

Date: 05 August 2022

Reference: RFP 2020-020

Request for proposals (RFP 2022-020)

Provision of Consultancy Services for- review and rectification of GCF results and project management data and development of GCF portfolio data catalogue.

1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “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 (the “Governing Instrument”). 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

Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Firm to provide consultancy services for- (**review and rectification of GCF results and project management data and development of GCF portfolio data catalogue**). The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.

- 2.1 Proposals must be submitted to the GCF no later than **02-September-2022(date) at 5.00pm hrs (time)** 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 GCF 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 GCF 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 their 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 deadline for submission 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 relating to this RFP must be directed only to the Head of Procurement by email at procurement@gcfund.org and [cc smuzuma@gcfund.org](mailto:smuzuma@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 Guidelines on Procurement.

3. Joint Venture, Consortium or Association

- 3.1 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:
 - a) 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,
 - b) 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.
- 3.2 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 GCF. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another proposal:
 - a) either in its own capacity; nor
 - b) as a lead entity or a member entity for another joint venture submitting another Proposal.
- 3.3 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.
- 3.4 Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
 - a) Those that were undertaken together by the joint venture; and
 - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.

- 3.5 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If a joint venture's Proposal is determined by the GCF as the most responsive Proposal that offers the best value for money, the GCF shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

4. Request for Clarification of RFP Documents

- 4.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org and cc smuzuma@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP-2022-020 – [Provision of Consultancy Services for-review and rectification of GCF results and project management data and development of GCF portfolio data catalogue.]** The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response which contain information that may be of common interest to all bidders (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website and/or communicated via email.

5. Amendments to RFP Documents

- 5.1 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. The amendments will also be posted on the GCF website and/or communicated via email.
- 5.2 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.

6. Language of Proposals

- 6.1 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 proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

7. Submission of Proposals

- 7.1 **Format and form of submission of bids:** Bidders are requested to send a Bid preferably¹ through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) **or** via email to procurement@gcfund.org and copied to smuzuma@gcfund.org

i) Submission through the Supplier Portal (SAP Ariba)

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now

¹ Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)

3. Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
4. Check ‘I have read and agree to the Terms of Use and ‘I have read and agree to the SAP Ariba Privacy Statement’ then click ‘Register’
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to procurement@gcfund.org with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.
8. Review Prerequisites and Click ‘I accept the terms of this agreement’
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial bid submission forms
11. When ready to submit your bid, upload the technical bid under the TECHNICAL section and the financial bid under the FINANCIAL section. Please **DO NOT** enter or upload any financial information under the TECHNICAL section as this may result in disqualification.
12. Click ‘Submit Entire Response’ to submit bid.

(For detailed instructions on how to access and submit a bid, see the supplier manual. It is recommended that bidders register on the portal as early as possible.)

ii) **Submission via email**

Two separate files (technical and financial bids) should be attached to the email as below.

The Technical file should contain the technical proposal and be named as follows:

RFP 2022-020 – TECHNICAL PROPOSAL - (name of proposer)

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The financial file should contain the financial proposal and be named as follows:

RFP -2020-020 – FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email should be as follows:

RFP 2020-020 – Provision of Consultancy Services for - review and rectification of GCF results and project management data and development of GCF portfolio data catalogue.

- 7.2 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. Bidders should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.
- 7.3 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 they intend 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.

8. Late proposals

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

9. Opening of Technical Proposals

- 9.1 Technical Proposals will be opened on the date indicated in Annex 6. 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.

10. Opening of Financial Proposals

- 10.1 GCF shall notify in writing those Proposers that have achieved the minimum qualifying technical score and request for the password for the Financial Proposals.

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

- 11.1 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.

12. Conflict of Interest

- 12.1 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.

13. Confidentiality

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

Annex 1 Terms of Reference

Review and rectification of GCF results and project management data and development of GCF portfolio data catalogue.

1. Background

1. The Green Climate Fund (GCF) is an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. GCF promotes the paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas (GHG) emissions and to adapt to the impacts of climate change, taking into account the needs of those who are particularly vulnerable to the adverse effects of climate change. Working through a partnership-based approach, with the risk appetite to innovate, and a full set of financial instruments that span public and private sectors, the GCF is well-positioned to catalyse action at the frontier of climate finance.

2. The GCF's Governing Instrument (GI) (Article 23, para (l)) calls on the Secretariat to establish and run effective knowledge management practices. Knowledge management has become increasingly important as the GCF portfolio grows and generates more data and knowledge in various ways to its wide array of key stakeholders. Particularly, the Secretariat's active engagements with countries and Delivery Partners (DPs)², and Accredited Entities (AEs)³ produce a wealth of portfolio data on results, performance, and lessons learned which will feed into reporting, strategy development, and decision-making. In addition, GCF Digital Agenda: 2020 – 2023 supports the GCF to be a fully digital organization.

3. Against the above background, the GCF's Division of Portfolio Management (DPM) currently is looking for professional services to review, validate, clean and rectify results and project management related data of the GCF's portfolio consisting of both funded activities (FAs)⁴ and readiness programme.

4. The GCF funded activity (FA) means a GCF project and/or a GCF programme or part thereof to address climate change mitigation or adaptation issues in developing countries. As of April 2022, there are 192 projects/programmes approved by the GCF Board worth USD 10.2 billion and consisting of various financial instruments (grants, loans, equity, and guarantees, etc.).

5. The GCF readiness programme provides grants to developing countries⁵ to enhance their capacity as national institutions to engage with the GCF and access climate finance, as well as to support countries in undertaking adaptation planning and developing strategic frameworks to build the country programme with the GCF. The GCF readiness programme also support Direct

² Delivery partners are institutions that may be nominated by the National Designated Authorities (NDAs) or focal points to implement activities approved under the readiness programme. Delivery partners can be the NDAs themselves, a GCF Accredited Entity, or another organisation capable of implementing technical assistance and capacity development grants.

³ Accredited Entities partner with GCF to implement projects. Accredited Entities can be private or public, non-governmental, sub-national, national, regional or international, as long as they meet the standards of the Fund.

⁴ The term 'funded activities' are often used synonymously with the term 'approved GCF projects/programmes'. The list of funded activities or approved projects/programmes are available in the GCF website: [Approved projects | Green Climate Fund](#).

⁵ The GCF work with the National Designated Authorities (NDAs) focal points that are government institutions serving as the interface between each country and the Fund. They provide broad strategic oversight of the GCF's activities in the country and communicate the country's priorities for financing low-emission and climate-resilient development.

Access Entities⁶ nominated by countries in their capacity building for accreditation, entity work programme, and pipeline development. As of July 2022, there are 599 grants approved by the GCF Secretariat worth USD 423 million, consisting of the standard readiness grants and those supporting national adaptation planning.⁷

6. As the GCF portfolio continues to grow under both the FA and the readiness programme, there is increasing need to establish one data storage hub for the entire GCF portfolio to strengthen the efficiency and effectiveness of GCF monitoring and knowledge and data management functions and achieve GCF's strategic goals of a 'data-driven GCF'. This assignment is to support the crucial phases of this data transformation initiative by undertaking the review, validation, cleaning, and rectification of the already gathered results and project management related data from the existing FAs and readiness grants and by creating a GCF data inventory for FA and readiness grants portfolio. This assignment is crucial since without the work of organizing the existing portfolio data in a manner that can be built on and expanded with more data generated from future GCF projects/programmes, DPM will not be able to achieve efficiency and effectiveness of its monitoring and knowledge /data management functions.

7. The results data for FAs refers to those data collected from GCF-funded activities against the GCF corporate results frameworks which are [initial results management framework](#) (RMF) and [mitigation and adaptation performance measurement frameworks](#) (PMFs). The results data for readiness grants refers to data reported by grants recipients (e.g. AEs and DPs) against [Readiness and preparatory support programme strategy for 2019-21](#) and [readiness results management framework \(RRMF\)](#) – see annex 3. The project management related data for both FAs and readiness grants includes but is not limited to reporting and disbursement schedules and disbursed amounts, conditions and covenants attached to execution, effectiveness and or disbursements of GCF funds, expenditures reported by AEs/DPs, data on project/programme or grant extension, amendment and budget modifications etc.

8.

2. Current data management environment

9. Currently GCF uses two software applications to manage the GCF-funded activities (FA), namely integrated portfolio management system (iPMS) and Portfolio Performance Management System (PPMS) whose data feeds into iPMS automatically via APIs. To date the iPMS has worked to intake and store the majority of FA related *ex-ante* data (expected target and projected data) that include high level project/programme data from GCF-board approved funding proposals - manually inputted by GCF staff (e.g. project name, budget, co-financing information, key expected results and financial instruments etc.) as well as other databases uploaded onto the iPMS on a periodical basis (e.g. disbursed amount and disbursement projections etc.).

10. PPMS on the other hand currently functions as a data intake platform for *ex-post* data (actually-achieved / reported results by AEs who receive GCF resources to implement FAs). While data intake is separated between *ex-ante* and *ex-post* data, they are connected via APIs which allow the PPMS (*ex-post*) data to feed into iPMS for integration. Apart from these online applications, there are historical databases created in MS Excel format to monitor and track both *ex-ante* and *ex-post* results data against the initial RMF/PMFs indicators as well as financial data (budget and expenditures reported by AEs).

11. For the readiness programme portfolio, the GCF mainly uses a system application called Flux to manage readiness grants which is also connected to iPMS via APIs. Currently all grants-related reports are submitted to the GCF by DPs in MS Word format via email while this will

⁶ Direct Access Entities are sub-national, national or regional organizations that need to be nominated by developing country NDAs or focal points.

⁷ The scope of readiness programme subject to this consultancy assignment is the readiness activities monitored by the Readiness Programme Strategy and results management framework (i.e., readiness logframes), hence excluding non-grant activities such as technical assistance, workshops, and events under the readiness programme.

change with the launch of PPMS readiness in 2022 whereby DPs will start submitting their results /progress against the readiness results management framework (RRMF) online.

12. The data stored into these systems (iPMS, PPMS and or Fluxx) are downloadable in Excel format for review and validation under this assignment where appropriate.

13. In addition, GCF manages legal agreements in PDF and MS Word format for each FA and or readiness grant. Relevant data from legal agreements such as disbursement schedules, reporting schedules, and conditions and covenants attached to disbursements, and execution and effectiveness of legal agreements are currently not available in an easily extractable or ingestible manner.

3. Objectives and scope of the assignment

14. The DPM is seeking a firm of consultants to review, validate, construct, and or rectify the GCF's results and project management related data for both Funded Activities (FA) and readiness programme (currently stored in various formats) and deliver an updated clean version of the portfolio datasets along with an organized inventory of FA and readiness programme data assets to enable the GCF to migrate all data into one depository location, namely integrated portfolio management system (iPMS). More specifically, the firm is expected to:

- **Review the key results and project management related data** stored in various formats (e.g. MS Excel, Word, and PDF and other online applications such as PPMS and Fluxx) against project/programme documents. The documents to review for FAs include funding proposals, funded activity agreements (FAA) and its amendment related documents, annual performance reports (APRs) submitted by AEs and other documents available from ongoing internal data review exercises. Similarly, relevant documents to review against the existing readiness grants data include readiness grant proposals, interim progress reports (IPRs), completion reports (CRs), grant agreements, extension or change request documents and the past data review documents.
- **Validate the accuracy and completeness of the existing results and project management related datasets for both FAs and readiness grants in the original data formats** (e.g. MS Excel and or other online applications that are downloadable into MS Excel format as necessary such as iPMS, PPMS and Fluxx). The work includes rectifying incorrect data and or filling and imputing missing data points where relevant and delivering an updated clean version of datasets in the original data formats.
- **In case where data points are stored in PDF or MS Word format as in the case of legal agreements, construct datasets in format such as MS Excel or comma-separated values (CSV) format to enable immediate transfer of the datasets into iPMS** with the ultimate objective to centralize these datasets into one depository location as a single source of truth and to be able to extract and or ingest the data easily for other use/application.
- **Create a data catalogue** - an organized inventory of FA and readiness portfolio data assets which lists every data variable available from all clean/updated or constructed datasets as per the above.

15.

4. Deliverables

As per the objectives and the scope of work, below are the expected deliverables of this assignment for FAs and readiness grants respectively. See also **Annex 1** and **Annex 2** for more details on each expected deliverable under FAs and readiness grants.

16.

17. **Funded activities (FA):**

- 1) **Deliverable component 1:** to conduct data review and rectification for FA results data against initial RMF/PMFs and for FA expenditures
- **Deliverable 1.1:** clean and reviewed *ex-ante* results (baseline and expected target) dataset per relevant RMF/PMFs indicators for all existing FAs (199 FAs as of July 2022) in MS Excel format along with a short summary report of proposed changes/rectifications.
 - **Deliverable 1.2:** clean and rectified *ex-post* results dataset (achieved results reported by AEs) per RMF/PMFs indicators for FAs in MS Excel format with a short summary report of proposed changes/rectifications. Note historical *ex-post* data for the period of 2016-2019 is in MS Excel format while the *ex-post* data for the period of 2020 -2021⁸ is available in PPMS/iPMS format which can be downloaded onto MS Excel format for integrated review.
- 2) **Deliverable 1.3:** clean and rectified expenditures dataset (reported by AEs) for FAs in MS Excel format with a short summary report of proposed changes/rectifications. Note historical expenditure data for the period of 2016-2019 is in MS Excel format while the expenditure data for the period of 2020 -2021⁹ is available in PPMS/iPMS format which is downloadable onto MS Excel format for integrated review and rectification. **Deliverable component 2:** to construct new datasets of FA implementation-related schedules
- Newly constructed datasets (in MS Excel or CSV format) of FA implementation, reporting, and disbursement schedules and a list of conditions and covenants for FAA execution, FAA effectiveness, and disbursements etc.
- 3) **Deliverable component 3:** to complete or impute missing data and or rectify existing data directly in the iPMS to produce the most updated and complete high level project information in the iPMS
- Completion or (simple) imputation of missing data and or data rectification (data re-entry) directly in the iPMS to produce the most updated and complete high level project information in the iPMS (e.g. project name, budget, financial instruments, key expected results, implementation period, deadlines etc.) with a summary report on key changes made. This deliverable is focused on reviewing and updating the prior manual data entries made by GCF staff to reflect the latest information for each relevant FA.

Readiness grants:

- 4) **Deliverable component 4:** to reformat results data against RRMF output indicators and to review and rectify “deliverable” keywords tagged to the list of readiness grants to enable immediate ingestion/transfer of the results data/ tagged keywords to iPMS/PPMS readiness
- Reformatted *ex-ante* (expected target) and *ex-post* (achieved) readiness results data against RRMF output indicators to enable immediate ingestion/transfer of the results data into iPMS for the eventual use in PPMS readiness. Note *ex-ante* and *ex-post* readiness results data against RRMF indicators from the beginning of the readiness programme (May 2015) to the end of December 2021 (in MS Excel format) have been produced by another consultancy firm. Therefore, under this deliverable, a selected contractor is expected to modify the MS Excel-based dataset produced by another consultancy firm into a format that can be easily ingested into the iPMS.

⁸ Note PPMS funded activities was launched in 2021 to intake *ex-post* (actually achieved) results data from accredited entities (AEs) for the data period starting 2020. Prior to PPMS launch, *ex-post* results data from AEs were managed via MS Excel based database.

⁹ Note PPMS funded activities was launched in 2021 to intake *ex-post* (actually achieved) results data from accredited entities (AEs) for the data period starting 2020. Prior to PPMS launch, *ex-post* results data from AEs were managed via MS Excel based database.

- Reviewed and rectified keywords tagged to each readiness grant (defining the key outputs (to be) delivered by DPs and AEs under each readiness grant). Note the list of keywords is already available for each readiness grant document in GCF's SharePoint as this has been produced by artificial intelligence (AI). Therefore, under this deliverable, the selected contractor is expected to review and rectify the auto-tagged keywords for each grant to increase the accuracy of the keyword-based tagging.
- 5) **Deliverable component 5:** To create/complete datasets for grants implementation, reporting, and disbursement-related schedules and grants information
- Newly constructed datasets and or completed datasets (in MS Excel or CSV format) of readiness grants related schedules (e.g. implementation schedule, reporting schedule, disbursement schedule, etc.) and a list of readiness grants categorized by version of logical framework (logframe) applied.
 - Categorization of existing readiness grants by version of logframe applied to each grant.
- 6) **Deliverable component 6:** to produce the most updated and complete high level project dataset in Excel format that can be easily transferred to iPMS
- Completion or (simple) imputation of missing data and or data rectification (data re-entry) in Fluxx along with a summary report on key changes made.

For both FA and readiness grants:

- 7) **Deliverable component 7:** completed FA and readiness data catalogue - an organized inventory of FA and readiness portfolio data assets which lists every data variable available from all clean/updated or constructed datasets as per the above deliverables.

5. Duration of assignment and instalments

18. The assignment is expected to be undertaken for a duration of 6 months starting in October 2022. Expected tentative completion date based on the assumption that the contract starts on 7th October is mid-April 2023. The work for each deliverable needs to progress in parallel where needed by ideally dividing the team/work force into separate groups such as by FA and readiness groups. Indicative work duration and timeline based on the 7th October start date is provided in **Table 1** below. Note the instalments under this assignment will be paid upon completion and approval of each deliverable (against a total of 7 expected deliverables).

19. **Table 1. Indicative work duration and timeline**

| 20. Activity | 21. Timeline in 2022 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 22. Contract signed | 23. By 7 Oct |
| 24. Kick-off meeting, workshop for deliverables 1-4 for funded activities | 25. On 10-11 Oct |
| 26. Deliverable 1.1: (approximately 6 weeks) <ul style="list-style-type: none"> • Clean and reviewed <i>ex-ante</i> results dataset per relevant RMF/ • PMFs indicators in MS Excel format • Summary report | 27. By 22 Nov <ul style="list-style-type: none"> • By 15 Nov • By 22 Nov |
| 28. Deliverable 1.2: (approximately 6 weeks) <ul style="list-style-type: none"> • Clean and rectified <i>ex-post</i> results dataset | 29. By 6 Jan <ul style="list-style-type: none"> • By 6 Jan |

| | |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| · Summary report | · By 6 Jan |
| 30. Deliverable 1.3: (approximately 4 weeks) · Clean and rectified expenditure dataset · Summary report | 31. By 3 Feb · By 27 Jan 32. By 3 Feb |
| 33. Deliverable 2: (approximately 4 weeks) · Newly constructed dataset of FA implementation-related schedules conditions and covenants | 34. By 3 Mar · By 3 Mar · By 3 Mar |
| 35. Deliverable 3: (approximately 4 weeks) · Completion of missing data and data rectification (data re-entry) in iPMS · Summary report | By 31 Mar · By 24 Mar By 31 Mar |
| 36. Kick-off meeting on Deliverables 4-6 on readiness grants | 37. On 12-13 Oct |
| 38. Deliverable 4: (approximately 4 weeks) · Reformatted readiness results dataset(s) against RRMF output indicators and reviewed and rectified keywords tagged to each readiness grant | 39. By 10 Nov · By 27 Oct · By 10 Nov |
| 40. Deliverable 5: (approximately 7 weeks) 41. Constructed datasets (in MS Excel or CSV format) of readiness grants related 42. schedules and a list of readiness grants categorized by logframe version. | 43. By 22 Dec · By 22 Dec |
| 44. Deliverable 6: (approximately 6 weeks) · Completion missing data and or data rectification (data re-entry) in Fluxx to produce Excel based dataset that can be easily transferred to iPMS · Summary report | 45. By 2 Feb 46. By 26 Jan 47. By 2 Feb |
| 48. Deliverable 7: (approximately 2 weeks) 49. Completed FA and readiness data catalogue | 50. By 7 April |
| 51. Additional rectification/updates by the contractor as may be requested by GCF based on the deliverables above | 52. By 17 April |

53.

54.

6. Requirements: key personnel and structure

6.1. Qualifications of the firm

55. The firm should demonstrate experience of consultancy engagements in the fields of project management review, grant management review, and monitoring and evaluation and data management of development projects, preferably climate change mitigation and adaptation-related projects. The firm should also be comprised of a team of skilled professionals with the minimum requirements, qualifications, and experience as detailed below.

- Expertise and experience in undertaking similar assignments in the past. At minimum 3-4 number of similar assignments carried out in the last 5 years.
- Proven track record (at least 10 years) of handling and managing results data and project management related data including financial data (budget and expenditure).
- Experience working in an international context using English as the main operating language. Experience working with international organizations and government agencies a distinct advantage.

56.

6.2. Qualifications of the team

57. Given the scope of work detailed above, the project team should consist of one team leader to lead the vast scope of the assignment and at least several (7-11) team members. The team should have proficient professional experience and expertise related to project/programme management, grant management, funding proposal and reports review including the experience of reviewing financial information (budget and expenditure), and monitoring and evaluation as well as data management of development projects, preferably of climate change mitigation and adaptation related projects. As noted above, ideally the team should be divided into groups such as the one to manage the data review and rectification for FAs and another to manage the data review and rectification for readiness grants. If a firm decides to separate the team into two groups, one team leader should oversee the work of the two groups and ensure the methods pursued for data review and rectification is consistent between the FA and readiness programme.

58. **Team leader** should meet the following qualifications in addition to those for team members.

- At least 10 -12 years of work experience in managing and supervising project management, grants management and project related data review and or monitoring and evaluation of development projects, preferably of climate change mitigation or adaptation projects.
- Advanced degree in the relevant fields such as business administration, data management, project management, law, and social sciences.
- Ability to assess complex scenarios and situations and succinctly and clearly distil critical issues, draw well supported conclusions and propose solutions.
- Ability to manage multiple deliverables under pressure and a short timeframe.
- Excellent analytical, problem solving and facilitating skills with a high sense of accountability and results-orientation.
- Proven experience in leading the similar assignments.

59. **Team members** who would be assigned to undertake the tasks should have the following minimum qualifications.

- Preferably advanced degree in a related field (e.g. data management, project management, monitoring and evaluations, finance and accounting, law or other relevant fields) and at minimum bachelors' degree with additional 2 years of experience. Each team member should have background/a degree in at least one of the subject areas mentioned above.
- Knowledge of or exposure to climate change, climate finance, environmental science, natural sciences is a distinct advantage.
- At least 2 - 3 years of work experience in reviewing project related data and reports including reviewing both results and financial data. If the combination is not possible, some members should have experience in reviewing financial and project management related information and documents (e.g. grants agreements) while other members

should have experience in reviewing and managing monitoring and evaluation and or results data related assignments.

- Excellent hands-on skills on MS Office, in particular Excel and or other spreadsheets. Some team members having experience of Tableau is a distinctive advantage.
- Excellent written and spoken English.
- Attention to details and meticulousness
- Proven work experience with international organizations is a plus.
- Familiarity with the nature of work and mandate of the GCF.

60. The firm should provide CVs of all the team leader and members who will be involved in the assignment, highlighting their qualifications.

7. Duration of the Consultancy

61. It is estimated that the consultancy work will require a maximum input of 8-12 experts-months including the team leader, completed within 6 calendar months from the day of contract signing. The work is anticipated to start in June 2022 and is expected to be completed by end of December 31 2022.

8. Reporting arrangements and working modality

62. The firm will report to the Head of DPM. DPM staff delegated by the Head of DPM may provide guidance and hold discussions with the firm regarding the overall assignment. The firm will have access to internal databases and key resources in the GCF Secretariat. The consultancy can be conducted remotely.

9. Data ownership

63. The GCF shall own all rights, title, and interest, including all intellectual property rights, in and to any reports, documents, spreadsheets, data, computer software (in source code and object code form), or other deliverable (whether in hard-copy, electro-magnetic or machine-readable format) created under this assignment.

10. Evaluation criteria

64. A reviewing committee shall be established to evaluate submitted proposals. Individual proposals will be evaluated based on their responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in **Table 2 below**.

65.

66.

67.

Table 2. Scores per evaluation criteria

| 68. | Ref # | 69. | The firm's expertise | 70. | Score |
|-----|-------|-----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|-------|
| 71. | 1 | 72. | Overall capacity and expertise of firm / organization submitting proposal (30 points) | | |
| 73. | 1.1 | | Demonstrated experience of consultancy engagements in the fields of project management review, grant management review, and monitoring and evaluation and data management of development projects, preferably climate | 74. | 10 |

| | | | | |
|------|-------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------|------|
| | | change mitigation and adaptation-related projects. . At minimum 3 -4 number of similar assignments carried out in the last 5 years. | | |
| 75. | 1.2 | Proven track record (at least 10 years) of handling and managing results data and project management related data including financial data (budget and expenditure). | 76. | 5 |
| 77. | 1.3 | Experience working in an international context using English as the main operating language. Experience working with international organizations and government agencies a distinct advantage. | 78. | 5 |
| 79. | 1.4 | Organization's commitment to sustainability - demonstrates its commitment to embed sustainability into its own operations (defined by social, environmental, and economic considerations). | 80. | 3 |
| 81. | 2 | 82. Technical approach and methodology (30 points) | | |
| 83. | 2.1 | 84. Have the important aspects of the task been addressed in sufficient detail? | 85. | 5 |
| 86. | 2.2 | 87. The scope of work is well defined and corresponds with the TOR? | 88. | 5 |
| 89. | 2.3 | 90. The proposal is presented in clear terms and the sequence of activities and the planning are logical, realistic and promise efficient implementation of the project? | 91. | 10 |
| 92. | 2.4 | 93. Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services. | 94. | 2 |
| 95. | 3 | 96. Team and personnel capacity (40 points) | | |
| 97. | 3.1 | 98. Team Leader (1) | | 99. |
| 100. | 3.1.1 | 101. At least 10 -12 years of work experience in managing and supervising project management, grants management and project related data review and or monitoring and evaluation of development projects, preferably of climate change mitigation or adaptation projects. | 102. | 10 |
| 103. | 3.1.2 | 104. Advanced degree in the relevant fields such as business administration, data management, project management, law, and social sciences. | 105. | 5 |
| 106. | 3.1.3 | 107. Indication of possessing the following qualities: <ul style="list-style-type: none"> · Ability to assess complex scenarios and situations and succinctly and clearly distilling critical issues, draw well supported conclusions and propose solutions · Ability to manage multiple deliverables under pressure and a short timeframe · Excellent analytical, problem solving and facilitating skills with a high sense of accountability and results-orientation. | 108. | 5 |
| 109. | 3.1.4 | 110. Proven experience in leading the similar assignments. | 111. | 5 |
| 112. | 3.2 | 113. Other Team Members (maximum of 7-11 members) | | 114. |
| 115. | 3.2.1 | 116. Preferably advanced degree in a related field (e.g. data management, project management, monitoring and evaluations, finance and accounting, law or other relevant fields) and at minimum bachelors' degree with additional 2 | 117. | 5 |

| | | | |
|------|-------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| | | years of experience. Each team member should have background/a degree in at least one of the subject areas mentioned above. | |
| 118. | 3.2.2 | 119. Additional points for <ul style="list-style-type: none"> · Knowledge of or exposure to climate change, climate finance, environmental science, natural sciences · Work experience with international organizations. · Familiarity with the nature of work and mandate of the GCF. · Attention to details and meticulousness | 120. 5 |
| 121. | 3.2.3 | 122. At least 2 – 3 years of work experience in reviewing project related data and reports including reviewing both results and financial data. If the combination is not possible, some members should have experience in reviewing financial and project management related information and documents (e.g. grants agreements) while other members should have experience in reviewing and managing monitoring and evaluation and or results data related assignments. | 123. 10 |
| 124. | 3.2.4 | 125. Excellent hands-on skills on MS Office, in particular Excel and or other spreadsheets. Some team members having experience of Tableau is a distinctive advantage. | 126. 5 |
| 127. | 3.2.5 | Excellent written and spoken English. | 128. 5 |
| 129. | Total | 130. The minimum technical score required to pass is: 70 points out of 100 | |

132. **Annex 1. Scope of work for funded activities**

| 133. Ref # | 134. Assignment type | 135. Data type | 136. Original sources of data and/or related project documents to be reviewed | 137. Current database format | 138. Final data format required |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------|---------------------------------|
| 139. 1. To conduct data review and rectification for FA results data against initial RMF/PMFs ¹⁰ and FA expenditures | | | | | |
| 140. 1 | 141. Data review and rectification | 142. <i>Ex-ante</i> FA legacy logframe data against indicators in PMFs | 143. Respective funding proposals (FPs) ¹¹ , funded activity agreements (FAAs), baseline assessment reports, and/or inception reports · MS Word or PDF ¹² | 144. Excel spreadsheet | 145. MS Excel or CSV |
| 146. 2 | 147. Data review and rectification | 148. <i>Ex-post</i> FA legacy logframe data against indicators in PMFs 149. | Respective annual performance reports (APRs) · CY2016-2019 APRs in MS Word · CY2020-2021 APRs digitized in the Portfolio Performance Management System (PPMS) Interim and final evaluation reports as applicable | 150. Excel spreadsheet for CY2016-2019 and PPMS for CY2020-2021 | 151. MS Excel or CSV |
| 152. 3 | 153. Data review and rectification | 154. Budget and expenditure data reported by AEs | Respective funding proposals (FPs) and any amendment related documents Respective annual performance reports (APRs) · CY2016-2019 expenditure in MS Excel · CY2020-2021 expenditure in the PPMS | 155. Excel spreadsheet for CY2016-2019 and PPMS for CY2020-2021 | 156. MS Excel or CSV |

¹⁰ The indicators of interest are defined in the Mitigation and Adaptation Performance Measurement Frameworks (PMFs) available at <<https://www.greenclimate.fund/document/mitigation-and-adaptation-performance-measurement-frameworks>>

¹¹ During 2015 and April 2022, 192 projects /programmes were approved by the GCF Board.

¹² High-level ex-ante result data currently in iPMS



| | | | | | | |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|-------------------------------------------------|--------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|----------------------------------------|
| 157. 2. To construct new datasets of FA implementation-related schedules / conditions and covenants from existing legal agreements | | | | | | |
| 158. 1 | 2. | 159. Data entry and creation of a dataset/table | 160. FA implementation schedules | Respective funding proposals (FPs) and funded activity agreements (FAAs), and any amendment related documents · MS Word or PDF | 161. None | 162. MS Excel or CSV format |
| 163. 2 | 2. | 164. Data entry and creation of a dataset/table | 165. FA conditions precedent and covenants | Funded activity agreements (FAAs) and any amendment related documents 166. Board decisions (Annex: List of conditions and recommendations) · MS Word or PDF | 167. None | 168. MS Excel or CSV format |
| 169. 3 | 2. | 170. Data entry and creation of a dataset/table | 171. FA reporting schedules | Funded activity agreements (FAAs) and any amendment related documents 172. · MS Word or PDF | 173. None | 174. MS Excel or CSV format |
| 175. 4 | 2. | 176. Data entry and creation of a dataset/table | 177. FA indicative disbursement schedules | Funded activity agreements (FAAs) and any amendment related documents · MS Word or PDF | 178. None | 179. MS Excel or CSV format |
| 180. 3. To complete or impute missing data and or rectify existing data directly in iPMS to produce the most updated and complete high level project information in the iPMS | | | | | | |
| 181. 1 | 3. | 182. Data review and rectification | 183. FA financial data | 184. Respective funding proposals (FPs) and funded activity agreements (FAAs) and any amendment related documents · MS Word or PDF | 185. iPMS financial module | 186. iPMS financial module 187. |
| 188. 2 | 3. | 189. Data review and rectification | 190. FA reflow funds | Respective reflow notice/approval forms · MS Word or PDF | 191. iPMS reflow module | 192. iPMS reflow module |



| | | | | | |
|--------------|------------------------------------------|----------------------------------------|--------------------------------------------------------------|-------------------------------------|--------------------------------------|
| 193. 3. 3 | 194. Data review and rectification | 195. FA project team composition | 196. Informatio n provided by respective team leads | 197. iPMS project team module | 198. iPM S project team module |
|--------------|------------------------------------------|----------------------------------------|--------------------------------------------------------------|-------------------------------------|--------------------------------------|

199.



200. Annex 2. Scope of work for Readiness programme

| 201. Ref # | R | 202. Assignment type | 203. Data type | 204. Original sources of data and/or related project documents to be reviewed | 205. Current database format | 206. Final data format required |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------------------------------------------|
| 207. 4. To reformat results data against RRMF output indicators and to review and rectify keywords tagged to the list of readiness grants to enable immediate ingestion/transfer of the results data/ output related keywords (tagged to each grant) to iPMS/PPMS readiness | | | | | | |
| 208. 1 | 4. | 209. Reformatt ing results dataset(s) | 210. <i>Ex- ante/ ex-post</i> results data against RRMF output indicators | · Results dataset against RRMF – to be produced by another company (MS Excel) | MS Excel | 211. MS Excel 212. |
| 213. 2 | 4. | 214. Review and rectification of keywords tagged to the list of readiness grants | 215. <i>List of key outputs (to be) delivered by DPs and AEs against RRMF output indicators</i> | · List of deliverables /outputs (to be) submitted by DPs and AEs as per readiness grants proposal – to be produced by another company (CSV) · List of keywords (by outputs/deliverables of readiness grants) tagged to each readiness grant - produced by artificial intelligence (AI) in SharePoint format | MS Excel, SharePoint | 216. Updat ed keywords tagged to each readiness grant in SharePoint |
| 217. 5. To create/complete datasets for grants implementation, reporting, and disbursement-related schedules and to undertake categorization of existing readiness grants by version of logframe applied each grant | | | | | | |
| 218. 1 | 5. | 219. Data entry and creation of a dataset/table | Readiness implementation schedules | 220. Respective readiness proposals, legal agreements (general grant agreements, notification letter of approval with the approved proposal in annex), and amendment request approvals of no-cost | Fluxx - grant data (incomplete) 221. | MS Excel containing additional data fields/variables |



| | | | | | |
|-----------|------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------------------------------------------------|
| | | | extension and cancellation · MS Word, MS Excel, or PDF | | |
| 222. 5. 2 | 223. Data entry and creation of a dataset/table | 224. Readiness reporting schedules | 225. Legal agreements (general grant agreements, notification letter of approval with the approved proposal in annex), and amendment request approvals (no-cost extension, cancellation) · MS Word, Excel, or PDF | Fluxx - reports (incomplete) 226. | 227. MS Excel containing additional data fields/variables |
| 228. 5. 3 | 229. Data entry and creation of a dataset/table | 230. Readiness indicative disbursement schedules | 231. Legal agreements (general grant agreements, notification letter of approval with the approved proposal in annex), and amendment request approvals (no-cost extension, cancellation) · MS Word, Excel, or PDF | Fluxx disbursement (incomplete) 232. | 233. MS Excel containing additional data fields/variables |
| 234. 5. 4 | 235. Categorization of existing readiness grants | 236. List of readiness grants by logframe version applied to each grant | · Results dataset against RRMF – to be produced by another company (MS Excel) (to be delivered by June 2022) · Readiness Programme output analysis (MS Excel) and the B.24 methodology document (as of the end of 2018) · Readiness Programme budget period information (readiness 2.0) | MS Excel | 237. MS Excel |
| 238. 6. | To produce the most updated and complete high level project dataset that can be easily transferred to iPMS | | | | |



| | | | | | |
|-----------|------------------------------------|-------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------------------|
| 239. 6. 1 | 240. Data review and rectification | 241. Reading team composition | 242. Information provided by respective team leads | 243. Fluxx system - grant data (outdated and/or incomplete) | MS Excel or CSV format |
| 244. 6. 2 | 245. Data review and rectification | 246. Entities information | 247. DPs of approved Readiness projects, and AEs of approved FPs | 248. iPMS Entities module; 249. Fluxx - delivery partner (inconsistent names) | 250. MS Excel or CSV format |
| 252. 6. 3 | 253. Data review and rectification | 254. Sanction screening lists | 255. Legal agreements (general grant agreements, notification letter of approval with the approved proposal in annex), disbursement requests, sanction screening lists for compliance review 256. MS Word, Excel or PDF | 257. iPMS Entities; iPMS Countries (incomplete) 258. | MS Excel or CSV format |

259. Annex 3: List of output indicators under readiness results management framework (RRMF)

| Outcomes | Output # | Outputs | Output Indicators to aggregate information at the Portfolio level |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Country NDAs or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective | 1.1.1 | NDA or FP staff trained in areas relevant to the GCF objectives of the GCF and oversight of GCF activities | Number of NDA or FP staff trained in Coordination |
| | | | Number of NDA or FP staff trained in technical skills for climate projects conceptualization and assessment (procurement, accounting, planning, M&E, ESS, gender) |
| | | | Number of NDA or FP staff trained in GCF modalities, climate finance and GCF projects oversight |
| | 1.1.2 | NDA mechanisms established or strengthened for interinstitutional coordination, including engagement with the GCF and other climate funds. | Number and type of NDA mechanisms established or strengthened for interinstitutional coordination |
| | | | Number of countries supported to sign GCF P&I legal agreement |
| | 1.1.3 | Decision making processes defined and operationalized at the NDA level for No-Objection Letters and consideration/facilitation of cli. | Number of NDAs with decision making process for non-objection letter defined and operational |
| Number of NDAs with processes, tools or systems developed for the consideration and facilitation of climate change projects | | | |
| Direct access applicants and accredited entities (DAEs) have established capacity to meet and maintain the GCF's accreditation standards; and accredited DAEs have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities | 1.2.1 | Candidate entities identified and nominated for direct access | Number of candidate entities nominated for direct access <i>as a result of prioritization process</i> |
| | 1.2.2 | Direct Access Applicants supported with training, capacity development, or improved systems to close gaps | Number of nominated Direct Access Entities supported to identify and close gaps for accreditation |
| | | | Number of Accredited direct access entities institutional capacities strengthened to improve accreditation status and effectively implement GCF funded activities |
| | 1.2.3 | Accredited direct access entities institutional capacities strengthened to improve accreditation status and effectively implement GCF funded activities | |
| Relevant country stakeholders (which may include executing entities, civil society organisations and private sector) have established adequate capacity, systems and networks to support the planning, programming and implementation of | 1.3.1 | Relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities. | Number of countries targeting relevant stakeholders engaged and trained to support planning, programming and implementation of GCF funded activities. |
| | 1.3.2 | Stakeholder engagement mechanisms established to support planning, programming and implementation of GCF funded activities | Number of countries with sustainable stakeholder engagement mechanisms established to support planning, programming and implementation of GCF funded activities. |
| | 1.3.3 | Strengthened Information sharing | |

| Outcomes | Output # | Outputs | Output Indicators to aggregate information at the Portfolio level |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GCF funded activities | | | |
| GCF recipient countries have developed initial country programmes to guide GCF investment and programming of GCF Readiness and Preparatory Support resources | 2.1.1 | Country programmes endorsed by GCF recipient country processes | Number of Country Programmes disaggregated by: (1) Endorsed (2) Updated, (3) Developed [with validation workshop report submitted] |
| GCF recipient countries have developed or enhanced strategic frameworks to address policy gaps, improve sectoral expertise, and enhance enabling environments for GCF Programming | 2.2.1 | Readiness needs assessment to develop an action plan with strategies for Readiness support | Number of Readiness needs assessment with an associated action plan with strategies for Readiness support |
| | 2.2.2 | Long-term, Low Emission Development Strategy (LT-LEDs / LTS) developed | Number of Low Emission Development Strategy (LEDs) developed |
| | 2.2.3 | NDC updated or revised and/or financing strategy or related policies developed. | Number of NDC updated or revised |
| | | | Number of NDC Financing strategies developed |
| | 2.2.4 | MRV systems developed and operational for tracking internal and external climate finance flows | Number of MRV systems developed and operational for tracking internal and external climate finance flows |
| | 2.2.5 | Studies, action plans, modelling efforts and other research efforts conducted/developed | Number of studies, action plans, modelling efforts and other research efforts conducted/developed |
| | 2.2.6 | Sectorial strategic frameworks or associated plans developed | Number of Sector related strategic framework, actions plans developed, action plans conducted/developed |
| 2.2.7 | Appropriate climate technologies/ solutions identified and prioritized | Number of grants with appropriate climate technologies/ solutions identified and prioritized | |
| | | Number of grants with appropriate climate technologies/ solutions assessed and action plan developed | |
| Entity Work Programmes of accredited direct access entities developed, that are aligned with the priorities of the countries, including country programmes and the GCF result areas. | 2.3.1 | Entity Work Programmes aligned to Country Programmes developed and submitted to GCF | Number of Entity Work Programmes aligned to Country Programmes developed and submitted to GCF |
| Strategies for transforming and attracting private sector investment for low emissions and resilience | 2.4.1 | New business models incubated and/or innovative financial mechanisms and schemes created to increase low -emission and climate resilient investment | Number of new business models incubated and/or innovative financial mechanisms and schemes created to increase low -emission and climate resilient investment |



| Outcomes | Output # | Outputs | Output Indicators to aggregate information at the Portfolio level |
|----------------------------------------------------------------------------------------------------------------------------------------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| developed and being used | 2.4.2 | Strategies, road-maps, studies and policy incentives completed to foster private financing for Country Programme implementation and/or low-emissions climate resilient development | Number of strategies developed to foster private financing for Country Programme implementation or low emissions and climate resilient development |
| | | | Number of roadmaps developed to foster private financing for Country Programme implementation or low emissions and climate resilient development |
| Adaptation planning governance and institutional coordination strengthened | 3.1.1 | National, sub-national and/or sectoral adaptation plans developed or updated | Number of National, sub-national and/or sectoral adaptation plans developed or updated |
| | 3.1.2 | Adaptation policy and/or regulations developed or strengthened for integrating adaptation actions/measures in sectoral, subnational and national development strategies and plans | Number of countries with Adaptation policy and/or regulations developed or strengthened for integrating adaptation actions/measures in sectoral, subnational and national development strategies and plans |
| | 3.1.3 | Inter and intra institutional coordination and decision making mechanisms established or strengthened | Number of countries with inter and intra institutional coordination and decision making mechanisms established or strengthened |
| | 3.1.4 | Stakeholder engagement frameworks, agreements and awareness raising conducted or strengthened | Number of countries with stakeholder engagement frameworks and agreements developed or strengthened |
| Number of countries with capacity building and technical assistance initiatives provided in the area of climate change adaptation | | | |
| Evidence produced to design adaptation solutions for maximum impact | 3.2.1 | Adaptation impact monitoring, evaluation and learning systems established or strengthened for strategic planning and investment | Number of countries with Adaptation impact monitoring, evaluation and learning systems established or strengthened |
| | 3.2.2 | Studies on climate vulnerability, and identification of adaptation solutions conducted (and used) for strengthening adaptation investment | Number countries that have conducted studies on climate vulnerability and identification of adaptation solutions and have used them for strengthening adaptation investment |
| Number of countries with information sharing mechanisms established to provide access to evidenced based information for adaptation planning | | | |
| Private sector engagement in adaptation catalyzed | 3.3.1 | Strategies, policies, and incentives developed to foster private investment in adaptation solutions | Number of countries with Strategies to foster private investment in adaptation solutions developed |
| | 3.3.2 | Assessments and knowledge products to inform the private sector on adaptation options and GCF finance developed | Number of countries that have developed knowledge products to inform the private sector on adaptation options and GCF finance |
| | 3.3.3 | Capacity building provided to the Private sector on adaptation options | Number of countries that have capacity building initiatives to inform the private sector on adaptation options and GCF finance |

| Outcomes | Output # | Outputs | Output Indicators to aggregate information at the Portfolio level |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
| Adaptation finance increased | 3.4.1 | Mechanisms established to prioritize adaptation options based on objective criteria | Number of countries with established mechanisms to identify and prioritize adaptation options based on objective criteria |
| | 3.4.2 | Concept notes developed for adaptation priority actions | Number of countries that have developed concept notes for adaptation priority actions |
| | | | Number of funding proposals submitted to the GCF developed for adaptation priority actions |
| | | | Number of studies, assessment developed to support a FP fro adaptation priority actions |
| | | | PPF application submitted with the CN supported with NAP readiness grant |
| 3.4.3 | National systems developed for tracking adaptation national and international finance flows | Number of countries with national systems developed for tracking adaptation national and international finance flows | |
| | | Number of countries with strategies developed to foster investment in adaptation solutions | |
| Increase in the number of quality project concept notes developed and submitted | 4.1.1 | Concept notes for priority sectors developed with the support of the RPSF for submission to the GCF | Number of concept notes for priority sectors developed with the support of the RPSF for submission to the GCF, [disaggregated by sector] |
| | 4.1.2 | Pipeline identified and prioritization assessments | Number of Pipeline identification and prioritization assessments |
| | 4.1.3 | Mitigation potential assessed | Number of grants with mitigation potential assessments |
| | 4.1.4 | Prefeasibility studies conducted | Number of grants with prefeasibility studies produced |
| Increase in the quality of <u>funding proposals</u> developed and submitted from accredited DAEs | 4.2.1 | FP developed and submitted by DAEs | Number of funding proposals with the support of the RPSF developed and submitted by DAEs |
| | 4.2.2 | Assessments and studies conducted for the development of quality FP [submitted from accredited DAEs] | Number of assessments and studies conducted for the development of quality FP [submitted from accredited DAEs] |
| An increase in the number of <u>quality concept notes</u> developed and submitted that target SIDS, LDCs and African states | 4.3.1 | CN developed targeting SIDS, LDCs and African states | Number of CN targeting SIDS, LDCs and African states |
| | 4.3.2 | Pipeline identified and prioritization assessments targeting SIDS, LDCs and African states | Number of Pipeline identification and prioritization assessments targeting SIDS, LDCs and African states |
| | 4.3.3 | Mitigation potential assessed targeting SIDS, LDCs and African states | Number of grants with mitigation potential assessments targeting SIDS, LDCs and African states |
| | 4.3.4 | Prefeasibility studies conducted targeting SIDS, LDCs and African states | Number of grants with prefeasibility studies produced targeting SIDS, LDCs and African states |
| An increase in the number of <u>quality funding proposals</u> developed and submitted that target SIDS, LDCs and African states | 4.4.1 | FP developed and submitted that target SIDS, LDCs and African states | Number of funding proposals developed and submitted to the GCF with the support of the RPSF that target SIDS, LDCs and African states |
| | 4.4.2 | Assessments and studies conducted for the development of quality FP that target SIDS, LDCs, African States | Number of assessments and studies conducted for the development of quality FP that target SIDS, LDCs, African States |
| An increase in the <u>proportion of PPF requests and funding proposals</u> | 4.5.1 | PPF assistance requested linked to a CN developed with support of the Readiness grant | Number of PPF requests submitted linked to CNs developed with the support of a Readiness grant |

| Outcomes | Output # | Outputs | Output Indicators to aggregate information at the Portfolio level |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| approved as a result of Readiness and Preparatory Support. | 4.5.2 | Funding proposals submitted to the GCF developed with the support of the RPSP, disaggregated by sector | Number of funding proposals submitted to the GCF developed with the support of the PPF disaggregated by Sector |
| | 4.5.3 | Assessments and studies conducted for the development of quality FP | Number of assessments and studies conducted for the development of quality FP |
| Best practices with respect to institutional capacity building, direct access, and pipeline development are developed and disseminated to strengthen engagement by NDAs, DAEs, and delivery partners with the GCF | 5.1.1 | NDAs, DAEs, DPs have developed knowledge products containing information on LECRD, methodologies, lessons learned or best practices extracted from within the country and from other countries (South-South cooperation) | Number of NDAs/DAEs/DPs that have developed knowledge products containing information on LECRD solutions, climate finance, methodologies, lessons learned or best practices extracted from within the country and from other countries (South-South cooperation), disaggregated by knowledge products in local language |
| | | | Number of knowledge products developed by the DAE, NDA and DP containing information on LERC solutions, climate finance, methodologies, lessons learned or best practices extracted from within the country and from other countries (South-South cooperation), disaggregated by developed in local language. |
| | | | Number of grants with outreach and dissemination of knowledge generated [per scale] |
| | 5.1.2 | NDAs/DAEs/ DPs who have established process, systems and/or platforms for identification of best practices, lessons learned and Knowledge Management | Number of NDAs/DAEs/ DPs who have established strategy or process for identification of best practices, lessons learned and/ or knowledge management |
| | | | Number of NDAs/DAEs/ DPs who have established a platform for Knowledge Management and dissemination |
| Partnerships established and operational to foster development and dissemination of methods, frameworks, and information systems for enhanced climate finance programming at subnational, national and regional levels. | 5.2.1 | Collaborations at subnational, national, or regional levels to foster development and dissemination of methods, frameworks, and information systems for enhanced climate finance programming | Number of partnerships, or MOUs or collaboration mechanisms established to foster development and dissemination of methods, frameworks, and information systems for enhanced climate finance programming |



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Annex 2

Requirements for Firms' Proposals Technical Proposal

The technical proposal will be submitted in a separate file and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference 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]

To whom it may concern:

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 2.7 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: _____



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Form TECH-2: Firm's Organization and Experience

A - Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]



B - 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 Terms of Reference 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.]



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Form TECH-5: Team Composition and Task Assignments

| Professional Staff | | | | |
|--------------------|------|-------------------|-------------------|---------------|
| Name of Staff | Firm | Area of Expertise | Position Assigned | Task Assigned |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |



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> |
| <p>References</p> | <ol style="list-style-type: none"> 1. [[name], [title], [email], [phone] 2. [[name], [title], [email], [phone] 3. [[name], [title], [email], [phone] |

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: _____



Form TECH-7: Staffing Schedule¹

| | Name of Staff | Staff input (in the form of a bar chart) ² | | | | | | | Total staff-week input |
|--------------------|---------------|-------------------------------------------------------|---|---|---|---|---|---|------------------------|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 | Total |
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| n | | | | | | | | | |
| Grand 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 Weeks are counted from the start of the assignment. For each staff indicate separately staff input.

Form TECH-8 Work Schedule

| N° | Activity ¹ | Weeks ² | | | | | | |
|----|-----------------------|--------------------|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| 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 a separate file from the Technical Proposal.

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 should be inclusive of the taxes where applicable¹³, and the applicable taxes should be clearly specified.

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.

¹³ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund (“Fund”), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund’s operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

- (i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;
 - (ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and
 - (iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.
- (b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty.



FIN Forms
Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Propodal dated [Insert Date]. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

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.

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.

Form FIN-2: Summary of Costs

A. Total Cost of Financial Proposal

| <i>Item</i> | <i>Costs</i> |
|-----------------------------------------------|-------------------------------|
| | <i>Indicate with Currency</i> |
| Total Cost of Financial Proposal ¹ | |

¹ Indicate the total costs, net of local taxes, to be paid by the Client in each currency.

B. Break down of Fees and expenses per Cost Component

| 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 | | | | |
| | | | | |
| <i>Sub-total</i> | | | | |
| II. Travel Costs | | | | |
| | | | | |
| <i>Sub-total</i> | | | | |
| III. Other Related Costs (Please specify) | | | | |
| | | | | |
| <i>Sub-total</i> | | | | |
| TOTAL | | | | |

C. Breakdown of Fees and Expenses per Deliverables

| SN | Deliverables <i>[list them as referred to in the TOR]</i> | Percentage of Total Price | Price (Lump Sum, All Inclusive) |
|----|--------------------------------------------------------------|---------------------------|------------------------------------|
| 1 | Deliverable 1 | | |
| 2 | Deliverable 2 | | |
| | | | |
| | Total | 100% | USD |

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 ² | Position ³ | Staff-daily Rate |
|-------------------|-----------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

- 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.

Annex 3

Evaluation Criteria

A. Evaluation and Comparison of Proposals

1. The proposals will be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal will follow and will be 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; and
 - Demonstration of the firm’s deep understanding of the GCF, mandate/business model and Investment Framework.

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.

| Ref # | The firm’s expertise | Score |
|-------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 1 | Overall capacity and expertise of firm / organization submitting proposal (30 points) | |
| 1.1 | Demonstrated experience of consultancy engagements in the fields of project management review, grant management review, and monitoring and evaluation and data management of development projects, preferably climate change mitigation and adaptation-related projects. . At minimum 3 -4 number of similar assignments carried out in the last 5 years. | 10 |
| 1.2 | Proven track record (at least 10 years) of handling and managing results data and project management related data including financial data (budget and expenditure). | 5 |
| 1.3 | Experience working in an international context using English as the main operating language. Experience working with international organizations and government agencies a distinct advantage. | 5 |



| | | |
|------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| 1.4 | Organization's commitment to sustainability - demonstrates its commitment to embed sustainability into its own operations (defined by social, environmental, and economic considerations). | 3 |
| 2 | Technical approach and methodology (30 points) | |
| 2.1 | Have the important aspects of the task been addressed in sufficient detail? | 5 |
| 2.2 | The scope of work is well defined and corresponds with the TOR? | 5 |
| 2.3 | The proposal is presented in clear terms and the sequence of activities and the planning are logical, realistic and promise efficient implementation of the project? | 10 |
| 2.4 | Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services. | 2 |
| 3 | Team and personnel capacity (40 points) | |
| 3.1 | Team Leader (1) | |
| 3.1.1 | At least 10 -12 years of work experience in managing and supervising project management, grants management and project related data review and or monitoring and evaluation of development projects, preferably of climate change mitigation or adaptation projects. | 10 |
| 3.1.2 | Advanced degree in the relevant fields such as business administration, data management, project management, law, and social sciences. | 5 |
| 3.1.3 | Indication of possessing the following qualities: <ul style="list-style-type: none"> · Ability to assess complex scenarios and situations and succinctly and clearly distilling critical issues, draw well supported conclusions and propose solutions · Ability to manage multiple deliverables under pressure and a short timeframe · Excellent analytical, problem solving and facilitating skills with a high sense of accountability and results-orientation. | 5 |
| 3.1.4 | Proven experience in leading the similar assignments. | 5 |
| 3.2 | Other Team Members (maximum of 7-11 members) | |
| 3.2.1 | Preferably advanced degree in a related field (e.g. data management, project management, monitoring and evaluations, finance and accounting, law or other relevant fields) and at minimum bachelors' degree with additional 2 years of experience. Each team member should have background/a degree in at least one of the subject areas mentioned above. | 5 |
| 3.2.2 | Additional points for <ul style="list-style-type: none"> · Knowledge of or exposure to climate change, climate finance, environmental science, natural sciences · Work experience with international organizations. · Familiarity with the nature of work and mandate of the GCF. · Attention to details and meticulousness | 5 |
| 3.2.3 | At least 2 – 3 years of work experience in reviewing project related data and reports including reviewing both results and financial data. If the combination is not possible, some members should have experience in reviewing financial and project management related information and documents (e.g. grants agreements) while other members | 10 |

| | | |
|-------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| | should have experience in reviewing and managing monitoring and evaluation and or results data related assignments. | |
| 3.2.4 | Excellent hands-on skills on MS Office, in particular Excel and or other spreadsheets. Some team members having experience of Tableau is a distinctive advantage. | 5 |
| 3.2.5 | Excellent written and spoken English. | 5 |
| Total | The minimum technical score required to pass is: 70 points out of 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.

D. Evaluation of Financial Proposal

The financial proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

E. Consolidated evaluation

The weights given to the Technical (T) and Financial (P) Proposals are:

$T = 0.70$, and $P = 0.30$

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

F. Award

The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.

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 | |
| Authorized Representative | (please provide applicable PoA) |
| 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: | |
| Nationality of owners¹ | |
| Name | Nationality |
| 1. | |
| 2. | |
| 3. | |
| 4. | |
| 5. | |



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**

To whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) **No. RFP/2022-020 dated 05 August 2022**, 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 **02 September, 2022**, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative¹⁴ to observe the public opening procedure on **06 September 2022**, at 11.00 Hrs Korean Time. (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF, and contains privileged information.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the GCF, 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 and smuzuma@gcfund.org

NOTE: Due to Covid 19, public opening procedure is held online via Teams based on the requests for attendance.

¹⁴ Please provide name, last name, position and email address of the representative to which the virtual meeting invitation will be provided on the day of proposal opening.

**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 | 05-August-2022. |
| 2 | Last day to send completed Acknowledgement Letter of RFP receipt | Tenderer | 26-August-2022 |
| 3 | Last date for requests for clarification of the RFP | Tenderer | 19-August-2022 |
| 4 | Last date to reply to questions received/ Last date for amendment | GCF | 26-August-2022 |
| 5 | Date by which proposal must be received in Korea by GCF | Tenderer | 02-September-2022 ,at 5.00pm Hrs Korean Time |
| 6 | Date of opening of Technical Proposals | GCF | 06-September-2022 |

* Proposal can be submitted before the deadline irrespective of whether the Acknowledgement Letter was submitted or not

*KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract (Attached as a separate document)

By submitting a proposal to this RFP, Bidders are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical proposal clearly for consideration during evaluation. Any request of amendments to GCF Model Contract and terms and conditions must be accompanied by detailed and compelling justification for review and consideration by GCF. It should be noted that request of amendments to GCF Model Contract and terms and conditions may negatively affect evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

NB: For this particular contract, the Performance Standards (Clause 9), Insurance (Clause 10), Performance Security (Clause 11) and Deductions Clauses (Clause 12) of the Special Conditions of Contract (SCC) will not be applicable.

*Note: The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract will need to include such new provisions.