

**Request for Proposals no. RFP 2021/005 –
External Review of Concept Note and Funding Proposals under Simplified Approval Process
(SAP) modality and Project Preparation Facility (PPF)**

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 shall 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 a 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. The GCF is operated by a Secretariat headed by an Executive Director. The GCF has three independent units including the Independent Integrity Unit (IIU), Independent Redress Mechanism (IRM) and Independent Evaluation Unit (IEU). The Governing Instrument of the GCF outlines the mandate of the Fund to provide new, additional, adequate, and predictable mitigation and adaptation support to developing countries.

2. Invitation

- 2.1. Through this request for proposals (RFP), the GCF is seeking to contract a qualified, reputable and experienced company/corporation/firm (the “Firm”) to provide **Consultancy Services for External Review of Concept Note and Funding Proposals under the Simplified Approval Process (SAP) modality and Project Preparation Facility (PPF)**.
- The resultant contract will be a long-term agreement (LTA) of initial three (3) years with an option to extend for another two (2) years, subject to a satisfactory performance in GCF’s sole discretion.**
- 2.2. The terms of reference (TOR) included in Annex 1 herein provides the details of the assignment and expected deliverables.
- 2.3. Proposals must be submitted to the GCF no later than **Tuesday, 08 June 2021 @ 18.00 hours (extended from 10 May 2021) Korean standard time.**
- 2.4. 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

- 2.5. The terms set forth in this RFP, including all the annexes listed above, shall form part of any contract, should the GCF accept your proposal. Any such contract shall 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.
- 2.6. 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 Tenderers/firms.
- 2.7. Tenderers 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.
- 2.8. 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 Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.9. 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. Tenderers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.10. This RFP is issued under the GCF Administrative Guidelines on Procurement¹. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1. A prospective Tenderer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org and copied to hngau@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the e-mail MUST have the reference number and title of the RFP - **i.e. RFP 2021/005 - SAP and PPF Review**.
- 3.2. The GCF shall 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 Tenderers (including an explanation of the query but without identifying the source of inquiry) shall be posted on the GCF website and/or communicated via email.

4. Amendments to RFP Documents

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 Tenderer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via email. In order to allow prospective Tenderers 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.

¹ Annex 2 "Corporate Procurement Guidelines on the Use of Consultants"

5. Language of Proposals

The proposals prepared by the Tenderer and all correspondence and documents relating to the proposal exchanged by the Tenderer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the Tenderer 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 Tenderer.

6. Submission of Proposals

6.1. Format and form of submission of bids: Tenderers are requested to send a Bid preferably² 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 hngau@gcfund.org

a) Submission through the Supplier Portal (SAP Ariba)

- Open <https://gcf.supplier.ariba.com/>
- Click Register Now
- Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
- 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’
- Check your email and click the activation link.
- Fill in additional information required, click Save and Close.
- Your company information will be submitted to GCF and will be reviewed and approved.
- Once you register, please send an e-mail to procurement@gcfund.org and copy the responsible procurement staff for this RFP (i.e. for this RFP, it is: hngau@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.
- Review Pre-requisites and Click “I accept the terms of this agreement”.
- Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
- Open the Financial Section of the RFP and download the financial bid submission forms
- 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.
- Click ‘Submit Entire Response’ to submit bid.

² 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)

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

b) Submission via e-mail

Two separate files (technical and financial proposals) should be attached to the e-mail as per instructions below.

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

RFP 2021 005 – TECHNICAL PROPOSAL - (name of Tenderer).

- 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 2021 005 – FINANCIAL PROPOSAL - (name of Tenderer).

The subject line of the e-mail should be as follows: **RFP 2021 005 – SAP and PPF Review [name of Tenderer].**

6.2. The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers 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.

6.3. All prospective Tenderers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Annex 5) by the date indicated in Annex 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.

7. Late Proposals

Any proposals received by the GCF after the deadline for submission of proposals (Closing Date) indicated in Annex 6 of this document shall normally be rejected.

8. Opening of Technical Proposals

Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of Tenderers 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. Tenderers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

9. Opening of Financial Proposals

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

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

The GCF requires that all GCF staff members, tenderers/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 Tenderers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

11. Conflict of Interest

In their proposal, Tenderers 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.

12. Confidentiality

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

External Review of Concept Note and Funding Proposals under the Simplified Approval Process (SAP) and Project Preparation Facility (PPF)

1. *Background*

At its eighteenth (18th) meeting, the Board of the Green Climate Fund (GCF) approved the pilot scheme for the Simplified Approval Process (SAP), through Decision B.18/06. The objective of the pilot scheme is *to reduce the time and effort needed in the preparation, review, approval and disbursement procedures for certain activities*, in particular small-scale activities.

The pilot scheme was reviewed and presented to the Board at its 25th meeting (Geneva, March 2020, GCF/B.25/12). Among the recommendations from the review of the SAP pilot scheme, it is suggested to *“increase capacity of staff and external reviewers dedicated to SAP, which shall reduce lead times, in particular in the context of a growing SAP pipeline”*.

This request for proposal (RFP) document responds to this recommendation and intends to increase the capacity to appraise the review of SAP proposals to expedite the review and ensure quality of the appraisal process.

2. *Objectives and Scope of the Services*

- a) Under this RFP, the GCF is seeking to sign up to three (3) contracts with either specialised firms, consortium of firms or organizations, including International Organizations (hereinafter referred to as the “Firm” or “Firms”) in the field of project and programme appraisal, to support the GCF Secretariat in providing technical review of concept notes and funding proposals submitted by the GCF Accredited Entities and National Designated Authorities/Focal Points , under the SAP modality and PPF.
- b) The selected Firms shall provide qualified professionals who shall work together with the manager of the SAP and PPF and the PPF Specialist, and with the overall guidance of the Director of the Division of Country Programming (DCP) at GCF. The selected Firms shall ensure the availability of qualified professionals according to the criteria outlined in Section 7 and Appendix I “General Terms of Reference of Sector Experts and Technical/Compliance Experts Criteria”.
- c) In addition, within the scope of this assignment, the ad-hoc review of certain non-SAP concept notes that are supporting the request for GCF support through the GCF Project Preparation Facility (PPF) shall be performed if/as deemed necessary, as well as, in exceptional circumstances and when requested by the GCF, other type of reviews that can include projects submitted under the regular Proposal Approval Process (PAP).

3. *Tasks and Activities*

- a) The selected Firms shall undertake the technical assessment and compliance checks of SAP concept notes and funding proposals against the GCF Simplified Approval Process criteria and standards as guided by the SAP funding proposal guidelines, technical guidelines and other appraisal material produced by the GCF. The Firms shall ensure that the review

considers the compliance with all the relevant policies that apply to SAP proposals³ such as the Investment Framework, the Results Management Framework, the Performance Measurement Framework, the Financial Terms and Conditions, the Environmental and Social Safeguards, the Gender Policy, the Monitoring and Accountability Framework, the Risk Management framework, Fee Policy, and all other applicable policies, frameworks and standards as updated from time to time.

- b) The GCF documents that shall be reviewed by the Firms include but not limited to the following:
- i. The SAP concept note and its annexes;
 - ii. The SAP funding proposal;
 - iii. Pre-feasibility study (including Theory of Change, project/programme-level log frame, timetable, map, and summary of stakeholder consultation and engagement plan);
 - iv. Budget plan that provides breakdown by type of expense, along with detailed budget notes. Budget review shall assess the reasonableness of costs and quantities proposed;
 - v. Assumptions and methods for impact estimation (included in an annex or in the feasibility study as part of the project document package);
 - vi. Gender assessment and action plan;
 - vii. Co-financing commitment letter;
 - viii. Risk assessment and management;
 - ix. Compliance Risk Management (assurance on KYC, Sanctions, AML/CFT, SEAH⁴ and Prohibit Practices in general);
 - x. Procurement plan;
 - xi. Environmental and Social Action Plan (ESAP) and/or Environmental and Social Impact Assessment (ESIA);
 - xii. Economic and/or financial analysis;
 - xiii. Appraisal, due diligence or evaluation report for proposals based on up-scaling or replicating a pilot project;
 - xiv. Any other documents that need to be reviewed to assess the funding proposal, for example, the country's Nationally Determined Contribution and other climate change strategies.

4. Methodology and Tasks to be Performed by the Firm

- 1) The assignment of each specific review of specific concept notes or funding proposals shall be processed by direct assignment through a specific Work Order (the "WO") issued by the GCF Secretariat to the selected Firm.
- 2) Out of the selected firms, the GCF shall decide which firm to assign the respective WO, taking into consideration the specific areas of specialization of the Firms (as a result of this RFP), the amount of workload assigned and the performance to deliver timely and high-quality reviews conducted by the Firm. It is the sole discretion of GCF which firm it will assign the WO to. Each firm shall be guaranteed at least one (1) assignment during the duration of the contract.

4.1 Review of Proposals (Concept Notes and Funding Proposals) submitted under Simplified Approval Process (SAP)

³ All the policies can be found in the GCF Website: <https://www.greenclimate.fund>

⁴ Policy on the prevention and protection from sexual exploitation, sexual abuse, and sexual harassment.

Upon receipt of the WO, the selected Firm shall, in coordination with the assigned GCF team, carry out the following:

4.1.1 In relation to SAP concept notes:

- a) Schedule an inception meeting between the assigned GCF team member and the Firm's assigned coordinator (Team Leader) for the review to define the main elements of the assignment and WO;
- b) Review the concept notes and relevant annexes and submit the completed review sheet (with the template provided by the GCF) to the GCF assigned team;
- c) Initiate, upon the resubmission of the concept notes and annexes from the accredited entity, a second (or more if needed) round(s) of assessment. The review shall be provided by the Firm within the timeline agreed;
- d) Submit at the end of the assessment, a summary of the SAP concept notes assessment and PowerPoints with the format and content required by the GCF assigned personal;
- e) If required by the GCF team, the Firm shall take part in internal meetings with the GCF staff and its management.

4.1.2 In relation to SAP funding proposals:

- a) Schedule an inception meeting between the assigned GCF team and the Firm's assigned coordinator to define the main elements of the assignment and WO.
- b) Conduct a first technical review to evaluate the compliance of the funding proposal and to confirm if the full review can take place (Firm to communicate to the GCF team);
- c) Conduct the review of the SAP funding proposal package and submit the completed review sheet to the GCF team. When deemed ready by the GCF team the proposal can proceed for the other specialists' review (e.g. Risk assessment review, etc);
- d) Undertake upon the resubmission of the funding proposal package from the accredited entity, a second-round (or more) of assessment from the specialists, and update the review sheet considering the answers and clarifications received (this may take several rounds of iterations depending on the readiness and quality of the funding proposal packages);
- e) Prepare a draft of the Assessment Findings (see Appendix III) report in the format required by the GCF team and, if needed, revise the draft Assessment Findings report; and
- f) Prepare PowerPoints for the presentation of the SAP funding proposal assessment in the format and content required by the GCF team; and
- g) Take part in internal meetings with the GCF staff and its management if required by the GCF Team.

4.1.3 The Firm shall ensure that, if requested, the Team Leader assigned by the Firm to each SAP review, is timely available for presentations, clarifications and interactions with the GCF stakeholders such as the Accredited Entity, the GCF National Designated Authorities/Focal Points, the GCF management (e.g. Climate Investment Committee), the GCF independent Technical Advisory Panel (TAP) and the Board.

4.1.4 The assignment is considered complete once all deliverables (as per Section 6) are submitted, reviewed and accepted by the assigned GCF team.

4.2 Review of Concept Notes Underlying the Requests of Support for Project Preparation Facility

4.2.1 Upon receipt of the WO, the selected Firm shall, in coordination with the assigned GCF

team and the PPF Specialist, carry out the following:

- a) Carry out an inception meeting between the assigned GCF team and the Firm to define the main elements of the assignment and WO.
- b) Conduct the review of the PPF concept notes and annexes and submit the completed review sheet to the GCF team/PPF Specialist;
- c) Undertake, if necessary, upon the re-submission of the concept notes and annex from the accredited entity, a second-round of assessment and update the review sheet in consideration of the answers and clarifications received. This may take several more rounds of iterations;
- d) Prepare a short summary of the PPF concept note review and PowerPoints with the format and content required by the GCF team/PPF Specialist;
- e) Take part in internal meetings with the GCF staff and its management if required by the PPF Specialist.

4.2.2 The Firms shall ensure that, if requested, the Team Leader assigned by the Firms to each PPF Concept Note review, is timely available for presentations, clarifications and interactions with the GCF stakeholders such as the Accredited Entity and the GCF management.

4.2.3 The assignment is considered complete once all deliverables (as per Section 6) are submitted, reviewed and accepted by the assigned GCF Task Team.

4.2.4 During the course of the SAP and PPF reviews, the GCF Task Manager and the SAP/PPF teams shall be available to provide any guidance to the Firms, as needed and requested.

4.3 Timing of the Delivery

- a) Delivery of the review of the SAP proposals and/or PPF concept notes within the agreed timelines is considered a key performance indicator. The Firm is expected to deliver the review within the timeline agreed in the WO.
- b) The specific time for the delivery shall be set in the WO of each assigned review. The complete review process of Concept Notes shall be completed within 21 days (maximum), and the review process of Funding Proposals should be completed within 30 days (maximum). The Firms are also expected to accommodate specific reasonable request from the GCF team in case contingent needs require an expeditious review.
- c) Each of the Firms may be requested to work on multiple proposals simultaneously according to the needs of GCF.

4.4 In Relation to All Services Provided:

The Firms shall submit to the GCF a report on an annual basis that summarises patterns and trends associated with the Services carried out and that documents lessons learned and recommendations.

5. ***Access to Information***

- a) Upon the project assignment (WO), the Firms shall be provided with the complete Concept Note and Funding Proposal package and the review sheet (to be completed by the Firm) or the PPF concept note. The Firms shall also have the access to all the necessary documents and information related to the SAP pilot scheme and GCF operations in accordance with the relevant GCF policies.

- b) All the relevant documents and information about the SAP and PPF can be found at the GCF website: <https://www.greenclimate.fund>

6. Deliverables and Outputs

The Firms shall produce the following deliverables/outputs for each assignment and according to the timeline specified in the WO:

6.1 In relation to the SAP concept note reviews:

- a) Completed concept note review sheet in accordance with the GCF templates and guidance;
- b) Updated concept note review sheet, if necessary, based on re-submissions of the concept note and annexes; and
- c) Draft summary of the SAP concept note and related PowerPoints.

6.2 In relation to the SAP funding proposal reviews:

- a) Completed funding proposal review sheet;
- b) Updated funding proposal review sheet as needed based on resubmissions of the funding proposal and annexes in accordance with the GCF templates and guidance; and
- c) Draft assessment finding report of the SAP funding proposal and related PowerPoints.

6.3 In relation to the PPF concept note reviews:

- a) Completed PPF concept note review sheet with the assessment of the underlying concept note;
- b) Updated PPF concept notes review sheet, if necessary, based on resubmissions of the concept note and annexes; and
- c) Draft summary of the PPF concept note and related PowerPoints.

The assigned SAP or PPF teams from the GCF shall provide a feedback to the Firms on the delivery received. Any request of clarifications, further information and/or changes from the GCF Secretariat teams shall be addressed in a timely fashion by the Firms.

7. Requirements: Key Personnel and Structure

7.1 Qualifications of the Firm

- At least 10 years of proven track record of developing, assessing and appraising climate projects and programs with international related projects and programmes. The firm is requested to provide a list of the assignments specifying the name of the project/programme, the donors, the country of operation and the value of the contract.
- Proven experience in working with international public, private and multilateral organizations.
- Demonstrated track record of successful work on preparing and/or reviewing climate mitigation and adaptation funding proposals in the GCF strategic impact areas⁵ in different regions, especially for Least Developed Countries, Small Island Developing Status and Africa region.
- Demonstrated availability of key individuals with applicable skills to provide the requested services (Please provide CVs of key staff that shall be involved in the

⁵ 1) Energy generation and access; 2) Transport; 3) Buildings, cities, industries and appliances; 4) Forests and land use; 5) Health, food and water security; 6) Livelihoods of people and communities; 7) Infrastructure and built environment; 8) Ecosystems and ecosystem services.

assignment with the qualifications described below).

- Ability to work on multiple SAP/PPF reviews simultaneously (the firm shall state any limitations for the number of proposals that may be handled simultaneously).

7.2 Qualifications of the Team⁶

The team members that would be assigned to undertake the tasks shall have the following minimum qualifications:

- Advanced degree in Environmental studies, climate finance, economics, climate science, agriculture, forestry, renewable energy, energy efficiency, urban and cities, water resource management, climate information services, ecosystem and ecosystem services, and any other relevant subject areas related to climate change;
- Proven work experience with international organizations;
- Familiarity with GCF investment criteria and projects/programmes;
- Proven work experience with project development and/or appraisal in at least one of the GCF's 8 results areas;
- Proven experience in assessing mitigation and adaptation impact, including understanding of climate science/modelling, GHG accounting and MRV (including assessing emissions baselines and climate and finance additionality for mitigation, and impact estimation for both mitigation and adaptation);
- Familiarity with the nature of work and mandate of financial institutions;
- Proficient language skills in English. Familiarity with French and Spanish is a plus but not mandatory.

7.3 The reviewing team is expected to have at least the following professional profiles for the review of a SAP funding proposal:

- a) Team Leader and/or Senior Consultant with experience in the adaptation or mitigation related result areas of the GCF listed in footnote 3. The team leader is also expected to have the appropriate communication skills to interact as needed with different actors and clients. She/he shall serve as the focal person for each assignment and the communication with the GCF Task Team. (*Note: In case of mitigation-related activities, the sectorial experts shall have deep knowledge and experience with the most relevant and recognised GHG accounting procedures and methodologies in the different mitigation sectors*);
- b) A senior Environmental and Social Safeguards specialist, including familiarity with indigenous people related safeguards;
- c) A senior gender specialist;
- d) A senior monitoring and evaluation specialist experienced with monitoring, evaluation and learning standards applied by international development agencies and theory of change;
- e) A senior finance, procurement and project budget specialist;
- f) A senior risk management and compliance specialist (in areas such as financial risks, country-level risks, implementation risks, risks related to money laundering and financing terrorism, risks related to sexual exploitation, abuse and harassment, UN sanctioned countries.); and
- g) A senior economic and financial specialist with experience in cost-benefit and/or cost-effectiveness analysis and assessing the economic and financial viability of programmes and projects in developing countries.

7.4 If needed, the Firm shall be in a position to recruit ad-hoc specialist in specific niche of expertise

⁶ See Appendix I for further details on the team qualifications.



(e.g. REDD+, cooling systems, peatlands, etc., integrated water resource management, sustainable mobility, etc., specific GHG accounting methods) whose expertise might be needed to assess specific part of the funding proposal or feasibility studies.

7.5 For the review of SAP concept notes and PPF concept notes, only the Team Leader and the Environmental and Social Safeguard Specialists are envisaged to be deployed for the review.

8. Reporting

The Team Leader shall report directly on behalf of the Firm's review team to the GCF SAP Manager for the SAP reviews and/or PPF Specialist for the PPF related reviews.

9. Duration of Assignment

The contract is envisaged to have a duration of at least three (3) years with the possibility of a two (2) -year extension.

10. Disclosure of conflict of interest

The selected Firm shall assess all proposals in the best interests of the GCF and shall be free from any external influences.

The selected Firm shall: (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest (COI) involved in rendering services for the GCF and, (ii) set out their policy on dealing with conflicts of interest should these arise.

To avoid any potential COI, the selected Firm shall be expected to adhere to the following principles:

- The Firm shall assess all proposals in the best interests of the GCF and free from any external influences;
- The Firm shall not assess any proposal for which the company, its staff or subcontractors have contributed to the development of that proposal;
- The Firm shall not assess any proposal from an Accredited Entity with which it has a simultaneous commercial relationship, financial interest or control⁷; and
- The Firm shall insulate their assessment staff from any potential influence by staff who work on development or implementation of GCF projects, including but not limited to independent lines of reporting;
- The Firm shall ensure that individual experts are not members of both groups of the roster (i.e. sector and compliance/technical), and cannot become members of one group if they have been a member of the other group in the past 12 months.

The selected Firm shall be bound by the GCF's relevant policies and guidelines thereto. **It is to be noted that Accredited Entities (AEs) and the Firms selected under the roster of the Project Preparation Facility shall not be considered eligible for this RFP.**

The selected Firm may be precluded from future implementation work on the projects assessed under this future contract.

⁷ The threshold for control would be 10% of control or ownership.



Vendors/Tenderers who are related to any AEs or have been involved with any GCF work in the past are required to list all such cases in the Company Profile Form so that GCF may consider whether any actual or potential COI exists or appear to exist. The GCF reserves the right to determine whether there is actual or potential COI, in its sole discretion.

11. Confidentiality

All details of this assignment, potential and actual proposals submitted by accreditation entities, and the information they provide in their submissions, must be kept entirely confidential.

The selected Firm shall be required to sign a Non-Disclosure Agreement with the GCF in order to strictly maintain the confidentiality of all documents and information provided by the GCF whilst performing the Services.

**Appendix I:
General Terms of Reference of
Sector Experts and Technical/Compliance Experts**

A. Sector Experts (Group 1 – Senior Consultants, Team Leader)

1. Roles

- Early warning and climate information services: Extensive knowledge in the design and implementation of climate information, early warning/early action and broader disaster risk reduction projects/programmes. This shall include the use of climate information and early warning services in investment and financial decision for low-emission climate-resilient development,
- Health: Extensive knowledge of the effects of climate change into the social and environmental determinants of health and well-being, such as clean air, drinking water supply, sanitation, sufficient nutrition and secure shelter, among others in developing countries. Experience of developing projects for resilient health systems and services.
- Agriculture and food security: Substantive experience in reviewing, developing and implementing low-emission and climate-resilient Agriculture and Food Security investments in developing countries including low-emission and climate resilient value chains, water management and irrigation for agriculture, resilient agricultural landscape and agroforestry, community-based adaptation, climate information tailored to small-scale farmers, capacity building, institutional and policy change, etc. Knowledge of horticulture, livestock, aquaculture, and fisheries.
- Water Security: Substantive experience in developing, reviewing and implementing low-emission and climate-resilient water resources management projects in developing countries, including water supply and sanitation, flood control and drought management projects.
- Infrastructure and built environment: Substantive experience in developing and implementing low-emission and climate-resilient Infrastructure investments in developing country settings, with special focus on adaptation. Ability to verify integrated approach to adaptation with predominant role of infrastructure. Experience in structuring and assessment of integrated approaches to infrastructure as systems and across systems (interconnected territorially) to assure undisturbed provision of services. Capacity to verify infrastructure-related engineering studies and budgets. Proven experience in verification of financial and economic analyses in infrastructure projects.
- Ecosystems and ecosystem services: Substantive experience in developing, reviewing, and/or implementing ecosystem and ecosystem services investments and interventions. Knowledge and experience in nature-based solutions (NBS) in support of climate goals providing co-benefits in both biodiversity and ecosystem services for marine and terrestrial ecosystems in light of changing land use patterns and dynamics. Desirable: Experience with key areas i.e. coastal ecosystems (wetlands, mangroves), peatlands, coral reefs (especially warm water coral reefs), marine forests, drylands, etc. Experience in financing and governing NBS i.e. PES, integrated coastal management, conservation management blue carbon management, sustainable management of fisheries, etc. Experience in ecosystem valuation and related processes.
- Energy generation and access: Substantive experience in developing and implementing low-emission and climate-resilient Renewable Energy investments in developing country settings. Combined experience in both public and private sector in the energy value chain. Experience on delivery of Technical Assistance measures for the deployment of energy access or power generation is a must. Knowledge of renewable energy frameworks, policies and regulatory gaps for the deployment of renewable energy projects with records of hands-on advisory experience in the context of international cooperation are pre-requisites.
- Cities: Substantive experience in developing and implementing low emissions and climate

resilient infrastructure and urban services as well as green technology solutions in cities / urban systems in developing countries; in particular, investments in known Transformative Action Fields (TAFs) being: decarbonization of urban energy systems; energy efficiency in building stocks; urban mobility and transport; improving waste management in cities; more efficient use of materials and material flow; compact urban form; and building urban resilience.

- Energy Efficiency: Aside from the energy efficiency in the urban sector above, substantive experience in developing, structuring, reviewing and implement energy efficiency policies and investment in developing countries with different development financial institutions including multi-lateral development banks. The consultant shall have experience within the industrial processing as well as efficient appliances and equipment focusing on efficient cooling, efficient motor systems.
- Low emissions transport: Substantive experience in policy planning and investment in low-emission and climate-resilient Transport investments in developing country settings; The consultant shall have experience in mobility planning at national and municipal level, targeting movement of both goods and people; and expertise in different transport technologies such as EV and fuel-cell.
- Forest and land use: Substantive experience in reviewing, developing and implementing low-emission and climate-resilient investments, projects and programmes in forest landscapes in developing countries. This includes forest value chains, sustainable forest management, REDD+, forest restoration and conservation, financial mechanisms (grant and non-grant instruments) for sustainable forest landscapes, forest carbon accounting, deforestation-free commodities supply chains.

2. Responsibilities

- Conduct the review of the concept notes and annexes and submit the completed review sheet to the Manager;
- Upon the resubmission of the concept notes and annex from the accredited entity, it might be requested undertake a second-round of assessment and update the review sheet in consideration of the answers and clarifications received, and this may take several more rounds of iterations;
- Prepare a short summary of the concept note assessment and PowerPoints with the format and content required by the Manager;
- Conduct the review of the SAP funding proposal package and submit the completed review sheet to the Manager;
- Upon the resubmission of the funding proposal packages from the accredited entity, undertake a second-round of assessment and update the review sheet in consideration of the answers and clarifications received, and this may take several more rounds of iterations depending on the readiness of the funding proposal packages;
- Prepare a draft of the Assessment Findings report with the format required by the Manager and, if needed, revise the draft Assessment Findings report; in particular focusing on the investment criteria of the GCF investment framework, and
- Prepare PowerPoints for the presentation of the funding proposal assessment with the format and content required by the Manager; and
- Prepare PowerPoints for the presentation of the funding proposal assessment with the format and content required by the Manager;
- Perform any other tasks as deemed necessary in coordination with the Manager.

3. Qualifications

Sector experts serve as international experts/specialists as part of a Roster of Experts must have deep knowledge in their sector of expertise and international working experience in developing, reviewing and/or evaluating climate change mitigation or adaptation project/programme proposals, as well as experience implementing climate change projects/programmes in developing countries in

different regions. These are expected to be senior level consultants. Applicants must also demonstrate recognized technical capacity and expertise, supported by **at least 11 years** of relevant professional experience in an international environment, including:

- Experience working in developing countries across at least two regions (among LAC, Africa, Eastern Europe and Central Asia, Asia, and Pacific)
- Expertise developing, implementing, and reviewing climate projects/programmes in at least two sectors among the GCF result areas, and across micro to large project sizes.
- Experience working with international, regional, and national entities and with different financial instruments including grant, loans, equity and guarantee.
- Experience conducting financial and economic analysis on a project/programme level;
- Experience with ex-ante, mid-term or final evaluations and/or impact assessment of climate mitigation, including carbon accounting, or adaptation projects/programmes;
- Risk analysis of projects/programmes, particularly for the management of financial and operational risks;
- Implementation and oversight of environmental and social safeguards and policies, including gender policies; and/or
- Design and implementation of results management frameworks for the monitoring and evaluation of projects and programmes.
- Experience developing the Theory of Change (TOC) that shall enable climate finance to address core mitigation and adaptation challenges.

B. Compliance/Technical Experts (Group 2 – Consultants/Associate Consultants)

1. Roles

- Environmental and social safeguards specialist, including familiarity with indigenous people related safeguards;
- A gender specialist;
- A monitoring and evaluation specialist experienced with monitoring, evaluation and learning standards applied by international development agencies and theory of change;
- A finance, procurement and project budget specialist;
- A risk management and compliance specialist (in areas such as financial risks, country-level risks, implementation risks, risks related to money laundering and financing terrorism, risks related to sexual exploitation, abuse and harassment, UN sanctioned countries,).
- An economic and financial specialist with experience in cost-benefit and/or cost-effectiveness analysis and assessing the economic and financial viability of programmes and projects in developing countries.
- Mitigation impact (GHG emission) experts: Substantive experience in designing methodologies for the assessment of GHG emission reductions and their application in climate change project and programme context. Review of projected and reported climate results/impacts/scenarios in line with the IPCC and UNFCCC guidelines. Clear understanding of the interlinkages between various policy frameworks (carbon markets, carbon tax, etc.), national reporting requirements and commitments under the UNFCCC and project/programme generated mitigation impact.
- Adaptation impact experts: Substantive experience in analyzing climate data and climate change scenarios. Proven experience in identification of adaptation needs and formulation of climate impact in adaptation projects. Extensive experience in measurement and reporting of adaptation impact in various contexts
- Monitoring and Evaluation experts: Substantive experience in monitoring and evaluation and result management in international context and in the result areas of the GCF. Experience in MDBs, UN agencies or impact investment funds is a major advantage.
- Regional/country experts: these experts shall have substantial knowledge of the institutions at country and regional levels, networking among the relevant line ministries (e.g. Ministry of Environment) and the climate strategies of the countries (r.g. NDCs/ NAPs, etc.).

2. Responsibilities

- Review the logical framework/theory of change and monitoring and evaluation arrangements of funding proposals and consistency assurance across the documents submitted to the Secretariat against Board approved documents and guidance issued by the Secretariat;
- Review the economic and financial analysis for each GCF CN/FP, including an assessment of the technical validity of the economic and/or financial models, the financial adequacy of the CN/FP, the appropriateness of the proposed GCF concessionally, the cost-effectiveness of the investment, the financial viability of the investment in the long-run, the leveraging and catalyzation of additional finance flows as part of the project, and any economic co-benefits;
- Assess the climate rationale that backs the justification for the GCF intervention, this include validation of the methodology and calculation in relation to the greenhouse gas emissions reduction/avoidance estimated by the accredited entities in the funding proposals.
- Incrementality reasoning for adaptation projects/programmes;
- Review of the environmental and social impacts and risks in accordance with the GCF policies
- Review of the potential reputational, financial and all other compliance related risks in accordance with the GCF policies (Risk Management Framework, AML/CFT policy, etc.)
- Review the gender assessment and action plans in accordance to the relevant GCF policies;
- Review the procurement plans, budgets and operations and maintenance plans in accordance with the relevant GCF policies;
- Write the relevant section of the Assessment Findings for feedback and inclusion of comments from the manager.

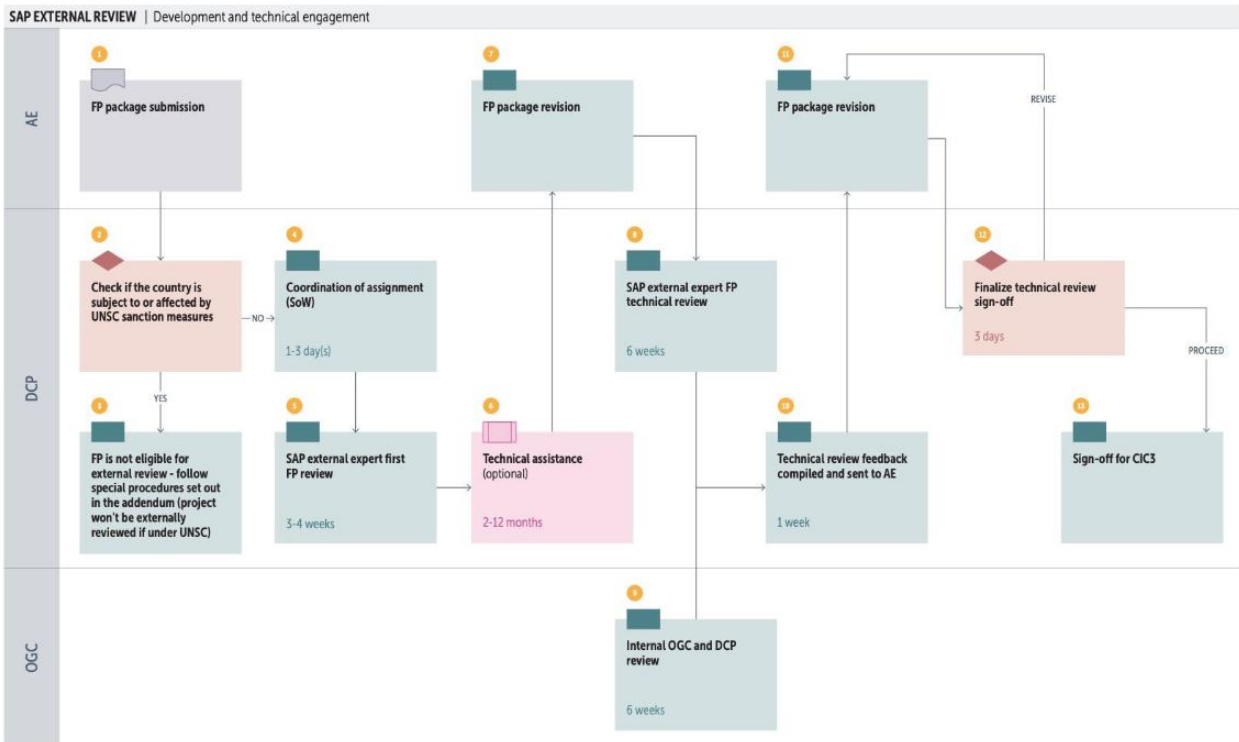
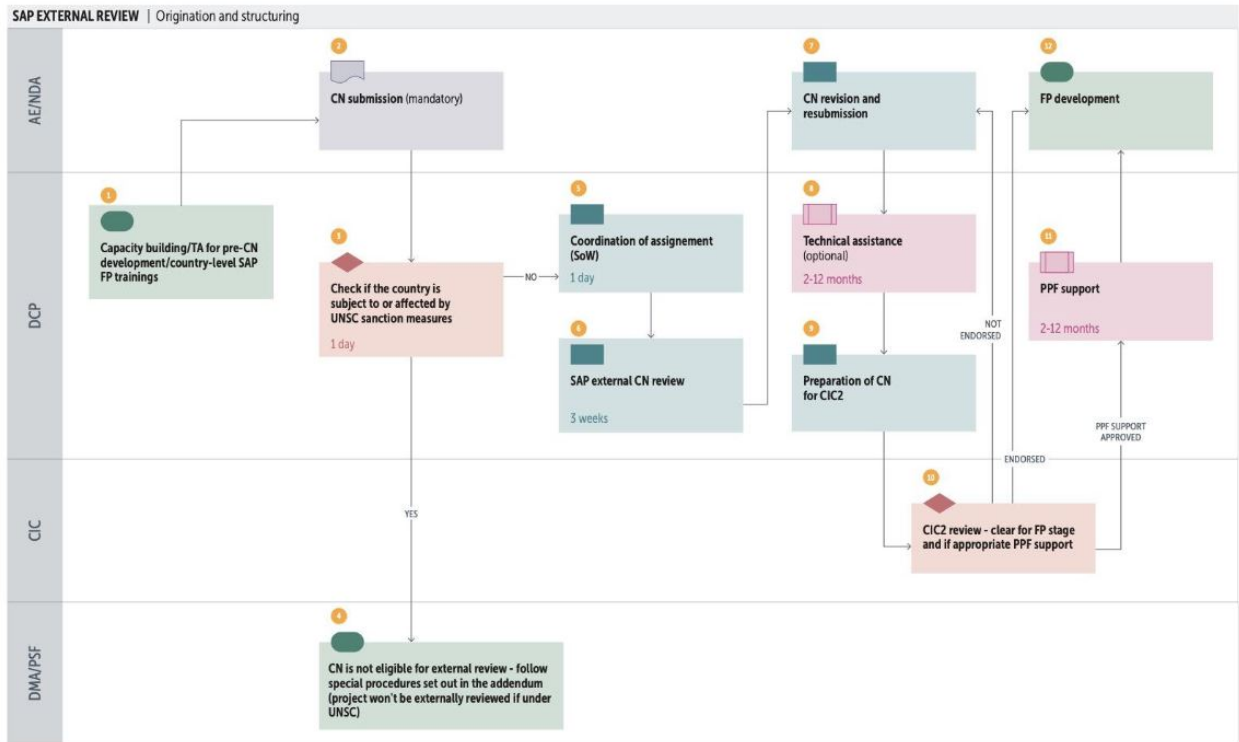
3. Qualifications:

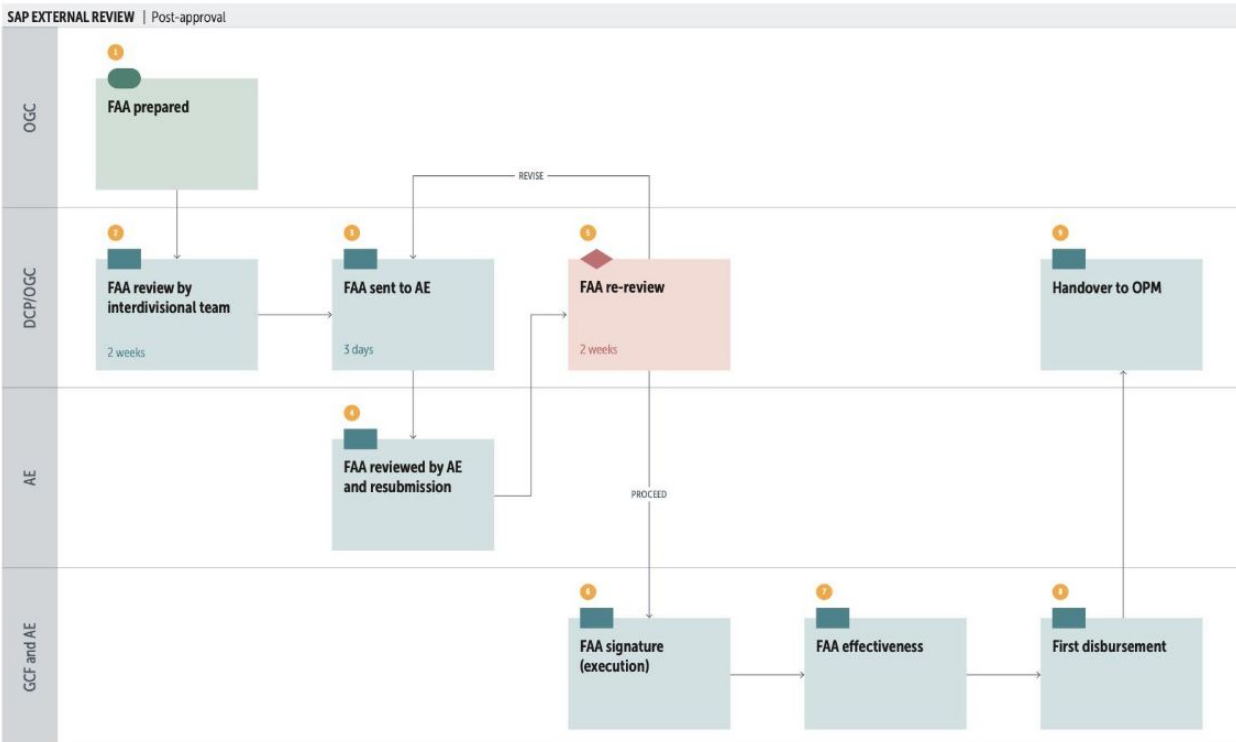
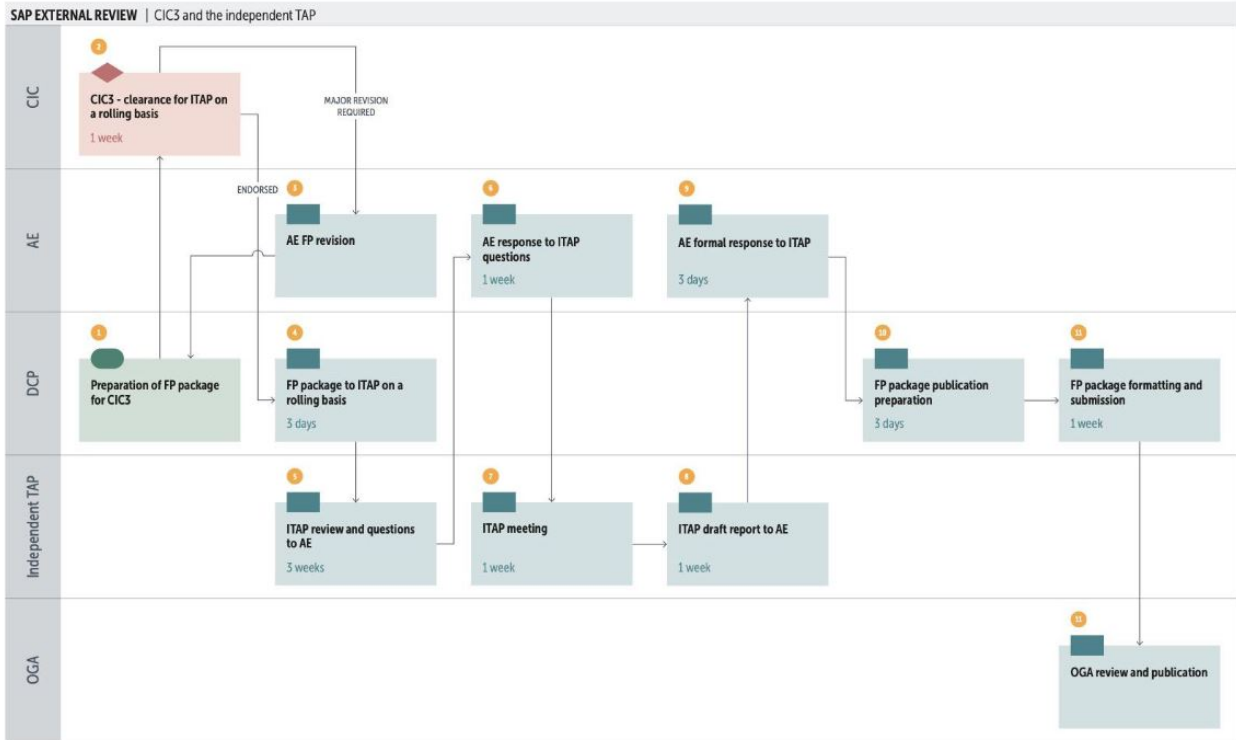
- Advanced degree in Environmental studies, climate finance, economics, climate science, agriculture, forestry, renewable energy, energy efficiency, urban and cities, water resource management, climate information services, ecosystem and ecosystem services, Accounting, MBA and any other relevant subject areas related to climate change;
- At least **5 years** (for Associate Consultant) or **9 years** (for Consultants) of international work experience with international organizations, private sector, non-governmental organizations in developing counties;
- Experience in assessing mitigation and adaptation impact, including understanding of climate science/modeling, GHG accounting and MRV (including assessing emissions baselines and climate and finance additionality for mitigation, and impact estimation for both mitigation and adaptation);
- Applicants must also demonstrate recognized technical capacity and expertise, in at least one of the following technical specialties:
 - Experience working with international, regional, and national entities and with different financial instruments including grant, loans, equity and guarantee.
 - Experience conducting financial and economic analysis on a project/programme level;
 - Experience with ex-ante, mid-term or final evaluations and/or impact assessment of climate mitigation, including carbon accounting, or adaptation projects/programmes;
 - Risk analysis of projects/programmes, particularly for the management of financial and operational risks;
 - Implementation and oversight of environmental and social safeguards and policies, including gender policies; and/or
 - Design and implementation of results management frameworks for the monitoring and evaluation of projects and programmes.



- Experience developing the Theory of Change (TOC) that shall enable climate finance to address core mitigation and adaptation challenges.
- More broadly, individuals interested to serve as international experts/specialists shall demonstrate the following qualifications:
 - Extensive operational experience in at least one or more Fund’s result areas.
 - Professional experience in the financing, development, and implementation of public and/or private sector projects in developing countries;
 - Working knowledge of the project management cycle, including origination, implementation, and activity oversight;
- Familiarity with the nature of work and mandate of financial institutions;
- Proficient language skills in English. Familiarity with French and Spanish is a plus but not mandatory.

Appendix II: SAP Project Activity Cycle Flowchart





Appendix III: GCF Assessment Findings Template

Review of SAPOXX

Proposal name: _____
 Accredited entity: _____
 Country/(ies): _____
 Project/programme size: _____

I. Summary of the Secretariat’s assessment

1. The funding proposal is presented to the Board for consideration with the following remarks:

Strengths	Points of caution

2. [SUMMARY OF THE PROJECT – MAX 300 WORDS]

The Board may wish to consider approving this funding proposal with the terms and conditions listed in the respective term sheet and addendum XX, titled “List of conditions and recommendations”.

II. Assessment of the performance against the investment criteria

2.1 Impact potential *Scale: Select*

[Max. 500 words]

2.2 Paradigm shift potential *Scale: Select*

[Max. 500 words]

2.3 Sustainable development potential *Scale: Select*

[Max. 500 words]

2.4 Needs of the recipient *Scale: Select*

[Max. 500 words]

2.5 Country ownership *Scale: Select*

[Max. 500 words]

2.6 Efficiency and effectiveness *Scale: Select*

[Max. 500 words]

III. Assessment of consistency with GCF safeguards and policies

3.1 Environmental and social safeguards

Does the project comply with the GCF Environmental and Social Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the project have minimal to no ESS risks compatible with SAP?	Yes <input type="checkbox"/> No <input type="checkbox"/>

[Assessment on environmental and social safeguards, max. 500 words]

3.2 Gender policy

3. Does the project comply with the GCF Gender Policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
--	--

[Assessment on gender assessment and action plan, max. 500 words]

3.3 Risks

Summary Risk Assessment		Risk assessment
Overall project/programme	Select risk level	[Assessment on risks, max. 700 words]
AE / EE capability to implement the project/programme	Select risk level	
Project specific execution	Select risk level	
GCF's portfolio concentration	Select risk level	
Compliance	Select risk level	

3.4 Fiduciary

Does the project comply with the GCF AE fee policy?	Yes <input type="checkbox"/> No <input type="checkbox"/>
In case the EE (ies) is different to the AE, has the financial management capacity assessment of the EE (ies) undertaken?	Yes <input type="checkbox"/> No <input type="checkbox"/>

[Assessment on fiduciary standard and procurement, max. 500 words]

3.5 Results monitoring and reporting

4. Is the project in line with the GCF Monitoring and Accountability Framework?	Yes <input type="checkbox"/> No <input type="checkbox"/>
---	--

[Assessment on M&E, max. 500 words]



Annex 2 – Requirements for Firm’s Proposals

A. Technical Proposal

The Technical Proposal shall be submitted in a separate file and shall address all aspects of the Terms of Reference. **NO details of a financial nature whatsoever should be included in this Technical Proposal. Failure to comply with this requirement shall result in disqualification.**

The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the Tenderer shall submit the technical proposal in the structure detailed below.



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: _____

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. Please focus on assignments related to the GCF result areas and recent examples. Use not more than 20 pages making relevant examples of assignments in the areas of work identified in the terms of reference in Annex 1]

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 or days provided by Consultants:
Name of 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's Staff and Facilities to be Provided by the GCF

On the Terms of Reference (TOR)

[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: Methodology

Description of Approach, Methodology and Work Plan for Performing the Assignment

The technical proposal should be not more than 40 pages, inclusive of charts and diagrams divided into the following in three chapters.

A. **Part I:** the Firm expertise and capabilities. In this chapter the Firm is expected to:

- 1) Provide information on the overall size (number of full-time employees), office country presence and overall turn-over (in USD) of the past three years.
- 2) Indicate at least 4 of the 8 GCF impact result areas⁸ in mitigation and adaptation where the Tenderer has the most relevant experience and track record of previous assignments and track record in review of funding proposals concern only public sector projects or only private sector projects or both public and private sector.
- 3) Reference at least 5 assignments, using also those indicated in TECH-2, that are relevant to the GCF result impact areas you have previous indicated as fields where you have experience and track record.

B. **Part II:** Provide a description of your technical approach, methodology and work plan, as well as your organization and staffing, based on a real case study where your Firm will be issued a Work Order (WO) to review a SAP Funding Proposal. For the purpose of this technical evaluation, the proposal to review in case study is SAP019 (<https://www.greenclimate.fund/document/gcf-b27-02-add16>).

The WO for this technical evaluation will require the following tasks:

- Assign a senior sector expert (from group 1, e.g. Agriculture expert) who will be the Team Leader of the entire review process and act as the main focal point for the GCF team assigned to the project. The Team Leader is also expected to coordinate other consultants from the firm assigned throughout the review process.
- Following the review of the funding proposal and its annexes, the Team Leader will be required to draft the Assessment Findings (section I and II in the template reported in Appendix III) and draft a powerpoint for its presentation of the assessment to the relevant stakeholders (3-5 slides with a model that will be provided by the GCF). Doing so, the senior expert will also integrate the inputs from the team of consultants assigned.
- Assign, as requested in the WO, a team of consultants/associate consultants who will support the review of the compliance areas (Group 2) such as ESS, gender, risks, M&E, etc. These experts will review the relevant part of the funding proposal and annexes and provide to the senior consultant a draft of their relevant assessment findings sections (Section III of the Assessment Findings template reported in Appendix III).

In your proposed approach, you have to detail the following:

1) 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

⁸ Please see the result areas at this link for detailed information: <https://www.greenclimate.fund/results>

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.

2) Work Plan

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim/internal approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the WO and ability to translate into a feasible working plan. A list of the final documents to be delivered as final output, should be included here (and aligned with the deliverables mentioned in Section 6 of the Annex I “Terms of Reference”). The work plan should be consistent with the Work Schedule of Form TECH-8.

3) 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 experts aligned with the case study described above.

4) Provide information on any arrangement suggested by the Tenderer to ensure a rapid coordination and communication with the GCF Secretariat so that the assigned funding proposal for review can be processed expeditiously and with continuous interaction with the GCF personnel assigned as the Secretariat’s internal focal point for the stewardship of each proposal from submission to approval and first disbursement.

C. **Part III:** Provide the CVs of the experts in the GCF climate sectors and technical and compliance areas listed in the attached Appendix I of the TOR and those that might be considered for the overall coordination role (Team Leader) with the GCF Secretariat.



Form TECH-5: Provide the Team Composition and Task Assignments as per Appendix I requested roles

Senior Consultants / Team Leader (Group 1)				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Consultants and Associate Consultants (Group 2)				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



Form TECH-6: Curriculum Vitae (CV) for Proposed Consultants

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 the staff has worked in the last ten years]: _____

9. **Languages** [For each language indicate proficiency: fluent, 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>
--	---

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 the staff member or an authorized representative of the staff] Day/Month/Year

Full name of the authorized representative: _____

Form TECH-7: Estimated Work Schedule (for Work Order)

N°	Activity ¹	Days ²						
		1	2	3	4	5	6	7
1								
2								
3								
4								
n								

- 1 Indicate all main activities of the assignment, including the delivery of reports (e.g.: first review, final reports, etc.), and other benchmarks such as Client approvals. For phased assignments, please indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 The duration of activities shall be indicated in the form of a Gantt chart.

Annex 2 (continued)

Financial Proposal

The Tenderer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal shall be exclusive of the taxes where applicable⁹, and the applicable taxes shall be specified.

The Financial Proposal must also have the total consultancy fee summarized in addition to the breakdown covering the lump sum amount for purposes of determining the financial score and contract price. Financial Proposal Forms below (FIN Forms) shall be used for the presentation of the Financial Proposal.

IMPORTANT:

The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers 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.

⁹ (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.



FINANCIAL PROPOSAL 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 Proposal dated [Insert Date] and our Technical Proposal. 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 the 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: _____

¹Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

Form FIN-2: Summary of Costs

Break down of Fees and expenses¹⁰ per Cost Component

For Financial evaluation purposes, the tenderer shall provide in the table below 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; refer to Form TECH-4: Methodology – Part II, for more information.

Description	A. Unit of measure	B. Total Period of Contract (in working days)	C. Unit cost/rate (in USD)	Total Cost for the Period (B x C) (in USD)
I. Remuneration Costs				
Team Leader (Senior Consultant)	<i>Working day</i>			
Consultant	<i>Working day</i>			
Associate Consultant	<i>Working day</i>			
TOTAL				

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

¹⁰ Do not include travel costs in the Financial Proposal. The GCF shall arrange for the travel costs (If air transport is needed) when the consultants are required on-site. For travel within Republic of Korea, the GCF shall reimburse the travel costs upon presentation of relevant receipts. Daily subsistence allowance to cover for meals and accomodation shall be provided based on the prevailing UN DSA (United Nations' Daily Subsistence Allowance) rates for Incheon.



Form FIN-3: Schedule of Prices/Daily Rates for Consultants

(Prices information provided in this Form shall be used to establish payments to the Consultant Firm for possible additional services requested by the GCF when issuing Work Orders under the resultant contract; the consultant firm may add more relevant positions descriptions and indicate daily rates for the proposed positions)

Seniority	Position	Staff-daily Rate (US\$) (based on 8 hours per workday)
Senior Consultant	Team Leader	
Consultant	Sector expert	
Associate Consultant		
Others (provide details, etc.)		

Annex 3 - Evaluation Criteria

A. Evaluation of the Proposal

The proposal shall be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposal includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal shall follow and shall be completed before the financial proposal being opened and evaluated. The financial proposal shall be considered only if the submissions fulfill the minimum technical requirements.

B. Acceptance of Submissions

The Tenderer is expected to adhere to the requirements for submitting a proposal. If the proposals fails to comply, it shall 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 Tenderer notes issues, these must be raised as part of the technical proposal for consideration during the evaluation

The Technical Proposal shall include:

- A brief description of the Consultant Firm’s organization and cooperate experience, 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;
- Comments and suggestions on the Terms of Reference (TOR), including any modifications or improvements on the TOR, etc.
- Description of Tenderer’s technical approach, methodology, work plan, organization and staffing based on a real case study where your Firm will be issued a Work Order (WO) to review a SAP funding proposal [refer to TECH-4 Form – Part II]; your responses will be a demonstration of the Tenderer’s clear understanding of the project requirements as mentioned in the TOR. This also includes the proposed team composition, task assignments, staffing and work schedule, etc.
- Confirmation that the Tenderer has read and accepted the GCF Model Contract. If not, comments or issues with the model contract’s terms and conditions will be provided.

C. Evaluation of Technical Proposal

A reviewing committee shall be established by GCF to evaluate each technical proposal. The technical evaluation shall include the following steps:

(i) Evaluation Criteria (Scored Criteria):

The technical proposal will be evaluated individually based on 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.

Category		Maximum Sub-score	Maximum Score
1.0	Organizational Profile		70



Category	Maximum Sub-score	Maximum Score
<p>1.1 Overall organizational capability and track record with international organizations, in particular to prepare and review project proposal in climate change.</p> <p><u>Qualifications of the Firm</u></p> <ul style="list-style-type: none"> • <i>At least 10 years of proven track record of developing, assessing and appraising climate projects and programs with international donors. The firm is requested to provide a list of the assignments specifying the name of the project/programme, the donors, the country of operation and the value of the contract.</i> • <i>Proven experience in working with international public, private and multilateral organizations.</i> • <i>Demonstrated track record of successful work on preparing and/or reviewing climate mitigation and adaptation funding proposals in the GCF strategic impact areas¹¹ in different regions, especially for Least Developed Countries, Small Island Developing Status and Africa states.</i> • <i>Demonstrated availability of in-house or roster of experts/key individuals with applicable skills to provide the requested services (Must provide CVs of key staff that shall be involved in the assignment with the qualifications described below).</i> • <i>Country presence/offices and capacity to mobilize experts at country level.</i> 	40	
<p>1.2 Organizational capacity in terms of professional resources available, turnover and country presence</p> <p><i>General Organizational Capability - which will likely affect the implementation of the project.</i></p> <ul style="list-style-type: none"> • <i>Financial Stability (Financial Statements for last 3 years)</i> • <i>Organization Structure and Age/size of the firm/entity</i> • <i>Strength of the project management support</i> • <i>Quality assurance procedure in place (ISO 9000 or equivalent)</i> <p><i>Firms/Entities must provide relevant supporting documents (certificates, reports etc.) as applicable</i></p>	30	
<p>2.0</p>		30
<p>2.1 <u>Proposed Methodology and Approach</u></p>	20	

¹¹ 1)Energy generation and access; 2) Transport; 3) Buildings, cities, industries and appliances; 4) Forests and land use; 5) Health, food and water security; 6) Livelihoods of people and communities; 7) Infrastructure and built environment; 8) Ecosystems and ecosystem services.



Category	Maximum Sub-score	Maximum Score
<ul style="list-style-type: none"> • <i>With reference to the Terms of Reference, the Tenderer is required to propose its methodology and approach in how it will provide good quality and timely services to the GCF. To what degree does the Tenderer understand the required tasks and the nature and context of the GCF? Is the Tenderer's presentation clear; are the sequence of activities and the planning logical and realistic, and do they promise efficient completion of the assignments?</i> • <i>With reference to the Terms of Reference, in particular to paragraphs 7.3 and 7.4, the Tenderer is required to explain its methodology and approach in how it will fulfill the GCF's requirements of having various professional profiles for the review of SAP funding proposals, as well as the recruitment of ad-hoc specialists in specific niche of expertise.</i> 		
<p>2.2 <u>Proven Expertise and Experience of Proposed Team for Project</u></p> <p>a) <u>Team Leader/Lead Consultant</u></p> <ul style="list-style-type: none"> • <i>Team Leader and/or Senior Consultant with experience in the adaptation or mitigation related result areas¹². The team leader is also expected to have the appropriate communication skills to interact as needed with different actors and clients. She/he shall serve as the focal person for each assignment and the communication with the GCF Task Team. (In case of mitigation-related activities, the sectorial experts shall have deep knowledge and experience with the most relevant and recognised GHG accounting procedures and methodologies in the different mitigation sectors);</i> <p>b) <u>Qualifications of the Team</u></p> <p><i>The team that would be assigned to undertake the tasks shall have the following minimum qualifications:</i></p> <ul style="list-style-type: none"> • <i>Advanced degree in Environmental studies, climate finance, economics, climate science, agriculture, forestry, renewable energy, energy efficiency, urban and cities, water resource management, climate information services, ecosystem and ecosystem services, and any other relevant subject areas related to climate change;</i> • <i>Proven work experience with international organizations;</i> • <i>Familiarity with GCF investment criteria and projects/programmes;</i> • <i>Proven work experience with project development and/or appraisal in one of the GCF's 8 results areas;</i> 	10	

¹² <https://www.greenclimate.fund/results>

Category		Maximum Sub-score	Maximum Score
	<ul style="list-style-type: none"> • <i>Proven experience in assessing mitigation and adaptation impact, including understanding of climate science/modelling, GHG accounting and MRV (including assessing emissions baselines and climate and finance additionality for mitigation, and impact estimation for both mitigation and adaptation);</i> • <i>Familiarity with the nature of work and mandate of financial institutions;</i> • <i>Proficient language skills in English. Familiarity with French and Spanish is a plus but not mandatory.</i> 		
Total Technical Score			100

Technical proposals that score at least 75% will be considered as qualified for the review of the financial proposal. Any proposal less than that will be disqualified from proceeding to the next step.

D. Evaluation of Financial Proposal

The Financial Proposal of all tenderers 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:

$T = 0.80$, and $P = 0.20$

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 Tenderer that achieves the highest combined technical and financial score will be invited for contract negotiations or GCF may proceed to contract award.

F. Award of Tender/Contract

The contract award will be made to the responsive tenderer that achieves the highest combined technical and financial score, and if necessary, followed by negotiation of an acceptable contract. The GCF reserves the right to conduct negotiations with the tenderers regarding the contents of their offer. The contract award will be in effect only after acceptance by selected proposer/tenderer of the terms and conditions and the technical requirements.



Annex 4 - Company Profile Form

Please respond to all questions.

Company details - vendor's name

Business Name:

General Information

Primary contact for sales/client services/focal point	Name & Position:	
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		
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:		

Prior experience with international organizations

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3

Environmental Policy

Does your company have a written statement of its environmental policy?



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YES () Please attach copy

NO ()

Contract disputes

List any disputes your company has been involved in over the last three years

References

List suitable reference projects and contacts.

What options would there be for a site visit to a reference project and/or the vendor's site?

1

2

3

Partners

If this is a part bid, list relevant recent experience of working with partners.

Are there already formal or informal preferred partnership agreements in place?

1

2

3

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
Acknowledgement Letter (Rev. 2)

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **2021/005 – Consultancy Services for Simplified Approval Process (SAP) and Project Preparation Facility (PPF) Review – dated 26 March 2021**, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the revised Submission Date of **Tuesday, 08 June 2021 @ 18:00 hours Korean Time** and that we:

INTEND DO NOT INTEND

to virtually provide one (1) authorized representative to observe the public opening procedure on **Wednesday, 09 June 2021 @ 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 Company/firm: _____

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 copy to hngau@gcfund.org

NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter to observe the public opening procedure.

Annex 6 – Timeline (Rev. 2)

The Green Climate Fund shall follow the timeline below for this RFP. Any changes to this timeline shall be posted on the GCF website. Please note that the target dates may be adjusted.

Nr.	Event	Responsible Party	Tentative Date (and time, KST*)
1	Issuance of RFP	GCF	26 March 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	28 May 2021
3	Last date for requests for clarifications of the RFP	Tenderer	01 June 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	03 June 2021
5	Date by which proposal must be received in South Korea by GCF (Closing Date)	Tenderer	08 June 2021 @ 18.00 hours*
6	Date of opening of Technical Proposals	GCF	09 June 2021 @ 11.00 hours*

* KST: Korean Standard Time (Seoul Time)



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Annex 7
GCF Model Contract
(Attached as a separate document, or will be provided upon request)

By submitting a proposal to this RFP, the Tenderers are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the tenderer has specific issues of concern, those must be raised and indicated in the Technical Proposal clearly for consideration during evaluation. Any request for amendments to the GCF Model Contract and terms and conditions must be accompanied by a detailed and compelling justification for review and consideration by GCF. It shall be noted that the request of amendments to the GCF Model Contract and terms and conditions may negatively affect the 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) shall 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 shall need to include such new provisions.