

21st March, 2018

Reference: GCF/RFP/2018/C/009

ADDENDUM NO. 1

Request for Proposals for Consultancy Services for the Development of Investment Scorecard Criteria

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Documents remain in full force and effect, except as modified by this Addendum, which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their Proposal.

1.0 Responses to requests for Clarification

No	Clarification requested	Response
1	Clarifying the key deliverables: The objective of this RfP is the “development of Investment Criteria scorecard tool”. We would like to clarify what the tool may include beyond the Scorecard itself. Would the documentation and user manual be part of the tool? Are there any preferences regarding the format of the tool, e.g. should it include an excel tool allowing for the appropriate weighting of the different criteria?	Yes, the documentation and a user manual is to be included as part of the tool. There is no specific preference regarding format of tool. A Microsoft Excel based tool is adequate, which can be transformed into a software later. Yes, the Weights of different parameters shall be provided.
2	Users of the Scorecard: Knowing who will be using the Scorecard would help ensuring the tool is user-friendly. Who are expected to be the main users of the scorecard? Is the assumption that the scorecard is going to be mainly used by the Secretariat and the ITAP correct?	The tool will be used primarily by the Secretariat. Within the Secretariat, the main users will be the following: -Division of Mitigation and Adaptation (DMA) -Private Sector Facility (PSF) -Office of Risk and Compliance (ORC) -Portfolio Management Unit (PMU)
3	Usage of the Scorecard: Should different versions of the scorecard be developed for assessing the full proposals and the concept notes, or will the same scorecard be used to assess both? (in response to an RfP for example)?	A common scorecard is preferred.

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4	The RfP outlines that "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." In developing the outputs of this RfP, specifically the scorecard, has the Fund already pre-defined what these pathways are?	<p>GCF has identified 8 impact areas which deliver major mitigation and adaptation benefits: Shifting to low emission sustainable development pathways through:</p> <ol style="list-style-type: none"> 1. Low emission energy access and power generation 2. Low emission transport 3. Energy efficient buildings, cities, and industries 4. Sustainable land use and forest management <p>Increasing climate-resilient sustainable development for:</p> <ol style="list-style-type: none"> 5. Enhanced livelihoods of the most vulnerable people, communities, and regions 6. Increased health and well-being, and food and water security 7. Resilient infrastructure and built environment to climate change threats 8. Resilient ecosystems
5	Do the parameters of <i>"the GCF's Investment Framework and their descriptions"</i> mentioned in para C.1 (Page 6) refer to advising on the existing indicative assessment factors (including indicators) elaborated in GCF/B.09/2 (Annex III)? Or does the objective of this RfP include suggestions to add, edit, or even completely revamping these indicative assessment factors?	The focus is on the existing investment framework. The purpose is not to revamp assessment factors; however, the consultant is free to suggest any other relevant factors.
6	What elements are falling under the ICS scorecard vs. the PSS scorecard? For example – where would validity of emissions reduction estimates fall?	ICS would reflect alignment with the Investment Criteria. PSS will reflect the possibility of achieving climate impact emission and estimates. Impact potential is part of the Investment Criteria.
7	Should there be a single scorecard? Or is it advisable to include slightly varied versions of certain sections of the scorecard for specific kinds of proposals (e.g. dealing with mitigation/adaptation, forestry, investment bonds/innovative financial instruments/funds)?	Single scorecard with sub-models can be developed. The idea is to develop the scorecard which facilitates comparison across all investment proposals and result areas.

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8	Does the provision of “ <i>expert judgement on the assessment/scoring of approved funding proposals</i> ” (para C.5, page 6) include all projects already approved by the Fund to date or a selection to be agreed upon?	It would include previously approved funding proposals.
9	Regarding the budget for this proposal, beside staffing hours, should trips to the GCF headquarters or trips for interviewing of key stakeholders be included in the budget?	All costs to be incurred should be included in the financial proposal with appropriate breakdown and explanations / justification
10	What elements of "Form FIN-3" on page 22 of the RFP are footnotes 2 and 4 referring to?	Footnote 2 and 4 are referring to the costing for the professional and support staff. All the proposed professional staff should be listed individually and their daily rates under form FIN 3 as well as remuneration costs under form FIN 2 indicated. The support staff need not be listed individually but should be indicated per category both in FORM FIN 3 and FIN 2 . The staff could either be Foreign or local so they should be listed under the relevant.
11	Annex 4 of the RfP - "Company Profile Form" - is included in the RfP but not referred to anywhere within the RfP. Is this required for submission of the technical proposal? If yes, are there any requirements on where or how it should be included?	The company profile form on page 26-27 requires to be filled. It should form part of the technical proposal documents.
12	Could you kindly provide an indicative budget for the services to be provided under this consultancy? Or alternatively, an indicative man-days breakdown?	Bidders are required to propose a work plan and level of staffing that will support the work plan proposed as well as the budget. The deliverables are required to be completed by 15 August 2018.
13	Do you have a preferred format for the proposal – ppt, word etc.?	The preferred format is PDF.

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14	Can you kindly confirm if bidders can build a consortium?	<p>Joint Venture, Consortium or Association</p> <p>If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:</p> <ul style="list-style-type: none"> (i) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally, (ii) if they are awarded the contract, the contract shall be entered into, by and between GCF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture. <p>After the Proposal has been submitted to GCF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the Secretariat of the GCF. Furthermore, neither the lead entity nor the member entities of the joint venture can:</p> <ul style="list-style-type: none"> a) Submit another proposal, either in its own capacity; nor b) As a lead entity or a member entity for another joint venture submitting another Proposal. <p>The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by GCF.</p>
15	How much time do you expect the team to spend in Songdo?	Approximately two months in total.

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16	If a workshop to collect consolidated feedback is proposed, would GCF provide refreshments and relevant facilities free of charge? Also, if GCF staff and external stakeholders are invited to this workshop, would the GCF cover travelling and accommodation costs?	We would have a workshop at GCF headquarters.
17	On page 7 of the ToR, it is noted that the consultant will be expected to “co-ordinate with any other consultant which GCF may engage for subsequent scores development such as Credit risk score”. Could you kindly confirm how many man-days are required for this task?	The purpose is to make other consultants familiar with the logic of the model/scorecard. We expect this can be done in a week’s time/ 3 - 4 meetings.
18	Will support be needed after 15 th August, in the lead up to or during the October board meeting?	Yes, post 15 th august some support will be required for presentation at the Board Meeting and to Board Committees. This may be by way of the team leader presenting the output.
19	How is description on “c) organization and staffing under “TECH-4” different from “team composition and staff assignment” under “TECH-5”?	TECH 4 (page 13) provides an overview or description of what will need to be provided / demonstrated. Tech 5 is the form which will require to be filled (alongside the other tech forms) to fulfil the requirements stated in Tech 4.
20	We understand that each of the project deliverables will be subject to review by the GCF. Please could you kindly clarify if any other stakeholders will provide feedback.	The stakeholders are likely to be from the secretariat. The consultant may seek some feedback from the Accredited entities
21	Please indicate the length of time required for these reviews.	The review from secretariat will be concurrent and can be done in a quick manner.
22	Please can you advise on who will select and invite participants for the stakeholder consultation: GCF or the Contractor?	GCF will select the stakeholders, the consultant can suggest teams that may be required (e.g. DMA, PSF, PMU, etc.)
23	Please can you advise if indication of the estimated cost of the workshops should be included as part of the commercial proposal.	It should be all inclusive.
24	For budgeting purposes, we assume the NDA will provide meeting rooms and associated refreshments and facilities free of charge, for all meetings and workshops required during the project. Please clarify if this assumption is correct.	At this point in time, we do not intend to have in person meetings with NDAs. Calls may be held if needed.
25	The roll-out of the tool by ITAP and others has not accounted for in the existing TOR, and is clearly something that will require consideration for the long term sustainability of this consultancy. Is this something that bidders can allocate man- days ?	The tool is intended for use by the Secretariat only.

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26	Annex 1 of the RfP states that the consultancy is expected to take up to a maximum of 5 months. It also indicates that all the deliverables shall be delivered by August 15 th 2018. Could you please clarify, since there seems to be an inconsistency between these two dates and the earliest possible start date for the consultancy.	The deliverables will be required to be delivered by August 15 th 2017.

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