

Simplified Approval Process

Annex 8: Procurement plan



GREEN
CLIMATE
FUND



Annex 8: Procurement Plan



Procurement Plan

Micronesia Conservation Trust (MCT)

I. General

1. **Project information:** Ecosystem-based Adaptation (EbA) for Reducing Community Vulnerability to Climate Change in Northern Pacific Small Island Developing States (SIDS)- CT
2. **Version of the Plan:** 31st March 2023
3. **Approval Date of the procurement Plan:**
 - TBC - during inception phase
4. **Date of General Procurement Notice:**
 - TBC - during inception phase
5. **Period covered by this procurement plan:**
 - 18 months
6. **Procurement oversight:** All procurement will proceed according to MCT's procurement systems, in-line with its accreditation and based on MCT's Procurement Policy which includes an Internal Procurement Committee to supervise and approve procurement procedures. All financial management and procurement, including financial accounting, disbursement methods and auditing will be specified under the Funded Activity Agreement (FAA) and will be aligned with the process and method agreed in the accreditation master agreement (AMA). The GCF will transfer funds annually to MCT on the basis of a disbursement schedule as outlined in the term sheet and relevant agreements. MCT will open a designated account managed by MCT to receive the GCF funds. All relevant expenditures will be charged directly to the designated account. MCT will be responsible for ensuring that project funds are spent according to the funding proposal and the above-mentioned agreements that will be entered with the GCF. An annual project audit will be undertaken as well as a final project audit. The audits will include an audit of MCT's procurement process for the project.

All EEs for this proposal (Financial Vehicles) are separate legal entities. MCT as the AE will enter into a legally binding agreement with them. This agreement will operate as the legal contract for the implementation of the project and includes specific obligations, arbitration, and liability. The specific activities each party is responsible for will be laid out clearly in the agreement as well as all reporting requirements, including reporting on in-kind co-financing committed.
7. **Other Arrangements:** The programme 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 MCT for the purposes of this project as stipulated in the GCF budget (annex 4) and according to the Operations Manual for this programme.

II. Goods, Works and non-consulting services.

Procurement authorization: Procurement authorization by the AE/Fund¹

| | Procurement Method | Threshold for use of method | Prior Review Threshold | Comments |
|----|-----------------------------|-----------------------------|------------------------|--|
| 1. | Shopping and bargaining | Up to 500 USD | N/A | Required Authorization by the Deputy Director (or designee). |
| 2. | Shopping | Up to 3,000 USD | Above 500 USD | Required Authorization the Executive Director (or designee) |
| 3. | Invitation for a Bid | N/A | Above 3,000 USD | Required Authorization the Internal Procurement Committee |
| 4. | Sub-grants and large awards | N/A | N/A | Required Authorization the Board of Trustees |

Prices offers and requests for bids should include sufficient information pertaining to procurement procedures, prices, place, time, and payment conditions as follows:

- Detailed specifications of items needed.
- Required quantity
- Place and time of placing the order.
- Payment method.
- Contract conditions.
- Authorized signatories.

The Finance Officer will compare price offers and bids with the approved budget to ensure that funds are available for the purchase/procurement.

When required, price offers and bids are opened and summarized in front of the procurement committee. Prices analysis should be documented to compare offers prices with market prices. This analysis should be considered in selecting the vendor after taking financial and technical aspects into consideration.

MCT is not required to select the lowest price but should justify the reasons for selecting the more expensive option.

Pre-numbered purchase orders are prepared for procuring goods or services above \$500.

Purchase order s include the vendor's name, prices, quality and quantity.

Procurement amounts may not be divided in order to circumvent procedural requirements.

The Finance Officer, Office Manager, Program Managers or designee(s) may shop for procuring items and the shopping process shall be documented for control purposes

Procurement committee that analyzes price offers should include the following:

Detailed procurement procedures, specifying the person in charge of each step are includes in the MCT operations manual.

Related forms and documents:

- Pre-numbered internal purchase request.
- Price offers request.
- Purchase request
- Purchase order.
- Price offers analysis form.

¹ Available online at

http://www.ourmicronesia.org/uploads/1/2/6/9/126956881/policy_and_operations_manual.pdf

- Procurement through shopping form
- Contract to provide services.

Bids

If a bid is requested, bids or price offer requests will outline all required specifications that a prospective vendor should meet in his/her offer. The bid is awarded considering best prices and quality. Price offers or bid request orders should include the following:

- An accurate description of required specifications to ensure fair competition. o Description of required technical requirements to comply with, if any.
- Special specifications to be met.

The bid is awarded to the vendor who complies with contract's covenants and circumstances considering his/her credibility, past record and quality of work.

Documentation of any price studies conducted will be maintained in procurement files. Large purchases procedures are documented and maintained in a special file including at least the following:

- Basis of awarding the vendor.
- Justifications for not asking for price offers if applicable.
- Basis of prices and cost analysis.

Members of the Internal Procurement Committee shall declare any possible conflicts of interest in accordance with the policy in sections 3.10 and 5.17.2 of this manual.

MCT will advertise the request for bids publicly and in the media most appropriate (newspaper, email list-serves, website solicitation, etc.) to the goods and/or services being requested. The Internal Procurement Committee will make the determination on a case-by-case basis.

Detailed procurement procedures, specifying the person in charge of each step are included in the MCT operations manual.

1. Prequalification (for complex Civil Works)

No pre-qualification is required under the GCF project as no complex civil works are envisaged.

2. Procurement Packages with Methods and Time Schedule

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------|---|-----------------|-------------------|------------------------|----------------------|----------------------------|------------------------------|----------------------------------|---------------------------|------------------|-----------------------------------|----------|
| 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 | 1.1.1 Programme inception workshop | GCF | Planned | 59,500 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | August 24 | September 24 | |
| 2 | 1.1.2 Consultations to administer the capacity assessment framework | GCF | Planned | 137,500 | Invitation for a Bid | Yes | No | Yes (prior) | February 24 | April 24 | May 24 | |
| 3 | 1.1.4 Writeshop workshops | GCF | Planned | 256,125 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | July 24 | August 24 | |
| 4 | 1.2.1 Deliver community training modules | GCF | Planned | 264,600 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | July 24 | September 24 | |
| 5 | 1.2.2 Peer-to-peer learning for communities and rostered entities | GCF | Planned | 1,554,000 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | July 24 | September 24 | |
| 6 | 3.1.2 KMAL workshops with rostered entities | GCF | Planned | 137,500 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | July 24 | September 24 | |

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|------------------------------|--|-----------------------|-------------------------|------------------------------|-------------------------|----------------------------------|------------------------------------|--|---------------------------------|-------------------------|--|----------|
| 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 |
| 7 | Project steering committee & PMU management meetings | GCF | Planned | 30,000 | Invitation for a Bid | Yes | No | Yes (prior) | April 24 | July 24 | September 24 | |
| Total for Goods and Services | | | | 2,439,225 | | | | | | | | |

III. Selection of Consultants

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

All consultants and other contractors will be hired through public advertising and analysis of three or more competitive quotations, when available.

Staff requesting a consultancy service will submit a copy of the Terms of Reference for the proposed consultancy to the Executive Secretariat for authorization. If authorized, the Financial Officer will approve the advertising expense and will prepare a consultancy agreement, based on the TOR. The contract will be signed by the ED.

All consultants must sign a contract with MCT outlining their work scope, timeframe, conditions, deliverables and payment schedule. Consulting work will not be started prior to having a signed agreement

On February 25, 2010, the Board of Trustees passed resolution number MCTBOTR no.10-002, authorizing the Executive Director to enter into non-competitive contracts for up to \$3,000 without specific approval from the Board of Trustees, but still in accordance to MCT policies.

The procurement authorization for the consulting services follows the same procedure and rules as for goods and services i.e.

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2. Consultancy Assignments with Selection Methods and Time Schedule

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 |
|----------|--|-----------------|----------------|----------------------|----------------------------------|------------------------------------|----------------------------------|---------------------------|-------------------------------|-------------------------------|---------------------|----------|
| 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 | Comments |
| 1 | 1.1.1 Local GESS expert to support gender transformative selection for the SGF roster | GCF | 3,300 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May (35 days) | 03-Jul (35 days) | 02-Aug (30 days) | 07-Aug (5 days) | 06-Sep (30 days) | |
| 2 | 1.1.2 Local GESS expert to support gender transformative capacity building framework development | GCF | 3,300 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May | 03-Jul | 02-Aug | 07-Aug | 06-Sep | |
| 3 | 1.1.2 Local consultant to support the development of the capacity assessment framework | GCF | 18,000 | Invitation for a Bid | Yes (prior) | 24-Mar | 28-Apr | 02-Jun | 02-Jul | 07-Jul | 06-Aug | |
| 5 | 1.1.2 International consultant to develop the capacity assessment framework | GCF | 54,000 | Invitation for a Bid | Yes (prior) | 24-Mar | 28-Apr | 02-Jun | 02-Jul | 07-Jul | 06-Aug | |
| 6 | 1.1.3 Local GESS expert to support the development of the training modules | GCF | 3,300 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May | 03-Jul | 02-Aug | 07-Aug | 06-Sep | |
| 7 | 1.1.3 Local consultant to support the development of ToT training material | GCF | 36,000 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May | 03-Jul | 02-Aug | 07-Aug | 06-Sep | |
| 8 | 1.1.3 International consultant to develop the ToT training material | GCF | 54,000 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May | 03-Jul | 02-Aug | 07-Aug | 06-Sep | |

| | | | | | | | | | | | | |
|----|--|-----|--------|----------------------|-------------|--------|--------|--------|--------|--------|--------|--|
| 9 | 1.2.1 Local consultant to design the peer-to-peer learning for communities and rostered entities | GCF | 36,000 | Invitation for a Bid | Yes (prior) | 24-Apr | 29-May | 03-Jul | 02-Aug | 07-Aug | 06-Sep | |
| 10 | 2.1.1 International consultant develop and formalize SGF governance structure, regional oversight and national mechanisms, and decision-making process | GCF | 54,000 | Invitation for a Bid | Yes (prior) | 24-Mar | 28-Apr | 02-Jun | 02-Jul | 07-Jul | 06-Aug | |
| 11 | 2.1.1 Local consultant to support the development and formalization of the SGF governance structure, regional oversight and national mechanisms, and decision-making process | GCF | 18,000 | Invitation for a Bid | Yes (prior) | 24-Mar | 28-Apr | 02-Jun | 02-Jul | 07-Jul | 06-Aug | |
| 12 | 3.1.1 Local consultant to support the review of available knowledge platforms to establish KMAL protocol | GCF | 36,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |
| 13 | 3.1.1. International Consultant to review of available knowledge platforms to establish KM protocol | GCF | 72,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |
| 14 | 3.1.2 International consultant to develop the methodology to stocktake existing KMAL processes | GCF | 18,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |
| 15 | 3.1.2 International consultant to develop a robust MEL protocol for the SGF | GCF | 36,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |
| 16 | 3.1.2 Local consultant to support the development of a robust MEL protocol for the SGF | GCF | 18,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |

| | | | | | | | | | | | | |
|-----------------------------------|---|-----|---------|----------------------|-------------|--------|--------|--------|--------|--------|--------|--|
| 17 | 3.1.3 Digital technology (i.e., mobile app) where every entity with a project can log on and track progress | GCF | 12,000 | Invitation for a Bid | Yes (prior) | 24-Jul | 28-Aug | 02-Oct | 01-Nov | 06-Nov | 06-Dec | |
| 22 | Audit costs, every year for 5 years | GCF | 30,000 | Invitation for a Bid | Yes (prior) | 24-Mar | 28-Apr | 02-Jun | 02-Jul | 07-Jul | 06-Aug | |
| Total for consultancy assignments | | | 501,900 | | | | | | | | | |

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