identifying the works/portions of the work that will be subcontracted if any; and demonstrating how the proposed methodology meets or exceeds the specifications; Use *Form TECH-3*.
 - provide a sample detailed search plan.
- e. **Management Structure and Key Personnel** – This section should include the comprehensive curriculum vitae (CVs) of key personnel (as described in Section 6 of the TOR) that will be assigned to support the implementation of the proposed methodology, clearly defining the roles and responsibilities vis-à-vis the proposed methodology. CVs should establish competence and demonstrate qualifications in areas relevant to the TOR. The CVs should be in the format prescribed in *Form TECH-5*.

In complying with this section, the proposer assures and confirms to GCF that the personnel being nominated are available for the Contract on the dates proposed. If any of the key personnel later becomes unavailable, except for unavoidable reasons such as death or medical incapacity, GCF reserves the right to render the proposal nonresponsive. Any substitution of personnel arising from unavoidable reasons shall be made only with the approval of GCF.
- f. **Other Information as may be relevant to the Proposal** - The Technical Proposal **shall not** include any financial information. A Technical Proposal containing any form of financial information that could lead to the determination of the price offer may be declared non-compliant.

The bidder must indicate in the Technical Proposal acceptance of the GCF Model Contract, Terms and Conditions attached. Where there are counter proposals these must be clearly indicated and explained.

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 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 name of company if as an association]

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

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

We undertake, if our Proposal is accepted, to initiate the 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: Firm's Expertise/Organization

A - Firm's Organization

Provide here a brief (two pages) description of the background and organization of your firm/entity.



B - Firm's Expertise/Experience

Provide summary of 3 largest clients and relevant Statements of Satisfactory Performance.

C – Sample searches

Using the format below, provide information on each assignment for which your firm was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out 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 Nº 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):	
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: Description of Approach, Methodology and Work Plan for Performing the Assignment

Provide information as described in Annex 2 (part d.) including comments on the TOR and a sample detailed search plan.



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 Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the Fee structure presented in Section 5 of Annex 1.

The Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.

The Financial Proposal shall include, but shall not be limited to, the following information:

- a. Currency: All prices shall be defined in **USD, Euro or KRW**.
- b. Confirm that your Proposal is valid for minimum ninety (90) days from the RFP Closing date.
- c. Confirm that in the event of award, the unit prices for each type of Staff/Recruitment shall be valid for the duration of the Contract.
- e. **Complete Form FIN-2.** Provide net of taxes, the firm fixed price per each type of Staff/Recruitment services and related quantities.

It is envisaged to establish a Long Term Agreement (LTA).

- Indicate the firm fixed price for each type of Staff/Recruitment for the services for a first year;
- The prices shall be valid for two (2) optional one (1)-year extensions.

Note:

- The optional extensions under the same terms and conditions, are at the discretion of GCF and shall be based on satisfactory performance. A maximum total duration of three (3) years is envisaged.
- Any request by GCF shall be made by Work Order(s) issued by GCF.
- GCF does not warrant that it will request/purchase any minimum quantity/volume for search mandates during the period of validity of the LTA.
- Around 20 search mandates are estimated over the three (3) years of the LTA.

- f. Payment Terms: As per the Fee structure presented in Section 5 of Annex 1 after acceptance of Contractor's invoice and acceptance by GCF of the completed services.
- g. Potential economies of scale due to linkages with existing operations of the Tenderer
- h. Discount program or scheme that can be applied for GCF.
- i. All prices shall be net of taxes.
- j. Applicable taxes; Tenderer may be subject to local taxes (such as value added or sales tax, social charges or income taxes on non-resident Foreign Personnel, duties, fees, levies) under the contract. Tenderer shall include and clearly show all expected taxes in the financial component.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

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

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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

Form FIN-2: Summary of Costs

Break down of Fees and expenses

Provide a firm fixed price for each type of Staff/Recruitment.

The prices shall be valid for a first year and two (2) optional one (1)-year extensions.

Cost elements	Type of Staff/Recruitment			
	IS-1/IS-2	IS-3/IS-4	IS-5/IS-6	IS-7 and above
	Junior Professionals	Specialists	Senior Specialists/ Head of Office or Unit	Senior Management/ Deputy ED
	Cost (US\$)	Cost (US\$)	Cost (US\$)	Cost (US\$)
Candidate sourcing				
Advertising expenses				
Screening/Interview				
Evaluation				
Final skype and onsite Interviews	N/A- will be organized and conducted by GCF			
Reference check				
Psychometric assessment				
Other (please specify)				
TOTAL COST				
	(A)	(B)	(C)	(D)

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

Annex 3

Evaluation Criteria

A. Evaluation and Comparison of Proposals

1. The proposals will be evaluated in a three-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 technical proposal will follow and will be completed prior to any financial proposal being opened and evaluated. The financial proposal will be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

2. All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:
 - Full compliance with the formal requirements for submitting a proposal
 - Submission of all requested documentation
 - Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation

C. Evaluation of Technical Proposal

3. A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.

Technical Evaluation Criteria

	Criteria	Sub-score	Score
1	Expertise of Firm / Organization submitting Proposal		40
1.1	Proven track record of successfully searching for a similar mid-level and senior level of positions	20	
1.2	Technical capacity and proven relevant experience in working with international public and private and multilateral organizations.	10	
1.3	Demonstrated knowledge about the skill-set required to work in an institution involved in environmentally sustainable development and international development assistance	10	
2	Proposed Work Plan and Approach		30
2.1	Degree of understanding of task	5	
2.2	Approach addresses the important aspects of the task in sufficient detail	5	
2.3	Well defined scope of task corresponding to the TOR	10	
2.4	Clear presentation. Sequence of activities and planning. Assurance of efficient implementation of the project	10	
3	Personnel		30
3.1	Lead Consultant / Team Leader	15	
	Professional qualifications as specified in the TOR		
	At least 10 years' relevant experience		

	Professional experience in similar assignments and in leading teams for recruitment of staff in international organizations		
3.2	Senior Consultant	8	
	Professional qualifications as specified in the TOR		
	At least 5 years' relevant experience		
	Professional Experience in the area of the assignment with international organizations		
3.3	Junior Consultant	7	
	Professional qualifications as specified in the TOR		
	At least 5 years' relevant experience		
	Professional Experience in the area of the assignment with international organizations		
	Total		100

Technical proposals that score **at least 75 points** out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

D. Evaluation of Financial Proposal

The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

E. Consolidated evaluation

The weights given to the Technical (T) and Financial (P) Proposals are:

$T = 0.70$, and $P = 0.30$

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

F. Award

The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. 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.

It is envisaged to effect a multiple award. However GCF reserves the right, as it deems appropriate, to award to a single bidder, to award to multiple bidders in any combination or not to award to any of the bidders as a result of this RFP.



Annex 4

Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

General Information

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

Prior experience with international organizations

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



Environmental Policy

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

Contract disputes

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

References

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

Partners

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

Conflict of interest

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated
1
2

Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: _____ Title: _____

Signature: _____ Date: _____



**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2019/S/002 dated 18 January 2019, 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 18 February, 2019, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 19 February, 2019, 11.00 Hrs Korean Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the secretariat, please indicate the reason:

We do not have the capacity to submit a proposal at this time.

We cannot meet the requirements for this RFP.

We do not think we can make a competitive offer at this time.

Other (please specify): _____

Kindly return this acknowledgement letter immediately via e-mail to procurement@gcfund.org

NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

**Annex 6
Timeline**

The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	18 January, 2019
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	11 February, 2019
3	Last date for requests for clarification of the RFP	Tenderer	5 February, 2019
4	Last date to reply to questions received/ Last date for amendment	GCF	8 February, 2019
5	Date by which proposal must be received in Korea by GCF	Tenderer	18 February, 2019; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	19 February, 2019
7	Notice of successful provider	GCF	12 March, 2019
8	Contract signing	GCF/Tenderer	19 March, 2019
9	Work start	Tenderer	TBA

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract

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

Template – September 2016/V.01

Contract No. _____

**Consulting Service Contract
for**

[nature of services]

by and between

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

and

[CONTRACTOR, address]

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

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