

Request for proposals (RFP 2020/006)

Consultancy services for Accreditation Stage 1 Reviews and Support to Applicants

1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “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 (the “Governing Instrument”). 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 upto three qualified, reputable and experienced Firms to provide consultancy services for Accreditation Stage 1 Reviews and Support to Applicants. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Proposals must be submitted to the GCF no later than **3 April 2020 at 2300hrs** Korean time.
- 2.3 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
- 2.4 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the GCF 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 GCF in the context of any negotiations entered into it.
- 2.5 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.



- 2.6 Proposers may withdraw their 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.
- 2.7 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the deadline for submission 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.
- 2.8 Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.9 This RFP is issued under the GCF Administrative Guidelines on Procurement ¹. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP 2020/006 – Consultancy services for Accreditation Stage 1 Reviews and Support to Applicants**. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response which contain information that may be of common interest to all bidders (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website and/or communicated via email.

4. Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via email.
- 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.

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



6. Submission of Proposals

6.1 **Format and form of submission of bids:** Bidders are requested to send a Bid preferably² through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) **or** via email to procurement@gcfund.org and copied to bnveda@gcfund.org

i) Submission through the Supplier Portal (SAP Ariba)

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now
3. Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
4. Check ‘I have read and agree to the Terms of Use and ‘I have read and agree to the SAP Ariba Privacy Statement’ then click ‘Register’
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to procurement@gcfund.org with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.
8. Review Prerequisites and Click ‘I accept the terms of this agreement’
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial bid submission forms
11. When ready to submit your bid, upload the technical bid under the TECHNICAL section and the financial bid under the FINANCIAL section. Please **DO NOT** enter or upload any financial information under the TECHNICAL section as this may result in disqualification.
12. Click ‘Submit Entire Response’ to submit bid.

(For detailed instructions on how to access and submit a bid, see the supplier manual. It is recommended that bidders register on the portal as early as possible.)

ii) Submission via email

Two separate files (technical and financial bids) should be attached to the email as below.

The Technical file should contain the technical proposal and be named as follows:

RFP 2020 006 – TECHNICAL PROPOSAL - (name of proposer)

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The financial file should contain the financial proposal and be named as follows:

RFP 2020 006 – FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email should be as follows:

² Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)



RFP 2020/006 – Consultancy services for Accreditation Stage 1 Reviews and Support to Applicants (name of proposer)

6.2 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. Bidders should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

6.3 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 they intend 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 shall normally be rejected.

8. Opening of Technical Proposals

8.1 Technical Proposals will be opened on the date indicated in Annex 6. 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 GCF shall notify in writing those Proposers that have achieved the minimum qualifying technical score and request for the password for the Financial Proposals.

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

10.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

11. Conflict of Interest

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

12. Confidentiality

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



Annex 1: Terms of Reference: Accreditation - Stage I reviews and support to the applicants

I. Introduction and background

1. The Green Climate Fund (the “GCF”, or the “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.

2. The Governing Instrument of the GCF provides for direct access and international access modalities. In order to access resources from the GCF under the direct access modalities, recipient countries will nominate competent subnational, national or regional implementing entities, including public, private sector entities and non-governmental entities, for accreditation to receive funding. Recipient countries will also be able to access the GCF through accredited international entities, including United Nations agencies, multilateral development banks, international financial institutions and regional institutions.

3. In deploying its resources, the Green Climate Fund works through a wide range of institutions to finance projects and programmes. To access funding, these institutions will go through a process of “accreditation,” designed to assess whether they are capable of strong financial management and of safeguarding funded projects and programmes against any unforeseen environmental or social harm.

4. The accreditation process is designed to assess whether applicant entities have the ability to manage GCF’s resources in line with the Fund’s fiduciary standards for the scale and type of funding sought, as well as the ability to manage environmental and social risks that may arise at the project level. Entities seeking accreditation to access GCF resources will also be assessed against the Fund’s Gender Policy.

5. Each entity is accredited under the fit-for-purpose approach for a specific type, defined by the project/programme activity size³, fiduciary function⁴, and environmental and social risk

³ Per Annex I to decision B.08/03, four size categories of micro, small, medium and large are defined based on the total projected costs at the time of application, irrespective of the portion that is funded by the Fund, for an individual project or an activity within a programme. Decision B.08/03, Annex I is available at <http://www.greenclimate.fund/documents/20182/24946/GCF_B.08_45_-_Decisions_of_the_Board_-_Eighth_Meeting_of_the_Board_14-17_October_2014.pdf/1dd5389c-5955-4243-90c9-7c63e810c86d?version=1.0>.

⁴ Fiduciary function is defined by the Fund’s fiduciary standards as contained in decision B.07/02. The standards include the basic fiduciary standards; specialized fiduciary standard for project management; specialized fiduciary standard for grant award and/or funding allocation mechanism; and specialized fiduciary standard for on-lending and/or blending (for loans, equity and/or guarantees). Decision B.07/02 is available at <http://www.greenclimate.fund/documents/20182/24943/GCF_B.07_11_-



category.⁵ This fit-for-purpose approach allows for a dynamic accreditation process that enables entities to increase their scope of activities as their capacity increases over time, should they want to do so.

6. The GCF institutional accreditation process is based on three main stages: Stage I: nomination, readiness, institutional assessment and completeness check; Stage II: accreditation review and Board decision; and Stage III: final arrangements.

7. The accreditation process is considered complete upon the effectiveness of the accreditation master agreement in Stage III of the accreditation process. The approved Accredited Entity (AE) by the Board will sign an Accreditation Master Agreement (AMA) with GCF. This agreement details the role and responsibility of the Accredited Entity in its partnership with the GCF.

8. The accreditation term for an accredited entity is five years since the effectiveness of the AMA.⁶ An AE will need to seek re-accreditation to GCF in order to maintain its status as an AE or its status as an AE will lapse at the end of its accreditation term. In line with the decision of the Board B.22/16 to streamline the accreditation process and increase its efficiency, GCF will be considering an updated accreditation framework in 2020.

II. Objectives of the assignment

9. The purpose of this assignment is for specialised consultancy firms to provide support to the Secretariat in conducting Stage I of the accreditation process for applications submitted for accreditation to GCF. The specialised consultancy firms will need to demonstrate experience and expertise in relevant areas in order to qualify. The specialised consultancy firms will be expected to work remotely in relation to the GCF headquarters.

III. Scope and focus of the assignment

10. The successful specialised consultancy firms will be responsible for conducting the institutional assessment and completeness check of accreditation applications, and provide support to subnational, national and regional entities under the direct access track, going through the accreditation review to become accredited or re-accredited to GCF. The Secretariat will maintain oversight over the outsourced specialised consultancy firms in order to ensure compliance with the objectives of Stage I of the

[_Decisions_of_the_Board_-_Seventh_Meeting_of_the_Board_18-21_May_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.0>](#).

⁵ Per Annex I to decision B.07/02, the Fund will apply a scaled, risk-based approach with reference to the environmental and social safeguards of the Fund. Entities may apply and be accredited for various categories of environmental and social (E&S) risk, including Category C/Intermediation 3 (minimal or no E&S risk), Category B/Intermediation 2 (medium E&S risk), or Category A/Intermediation 1 (high E&S risk). The full definitions are contained as per the decision. Decision B.07/02 is available at http://www.greenclimate.fund/documents/20182/24943/GCF_B.07_11_-_Decisions_of_the_Board_-_Seventh_Meeting_of_the_Board_18-21_May_2014.pdf/73c63432-2cb1-4210-9bdd-454b52b2846b?version=1.0.

⁶ Decision B.23/11, paragraph (a), states, "the accreditation process as defined in annex I to decision B.07/02 is considered complete upon the effectiveness of the accreditation master agreement in Stage III of the accreditation process." <https://www.greenclimate.fund/sites/default/files/document/gcf-b23-23.pdf>



accreditation and re-accreditation processes

11. The main purpose of the Stage I “institutional assessment and completeness check” step of accreditation process is to ensure quality-at-entry into the accreditation pipeline by assessing the applicant entity’s legal status, alignment with GCF objectives, institutional policies, procedures and track record that are in place and the completeness of the application. Detailed items for such assessment are listed out in Section IV to this document below.

12. The Secretariat will be responsible for the overall coordination and management of this stage as well as for conducting the screening and institutional assessment based on the criteria above.

IV. Activities to be undertaken by the specialised consultancy firms under the direction of the Secretariat

13. The specialised consultancy firms shall work under the guidance of the Secretariat which will conduct a quality assurance check on reports generated in relation to the assignment.

4.1 Call-off I. Stage I review of the accreditation process under the current accreditation framework

14. The consultancy firms will conduct Stage I review - institutional assessment and completeness check of the application with the focus on the following:

- a) Alignment of the applicant to the mandate and objectives of GCF;
- b) Applicant’s legal status, registration, permits and licenses;
- c) Track record;
- d) Institutional presence and relevant networks;
- e) Viability of the pipeline of projects/programmes; and
- f) Applicant’s ability to describe succinctly how it meets the GCF initial basic fiduciary standards and applicable initial specialized fiduciary standards, as well as demonstrate that it has the capacity and commitment to implement the GCF ESS standards and Gender Policy.

15. For this purpose, the consultancy firms will:
- a) Review documentation submitted by applicant entities at Stage I of the accreditation process and provide relevant feedback for 1) completeness of applications; and 2) the legal nature of the applicants, basing on the Sections 1 to 7 of the Stage I accreditation checklist and the Secretariat preliminary check on application criteria;
 - b) Provide support to the Stage I applicants via: conference calls, as needed; and information and methodological materials development and dissemination;
 - c) Provide inputs into regular updates of the accreditation materials, including accreditation checklist and supporting documentation, as necessary;
 - d) Assist the Secretariat in preparing relevant reports on the legal and completeness check of applicants; and
 - e) Conduct meetings with the Secretariat to organise the work as needed.

4.2 Call-off II⁷. Stage I review of the accreditation process under updated accreditation framework (pending adoption of the GCF Board)

16. The consultancy firms will conduct Stage I review - institutional assessment and completeness check of the application with the focus on the aspects outlined in para 14 above, and will:
- a) Review documentation submitted by applicant entities at Stage I of the accreditation process and provide relevant feedback for 1) completeness of applications; and 2) the legal nature of the applicants, basing on the Sections 1 to 3 of the Stage I accreditation checklist and the Secretariat preliminary check on application criteria;
 - b) Provide support to the Stage I applicants via: conference calls, as needed; and information and methodological materials development and dissemination;
 - c) Provide inputs into regular updates of the accreditation materials, including accreditation checklist and supporting documentation, as necessary.
 - d) Assist the Secretariat in preparing relevant reports on the legal and completeness check of applicants.
 - e) Conduct regular coordination meetings/calls with the Secretariat to organise the work as needed.

⁷ Activities and deliverables for the Call-off II are indicative and could be modified subject to the relevant GCF Board decision, and in negotiation with the contractor

V. Deliverables

17. To provide, as a result of the items above in Section IV to this document:

5.1 Call-off I. Stage I review of the accreditation process under the current accreditation framework

18. To provide, as a result of abovementioned item 4.1:

- a) Stage I review: Institutional assessment and completeness check questions documents:
 - 1) With tailored review remarks to different types of entities (e.g. governmental entities, private sector entities, development banks, non-governmental organizations, international organizations, etc) throughout sections 1 to 7; and
 - 2) In the edited and formatted view ready to be shared with the Secretariat and applicants, and including uploading review remarks onto the OAS;
- b) Conference calls track sheets and notes;
- c) Information and supporting information methodological materials, including printed and on-line versions, including for webinars;
- d) Draft inputs into regular updates of the accreditation materials, and supporting documentation, as necessary; and
- e) Draft inputs into relevant reports on the institutional assessment and completeness check of applicants, generated in relation to the assignment, such as background info for internal Secretariat documents; statistics, and other as required.

5.2 Call-off II. Stage I review of the accreditation process under updated accreditation framework (pending adoption of the GCF Board)

19. To provide, as a result of abovementioned item 4.2:

- a) Stage I review: Institutional assessment and completeness check questions documents:
 - 1) With tailored review remarks to different types of entities (e.g. governments, private equity funds, development banks, non-governmental organizations, etc) throughout sections 1 to 3; and
 - 2) In the edited and formatted view ready to be shared with the Secretariat and applicants, and including uploading review remarks onto the OAS;
- b) Conference calls track sheets and notes;
- c) Information and supporting information methodological materials, including printed and on-line versions, including for webinars;
- d) Draft inputs into regular updates of the accreditation materials, and supporting documentation, as necessary.



- e) Draft inputs into relevant reports on the legal and completeness check of applicants, generated in relation to the assignment, such as background info for internal Secretariat documents; statistics, and other as required.

VI. Focal point

- 20. The focal point of the GCF Secretariat for this assignment is the Accreditation Specialist.
- 21. The Firm shall nominate its focal point for this assignment.

VII. Reporting

- 22. The Firm will report to the GCF Secretariat focal point. Progress updates and status reports shall be made to the attention of the GCF Secretariat focal point at agreed frequency and schedule.
- 23. The Firm is responsible for seeking clearance on the deliverables from the GCF Secretariat focal point. The Firm shall revise, enhance and finalize all deliverables based on the feedback and clearance from the GCF Secretariat focal point.

VIII. Confidentiality

- 24. All details of this assignment, potential and actual accreditation applicant entities, and the information they provide for readiness support or in applications at Stage I, respectively must be kept entirely confidential. The specialised consultancy firms are expected to understand the sensitive nature of this assignment and act accordingly.

IX. Disclosure of conflict of interest

- 25. Specialised consultancy firms should disclose any actual, potential or perceived conflict of interest in relation to any of the abovementioned activities. The specialised consultancy firms will be bound by the GCF's relevant policies and guidelines thereto. Furthermore, at the time of appointment, all specialised consultancy firms will sign the oath contained in the Appendix I to this RFP.

X. Minimum required qualifications and key fields of competencies

- 26. Interested specialised consultancy firms will have to demonstrate recognized capacity and expertise in the following fields of key competency, supported by a successful track record at senior and executive level in an international environment:
 - a) Knowledge and understanding of the GCF fiduciary, ESS, and gender standards and relevant GCF policies, including legal agreements;
 - b) Governance systems, financial management, procurement, audit and control framework;
 - c) Transparency, investigation and anti-fraud provisions; prevention of prohibited practices, protection of of whistleblowers and witnesses; anti-money laundering and countering the financing of terrorism policies;
 - d) Project management cycle, including origination and implementation, and activity oversight;



- e) Financial intermediation (grants, loans, equity, guarantees and blending) and/or financial sector supervision and oversight;
 - f) Environmental and social safeguards and environmental and social management systems, including gender policies and practices; and sexual exploitation, sexual abuse and sexual harassment;
 - g) Experience with the IFC Performance Standards;
 - h) Experience in working in/with developing countries;
 - i) Experience with private sector finance; and
 - j) Experience with climate change finance.
27. Hands-on experience will be preferred in assessing performance and operational track record of implementing entities, funding entities and intermediaries in consistently delivering quality results, projects and programmes, or effective financial solutions including the use of grants, concessional loans, equity investments and guarantees as financial instruments to overcome structural barriers and support development policies, as appropriate.
28. Experience in working in/with developing countries in the following regions should be highlighted:
- a) Africa
 - b) Asia and the Pacific
 - c) Eastern Europe
 - d) Latin America and the Caribbean.
29. In addition to this, interested specialized consultancy firms have to demonstrate unquestionable professional reputation, integrity and ethical behavior throughout their professional trajectory.
30. The working language will be English. Knowledge of other official United Nations languages (Arabic, Chinese, French, Russian, and Spanish) would be an advantage on procedure.

Requirements

31. Respecting and valuing diversity is one of our core values, GCF is therefore looking for specialised consultancy firms with a global reach, able to conduct institutional-level assessments for a variety of entities including sub-national and national entities. The successful specialised consultancy firms will have a track record of in the above mentioned key fields of competencies.
32. The specialised consultancy firms must have the capacity, in experience and numbers of staff, to successfully complete the assigned activities. The specialised consultancy firms must have at least 5 years of relevant experience. As a minimum, the key personnel for the assignment shall consist of a sufficient number of experts with all of the competencies as shown below:
- a) Lead Consultant / Team Leader: Masters' degree in Environmental Management, Business Administration, Finance, Gender Studies or other related disciplines with at least 10 years work experience providing institutional assessment advisory services; OR a Bachelor's degree in Environmental Management, Business Administration, Finance, Gender Studies and other



related disciplines with at least 12 years work experience providing institutional assessment advisory services.

- b) Senior Consultants: Masters' degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 5 years work experience providing institutional assessment advisory services; OR a Bachelor's degree in Environmental Management, Business Administration, Finance, Gender Studies and other related disciplines with at least 7 years work experience providing institutional assessment advisory services.
- c) Junior Consultants: Bachelor's degree or Diploma in Environmental Management, Business Administration, Finance, Gender Studies, or other related discipline with at least 5 years work experience in institutional assessments.
- d) Teams also would need to demonstrate an availability of technical and administrative capacities, including legal, communication, editorial to be able to manage significant data and information volumes and streams.

XI. Type of contract

33. Specialised consultancy firms will be engaged on a needs basis, starting from the date of signature of the contract by both parties, subject to adjustments as required.

34. Specialised consultancy firms will be compensated for each 8-hour working day and in accordance with the contract provisions.

XII. Modalities of Engagement

35. Selected firms will sign a long term agreement (LTA) for a duration of 3 years, subject to successful contract finalization. However, it should be noted that the establishment of an LTA does not imply any financial obligation on the part of the Fund to appoint the firm with an assignment. For each project assignment assigned to a selected firm, GCF will issue a Statement of Works (SOW).



Appendix I

Oath to be taken by external technical experts

"I solemnly declare that I shall perform my duties as an external technical expert to accreditation of the Green Climate Fund (GCF), honourably, faithfully, impartially and conscientiously.

I further solemnly declare and promise that I shall disclose any financial interest or any other real or perceived conflict of interest in: the accreditation of subnational, national, regional and/or international intermediaries and IEs of the GCF; the consideration and provision of advice on best-practice fiduciary principles and standards and environmental and social safeguards; and, in general, in any other matter in connection with the fulfilment of the mandate of an external technical expert.

I shall refrain from participating in the consideration of accreditation applications or policy discussions where any financial interest or any other real or perceived conflict of interest may arise, or where any personal circumstance might be incompatible with the requirements of integrity and impartiality expected of an external technical expert.

Subject to my responsibilities as an external technical expert, I shall not disclose, even after the termination of my functions, any confidential or proprietary information which is transferred to the Board, the Panel or the Secretariat, or any other confidential information coming to my knowledge by reason of my duties as an external technical expert."

Full name: _____

Date: _____

Signature: _____



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Annex 2

Requirements for Firms' Proposals Technical Proposal

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



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

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

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

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: ____

Name of Firm: .

Address: _____



Form TECH-2: Firm's Organization and Experience

A - Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment. This should include ownership details, date and place of incorporation of the firm, objectives of the firm, primary area of expertise, global coverage, etc]

B - Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



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Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



Form TECH-6: 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: _____



Form TECH-7: Staffing Schedule¹

	Name of Staff	Staff input (in the form of a bar chart) ²							Total staff-week input
		1	2	3	4	5	6	7	Total
1									
2									
3									
n									
Grand Total									

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Weeks are counted from the start of the assignment. For each staff indicate separately staff input.

Form TECH-8 Work Schedule

N°	Activity ¹	Weeks ²						
		1	2	3	4	5	6	7
1								
2								
3								
4								
n								

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

Financial Proposal

The Proposer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown. Provide separate figures for each functional grouping or category, including fees and cost-reimbursable expenses.

The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately and capped. The Financial Proposal should be inclusive of the taxes where applicable⁸, and the applicable taxes should be clearly specified.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial score and contract price. For this purpose, a costing based on a 30-person-days assignment should be provided with a breakdown of the remuneration cost for all levels of personnel . Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.

⁸ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund (“Fund”), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund’s operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

- (i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;
 - (ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and
 - (iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.
- (b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

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

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.

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.

Form FIN-2: Summary of Costs

Item	Costs
	Indicate with Currency
Total Costs of Financial Proposal ¹	

A. Total Cost of Financial Proposal

<i>Item</i>	<i>Costs</i>
	<i>Indicate with Currency</i>
Total Costs of Financial Proposal ¹	

B. Break down of Fees and expenses per Cost Component

Description	Unit of measure (e.g. days, month, etc)	Total Period of Engagement	Unit cost / rate	Total Cost for the Period
I. Remuneration Costs				
Staff 1				
Staff 2				
.....				
<i>Sub-total</i>				
II. Travel Costs				
<i>Sub-total</i>				
III. Other Related Costs (Please specify)				
<i>Sub-total</i>				
TOTAL				

Form FIN-3: Breakdown of Remuneration¹ (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name ²	Position ³	Staff-daily Rate

- 1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

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 proposal. The technical evaluation shall include the following steps:
 - i) Mandatory Evaluation Criteria (Pass/Fail)

No	Requirements	YES/NO
1	Firm Expertise : At least 5 years Experience in relevant field	
2	Proven Experience working in the regions indicated in paragraph 17 of the TOR	
3	Proven Experience working with International Organizations	

At this stage, the proposer’s submission will either be responsive or non-responsive. The non-responsive submissions will be eliminated from the entire evaluation process and will not be considered further.



ii) Technical Evaluation Criteria

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.

Evaluation Criteria

	The firm's expertise	Sub-score
1	Expertise of Firm / Organization submitting Proposal	45
1.1	Proven track record of assisting institutional building and organizational capacities preferably in climate -related fields	
1.2	Proven experience in working with variety of stakeholders, both private and public sector, including in developing countries	
1.3	Demonstrated knowledge and experience in auditing and reporting against international standards and best practices in financial management, accountability, transparency, prohibited practices prevention, ESS and gender safeguards implementation	
2	Technical approach and methodology	15
2.1	Have the important aspects of the task been addressed in sufficient detail?	
2.2	Is the scope of task well defined and does it correspond to the TOR?	
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	
3	Personnel	40
3.1	Lead Expert/ Team Leader (strategic experience in leading project teams)	
3.2	Senior consultant (s) (experience in relevant fields of expertise and geographic regions)	
3.1.2	Junior consultants(s) (experience in relevant fields of expertise and geographic regions)	
3.2	Project team (balanced composition)	
3.2.1	Professional expertise in area of specialization	
3.2.2	Administrative and technical capacities	
	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 (S_t) and financial (S_f) 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: $S = S_t \times T\% + S_f \times P\%$.

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 top responsive proposer(s) who achieve 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.

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**

To whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP/2020/006 dated 06 March 2020, 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 3 April 2020, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 6 April 2020 , 1000 Hrs Korean Time. (Note: attendance to the public opening procedure is optional.)

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

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the GCF, 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	6 March 2020
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	20 March 2020
3	Last date for requests for clarification of the RFP	Tenderer	20 March 2020
4	Last date to reply to questions received/ Last date for amendment	GCF	23 March 2020
5	Date by which proposal must be received in Korea by GCF	Tenderer	3 April 2020; 23:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	6 April 2020

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract (Attached as a separate document)

By submitting a proposal to this RFP, Bidders are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation. Any request of amendments to GCF Model Contract and terms and conditions must be accompanied by detailed and compelling justification for review and consideration by GCF. It should be noted that request of amendments to GCF Model Contract and terms and conditions may negatively affect evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

NB: For this particular contract, the Performance Standards (Clause 8), Insurance (Clause 9), Performance Security (Clause 10) and Deductions Clauses (Clause 11) of the SCC will not be applicable.

*Note: The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract will need to include such new provisions.