



Date: 08 August 2017
Reference: RFP 2017/C/014

Request for proposals (RFP 2017/C/ 014)

Provision of consultancy services for Study on GCF's climate change adaptation approach: portfolio balance and investment priorities

1. Background

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

2. Invitation

- 2.1 Through this request for proposals ("RFP"), the GCF is seeking to contract a qualified, reputable and experienced Firm to undertake a study on GCF's climate change adaptation approach: portfolio balance and investment priorities. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Sealed Proposals must be submitted to the Secretariat no later than **Monday 28 August 2017 at 5.00 pm** Korean time.
- 2.2 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm's Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter
Annex 6	Timeline
Annex 7	Model Contract
- 2.3 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the Secretariat accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.



- 2.4 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 2.5 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 2.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.7 Effective with the release of this solicitation, all communications must be directed only to Procurement Specialist by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.8 This RFP is issued under the GCF Administrative Guidelines on Procurement. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

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

4. Amendments to RFP Documents

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

5. Language of Proposals

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



such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

6. Submission of Proposals

- 6.1 Proposers shall submit their proposal in hard and/or soft copy. Technical and financial proposals must be submitted simultaneously in separate sealed envelopes with the RFP reference and the clear description of the proposal (technical or financial) by the date and time stipulated in Annex 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.
- 6.2 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put offerors' proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED**.
- 6.3 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.
- 6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP No (RFP/2017/C/014) – Study on GCF's climate change adaptation approach: portfolio balance and investment priorities - (name and address of proposer)

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

DO NOT OPEN– RFP No (RFP/2017/C/014) – Study on GCF's climate change adaptation approach: portfolio balance and investment priorities - (name and address of proposer).

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

Green Climate Fund
11 Floor, G-Tower, 175, Art Center-daero
Yeonsu-gu, Incheon 406-840
Republic of Korea

Attention: Procurement Specialist

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

Where proposals are sent via email, the Financial Proposal shall 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.



- 6.8 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by the date indicated in Annex 6, duly signed by an authorized representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.
- 7. Late proposals**
- 7.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document may be rejected.
- 8. Opening of Technical Proposals**
- 8.1 Technical Proposals will be opened on the date indicated in Annex 6 in the room designated for this purpose at the premises of the Secretariat of the GCF. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.
- 9. Opening of Financial Proposals**
- 9.1 After the technical evaluation is completed, the GCF shall notify those Proposers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be returned unopened after completing the selection process and Contract signing. GCF shall simultaneously notify in writing those Proposers that have achieved the minimum qualifying technical score and inform them of the date, time and location for the opening of the Financial Proposals.
- 9.2 At the opening, the names of the Proposers, and their overall technical scores shall be read aloud. The Financial Proposals shall be then opened, and the total prices read aloud and recorded.
- 10. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.**
- 10.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.
- 11. Conflict of Interest**
- 11.1 In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.
- 12. Confidentiality**
- 12.1 Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.

Annex 1 Terms of Reference

Study on GCF's climate change adaptation approach: portfolio balance and investment priorities

I. Background and objective

1. At GCF's seventeenth meeting of the Board, the Board requested the Secretariat through decision B.17/10, to develop a proposal for "guidance on Green Climate Fund's approach and scope for support to adaptation activities". The proposal, which the Secretariat will develop under the guidance of the Co-Chairs of GCF's Board, will take into account "best practices from other multilateral funds and other approaches," and will be considered at the nineteenth meeting of the Board.
2. In addition, the Board also requested the Secretariat in decision B.17/08 "to undertake additional analysis, taking into consideration the potential investment priority areas presented in document GCF/B.09/06, to identify specific results areas where targeted GCF investment would have the most impact."
3. In response, the Secretariat is undertaking a study on GCF's climate change adaptation approach, which will look at the portfolio balance and investment priorities. The overall objective of the study is to provide analysis, evidence and a way forward for the future financing of adaptation projects by the GCF.
4. Specifically, the study will determine:
 - a. Approach and scope for support to adaptation activities, including types of adaptation activities and corresponding financial instruments;
 - b. Main gaps in adaptation projects beyond GCF's current pipeline and portfolio;
 - c. An appropriate balance of the types of climate adaptation projects in the portfolio;
 - d. Priorities for investment in adaptation projects/programmes;
 - e. The scope and strength of existing accredited entities and potentially new partners to bring forward climate adaptation projects/programmes¹;
 - f. How to encourage and target adaptation projects for submission to GCF²; and
 - g. How best to link GCF readiness support for National Adaptation Plans (NAPs) and/or other adaptation planning processes with the adaptation pipeline of projects.
5. This terms of reference sets forth the scope, methodology and deliverables for the study. The analysis will be multi-part, and the final deliverable will be a paper on "GCF Approach and Scope to Support Adaptation" for GCF Board consideration at its nineteenth meeting scheduled for February 2018.
6. As further background, GCF's Board considered at its ninth meeting document GCF/B.09/06 entitled *Analysis of the Expected Role and Impact of the Green Climate Fund*. The document is published on GCF's [website](#). While this document was published before GCF had approved its first projects, it still provides helpful context in the previous thinking on

¹ Consistent with decision B.17/08, which requests the Secretariat to "undertake targeted outreach to promote partnerships between AEs and those potential AEs that have the technical expertise to support such results areas."

² Consistent with decision B.17/08, which requests the Secretariat to "prepare targeted draft requests for proposals for the Board's consideration, as appropriate."



financing gaps and opportunities. (The decision proposed in Annex I was significantly revised during the meeting before its adoption.)

II. Scope of work

7. The study will focus on the following aspects:

- a. Types of adaptation activities financed in the climate finance and development finance contexts, as well as the financial instruments used to support them, to inform potential GCF approaches to support adaptation activities.
- b. Identifying where are the main gaps are in adaptation projects by mapping and assessing the current scope of climate adaptation projects across international, regional and national institutions.
- c. Determining what is an appropriate balance of the portfolio by reviewing the current and future pipeline of GCF climate adaptation projects, and analyzing their impact, results and cost benefit including aligning with GCF's initial results management framework, as well as the added value of GCF financing in the wider context of development financing.
- d. Identifying the priorities for GCF investment in climate adaptation projects/programmes based analysis and evidence around GCF results areas, and where can GCF add most value and support based on the existing GCF investment criteria and possible future eligibility criteria including on incremental cost.
- e. Determining the scope and strength of existing accredited entities and potential new partners for GCF to bring forward priority climate adaptation projects/programmes.
- f. Outlining how the GCF Secretariat can encourage and target climate adaptation projects for submission to GCF.
- g. Identifying how best to link GCF readiness support for NAPs and/or other adaptation planning processes with the adaptation pipeline.

III. Methodology

8. The study will be conducted by an independent third party (the consultant/firm) in collaboration with the GCF Secretariat, and in consultation with the Co-Chairs.
9. The consultant/firm will review, inter alia, the following documentation:
 - a. Current international best practice in climate change adaptation project and programme design;
 - b. Types of adaptation activities financed by international financial institutions, international development organizations, non-governmental organizations and climate finance mechanisms such as the Climate Investment Funds, Global Environment Facility, Adaptation Fund;
 - c. Approved GCF climate change adaptation projects;
 - d. The pipeline composition of funding proposals and concept notes related to climate change adaptation;
 - e. GCF result areas, investment criteria, and the result management framework; and
 - f. Approved and proposed readiness proposals for NAPs and/or other adaptation planning processes.

10. The consultant/firm will conduct interviews with other funds and organisations and other experts engaged in climate change adaptation projects.
11. The consultant/firm will also conduct interviews with relevant GCF Secretariat staff, and the Co-Chairs and Board members as appropriate.

IV. Deliverables

12. Given the scope of the study, the work will be divided into sub-deliverables, which will then be consolidated into the main deliverable for Board consideration at the nineteenth meeting (February 2018).
13. The table below shows the major deliverables under this terms of reference and their expected dates of completion. The consultant/firm is expected to begin work on an inception report as soon as possible following the conclusion of the procurement process.

Deliverable	Date
Inception report including draft outline of paper and annexes	Early September 2017
Sub-deliverable: Draft sections on main gaps, portfolio balance and investment priorities	Mid October 2017
Sub-deliverable: Draft sections on accredited entity analysis, project targeting and linkage between GCF readiness and NAPs	Late October 2017
Draft paper and annexes	Late November 2017
Presentation at GCF for Secretariat feedback	Mid December 2017
Final paper and annexes	Mid January 2018

V. Reporting arrangements

14. The consultant/firm will report to the GCF Secretariat under the guidance of the Co-Chairs.



Annex 2

Requirements for Firms' Proposals Technical Proposal

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



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

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

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

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

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: _____



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Form TECH-2: Consultant's Organization and Experience

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

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

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N ^o 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 ^o 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 TOR 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.]*

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-month input			
		1	2	3	4	5	6	7	8	9	10	11	12	n	Home	Field ³	Total	
Foreign																		
1		[Home]																
		[Field]																
2																		
3																		
n																		
													Subtotal					
Local																		
1		[Home]																
		[Field]																
2																		
n																		
													Subtotal					
													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 Months are counted from the start of the assignment. For each staff indicate separately staff input for home and field work.

3 Field work means work carried out at a place other than the Consultant's home office.

 Full time input
 Part time input

Form TECH-8 Work Schedule

N°	Activity ¹	Weeks ²												
		1	2	3	4	5	6	7	8	9	10	11	12	n
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 an envelope separately sealed from the Technical Proposal and included inside the outer envelope to contain both separately sealed proposals.

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1. 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 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. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the 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]. This amount is exclusive of the local taxes.

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

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

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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

Form FIN-2: Summary of Costs

<i>Item</i>	<i>Costs</i>
	<i>Indicate with Currency</i>
Total Costs of Financial Proposal ¹	
Break down of Fees and expenses	

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

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	Position ³	Staff-daily Rate
Foreign Staff		
		[Home]
		[Field]
Local Staff		

- 1 Form FIN-4 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.
- 4 Indicate separately staff-month rate and currency for home and field work.

Annex 3 Evaluation Criteria

A. Evaluation and Comparison of Proposals

1. The proposals will be evaluated in a three stage procedure, with evaluation of the technical proposal being 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**

Association with other shortlisted firms is NOT ALLOWED

3. The Technical Proposal shall include:

- A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations;
- Demonstration of the firm's deep understanding of the GCF, mandate and business model;
- Track record on institutional audits, designing functional systems and organizational structure of international entities.

C. Evaluation of Technical Proposal

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

- Proven track record of successfully performing similar assignments on Climate Adaptation policy;
- Proven experience in working with international public, private and multilateral organizations.
- Demonstrated track record of successful work of publications and reports on Climate Change and Adaptation projects and programs.
- Demonstrated availability of key individuals with applicable skills to provide the requested services (Please provide CVs of key staff that will be involved in the assignment).

Qualifications of the team:

The team should consist of a team leader and at most two project team members.

5. The team that would be assigned to undertake the tasks should have the following minimum qualifications:
 - i. Advanced degree in Environmental Science, Climate, Development studies, public policy or related field;
 - ii. At least 7 years work experience in policy and research;
 - iii. Proven work experience with international organizations;

The team leader should be a Senior Consultant with proven leadership qualities, research experience as well as solid knowledge of climate and adaptation policy and programs.

	The firm's expertise	Sub-score	Score
1	Expertise of Firm / Organization submitting Proposal		30
1.1	Proven track record of successfully performing similar assignments on Climate Adaptation policy	10	
1.2	Proven experience in working with international public, private and multilateral organizations	10	
1.3	Demonstrated track record of successful work of publications and reports on Climate Change and Adaptation projects and programs	10	
2	Technical approach and methodology		30
2.1	Have the important aspects of the task been addressed in sufficient detail?	10	
2.2	Is the scope of task well defined and does it correspond to the TOR?	10	
2.3	Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project?	10	
3	Personnel		40
3.1	Lead Expert/ Team Leader		
3.1.1	Project / Program Management experience	10	
3.1.2	Educational background , research and professional experience	10	
3.2	Project team		
3.2.1	Professional expertise in area of specialization	10	
3.2.2	Familiarity with similar organizations	10	
	Total		100

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

D. Evaluation of Financial Proposal

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

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

E. Consolidated evaluation

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

T = 0.70, and
P = 0.30



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

$$S = St \times T\% + Sf \times P\%.$$

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

F. Award

The Award will be made to the responsive proposer which achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.

**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	
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

<i>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.</i>
1
2
3



**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2017/C/014 dated 3 August 2017, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 21 August 2017, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 21 August 2017, 17:30 Hrs Korean Time.

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

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

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

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

We cannot meet the requirements for this RFP.

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

Other (please specify): _____

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

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

**Annex 6
Timeline**

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

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	8 August 2017
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	21 August 2017
3	Last date for requests for clarification of the RFP	Tenderer	24 August 2017
4	Last date to reply to questions received/ Last date for amendment	GCF	25 August 2017
5	Date by which proposal must be received in Korea by GCF	Tenderer	28 August 2017; 17:00 Hrs
6	Date of opening of Technical Proposals	GCF	28 August 2017
7	Notice of successful provider	GCF	4 September 2017
8	Contract signing	GCF/Tenderer	8 September 2017
9	Work start	Tenderer	As specified in the contract.

* KST: Korean Standard Time (Seoul Time)

Annex 7

GCF Model Contract

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

Template – September 2016/V.01

Contract No. _____

**Consulting Service Contract
for**

[nature of services]

by and between

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

and

[CONTRACTOR, address]

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