

10th October,2018

Reference: GCF/RFP/2018/S/030

ADDENDUM NO. 2

Request for Proposals for Provision of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020

This Addendum is issued to complement, and will constitute integral part of, the Request for Proposals (RFP). The original RFP Document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their proposal.

I. Responses to Requests for Clarifications

No	Clarification requested	Response
1	<p>In relation to the Request for Proposals (RFP 2018/S/030) for Provision of consultancy services for supporting evaluations and reviews to be conducted by the IEU of the GCF in 2019-2020, we would like to ask the following clarification question:</p> <p>Our firm has already submitted proposals for the implementation of Green Climate Fund programmes and we are interested in bidding for future programmes as well.</p> <p>Could you please clarify whether our firm would be precluded from bidding for this LTA if we implement some of the projects receiving Green Climate Fund funding?</p>	<p>If you have just submitted proposals and have no contract yet, you are encouraged to submit a bid under this RFP, and depending on the evaluation, you may be awarded an LTA. However, as soon as you are awarded a contract from the proposals that had been submitted, your firm will be reviewed again as to the conflict of interest in terms of this RFP “Evaluation and review work by IEU” and may be precluded from joining the mini-tender even if you have signed an LTA.</p>
2	<p>Section 3 Objectives (third paragraph on p.8) “Evaluations will be carried out by IEU Teams that will jointly comprise IEU staff, the firm to be contracted, and other consultants as appropriate. Teams will be led by IEU staff under direction and overall responsibility of the Head of IEU.”</p> <p>QUESTION: Can you please further describe your vision for team composition? One interpretation of the paragraph cited above is that the contracted firm supplies some evaluation team members (but not necessarily all team members) to a team whose team leader is an IEU staff member. Yet the first paragraph in Section 4 Scope of Work on p. 8 lists “...design, manage, write and present results ...” as the scope of work for the firm.</p>	<p>The contracted firm will have to design the evaluation (based on a draft concept note by the IEU), manage the evaluation (including collecting the data in the field), analyze the evidence and write and present the results.</p> <p>Some staff members of the IEU will join the country field missions by the firm, but the firm is responsible to organize and coordinate the field missions. We advise bidding firms to submit full plans for a complete team.</p>
3	<p>7 Eligibility (8th item on p.11) “Excellent engagement skills and communication in different languages to cover AE/NDA and other partners in target countries ...”</p> <p>QUESTION: Which languages are most important for GCF evaluations?</p>	<p>English, French, and Spanish in this decreasing order.</p>

4	TECH-2 (B – Consultant’s Experience) “Using the format below, provide information on each assignment Use not more than 20 pages.]” QUESTION: If the consolidated experience for a bidder plus associates exceeds 20 pages, how should the bidder prioritize the assignments it presents?	At this stage, please focus on listing past assignments most relevant to the specific topics of GCF, climate finance and of complex, time-constrained evaluations. With reference to size of the section(s), please keep within 20 pages maximum as indicated.
5	TECH-4 (Template for Technical Proposal) The NOTE for section 2 reads “Responses to questions in Section 1 should not exceed twenty (20) pages)” QUESTION: Should that rather read for “Section 2”? Or do you prefer that Section 1 AND Section 2 not exceed a combined total of 20 pages?	Up to 20 pages maximum for sections 1, 2 together.
6	TECH-4 (Template for Technical Proposal) Section 2.2 QUESTION: Can you please clarify the “technical proposal, tools and work plan” to which you are referring?	Firms should develop and describe how the technical proposal would be organized, staffed and the plan of work. On the length of the section, also See Question 5.
7	TECH-4 (Template for Technical Proposal) Section 3. Personnel QUESTION: What page limit applies to Section 3?	This depends on the number of CVs submitted, which depends on the number of relevant team members that are proposed by the firm. CVs should be relevant to the specific task, and possibly kept brief. No specific limit to Section 3.
8	TECH-4 (Template for Technical Proposal) Section 3. Personnel QUESTION: In 3.3 you request demonstrated communication skills. What types of evidence would be most useful?	High level quality strategic documents prepared, high level presentations on difficult and controversial topics, capacity to articulate and defend complex arguments. Excellent ability to synthesize complex information, findings and recommendations in understandable ways resulting in documents that are appealing to read.
9	TECH-4 (Template for Technical Proposal) Section 3. Personnel QUESTION: In 3.4 you request demonstrated analytical skills. What types of evidence would be most useful?	Experience with large primary and secondary datasets, quantitative as well as qualitative, and robust analyses that are defensible both technically and scientifically. Peer-reviewed scientific publications are also desirable.
10	TECH-5 (Curriculum Vitae (CV) for Proposed Professional Staff) QUESTION: For Proposed Position, what categories other than team leader should be included?	Key team members who can provide the set of skills, experience and availability for that type of evaluations.
11	On Page 18 of the RFP- please clarify the page numbers for the technical proposal- will it be 20 pages maximum for all three sections (Technical, Methodology and Workplan, Personnel) or 20 pages for Technical and Methodology alone?	See Question 5.
12	Since the travel locations are not yet known, can GCF provide additional guidance on how to budget for travel?	As Form FIN-2 shows, the bidders are requested to quote only the Expert daily rates, and not the travel budget, since there are no locations identified yet.
13	Can GCF confirm that firms at this point only have to budget for the scope of work laid out on pages 8-10?	Yes

14	How many mini-competitions does GCF anticipate and what is the total accepted budget? If budgets are not known can GCF give indications on the number of anticipated labor days for the work?	Up to 8 firms are expected to be pre-selected to sign an LTA. They will be later invited to mini-tender against specific terms of reference, to support 2019 and 2020 IEU evaluations (the IEU will conduct on average four per year). See also Question 15 regarding overall budget.
15	Could you please indicate the overall budget of the contract?	Unfortunately no information may be provided at this time, since this is subject to Board approval.
16	Can GCP please clarify how this new opportunity (RFP 2018/S/030) will operate in relation to the pending procurement within GCF to support IEU's learning oriented real-time impact assessment (LORTA) window (RFP 2018/C/012)? Will LORTA still be tendered independently? If not, will LORTA support be subsumed under this new RFP?	The LORTA programme is separate from this RFP.
17	Can GCF please clarify if both Section 1 (Technical) and Section 2 (Methodology and Workplan) should jointly not exceed 20 pages or should each section separately not exceed 20 pages?	See Question 5

Kind regards

Green Climate Fund