

Reference: RFP 2020/028 – Procurement of Readiness Grant Management Services**ADDENDUM NO. 1**

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

I. Responses to Requests for Clarifications

No	Clarification requested	Response
1.	Reference is made to the defined support structure for the required services and the specified key staff positions, as per RFP, Annex 1, 7.0, page 10/11. Does the GCF expect that each of defined functions is employed 100% and continuous his/her services throughout the entire duration of the engagement? Or does the proponent have the discretion to define some of the functions as part time functions and/or for part of the engagement only. If the latter is possible, cost associated with the part time or partial employment of the respective function, if applicable, would be reflected in the suggested approach and budget accordingly? Or would the proponent risk to be non-compliant with the RFP 2020/028 and disqualified.	The proponent has the discretion to define some of the functions as part time functions and/or for part of the engagement only, so as to reflect the cost in the budget accordingly. This will not result to any risks for the proponent in terms of compliance and qualification.
2.	Further to our question under point 1) above on the staffing structure, key functions and associated costs, in case that a proponent is able to temporarily, during a transitional period, draw from existing resources employed under a similar assignment from the GCF, is it possible for the proponent to make use of the existing functions under the existing engagement and consequently apply cost savings and cost efficiencies to the proposal under RFP 2020/028 or would the proponent risk of being non-compliant with the TOR as specified in Annex 1 of the RFP and disqualified?	Such approach is welcomed and will not risk the proponent from compliance and qualification aspects.
3.	We would appreciate further clarifications about the information required for Form TECH-7 and Form TECH-8 to adequately respond to the GCF requirements. In both forms it is specified that information about staff input and activity input, respectively, should be broken down into weeks. However, the overall duration of the project is eight years. Kindly specify in further detail how proponents are required to reflect appropriate information in the forms.	Form Tech 7 and 8 can be modified to months and reflect indicative staffing schedule and main activities of the assignment for the first year. These forms are necessary for the bidder to demonstrate a reasonable time schedule for the execution of the tasks associated with the project and for achieving the deliverables in time and quality (with clear, efficient and realistic work plan corresponding to the needs/specifics stipulated in the ToR).
4.	For your information, our team in the Legal department is currently reviewing the RFP 2020/028 and the provided	According to RFP timeline (Annex 6) the last date to send requests for clarification on the RFP is on 31 st December 2020.

	<p>model contract. We therefore kindly reserve the right to forward to your attention further questions if they arise.</p>	<p>Additionally, please note that the Model Contract attached to the RFP entails General Terms and Conditions and the specific provisions will be agreed at the Contract Negotiation Stage.</p>
5.	<p>Whether the cost associated with the Mid-term review of the Grant Management Support provided by the Service Provider for the Readiness programme are to be borne by funds under the engagement and hence included in the budget of the service provider's proposal or whether the GCF plans to commission and pay for the Mid-term evaluation services from funds outside of the engagement and its budget.</p>	<p>The service provider shall include such costs in the budget, which will be eventually borne by the Fund under the engagement agreement.</p>

Kind regards

Green Climate Fund