

10th July 2020

Reference: GCF/RFP/2020/014

ADDENDUM NO. 1

Request for Proposal RFP/2020/014 - Consultancy services for Provision of Expert Services: Editing and Language Review of GCF Sectoral Guidelines

This Addendum is issued to complement and will constitute integral part of the Invitation letter for the captioned tender. The original Invitation 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.	The RFP (7.1, Format and form of submission of bids, p. 4) states "a supplier manual can be found on the GCF website https://www.greenclimate.fund/who-we-are/procurement as an attachment under this RFP. We found the RFP on Devex and there was no attached manual, nor can we locate it via the above link. Can you please provide it?	2 Supplier manuals are still available on the GCF website: one for Registration and another for RFP submission. The web site: https://www.greenclimate.fund/procurement/rfp-2020-014 If you find it difficult to submit thru Ariba portal, you may submit your proposal by email also (please see RFP Para 7.1 ii) Submission via email)
2.	The ToR (3. Required expertise, p.7) states "The Fund seeks proposals for services to provide world-class editing and language review capabilities, as well as expertise in climate change and the cross-cutting areas of the Fund's operations." The RFP asks for final editing and language review of documents that have already been edited, implying that the content is already final. However, the requirement of expertise in climate change and the cross-cutting areas of GCF's operations implies that content and context are expected. Can you please clarify the extent to which technical expertise in the field is required?	The firm will not be expected to make any significant changes to the content, but rather focusing on editing and language review. However, knowledge on climate change and GCF's operations will be required in order to have a contextual understanding of the sectoral guidelines documents.
3.	Depending upon the answer to the question 2 above, we would potentially have a language expert and a technical expert working together on the editing under the project lead. Is the full team required to attend the bi-weekly conference calls with the GCF Secretariat, or can the team member responsible for project management attend alone?	The team member responsible for project management can attend alone, and invite other members of the team for fortnightly calls as required.
4.	For the technical proposal, can we follow the format requested in our own document or must we use the exact forms supplied in the ToRs? For example, our experts have a profile and experience CV listing that is almost identical to those in Form TECH-6: CV (Annex 2, p. 17-18) - could we use our format?	You may use your format as long as the required information is included.
5.	For the financial proposal, can we follow the format requested in our own document or must we use the exact form supplied in the ToRs?	You may use your format as long as the required information is included.
6.	Are there any budget guidelines or limitations for this project?	No
7.	Is there any expectation in terms of working days required or any limit on number of days for this project?	GCF will provide the 11 draft sectoral guidelines (approx. 20 pages each) to the firm in 2 batches. Each batch will contain

		between 4-7 draft sectoral guidelines. Upon receipt of each bath, the firm has 15 working days to finalise editing and language review. This includes validation from GCF sector specialists and incorporating any comments from the GCF Secretariat.
--	--	---

Kind regards

Green Climate Fund