



Date: 15 Decemer, 2017
Reference: RFP 2017/C/026

Request for proposals (RFP 2017/C/ 026)

Study on Adaptation Priorities in the Carribbean

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 carry out a study on Adaptation priorities in the Carribbean. 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 **Tuesday 30 January, 2018 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 Procurement Guidelines¹. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

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

4. Amendments to RFP Documents

- 4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents.
- 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

¹ Annex 2 "Corporate Procurement Guidelines on the Use of Consultants"



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 Appendix 6. The two envelopes must be sealed in an outer envelope with the RFP reference and title.

6.2 Proposals must be sent **ONLY** to the address detailed below. Proposals sent to other addresses or to individuals will put proposer's proposals at risk of being rejected. Proposals sent via fax **WILL NOT BE ACCEPTED**.

6.3 Submission in hard copy may be done by post, courier or hand delivered. Both inner envelopes should indicate the name and address of the proposer. The first inner envelope should contain the proposer's technical proposal with copies duly marked "original" and "copy". The second inner envelope should include the financial proposal duly identified as such. If the envelopes are not sealed and marked as instructed, the GCF assumes no responsibility for the misplacement or premature opening of the proposals submitted.

6.4 Technical proposals shall be submitted in one (1) original envelope, clearly marked as technical proposal with two (2) additional copies and one (1) soft copy in the form of a CD or USB flash drive. Technical proposals (original, copies and soft copy) must be sealed in a specially marked envelope/package labelled:

RFP No RFP/2017/C/026 – Study on Adaptation Priorities in the Carribean – TECHNICAL PROPOSAL- (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 No RFP/2017/C/026 – Study on Adaptation Priorities in the Carribean – FINANCIAL PROPOSAL (name and address of proposer).

6.6 Proposers are strongly recommended to use recycled paper for all printed and photocopied documents related to the submission of this proposal and fulfilment of this contract and shall, whenever practicable, use both sides of the paper.

6.7 Hard copies must be delivered to:

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

Attention: Procurement Specialist

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

6.8 Where proposals are sent via email and in soft copy, two separate files (technical and financial proposals) should be sent.
The Technical files should be named as follows:



RFP No RFP/2017/C/026 – Study on Adaptation Priorities in the Caribbean – TECHNICAL PROPOSAL- (name and address of proposer)

The financial file should be named as follows:

DO NOT OPEN– RFP No. RFP No RFP/2017/C/026 – Study on Adaptation priorities in the Caribbean – FINANCIAL PROPOSAL (name and address of proposer).

The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial proposal. Financial Proposals that are submitted without password protection shall be rejected for non-compliance.

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

7. Late proposals

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

8. Opening of Technical Proposals

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

9. Opening of Financial Proposals

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

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

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



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

11. Conflict of Interest

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

12. Confidentiality

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

Annex1

TERMS OF REFERENCE

Study on adaptation priorities in the Caribbean

I. Background and objective

1. The 2017 hurricane season in the Caribbean demonstrated the high level of exposure of the region to severe weather-related events, exacerbated by climate change. The collapse of public services is exacerbating the plight of the island populations and hampering disaster recovery and economic and social rebuilding.
2. In addition, the Caribbean region is also suffering from slow-onset processes related to climate change, of which sea-level rise and the reduced availability of fresh water are the most salient.
3. The Caribbean island nations are acutely aware of the impact that climate change is having on their economies, currently and over the coming decades. Critical investments need to be made to build resilience and to adapt the local economies to the changing climate to ensure the sustained wellbeing of the island populations in the long term.
4. The Green Climate Fund (GCF) intends to work with the NDAs, Accredited Entities and regional stakeholders to develop a pipeline of projects that reduce future risk, adapt to climate change, including resilience of the region to severe weather events. To this end, the GCF Secretariat proposes to carry out a study of investment options and other considerations for governments, utilities, and other entities throughout the Caribbean region.
5. This terms of reference sets forth the scope, methodology and deliverables for the study. The final deliverable will be a set of recommendations for the GCF Secretariat that will enable it to work with the NDAs and Accredited Entities in developing and implementing projects that increase resilience and long-term adaptive capacity of the island nations of the Caribbean.

II. Scope of work

6. The study will focus on the following key areas²:
 - a. Resilience of public services infrastructure: Assessment of critical infrastructure of public utilities (water, power, telecommunications) in areas at risk of inundation from sea-level rise and storm surges and/or exposed during severe weather, providing an overview for each country in the region; options for insuring against risk, including regional pooling of risk;
 - b. Fresh water supply: Assessment of sources of fresh water for each country; assessment of water users (households, industry, tourism, agriculture) for each country; forecast of water availability and consumption.
7. For each of the key areas, investment options to reduce risk and build resilience will be identified, with a substantiated indication of the required investment volume and implementation time-line. Where appropriate, options for insuring against loss and damage will be assessed, analysed for its financial obligations and consequences, and suggestions for appropriate options provided.
8. The study should take into consideration the current portfolio of projects in the region and country priorities as articulated by the countries. This includes reference to the regional proposal on early warning systems and development of renewable energy.
9. The final report should include regional and country-specific recommendations on technical, insurance and investment options.

² Forecasts for sea-level rise and changes in precipitation and other relevant environmental and socio-economic indicators are to be based on existing sources. Detail of the forecasts are to be agreed upon between GCF Secretariat and the consultant firm before commencement of the study; a minimum of two future periods are to be covered in the study.

III. Methodology

10. The study will be conducted by a consultant firm³ in collaboration with the GCF Secretariat.
11. The study will be based, inter alia, on the following items:
 - a. Existing forecasts of climate change for the Caribbean region;
 - b. Existing studies and in-country assessments of coastal areas, public and private infrastructure in risk zones, fresh water supply and demand;
 - c. Strategic risk assessment in these areas for the region, options for insurance and risk pooling; and
 - d. Other relevant information as maybe determined by the study manager or team.
12. The consultant firm will conduct interviews with the country stakeholders, financial authorities and intermediaries, utilities, technology supplies, and other relevant parties.
13. The consultant firm will also conduct interviews with relevant Accredited Entities.

IV. Deliverables

14. 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 study methodology and draft outline of final report | February 2018 |
| Draft Final Report | April 2018 |
| Virtual presentation at GCF for Secretariat feedback | April 2018 |
| Final Report | June 2018 |
| Presentation of study results at Caribbean Structured Dialogue meeting | June 2018 ⁴ |

15. It is expected that the work will be undertaken by a team with a range of relevant qualifications, including but not limited to:
 - a. Climate change forecasting, assessment of sea-level rise, spatial analysis of at-risk areas;
 - b. Public utility management;
 - c. Water resources management; and
 - d. Financial management and insurance.

V. Reporting arrangements

16. The consultant firm will report to the GCF Secretariat, Division of Mitigation and Adaptation (DMA). The lead on the assignment will be the Adaptation Coordinator in DMA.

³ The consultant firm may wish to form a consortium with other consultant firms to pool the required expertise. The GCF will enter into an agreement with the lead consultant firm of the consortium only; the lead consultant firm will remain solely and wholly responsible for production of the deliverables.

⁴ Exact dates to be confirmed.



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: _____



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° 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 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 |
| | | | | |
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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: _____



| | |
|---|---|
| <p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p> | <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|---|---|

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____





| | 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 | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | Subtotal | | | | | | |
| Local | | | | | | | | | | | | | | | | | | |
| 1 | | [Home] | | | | | | | | | | | | | | | | |
| | | [Field] | | | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | | | | | |
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| n | | | | | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | 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



| N° | Activity ¹ | Weeks ² | | | | | | | | | | | | |
|----|-----------------------|--------------------|---|---|---|---|---|---|---|---|----|----|----|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | n |
| 1 | | | | | | | | | | | | | | |
| 2 | | | | | | | | | | | | | | |
| 3 | | | | | | | | | | | | | | |
| 4 | | | | | | | | | | | | | | |
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| | | | | | | | | | | | | | | |
| 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

| | |
|--|---------------------------|
| Item | Costs |
| | Indicate with Currency |
| Total Costs of Financial Proposal ¹ | |

Break down of Fees and expenses

| 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 | | | | |
| | | | | |
| II. Travel Costs | | | | |
| | | | | |
| III. Other Related Costs (Please specify) | | | | |
| | | | | |

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-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.
- 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

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 scores in the table.

Qualifications of the Consulting Firm / Consultant

- Proven track record of successfully performing similar assignments on Climate Adaptation policy in the Caribbean;
- Proven experience in working with international public, private and multilateral organizations.
- Demonstrated track record of successful work on publications and reports on Climate Change and Adaptation projects and programs in the Caribbean;
- 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 that would be assigned to undertake the tasks should have the following minimum qualifications:

Team Leader

- i) Advanced degree in environmental sciences, environmental engineering, economics, public policy, development studies or other relevant fields;



- ii) At least 10 years relevant work experience in climate change and environment policy research and development, demonstrated by proven track records of publications and reports;
- iii) Regional expertise or/and work experience in Caribbean;
- iv) Proven work experience with international organizations;
- v) Familiarity with the nature of work and mandate of financial institutions;
- vi) Senior Consultant with proven leadership qualities as well as solid knowledge of the subject matter.

Project Team Members

- i) Advanced degree in or equivalent to environmental sciences, environmental engineering, economics, public policy, development studies or other relevant fields;
- ii) Significant work experience in climate change and environment policy research and development, demonstrated by proven track records of publications and reports;
- iii) Regional expertise or/and work experience in Caribbean;
- iv) Proven work experience with international organizations;
- v) Familiarity with the nature of work and mandate of financial institutions;

Evaluation Criteria

| | Criteria | Maximum Points |
|--|--|-----------------------|
| Expertise of Firm / Organization submitting Proposal | Proven track record of successfully performing similar assignments on Climate Adaptation policy in the Caribbean | 10 |
| | Proven experience in working with international public, private and multilateral organizations | 10 |
| | Demonstrated track record of successful work of publications and reports on Climate Change and Adaptation projects and programs in the Caribbean | 10 |
| Technical approach and methodology | Have the important aspects of the task been addressed in sufficient detail? | 10 |
| | Is the scope of task well defined and does it correspond to the TOR? | 10 |
| | Is the presentation clear and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the project? | 10 |
| Personnel | Lead Expert/ Team Leader | |
| | Project / Program Management experience | 10 |
| | Regional experience | 5 |
| | Educational background, research and professional experience | 5 |
| | Project team | |
| | Professional expertise in area of specialization | 10 |
| | Regional experience | 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.

Annex 4

Company Profile Form

Please respond to all questions.

Company details - vendor's name

| |
|--------------|
| Name: |
|--------------|

General Information

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

Prior experience with international organizations

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



Environmental Policy

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

Contract disputes

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

References

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

Partners

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

Conflict of interest

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

Certification

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

Name: _____ Title: _____

Signature: _____ Date: _____



**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2017/C/026 dated 15 Decembr, 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 30 January, 2018, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 30 January, 2018, 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 | 15 December, 2017 |
| 2 | Last day to send completed Acknowledgement Letter of RFP receipt | Tenderer | 15 January, 2018 |
| 3 | Last date for requests for clarification of the RFP | Tenderer | 16 January 2018 |
| 4 | Last date to reply to questions received/ Last date for amendment | GCF | 19 January, 2018 |
| 5 | Date by which proposal must be received in Korea by GCF | Tenderer | 30 January, 2018; 17:00 Hrs Korean Time |
| 6 | Date of opening of Technical Proposals | GCF | 30 January, 2018 |
| 7 | Notice of successful provider | GCF | 13 February, 2018 |
| 8 | Contract signing | GCF/Tenderer | 16 February, 2018 |
| 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.

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