

21 April 2021

Reference: RFP 2021/005 (hn)

**ADDENDUM NO. 3**

**Request for Proposals no. RFP 2021/005 –  
Simplified Approval Process (SAP) and Project Preparation Facility (PPF) Review**

This Addendum no. 3 is issued to complement and will constitute integral part of the Request for Proposal. The original Request for Proposal document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their Proposals.

Please find below GCF's responses/answers to clarifications submitted by Tenderers of this RFP.

<b>No.</b>	<b>Tenderer's Query/ Clarification</b>	<b>GCF's Responses</b>
1	Please could you confirm the currency of the proposal?	<b>The currency of the financial proposal can either be in USD or any major currencies such as Euro, GBP, etc. If submitted in non-USD currencies, the financial proposals will be converted to USD based on the UN exchange rates of the submission closing date, for purpose of financial evaluation only.</b>
2	Is it possible to submit the financial proposal in more than one currency?	<b>No, it is not possible to submit the financial proposals in more than one currency. Once you decided on either USD or Euro or other currency, your contract price and unit daily rates must be in the chosen currency, in order to prevent any confusion.</b>
3	Please could you confirm the available budget for each Work Order?	<b>The Work Orders will vary in in size according to the type of the review requested.</b>
4	We noted from the RFP there is no TECH 7 but the template list goes to TECH 8, please could you clarify this is correct?	<b>Kindly note that there was an error in the numbering of the technical forms. TECH-8 should have been TECH 7, and we attached the corrected Technical Forms herein.</b>
5	Please could you clarify if CVs need to be included in TECH 4 or if this can just contain brief summaries of the key experts under Group One? We note the page limit of 40 pages for TECH 4 which needs to include firm information, the approach and methodology, work plan and staffing organisation information. This would place restrictions on the number of CVs and the length of CVs that could be included under TECH 4.	<b>Please include all the relevant CVs (in relation to Group 1 and 2 of experts) in TECH-6, while using TECH-4 only for the CVs of the case study.</b>

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6	Following on from the above, would it be acceptable to include all CVs in TECH 6?	<b>Correct. See answer above</b>
7	Could you please confirm whether 2 CVs for consultants (at least 9 years of experience) and associate consultants (at least 5 years of experience) are requested for each role under Group 2, or if the GCF would be satisfied in seeing one CV (either consultant level or associate consultant experts) for each role.	<b>It is not necessary to submit CVs with different seniority for the same role. We would reasonably expect to see a combination of CVs (in terms of seniority) covering as many roles as possible from Group 2, with at least one at the level of expert consultant (at least 9 years).</b>
8	In FIN - 2, we note that the bidders are requested not to include travel costs as these shall be arranged by the GCF. Could you please confirm that the bidders are authorized to include in their financial proposals other expenses (including daily subsistence based on prevailing UN rates for Incheon) if deem necessary?	<b>Daily subsistence allowances (meals and accommodation) should be excluded from the firm's proposal (as it would be relevant only in the case of travel). If required, the GCF shall arrange for the travel costs (if air transport is needed) when the consultants are required on-site, this will be addressed at the level of each Work Order. In general, no travel is expected for these assignments.</b>
9	<b>At page 16 of the TORs, in section B. Compliance/Technical Experts</b> (Group 2 – Consultants/Associate Consultants), it is indicated that regional experts with substantial knowledge at country and regional levels should be included in the pool of Technical Experts. Could you please specify whether the proposed experts proposed for the Pool of Technical Experts (Group 2) and the experts proposed for the Pool of Sector Experts (Group 1) can cover both positions of regional and technical/sectoral (ESS/ gender/ M&E/ finance and procurement/ risk management/ economic and financial specialist/ mitigation impact/ adaptation impact; GCF results impact areas) experts? For example, could an expert proposed as gender expert or as strategic impact area expert be considered also a regional expert for Asia due to its knowledge and experience with Asian countries and stakeholders?	<b>As per your example, yes; an expert can cover more than one role.</b> <b>We advise all Tenderers to clearly indicate which of the required profile in the ToR each of them (expert) will cover.</b>
10	<b>At page 28, TECH-4 Methodology, in Part I</b> – the firm is asked to provide information of the overall size, office	<b>The main/leading firm and all associated firms relevant/participating in the Project must provide</b>

No.	Tenderer's Query/ Clarification	GCF's Responses
	country presence and overall turn-over. Could you please indicate whether only the leading firm or all associated firms must provide this information?	the required documents in order for GCF to conduct comprehensive technical evaluation.
11	<b>At page 28, TECH-4 Methodology / Part I, section 2 and 3:</b> both sections ask for listing a set of previous assignments addressing GCF impact areas. Could we combine the information to be provided all in section 2, indicating the impact areas and correspondent assignments where the Firm has experience, thus not providing information for Section 3 (where we would repeat the information provided in the previous section).	<b>This is OK. But please ensure that the information provided clearly includes (i) “at least 4 of the 8 GCF impact result areas where the Tenderer has the most relevant experience” and (ii) “at least 5 assignments”.</b>
12	<b>At page 28, TECH-4 Methodology / Part II:</b> up to which level of detail should the example be developed? Should a draft analysis of the findings and a draft version of the PPT be made? Or is it just defining how we would approach the review of the SAP example?	<b>Although the Assessment Findings and PPT are not explicitly required for the assignment (and therefore not strictly needed), we welcome the additional submission as part of the proposal.</b>
13	<b>At page 12, Item 7.5 / sector experts groups:</b> The team leader who will review the SAP and PPF concept notes, belongs to Group 1 (described in Annex I) and will be TL according to the thematic of the proposal or will be a single TL to review all SAP and PPF concept notes regardless of the theme?	<b>The Team Leader (Group 1 roster) shall be assigned by the firm to a specific review based on the theme/sector and the expertise/availability of the expert. It is expected that the firm has several experts (Team Leader role, group 1) available in its roster to cover as many sectors/themes as possible.</b>
14	<b>At page 28, in Part C - III</b> it is required to provide the CVs of the proposed experts of Group 1 and 2. On the other hand, in Form Tech 6 it is required again to provide the experts' CVs. Could you please confirm that the CVs must be provided only in the Form Tech 6 and NOT in C – Part III?	<b>Please include all the relevant CVs (in relation to Group 1 and 2 of experts) in TECH-6, while using TECH-4 only for the CVs of the case study.</b>
15	<b>In Annex 3 of the TORs, at section 1.2 -</b> you indicate a list of documents to be provided (financial statements, quality assurance procedure): Could you confirm whether only the leading firm or all associated firms must provide these documents?	<b>The main/leading firm and all associated firms relevant/participating in the Project must provide the required documents in order for GCF to conduct comprehensive technical evaluation.</b>
16	<b>Annex 4 – Company Profile form:</b> could you confirm whether only the leading firm	<b>The main/leading firm and all associated firms relevant/participating in the Project must provide</b>



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	or all associated firms must fulfill the document?	the required documents in order for GCF to conduct comprehensive technical evaluation.
17	<p><b>Form FIN-2: Summary of Costs</b>, it is requested to provide total Period of Contract (in working days). As overall number of reviews that will be elaborated during the length of the contract in undetermined at this stage, could you clarify if total number of WDs on FIN-2 will showcase fees and WDs for a single review?</p>	<p>Please note that this form is related to the <b>TECH-4</b> study case. As mentioned in FIN-2, the table refers to <i>“an estimated cost of a Work Order reflecting the resources, time required and staff allocation of the review of the SAP Funding Proposal (SAP019) as described in the Technical Proposal(...)”</i> .</p> <p>This means that it will reflect the fees and WDs estimated by the firm to perform a full review of the project addressed in the Study Case.</p>