

Date: 12 January 2021

**Reference: RFP 2020/032 – Expert Services in Ad-hoc Technical Assessment of GCF Investments under Implementation**

**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 proposals.

**I. Responses to Requests for Clarifications**

No.	Clarifications from Bidders	Responses from the GCF
1	Where will be the location of the execution of the RFP project?	The ad-hoc technical assessment would require site visit to project locations. Given the current situation of travel restriction, selected Firm might initially have to work remotely from their residences and further discuss on the appropriate operational modality as the situation evolves. All engagements with GCF representatives will be through digital tools, preferably, but not limited to, MS-Teams.
2	Considering the current situation with COVID 19 up to what point can be the consultancy, could be this in virtual mode or in which percentage has to be presently?	As mentioned above, due to the COVID 19 pandemic, it is expected that the initial engagement with the GCF and project stakeholders to be virtual. An appropriate modality will be further discussed as situation evolves.
3	Which is the budget of the consultancy by the RFP project?	The GCF cannot share the budget information for this project. It is up to the bidder to propose its estimated price.
4	Is it possible to extend the term of delivery of the CV of the consultant?	The GCF does not understand this question. In any case, the bidder is required to submit the CVs of its proposed key personnel for the project in its Technical Proposal.
5	Considering the current situation, is it possible to extend the terms to deliver the proposals?	It will be possible to extend the deadline/Closing Date by one week.  <b>The closing date will be changed from 18 January 2021 to 25 January 2021.</b>
6	Is it mandatory to submit both the proposals? For example, can an organisation submit its proposal for Annex 1 A long term contract and not for Annex 1 B for FP037?	No, it is not mandatory. You can submit a proposal for one of the Terms of Reference, and you have to identify which one you are proposing.
7	Regarding the financial proposal for Annex 1 A, does the organisation need to submit the costing for conducting these scopes of services for one FP (per one funding proposal basis)?	Yes, as part of the financial proposal, you can submit an estimated costing for conducting the services. We are interested also in the manpower rates, i.e. working day rates or hourly rates.

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8	How many projects are envisaged to be evaluated by selected consultant under Annex 1 A long term contract and what will be the duration of the LTA?	At the moment, we envisaged that we have one project to be conducted, and we plan to have 2 – 3 years under the LTA (long-term agreement).
9	We are searching for the timeline of the intervention in order to assess the volume of m/d needed. Could you give some indication about this matter, to have a better visibility about the budget required?	The engagement period of firms would depend on the nature and requirement for each project and will be determined through discussion with the GCF. This will be determined on a case -by case basis.
10	Also, is it possible to respond to 1.A and not 1.B Samoa?	Yes, it is possible to respond only to Annex 1A
11	In terms of assistance, do you see the team or some team members being present on a regular basis in Songho?	The assignment is meant to be to countries where ad hoc missions or site visits are required for the country. At the moment, we don't expect team member(s) to be at GCF HQ in person. If there will be a need for physical presence, this will be discussed and if there is a need, physical presence at GCF HQ will follow the organization's policy regarding COVID-19.
	<p>We are searching for the timeline of the intervention in order to assess the volume of man-days needed. Could you give some indication about this matter, to have a better visibility about the budget required? To expand further, it is not possible with the documents we currently have in our hands to assess the amount of work expected.</p> <p>How many days do you want to mobilize from the recruited firm/consortium to implement the mission?</p>	<p>A typical mission would take 3-5 business days depending on the nature and scope of the assessment and the detailed timeline will be project-specific and should be agreed between the firm and GCF.</p> <p>Also the firm will have to submit a Back-To-Office Report (BTOR) within ten (10) days from the return of mission summarizing the activities and findings with record of the implementation progress, the identified risks and implementation issues that may affect the achievement of the objectives and the expected results of the Funded Activity as well as the action plan for the necessary corrective measures in order to address the pending implementation issues.</p> <p>If it is not an ordinary mission but would require more discussion and check in, we might indicate like 7 – 10 days.</p> <p>Also, since the Firm/Consultant company that would be recruited are technically not GCF staff, instead of BTORs, we would rather be requesting them to submit a comprehensive Ad hoc Mission report that would detail the findings as well as the recommended action plan.</p>