

18<sup>th</sup> May,2018

Reference: GCF/RFP/2018/C/010

### **ADDENDUM NO. 3**

#### **Request for Proposals for Technical Advisory Services on the Piloting of Activities for the Preparation of Country Programmes and Related Processes**

The Request for Proposals (RFP) is modified as set forth in this Addendum. The original RFP Document remain in full force and effect, except as modified by this Addendum (in addition to Addendum 1 and 2), which is hereby made part of the RFP. Respondents shall take this Addendum into consideration when preparing and submitting their Proposal.

**I. Submission deadline.**

The submission deadline for the RFP has been extended to **Friday 8<sup>th</sup> June, 2018; 17:00 Hrs Korean Standard Time**

**II. Amendment to Annex 6: Timeline**

Annex 6 is hereby amended as follows:-

#### **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.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST)</b>
1	Issuance of RFP	GCF	13 April 2018
5	Date by which proposal must be received in Korea by GCF	Tenderer	8 <sup>th</sup> June, 2018; 17:00 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	8 <sup>th</sup> June 2018
7**	Interviews of Shortlisted Consultants	GCF	18-20 June, 2018
8**	Notice of successful provider	GCF	27 June, 2018
9**	Contract signing	GCF/Tenderer	By 9 July, 2018
10**	Work starts	Tenderer	July 2018 – as specified in the contract

\*\*Please note that the dates are tentative target dates and may be adjusted.

### III. Responses to Requests for Clarifications

No	Clarification requested	Response
1	It is understood from the TOR and 1 <sup>st</sup> Clarification that this assignment is contracted directly through the Secretariat separate from the already approved & disbursed funds for Readiness and Preparatory Support. As well in Package 1, three different Consultants will be selected to provide additional “pilot” support to NDAs in 24 to 30 pilot countries (8-10 per Consultant), and then ad-hoc support to non-pilot countries. We are confused as to which are the <u>specific pilot and non-pilot countries</u> , noting that at least 114 countries have requested NDA support in the past (GCF/B.19/32) and as the TOR indicates 50 entered implementation (also in GCF/B.18/07). In order to improve efficiency in the proposals and GCF evaluation & contracting, can GCF indicate which are the probable <u>specific pilot and non-pilot countries</u> (total list) are to be addressed under the assignment? OR An indication of how these will be decided by GCF before contracts are signed with the Consultants?	<p>In addition to the information provided in the RFP (i.e. that selection of countries will be determined jointly by the Secretariat of the GCF in consultation with the selected Consultant during the inception activities, and that actual country selection can occur after contract signing).</p> <p>Please note that selection also depends on the agreement of the National Designated Authorities and focal points of countries. We advise bidders also to take note of:</p> <ul style="list-style-type: none"> <li>- the Secretariat distinction between pilot countries included in package 1, and non-pilot countries include in package 2, as well as,</li> <li>- the information available in Annex III (Readiness and Preparatory Support portfolio by region as at January 2018) of Board document GCF/B.19/15/Rev.01<sup>1</sup>.</li> </ul>
2	In relation to the Clarification 1 (above), please confirm that the Consultants can propose their indicative preference of countries/geographies to be included in the 8-10 countries under the contract, as stated in the TOR	The selected Consultant and the Secretariat will jointly select the countries to be considered for Package 1. The proponents are advised to include in their proposals information about restrictions or limitations they may need to observe in relation to the selection of countries or geographies.
3	What is GCFs suggestion for the budgeting for Activity 8: Ad-hoc support under Package 1? As this is different than the advice of 15 – 20% of total budget time allocated to Package 2.	The ad-hoc support under Package 1 (Activity 8) is not envisaged to involve a significant amount of the Consultant’s total time allocated to Package 1. The Secretariat has hence not presented a suggested budget for Activity 8.
4	For Package 2, this is very much undefined work, and difficult for the Consultant to estimate. To allow for comparability of proposals can GCF agree to fix the budget allocation to a specific XX person-days, or XX% of the total contract. Then the Consultant can allocate those resources, under agreement with GCF, to the non-pilot countries as the need arises / or at contract signing.	<p>Please note that scoring of Financial Proposal as describe in Appendix 3 of the RFP will be based on the price proposed for Package 1.</p> <p>The information provided in the Financial Proposal should allow the GCF secretariat to identify the daily rate of professionals that the Consultant expects to be assigned to working on the activities of Package 2.</p>
5	To clarify TECH-4, the limit of the technical proposal to 25 pages is only for the (a) technical approach & methodology, (b) work plan, and (c) organization &	This is correct. TECHs 2, 5, 7 and 8 will be considered separately and not included under the limit of 25 pages.

<sup>1</sup> Document available at [https://www.greenclimate.fund/documents/20182/953917/GCF\\_B.19\\_15\\_Rev.01 - Readiness and Preparatory Support Programme progress report.pdf/8d883d85-6fe6-4fa6-86e1-61c0cf8013d6](https://www.greenclimate.fund/documents/20182/953917/GCF_B.19_15_Rev.01_-_Readiness_and_Preparatory_Support_Programme_progress_report.pdf/8d883d85-6fe6-4fa6-86e1-61c0cf8013d6).

	staffing. Does this limit only relate to TECH-4, or does it include TECHs 2, 5, 7, and 8?	
6	The evaluation criteria in Appendix 3, is very generic and leaves large room for interpretation. Does GCF have any specific criteria relating to experience level...etc.	The Secretariat does not have additional specific criteria Experience levels are evaluated under assessment criteria 3, in particular 3.2.1. Technical Proposals are expected to demonstrate that the teams assigned have the relevant experience to carry out the tasks of the RFP
7	In relation to Deliverables and Invoices in the TOR, is the payment schedule introduced per-country, or for the combined work (e.g. the activity(s) for each country shall be completed before issuing a single invoice for the combined cost of all the countries work under the activity(s))? In addition, if it is a single invoice for the combined cost of all the countries work under the activity(s), does GCF have a procedure in place to pay the consultant for most of the combined work, if one or more country activity(s) work is delayed due to issues outside of the Consultants control. An example is when the Focal Point or related agencies are not performing their side of the agreement with GCF, or there is government intuitional delays in decision making / approval on final outputs, or unrest / disasters. We raise this question based on past multi-country project experience.	<p>The invoicing schedule in the TOR is indicative and will be finalized during the kick-off meeting with the selected Consultants, and subsequently incorporated in the Terms of Reference of the final agreement.</p> <p>For Component 2 of Package 1 (Activities 4, 5 and 6), the Secretariat expects that the different circumstances in selected countries may require an implementation schedule that allows the work to be performed in 3-5 countries at a time (but this will be discussed during the kick-off meeting with the selected Consultants). Invoicing would be expected following approval by the GCF of the outputs and deliverables related to each of these country groups, and hence phased across the duration of the implementation period of Component 2.</p> <p>Specific measures to be taken should substantive delays occur due to issues outside the control of the Consultant can be discussed between the Consultants and the GCF Secretariat at the kick-off stage.</p>
8	In relation to Deliverables and Invoices in the TOR, it is noticed that the assignment is expected to last 16 months. For Components 1 to 5, the first payment (A.1 to 3) of 10% is expected in month 2, then second payment (A. 4 to 6) of 65% <u>is not indicated in terms of time</u> , then the remaining payment (A. 7 to 9) of 25% is in months 14-16. The middle 65% payment seems to be covering a period from month 3 to 14, e.g. up to 11 months. 65% of a contract is large, and this is a large amount for consultants to bankroll over 11 months. Is GCF willing to address a different payment schedule proposed by the Consultants, which divides payments up into smaller portions.	Please refer to clarification to question 7 above.
9	In relation to Clarification above (e.g. 65% payment) does GCF offer a prepayment against a bank guarantee, an what is the maximum value?	No. The GCF does not offer a prepayment against a bank guarantee.
10	It is noticed in the SCC - Clause 10 for Performance Security, the need for this and amount is not indicted in the RFP. Noting that Activity 9 is a 15% payment "after submission and approval of the final report".	For this particular contract, the Performance Security clause is not applicable.

11	<p>In relation to the above referenced RfP, it is stated that “the GCF has approved 81 countries’ Readiness requests to develop Country Programmes, out of which 50 entered implementation stage, enabling these countries to initiate the formulation of their Country Programme”. In relation to that:</p> <ul style="list-style-type: none"> <li>• Does this mean that the piloted countries would be from the 31 countries that have not entered implementation stage yet?</li> <li>• Can you please share with us what those 81 and 50 countries are?</li> </ul>	<p>We advise bidders to take note of Annex III (Readiness and Preparatory Support portfolio by region as at January 2018) of GCF Board document GCF/B.19/15/Rev.01<sup>2</sup> for the most recent publicly available information about the countries with Readiness requests approved for the development of country programmes.</p> <p>The selection of countries will be determined jointly by the Secretariat of the GCF in consultation with the selected Consultants during the inception activities, and is expected to also include countries that have entered implementation stage and that are early enough in the implementation of their schedule of Readiness activities to allow for the work proposed under the scope of this RFP to still bring strong value to the country programming process.</p>
12	<p>Does the pilot phase include Package 1 (pilot countries) and Package 2 (ad hoc inputs) of only this RFP? So, non pilot phase refers to any activities derived from subsequent requests from countries?</p>	<p>This question prompts a clarification that needs to be made about the paragraph below, included in Appendix 1 – Terms of Reference, of this RFP:</p> <p><i>“For the activities described in this TOR, the Secretariat will evaluate technical proposals from all submitted bids. Firms which meet the minimum qualifying technical scores will then proceed to the financial evaluation. The top three Consultants which achieve the highest combined technical and financial scores will be invited for contract negotiations, and upon acceptance of contract, will carry-out activities for Package 1: pilot countries, and Package 2: ad-hoc inputs, to start as soon as June 2018. Other bidding Consultants which meet the minimum qualifying technical score will be added to a roster from which any subsequent requests from countries – not included in those selected for the pilot phase – can be bid. It is expected that the rostered firms will only carry-out work as envisaged for Package 1 as requests from non-piloted countries arise. Work under Package 2, though ad-hoc and intermittent, will be carried-out by the top three highest scoring Consultants of this RFP along with the activities undertaken for Package 1 on the pilot countries.”</i></p> <p><i>Clarification.</i></p> <p><i>The “pilot phase” (in bold letters above) refers to the full scope of work described in this RFP.</i> In response to the specific question presented here, the Secretariat may decide to address, at its sole discretion, additional needs/requests from countries through subsequent requests for bids from the consultants that are added to the roster, provided that these needs/requests are:</p> <p>(i) not already covered under the scope of work of the</p>

<sup>2</sup> Document available at [https://www.greenclimate.fund/documents/20182/953917/GCF\\_B.19\\_15\\_Rev.01\\_-\\_Readiness\\_and\\_Preparatory\\_Support\\_Programme\\_progress\\_report.pdf/8d883d85-6fe6-4fa6-86e1-61c0cf8013d6](https://www.greenclimate.fund/documents/20182/953917/GCF_B.19_15_Rev.01_-_Readiness_and_Preparatory_Support_Programme_progress_report.pdf/8d883d85-6fe6-4fa6-86e1-61c0cf8013d6).

		work of this RFP; and (ii) considered as requiring technical capacities comparable with those being evaluated through this RFP.
13	We understood that other bidders that have minimal required score but which are not in the top 3 selected firms will not be involved in this RFP and that they will be involved in Package 1 of subsequent requests from countries (non pilot phase). Does this mean that they will not be part of Package 2 activities of subsequent requests (non pilot phase)?	Please find below separate clarifications to the two questions presented: 1. We understood that other bidders that have minimal required score but which are not in the top 3 selected firms will not be involved in this RFP. Yes, this understanding is correct. 2. The bidders that are not in the top 3 selected firms WILL NOT BE involved in Package 1 and Package 2 activities of this RFP. 3. These bidders MIGHT be invited by the Secretariat to present bids to subsequent requests (non pilot phase)? Please also refer to clarifications provided above to question 12.
14	Will the top three firms be involved in the non pilot phase activities?	Yes, the Secretariat may request bids in the non-pilot phase from the top three firms as well. Please also refer to clarification provided above to question 12.
15	Is it mandatory that tenderers to be GCF accredited entities or already a GCF delivery partner?	No. All organizations / firms that meet the requirements of the RFP are encouraged to present a proposal.
16	Is it allowed to have an expert who is also expert in another bidder team for this same RFP?	No. It is not acceptable for more than one firm to have the same key personnel.
17	In the description of the Activity 9, it is said: "The activities will be implemented with national experts who should contribute with their understanding of the national context." As countries are not known at this stage, are we obliged to mention names and provide CVs of those national experts in the Technical bid? Because in some RFP, any expert that will intervene must have his name mentioned and his CV provided.	No. The "national experts" referred to in this paragraph are NOT experts of the Consultant's team. The intention of the Secretariat is to indicate that Consultant teams will be expected to work together with country experts involved in the GCF country programming process to consolidate the (Consultant) team's understanding of the country's gaps and needs in formulation of low emissions and climate resilient strategies, and in converting these strategies into investable opportunities.
18	Regarding activity 5, we understand that emission scenarios and vulnerabilities are usually available through national documents. Would it be possible to clarify the scope of this activity and GCF's expectations of the consultant? Our understanding is that under this TOR, the consulting firm will be in charge of compiling all available information and as part of the country ownership emphasis and stakeholders engagement process, request their inputs if there are updates to the available information and data provided, as well as get their views on the data and information provided in existing documents. Could you confirm if our understand is correct?	All work under the scope of this RFP will be carried-out under the guidance of the GCF Secretariat and in line with the needs of each selected country's National Designated Authority. Activity 5 should consider this qualification as well. The scope of works goes beyond the compilation of available information/data. The Consultant is expected to build on existing work in countries with the view to support countries improving where necessary their understanding of climate change imperatives and the identification of the priorities that would require interventions able to support the country ambition to build low emission and climate resilient economy, taking account existing national development and climate change policies and strategies, and to undertake this work in collaboration with relevant national stakeholders.

19	<p>- Regarding activity 6: We understand that under this activity a prioritization methodology as well as a list of projects (priorities) should be developed. Would it be possible to clarify the scope of this activity and GCF's expectations of the consultant?</p> <p>Our understanding is that the consultant shall enhance the existing country programming exercise for the countries in order for them to effectively formulate these on their own.</p> <p>If the consultant is expected to take an active part in the development of the list of projects, would it be possible to clarify how detailed the description of such projects should be?</p>	<p>Please note that the work under this RFP is provisioned as a programme to enhance the GCF Secretariat's capacity to support developing countries' programming initiatives, and that it is envisaged that the work produced by the Consultant will inform the development of the eventual Country Programmes. It is not expected that the Consultant develops the Country Programme for any of the selected countries, but rather provides the technical assistance that will form the basis upon which a country can then develop its program using the outputs of this RFP's activities. In line with these provisions, the Consultant is not expected to take part in the detailed description of projects, but to inform, collaborate with and/or support relevant national stakeholders in the prioritization methodologies, the definition of criteria for selecting the most appropriate climate projects to bring forward to the GCF, and the identification of the prioritized measures</p>
20	<p>We understand that consultants selected for component 1 will be in charge of 8 to 10 countries. Is the consultant expected to start country programming support for all countries at the same time?</p>	<p>As informed in the RFP, the top three selected firms will each carry-out Package 1 (please note that we refer to Package 1, not to Component 1) activities for 8-10 countries.</p> <p>For Component 2 of Package 1 (Activities 4, 5 and 6), the Secretariat expects that the different circumstances in selected countries will require an implementation schedule that would allow the work to be performed in 3-5 countries at a time (but this will be discussed during the kick-off meeting with the selected Consultants).</p>
21	<p>Please indicate GCF's application of GCC - Clause 11 for Deductions in the context of this assignment, as well the methodology for determined the deduction and the limit to the deduction.</p>	<p>For this particular contract, the Deductions clause is not applicable.</p>
22	<p>Please indicate GCF's application of GCC - Clause 12 for Liquidated Damages in the context of this assignment, and the daily and total deduction amounts.</p>	<p>For this particular contract, the Liquidated Damages clause is not applicable</p>
23	<p>In accordance with GCC - Clause 3. Since the contract is directly with GCF, can the GCF indicate if it has tax exempt status in the countries were the services under the assignment are to be delivered (to GCF), similar to UN organizations, insofar that international consultants are not subject to national taxation (e.g. VAT, withholding...). However, it is fully recognized that national-level sub-consultants who are a part of the Consultant's team, will be subjected to national taxation through contracts with the Consultant.</p>	<p>The financial proposal requires the amounts quoted to be exclusive of local taxes. The applicability of taxes will be discussed at the implementation stage and will be on a case-by-case basis depending on the countries where the services will be delivered. This will therefore be discussed and agreed upon during the kick-off and subsequent with the selected firm(s).</p>
24	<p>In accordance with GCC - Clause 26. If the Consultant is a team of companies with a lead consultant contracted to GCF, and other consultants</p>	<p>Any intention to sub-contract should be indicated in the proposal and the roles of the personnel from the firm(s) to be sub-contracted as well as the necessary</p>

	sub-contracted to the lead consultant, and this is shown in the Consultant's proposal, shall Clause 26 apply?	information on the firms' experience be provided as these will be evaluated. Any sub-contracting done after the contracting will be subject to GCC Clause 26
25	At page 41 of 50 of the ToRs, under the table of the Form FIN-3: Breakdown of Remuneration1 (Lump-Sum) (), it is said this: "Form FIN-4 shall be filled in for the same Professional and Support Staff listed in Form TECH-7". So, it is mentioned FIN-4 while we just saw three FIN forms: FIN-1, FIN-2 and FIN-3). We understood it is an error. Is it?	This was a typing error. The form referenced is FIN 3. The statement should therefore read as follows:-  Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7
26	In the Appendix 7 of the ToRs, it is stated this: "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". We are a little bit confused by this sentence as it mentions "missing details in the contract" while there is no contract at this stage of developing the technical and financial proposals. Are referring to the contract template? The missing details have to be mentioned in the statement we will be producing?	At this stage it may not be necessary to provide these details. They will be requested for at the time of contracting. However the company profile form should be filled and should contain the company details.
27	In the same Appendix 7, it is mentioned the Model Contract and its Appendices. What the expression " Model Contract and its appendices" refers to?	The Model Contract is the contract template which will be signed between GCF and the successful bidder(s). The appendices are the special conditions of contract and the general conditions of contract. The document, including the appendices was uploaded and is available on the GCF website alongside the RFP. The link to the page is <a href="https://www.greenclimate.fund/who-we-are/procurement">https://www.greenclimate.fund/who-we-are/procurement</a>
28	We would like to ask whether extending the closing date until the end of May (30 <sup>th</sup> May) would be possible. An extension would be beneficial due to the very specific needs of this RfP requiring a rigorous, detailed and contextualized methodology.	The closing date for this RFP has been extended to <b>Friday 8<sup>th</sup> June 2018, 1700 hrs Korean Standard Time.</b>
29	Could you confirm if the assignment only contemplates to support the GCF Secretariat with the country programme component as outlined in figure 1 in the TORS "Components of the GCF Readiness Programme", where only component 2 referring to country programming is highlighted. In this regard, it is not clear whether the work exclude NDA strengthening process as such (i.e. capacity building and trainings).	Figure 1 is presented to illustrate key components of the GCF Readiness and Preparatory Support Programme and should be considered only as such. Proponents are requested to observe the requirements of the RFP in its entirety.
30	In line with the above, it is not clear whether the assignment considered under component 4 "in country capacity building development" contemplates trainings and capacity building	Please note that the work under this RFP is provisioned as a programme to enhance <u>the GCF Secretariat's capacity</u> to support developing countries' programming

	development for instance (such as the works undertaken under the readiness programmes through the delivery partners). In this regard, could you please clarify the approach for NDA empowerment and national capacity strengthening under this assignment?	initiatives. The work is independent from (although complementary to) GCF Readiness activities. Under Component 4/Activity 9, the Consultant is expected to – under the <u>coordination of the GCF Secretariat</u> – facilitate the identification of capacity needs (in collaboration with NDA and key national stakeholders) and to assist the Secretariat and country National Designated Authorities or focal points in the formulation and implementation of a co-development approach on key priority areas.
31	Could you confirm there is no page limitation for CVs?	The Secretariat does not impose a page limitation for CVs, but strongly advises proponents to: (i) ensure that CVs focus on information that is relevant to the scope of work of this RFP; and (ii) to keep CVs limited to a maximum of 6 pages per CV.
32	The RfP states under <i>Data Ownership and Submission</i> that “GCF shall own all rights, title, and interest, including all intellectual property rights [...]”. Does this copyright transfer to GCF have to be exclusive or is a non-exclusive transfer of rights possible? In particular, would it be an option to publish data sets and computer software developed with the project under an open source license to allow reuse of these resources by institutions in relevant countries (and elsewhere) after the end of the project?	Proponents should observe the entirety of the requirements set forth in the RFP. The Secretariat may, at its sole discretion, subsequently evaluate the conditions under which important resources can be made available to other parties.
33	Is subcontracting of part of the proposed work to a third entity that was not part of the bidding consortium a possibility?	No, all institutions/professionals that will participate in the delivery of the work under the RFP must be identified in the submitted proposal.
34	Is it possible a NDA be part of a team and intervene in a country different from its country?	Proponents whose expert/professional teams include a GCF NDA (understood here as a person officially designated by a country as the official contact person with the country’s GCF NDA office) must present, as an attachment to the Technical Proposal: (i) A clear Conflict of Interest (CoI) statement; and (ii) A description of measures that they will undertake to mitigate a Conflict of Interest, should it arise (at a minimum, the measures proposed to mitigate any CoI must ensure that the Consultant’s capacity to deliver the required activities will not be affected in case a CoI arises).
35	In the section B of the FORM TECH 2, at the bottom of the page, we are asked to provide "Firm's name". Is this referring to the current bidder or to its previous Client in the contract that is described above?	The Firm’s name is the firm which carried out the consultancy assignment. In this case it is therefore referring to the bidding firm and the associate firms where applicable.
36	In the description of chapter a) of Form TECH 4, there are two parts: a first part on the explanation of the understanding of the objectives, the	In Form TECH 4 Under Technical Approach and methodology bidders should address the TOR and propose their understanding of the TOR as well as

	<p>approach and the methodology of the mission and a second part on the problems in the process of to be addressed, the approach and methodology to address them. In both cases, it is a question of explaining the approach and the methodology. This seems to me to be a duplication.</p>	<p>their technical approach and methodology for carrying out their assignment as described in this section. This is an emphasis rather than duplication since it is a description within the same section.</p>
<b>37</b>	<p>Appendix 4 - Company profile - in the case of a joint venture, should the lead entity and the other entity fill out the Appendix 4? Or is the Appendix 4 only to be filled out by the lead entity?</p>	<p>In case of a joint venture all the companies should fill in the Company Profile form</p>
<b>38</b>	<p>What is the difference between the the chapter C of FORM TECH 4 and the FORM 5? Both are about Team composition.</p>	<p>Chapter C is a brief statement on the composition of the firm(s), the main disciplines of the assignment, the key firms and experts responsible within each firm and the structure and composition of teams involved. This should provide an overview/summary of the organization of the firm(s) and staffing. Form TECH 5 is more detailed and will provide a breakdown of each staff and the specific position and tasks assigned to them as per the form provided.</p>