

**GCF Project:
“Climate change
adaptation solutions
for local authorities
in the Federated
States of
Micronesia”
Procurement Plan**



Outline for Procurement Plan

Pacific Community (SPC)

I. General

1. **Project information:** Climate change adaptation solutions for local authorities in the Federated States of Micronesia - SPC
2. **Version of the Plan:** Version 2.0 dated 15/05/21
3. **Approval Date of the procurement Plan:**
 - TBC
4. **Date of General Procurement Notice:**
 - TBC
5. **Period covered by this procurement plan:**
 - 18 months after start of implementation
6. **Risk assessment arrangements:** Grant recipients will be expected to implement their sub-grants according to the schedules and deliverables that are set out in their contracts. The sub-grants will be fully under the control and management of the recipient LAs, with execution support to be provided by Facilitating Agents. A milestone approach to sub-grant awards and payment schedules will be utilised whereby grant recipients would report the achievement of project milestones as per the grant agreement. Facilitating Agents will be assigned to each sub-grant and will conduct a site-visit once each quarter, and support the reporting and monitoring processes. The Facilitating Agents will be responsible for advising the ECU on project progress, making recommendations to the ECU for the disbursement of funds and in the event of any requests for deviations from the agreed project plan. Particular attention will be given to the monitoring and mitigation of any risks identified through Stages 1-3, and of any unanticipated environmental and social risks that may arise during implementation.
7. Annual financial and narrative reports will be submitted by the grant recipient with support as needed from the Facilitating Agent. The ECU will review annual performance reports, provide recommendations, and discuss any corrective action needed. The Facilitating Agents will be responsible for working with grant recipients to ensure that these recommendations are integrated into the relevant project risk management plans, and into future implementation activities. The Facilitating Agents will also be responsible for monitoring of the iterative management actions that arise from the recommendations of the ECU.
8. Where risks are detected, the ECU may propose the redirection of project funds to risk management activities, or the withholding of the next tranche of payment until satisfactory risk management actions are determined and agreed. In this regard, it is noted that every effort will be made to support grant recipients to positively respond to and manage unanticipated risks. The ECU will undertake the necessary internal procedures to validate and complete the contracted payments.
9. **Procurement oversight:** All procurement will proceed according to SPC's Finance Regulations (2018), Finance Policy: Procurement (2020), Finance Policy: Grants and Sub-delegations (2020) and Finance Policy: Anti-Money Laundering and Counter-Terrorism Financing (2020). These policies ensure considerable internal controls and due diligence to

ensure that funds are properly disbursed and managed. The procurement process includes assessment and mitigation of risks. This will be overseen by SPC's Procurement Committee.

10. **Other Arrangements:** The project will provide grants to Government, Civil Society, Private sector and regional organizations. The Accredited Entity's approved Procurement and Consultant Guidelines reviewed and accepted by the Green Climate Fund will apply under these grants. This procurement plan only relates to goods and services to be procured by the SPC for the purposes of this project as stipulated in the GCF budget (annex 4) and according to the Operations Manual for this programme. The majority of procurement will be carried out by Grant Recipients themselves and procurement plan will be agreed between the SPC and Grant Recipient, except in those cases when direct procurement by SPC is undertaken (e.g. in cases when it is deemed that the grantee does not have the capacity to undertake such procurement).

II. Goods, Works and non-consulting services

1. **Prior Review Threshold:** Procurement Decisions subject to Prior Review by the AE/Fund¹

¹ Available online at <https://www.spc.int/procurement>.

	Procurement Method	Threshold for use of method	Prior Review Threshold	Comments
1.	Petty cash	Up to 50 EUR	N/A	Procurement valued at less than or equal to EUR 50 can be undertaken using petty cash by the Director-General's delegate. Advance cash for authorised expenses may be taken, or reimbursement can be claimed using receipts for expenditure incurred. Petty cash is maintained by Finance, as well as divisions, programmes and project offices.
2.	Shopping	Up to 2000 EUR	Above 50 EUR	Procurement valued at more than EUR 50, but less than or equal to EUR 2000, requires at least one quotation. No competitive process is required, but wherever possible comparable quotes may be obtained to confirm that the offer provides the best value for money. Quotations can be solicited directly from the vendors by the procuring section. The quote will be evaluated by the procuring section and the vendor approved by the Director-General's delegate. The quote must conform to the technical requirements of the procurement. The Procurement Team will conduct post-facto random checks to ensure that these procurement activities provide SPC with the best value for money available in the market. If the items or services being procured are required on a repetitive basis and the cumulative value of the contract exceeds EUR 45,000 in a calendar year, the procuring section is to use either an RFQ or RFP for future purchases.
3.	Request for quotation (RFQ)	Up to 45,000 EUR	Above 2000 EUR	Procurement valued at more than EUR 2000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money. The procuring section can source quotations from vendors. If the items or services being procured are required on a repetitive basis and the cumulative value of the contract exceeds EUR 45,000 in the calendar year, the procuring section should conduct an advertised RFP process for procurement, or a process for the appointment of a preferred supplier or service provider. The RFQ documentation or technical specification will be provided in writing to the prospective vendors to provide quotation. The same set of specification requirements, submission and other solicitation requirements will be provided to all vendors from whom quotations or proposals are requested. All forms of communication with the prospective vendor will be retained as the source documents for the procurement. Depending on the market for the product or services being procured, procurement below this threshold can also be advertised. The procuring section will evaluate the quotes using the evaluation matrix template, to compare all quotations and proposals received. The Procurement Team can assist to ensure the appropriate process is followed and that all the relevant documentation is properly filled
4.	Request for proposal (RFP)	200,000 EUR	Above 45,000 EUR	Procurement valued at more than EUR 45,000 will require a local or international RFP (or tender) and will be evaluated by SPC's Procurement Committee. The Procurement Team will coordinate the process to ensure compliance with the process (and will complete the required RFP checklist). Solicitation Advertising: An RFP must be advertised for at least four weeks and advertised as widely as possible. No RFP documents will be sent directly to any prospective bidders, unless they have been shortlisted through an expression of interest. Communication with bidders/potential bidders: Once an RFP is advertised all requests for clarification about the content of the RFP from a potential bidder must be made through the Procurement Team. All communication sent out in response to a query will be copied to all bidders that have already submitted their bids. Two envelope process: The RFP will normally require a two envelope procedure, in which the technical and financial proposals are submitted in two separate sealed envelopes or as separate electronic submissions. Closing date: All bids must be received before the closing date specified in the RFP documents Evaluation SPC's Procurement Committee will undertake an RFP evaluation. The proposal with the overall highest score after adding the score of the technical proposal and the score from the financial proposal is the bid that offers the best value for money. The Procurement Committee must prepare an evaluation report for all RFP evaluations. Negotiations: Negotiations are discussions with a potential supplier after selection of the supplier, but before the award of the contract. Negotiations may be carried out with the selected supplier regarding payment terms and delivery after the Procurement Committee's report has been approved.

				<p>Negotiations should result in a clear understanding of responsibilities under the contract and better value for money than provided for in the recommended proposal.</p> <p>Award of contract: The Procurement Committee's evaluation report will be submitted to the Director-General for approval. This approval authorises SPC to enter into negotiations with the successful bidder and award the contract.</p>
5.	High-value RFP or highly complex, or unavailable in local market	N/A	Above 200,000 EUR	<p>A high-value RFP will need to be undertaken for very high-value procurements (more than EUR 200,000), and for complex procurements, or for procurement of requirements not readily available in the local market. Construction works and real estate procurement may be carried out through local procurement regardless of the value (see the Capital Projects Guidelines). The majority of the processes for a high-value RFP are the same as for an RFP, except for some additional requirements, as set out below. The Director-General will approve any high value RFP. A risk assessment must be undertaken before the start of the procurement activity for all high-value procurements (more than EUR200,000) or complex procurements. The risk assessment is to be undertaken by the project manager, in collaboration with the Procurement Team, and must evaluate the consequences of SPC failing to perform the procurement effectively or in a timely manner. It should include a risk analysis, assessment and options for mitigation. The risk assessment must be done in line with SPC's Risk Management Policy. High-value RFP must be advertised for at least six (6) weeks. A performance security bond will be required for all high-value contracts.</p>
6.	Rosters and preferred suppliers	N/A	N/A	<p>Expression of interest An expression of interest (EOI) is a solicitation process that allows SPC to develop a list of potential bidders for goods, services or works that could be either: a. included on a shortlist roster; or b. considered for a future detailed RFP process. The EOI process does not automatically lead to an award of contract. The purpose of the EOI process is limited to assisting procuring sections by providing them with a shortlist of prospective vendors on roster. The technical evaluation of EOIs will be done by the procuring section, with a report submitted to the Procurement Committee for approval. Using an approved roster waives the requirement of a public solicitation process. However, before contracting a prospective vendor from a roster, SPC must send a detailed statement of needs to at least three prospective vendors seeking a proposal or quote. The evaluation of the proposals will occur in line with SPC's normal procurement practices, according to the value of the contract</p> <p>Preferred supplier agreement SPC uses preferred supplier agreements (PSA) to capitalise on volume procurement, by leveraging its purchasing power for low-value but high-volume procurement. A PSA is a contractual agreement for the provision of goods, services or works (as and when required), under a schedule of rates or on a quotation basis. A PSA can be established with one or more suppliers to provide an undefined volume of goods, services or works to SPC in accordance with contract conditions that may or may not include price. Typical examples include travel and ICT equipment, where the total procurement volume is large and recurring, while individual orders are relatively small. Preferred supplier agreements are managed by the procuring section. The appointments of preferred suppliers are initially made through a public competitive procurement process, either through an RFQ, an RFP or a full international tender process based on the volume and amount of procurement. Once a PSA has been implemented, orders can be placed directly with the supplier(s) by the procuring sections, on terms stated in the PSA, without going through another competitive bidding process or needing to obtain comparative quotes from other suppliers. (see 63.1.c Direct contracting) A PSA will be initially for one year and will only be renewed upon confirmation of satisfactory performance before the expiry of the contract. The PSA can then be renewed for another three (3) years, for an overall maximum of four (4) years. The procurement must then be readvertised.</p>
7.	Crisis response procedures (CRP)	2,000 EUR	N/A	<p>The crisis response procedures (CRP) are intended to improve the speed and efficiency of SPC's response to the recovery needs of countries affected by crisis for a defined period of time. They provide increased operational flexibility to carry out procurement activities in the shortest period of time possible, without compromising accountability. However, they only apply to procurement activity directly related to the crisis response. The Director-General may declare a crisis to invoke the application of the CRP. To declare a crisis the Director-General needs to be satisfied that: a. a government (national, provincial or other) or international organisation has declared a form of state of emergency, or</p>

				b. a government (national, provincial or other) is taking active time critical steps to mitigate the impact of an imminent disaster or crisis. The Procurement Team must be consulted for any procurement made under CRP. Additional information on thresholds for CRP is available upon request.
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2. **Prequalification (for complex Civil Works):** No pre-qualification is required under the GCF project as no complex civil works are envisaged. Complex civil works may be required under sub grants awarded by this project. Procurement plan will be agreed between the SPC and Grant Recipient.

3. Procurement Packages with Methods and Time Schedule

Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre-Qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
1	Project inception workshop	GCF	Planned	15,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q1	Y1Q1	Y1Q1	
			Actual									
2	Computer equipment, office equipment and supplies for SPC FSM project office	GCF	Planned	35,000	RFQ	No			Y1Q1	Y1Q1	Y1Q1	
			Actual									
3	10 training workshops with roughly 22 people per training ²	GCF	Planned	80,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q1	Y1Q1	Y1Q2	
			Actual									
4	Advertising materials including social media, print and radio. Printing materials for training manual	GCF	Planned	5,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q1	Y1Q1	Y1Q2	
			Actual									
5	Three * three-day workshops every 3 months (36 days total) for 20 FAs	GCF	Planned	48,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q4	Y1Q4	Y2Q5	
			Actual									
6	Training materials for FAs	GCF	Planned	1,000	Shopping	No	Yes		Y1Q4	Y1Q4	Y2Q1	
			Actual									
7	20 training workshops to prioritize adaptation actions for Grant Facility	GCF	Planned	20,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q4	Y1Q4	Y2Q1	
			Actual									
8	2 workshops per state on project preparation	GCF	Planned	8,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q4	Y2Q1	Y2Q2	

² Workshop costs include hiring for conference facilities, refreshments and meals, AV equipment.

Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre-Qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid-Opening Date	Date of contract /order signature	Comments
			Actual									
9	Printing training manuals	GCF	Planned	1,000	Shopping	No	Yes		Y1Q4	Y2Q1	Y2Q2	
			Actual									
10	Procurement of service providers to develop platform.	GCF	Planned	10,000	RFQ (Preferred supplier agreement)	No		Yes (post)	Y1Q4	Y2Q1	Y2Q2	
			Actual									
11	Two learning exchange/workshops at project year 3 and year 5	GCF	Planned	30,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y3Q1	Y3Q1	Y3Q2	
			Actual									
12	National conference at project conclusion (in Pohnpei)	GCF	Planned	25,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y7Q1	Y7Q1	Y7Q2	
			Actual									
13	State conferences at project conclusion in the three other States	GCF	Planned	37,500	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y7Q1	Y7Q1	Y7Q2	
			Actual									
14	Workshop materials on climate change adaptation for local authorities	GCF	Planned	1,000	Shopping	No	Yes		Y1Q4	Y1Q4	Y2Q1	
			Actual									
15	Meetings and workshops to establish the Enhanced Direct Access Coordination Unit (ECU) and EDA Programme Board (EPB), Grants Technical Evaluation sub-committee (GTESC) and Facilitating Agents (FAs)	GCF	Planned	6,500	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y1Q3	Y1Q3	Y1Q4	
			Actual									
16	Information on the expression of interest disseminated in local media: newspapers, internet (social media), radio and SMS	GCF	Planned	8,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y2Q2	Y2Q2	Y2Q3	
			Actual									
17	1 workshop per State per cycle = 5 cycles during the project lifetime x 4 States = 20 workshops in total.	GCF	Planned	40,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y2Q3	Y2Q3	Y2Q4	
			Actual									
18	Information on the grant award winners disseminated in portal local media: newspapers, internet (social media), radio	GCF	Planned	8,000	RFQ (Preferred supplier agreement)	No	Yes	Yes (post)	Y2Q4	Y3Q1	Y3Q1	
			Actual									
19	Materials and computer equipment for the development of the M&E system	GCF	Planned	5,000	RFQ	No			Y5Q3	Y5Q4	Y5Q4	

Ref. No.	Contract (Description)	Source of Funds	Planned vs Actual	Estimated Cost in US\$	Procurement Method	Pre- Qualification (yes/no)	Domestic Preference (yes/no)	Review by AE/Fund (Prior / Post)	Date of issuance of doc's	Bid- Opening Date	Date of contract /order signature	Comments
			Actual									
Total for Goods and Services				384,000								

III. Selection of Consultants

1. Prior Review Threshold: Selection decisions subject to Prior Review by AE/Fund.

	Selection Method	Prior Review Threshold	Comment
1.	Rosters and preferred suppliers	<p>1. High-value RFP or highly complex, or unavailable in local market Above 200,000 EUR</p> <p>2. Request for proposal (RFP) above 45,000 EUR up to 200,000 EUR</p> <p>3. Request for quotation (RFQ). Above 2000 EUR up to 45,000 EUR</p>	<p>Expression of interest An expression of interest (EOI) is a solicitation process that allows SPC to develop a list of potential bidders for goods, services or works that could be either: a. included on a shortlist roster; or b. considered for a future detailed RFP process. The EOI process does not automatically lead to an award of contract. The purpose of the EOI process is limited to assisting procuring sections by providing them with a shortlist of prospective vendors on roster. The technical evaluation of EOIs will be done by the procuring section, with a report submitted to the Procurement Committee for approval. Using an approved roster waives the requirement of a public solicitation process. However, before contracting a prospective vendor from a roster, SPC must send a detailed statement of needs to at least three prospective vendors seeking a proposal or quote. The evaluation of the proposals will occur in line with SPC's normal procurement practices, according to the value of the contract</p> <p>Preferred supplier agreement SPC uses preferred supplier agreements (PSA) to capitalise on volume procurement, by leveraging its purchasing power for low-value but high-volume procurement. A PSA is a contractual agreement for the provision of goods, services or works (as and when required), under a schedule of rates or on a quotation basis. A PSA can be established with one or more suppliers to provide an undefined volume of goods, services or works to SPC in accordance with contract conditions that may or may not include price. Typical examples include travel and ICT equipment, where the total procurement volume is large and recurring, while individual orders are relatively small. Preferred supplier agreements are managed by the procuring section. The appointments of preferred suppliers are initially made through a public competitive procurement process, either through an RFQ, an RFP or a full international tender process based on the volume and amount of procurement. Once a PSA has been implemented, orders can be placed directly with the supplier(s) by the procuring sections, on terms stated in the PSA, without going through another competitive bidding process or needing to obtain comparative quotes from other suppliers. (see 63.1.c Direct contracting) A PSA will be initially for one year and will only be renewed upon confirmation of satisfactory performance before the expiry of the contract. The PSA can then be renewed for another three (3) years, for an overall maximum of four (4) years. The procurement must then be readvertised.</p>
2.	Request for quotation (RFQ)	Above 2000 EUR Up to 45,000 EUR	<p>Procurement valued at more than EUR 2000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money. The procuring section can source quotations from vendors. If the items or services being procured are required on a repetitive basis and the cumulative value of the contract exceeds EUR 45,000 in the calendar year, the procuring section should conduct an advertised RFP process for procurement, or a process for the appointment of a preferred supplier or service provider. The RFQ documentation or technical specification will be provided in writing to the prospective vendors to provide quotation. The same set of specification requirements, submission and other solicitation requirements will be provided to all vendors from whom quotations or proposals are requested. All forms of communication with the prospective vendor will be retained as the source documents for the procurement. Depending on the market for the product or services being procured, procurement below this threshold can also be advertised. The procuring section will evaluate the quotes using the evaluation matrix template, to compare all quotations and proposals received. The Procurement Team can assist to ensure the appropriate process is followed and that all the relevant documentation is properly filled</p>
3.	Request for proposal (RFP)	45,000 EUR - 200,000 EUR	<p>Procurement valued at more than EUR 45,000 will require a local or international RFP (or tender) and will be evaluated by SPC's Procurement Committee. The Procurement Team will coordinate the process to ensure compliance with the process (and will complete the required RFP checklist).</p> <p>Solicitation</p>

			<p>Advertising: An RFP must be advertised for at least four weeks and advertised as widely as possible. No RFP documents will be sent directly to any prospective bidders, unless they have been shortlisted through an expression of interest.</p> <p>Communication with bidders/potential bidders: Once an RFP is advertised all requests for clarification about the content of the RFP from a potential bidder must be made through the Procurement Team. All communication sent out in response to a query will be copied to all bidders that have already submitted their bids.</p> <p>Two envelope process: The RFP will normally require a two envelope procedure, in which the technical and financial proposals are submitted in two separate sealed envelopes or as separate electronic submissions.</p> <p>Closing date: All bids must be received before the closing date specified in the RFP documents</p> <p>Evaluation SPC's Procurement Committee will undertake an RFP evaluation. The proposal with the overall highest score after adding the score of the technical proposal and the score from the financial proposal is the bid that offers the best value for money. The Procurement Committee must prepare an evaluation report for all RFP evaluations.</p> <p>Negotiations: Negotiations are discussions with a potential supplier after selection of the supplier, but before the award of the contract. Negotiations may be carried out with the selected supplier regarding payment terms and delivery after the Procurement Committee's report has been approved. Negotiations should result in a clear understanding of responsibilities under the contract and better value for money than provided for in the recommended proposal.</p> <p>Award of contract: The Procurement Committee's evaluation report will be submitted to the Director-General for approval. This approval authorises SPC to enter into negotiations with the successful bidder and award the contract.</p>
4.	High-value RFP or highly complex, or unavailable in local market	Above 200,000 EUR	<p>A high-value RFP will need to be undertaken for very high-value procurements (more than EUR 200,000), and for complex procurements, or for procurement of requirements not readily available in the local market. Construction works and real estate procurement may be carried out through local procurement regardless of the value (see the Capital Projects Guidelines). The majority of the processes for a high-value RFP are the same as for an RFP, except for some additional requirements, as set out below. The Director-General will approve any high value RFP.</p> <p>A risk assessment must be undertaken before the start of the procurement activity for all high-value procurements (more than EUR200,000) or complex procurements. The risk assessment is to be undertaken by the project manager, in collaboration with the Procurement Team, and must evaluate the consequences of SPC failing to perform the procurement effectively or in a timely manner. It should include a risk analysis, assessment and options for mitigation. The risk assessment must be done in line with SPC's Risk Management Policy.</p> <p>High-value RFP must be advertised for at least six (6) weeks.</p> <p>A performance security bond will be required for all high-value contracts.</p>

2. **Short list comprising entirely of national consultants:** Short list of consultants for services, estimated to cost less than \$100,000 equivalent per contract, may comprise entirely of national consultants in accordance with the Fund's interest in encouraging the development and use of National Consultants from partner countries of operation.
3. **Any Other Special Selection Arrangements:** [including advance procurement and retroactive financing, if applicable]

4. Consultancy Assignments with Selection Methods and Time Schedule

Ref. No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
1	National consultant to conduct capacity gap analysis of LAs and target govt officials. Provide inputs to international consultant to review tools and frameworks to prioritise adaptation action	GCF	36,000	RFQ Quality Based Selection (QBS)		Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
2	Gender specialist to incorporate gender responsive design and develop gender training module	GCF	12,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
3	International consultant to review tools and frameworks, identify case studies, develop training manual with case studies and develop adaptation prioritisation and risk screening tools and propose national framework on climate adaptation	GCF	72,000	RFP -Quality Cost Based Selection method (QCBS)		Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
5	Two national consultants for the development of training materials on EDA Grant Facility and thematic areas for funding uploaded onto portal. Two national consultants to deliver workshops in four states	GCF	19,200	RFQ QBS		Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
6	Gender specialist to incorporate gender into training materials	GCF	6,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
7	International expert to deliver training on curriculum	GCF	19,200	RFQ QBS		Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
8	3 National consultants (one for each thematic area) to support international consultant to prepare training materials on development of climate change projects in the selected thematic areas and delivery of training to facilitating agents.	GCF	32,400	RFQ QBS		Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	

Ref. No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
9	Gender specialist to incorporate gender training into training the trainers materials	GCF	6,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q1	Y1Q2	Y1Q2	Y1Q2	Y1Q2	Y1Q2	
10	20 national consultants known as Facilitating Agents on-boarded and trained to provide services to LAs	GCF	144,000	RFQ QCBS		Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	
11	International consultants (remote) one for each thematic area for the development of training materials on development of climate change projects in the selected thematic areas and delivery of training to facilitating agents.	GCF	64,800	RFP QCBS		Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	
12	Gender specialist to provide on demand support to FAs	GCF	6,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	
13	National consultant (20 facilitating agents) to deliver tailored support to local authorities to prioritise adaptation actions for the grant facility. This assumes there will be some 80x5 day site visits	GCF	120,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	
14	National consultants for the development of training materials on EDA Grant Facility and thematic areas for funding uploaded onto portal. And delivery of project development training and training workshops and meetings with trainers, local authorities and states.	GCF	90,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	
15	Gender specialist to provide on demand support to FAs	GCF	6,000	RFQ (Preferred supplier agreement)	Yes (post)	Y2Q1	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q2	

Ref. No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
16	External pool of international thematic experts onboarding and process establishment	GCF	1,800	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	
17	National E&S safeguard and gender and social inclusion expert onboarding and process establishment	GCF	9,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	
18	Local consultant to review guidelines of similar types of projects that provide grants for climate change activities and develop guidance documents and forms for local authorities and update the operations manual	GCF	18,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	
19	Gender specialist to ensure appropriate gender consideration in the design of the RCGF guidelines and procedures	GCF	6,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	
20	Facilitating agents to support LAs with rejected EOI to improve design against investment/eligibility criteria. 30 days for 5.5 years	GCF	49,500	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
21	Gender expert to support audit to ensure inclusion of gender data and policies and the capacity to integrate gender into sub-grant design	GCF	6,000	RFQ (Preferred supplier agreement)	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
22	FAs to develop training material for financial management, risk management, control, and governance processes for climate adaptation projects. And deliver training to sub national entities/LAs. 5 days training delivered to 40 LAs	GCF	66,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	

Ref. No.	Description of Assignment	Source of Funds	Estimated Cost	Selection Method	Review by AE/Fund (Prior / Post)	Issuance of Expression of Interest	Finalize shortlist and issue RFP	Proposals Submission Date	Complete Technical Evaluation	Complete Financial Evaluation	Negotiate and Award	Comment
23	Gender expert to provide capacity support to local authorities to strengthen gender governance structures	GCF	6,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
24	International specialist to support development of training material.	GCF	36,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
25	Gender expert to provide technical assistance to local authorities to strengthen gender components of sub-grants	GCF	18,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
26	FAs to work with applicants to develop full proposals. 15 days each on 40 proposals	GCF	180,000	RFP (Preferred supplier agreement) QBS	Yes (post)	Y2Q3	Y2Q2	Y2Q2	Y2Q2	Y2Q2	Y2Q3	
27	independent contractor to conduct Environmental Impact Assessment (EIA) and associated E&S Management Plan (ESMP) when category B project. Supporting the national E&S consultant	GCF	36,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
28	FAs to provide support to strengthen proposals. 3 days support to 40 sub grants funded	GCF	60,000	RFP (Preferred supplier agreement)	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
29	National E&S specialist conducting screening of proposals	GCF	90,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
30	External pool of international thematic experts to screen proposals.	GCF	45,000	RFQ (Preferred)	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	

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				supplier agreement) QBS								
31	External pool of international thematic experts to provide support to strengthen proposals. 3 days support to 40 sub grants funded	GCF	72,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
32	FA's development of training materials and training LAs. 2 days training delivered to 40 LAs (40 sub grants funded)	GCF	54,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
33	Three international consultants to develop training materials for the three categories of sub-projects	GCF	36,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
34	National E&S specialist monitoring projects implemented and support the knowledge management and M&E specialist	GCF	67,500	RFP (Preferred supplier agreement) QCBS	Yes (post)	Y2Q4	Y2Q4	Y2Q4	Y2Q4	Y3Q1	Y3Q1	
35	External pool of thematic experts to conduct expert analysis (e.g. CBAs, economic analyses, hydrology studies, ecosystem assessments, social assessments etc.) to determine the efficacy of adaptation measures.	GCF	66,000	RFP (Preferred supplier agreement) QCBS	Yes (post)	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	
36	National E&S specialist evaluating projects implemented	GCF	18,000	RFQ (Preferred supplier agreement) QBS	Yes (post)	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	Yearly from Y2	
37	International consultant team for developing M&E system	GCF	6,000	RFQ		Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	

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				QBS								
38	National M&E Consultant for developing M&E system	GCF	3,000	RFQ		Y1Q2	Y1Q3	Y1Q3	Y1Q3	Y1Q3	Y1Q4	
				QBS								
39	International specialized consultants for mid-term evaluation	GCF	18,000	RFQ		Y3Q3	Y3Q3	Y3Q3	Y3Q4	Y3Q4	Y3Q4	
				QBS								
40	International specialized consultants for final evaluation	GCF	24,000	RFQ		Y7Q1	Y7Q1	Y7Q2	Y7Q2	Y7Q2	Y7Q2	
				QBS								
41	National specialized consultants for mid-term evaluation	GCF	6,000	RFQ		Y3Q3	Y3Q3	Y3Q3	Y3Q4	Y3Q4	Y3Q4	
				QBS								
42	National specialized consultants for final evaluation	GCF	12,000	RFQ		Y7Q1	Y7Q1	Y7Q2	Y7Q2	Y7Q2	Y7Q2	
				QBS								
43												
Total for consultancy assignments			1,643,400									

Competitive Methods are the following:

- Quality Cost Based Selection method (QCBS)
- Quality Based Selection (QBS)
- Fixed Budget Selection (FBS)
- Least Cost Selection (LCS)
- Consultants Qualifications Selection (CQS)