Date: 26 February 2021
Reference: RFP 2021/006

Request for Proposals no. RFP 2021/006 – Consultancy Services for Evidence Review on Behavioural Change

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 Evidence Review on Behavioural Change; in particular, evidence review on behavioural science interventions, which must be completed by 1st December 2021**.

The terms of reference (TOR) included in Annex 1 herein provides the details of the assignment and expected deliverables.

2.2 Proposals must be submitted to the GCF no later than **Monday, 22 March 2021 @ 18.00 hours** Korean standard time.

2.3 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

2.4 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.

2.5 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.

2.6 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.

2.7 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.

2.8 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.

2.9 This RFP is issued under the GCF Administrative Guidelines on Procurement [1]. 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 2021/006 – Consultancy Services for Evidence Review on Behavioural Change.** 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

4.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via email.

4.2 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.

5. Language of Proposals

5.1 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

[1] *Annex II "Corporate Procurement Guidelines on the Use of Consultants"*

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 preferably[2] 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.
  (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:

[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)*

RFP 2021 006 Re-Tender – 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 006 Re-Tender – FINANCIAL PROPOSAL - (name of Tenderer)

The subject line of the e-mail should be as follows:
RFP 2021 006 – Consultancy Services for Evidence Review on Behavioural Change (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 (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether they intend to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

7. Late Proposals

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

8. Opening of Technical Proposals

8.1 Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of 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

9.1 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.

10.1 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

11.1 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

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

Annex 1: Terms of Reference

Consultancy Services for Evidence Review on Behavioural Change

1. BACKGROUND

The GCF is a multilateral fund created in 2010 to support developing countries respond to the challenges of climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement. In the context of sustainable development, the GCF advances and promotes a paradigm shift towards low-emission and climate-resilient development pathways. As a designated financial entity of the UNFCCC, the GCF provides funding for climate mitigation and adaptation projects and programmes in developing countries while accounting for their needs and supporting particularly those most vulnerable to the adverse effects of climate change. A Board governs the GCF, composed of an equal number of members from developed and developing countries. 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.

The Fund provides resources through the Division of Mitigation and Adaptation (DMA), blended forms of finance from the Private Sector Facility (PSF) the Simplified Approval Process scheme (SAP) for smaller-scale projects or programmes from the Division of Country Programming (DCP). Projects are assessed against a range of investment criteria including paradigm shift potential, sustainable development potential, needs of the recipient, country ownership, efficiency/effectiveness and impact potential.

The IEU of the GCF is mandated by the GCF Board under paragraph 60 of the Governing Instrument to inform its decision making. The IEU has several objectives:

- Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, including providing strategic guidance;
- Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities; and
- Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for purposes of periodic reviews of the Financial Mechanism.

The IEU has a mandate for discharging both an accountability function and supporting a learning function. These are central to the GCF being a learning organisation as laid out in its Governing Instrument. For more information, please check the documentation available on the IEU's website.

2. Aims

1) The Independent Evaluation Unit (IEU) of the GCF wishes to procure consultancy services for an evidence review on behavioural science interventions to be completed by 1st December 2021.

2) The assignment will be a joint engagement between the IEU and the contracted party. All products emerging from this work are joint products but the IEU will own the intellectual property. For subsequent use and citation, members of the contracted team will be informed.

3) This document lays out the terms of reference for the evidence review and associated systematic review. It consists of the following nine further sections and application templates.

3. Background to the assignment

1) The objectives are to produce an evidence gap map and subsequently, a systematic review with relevant meta-analysis on the following two review questions:

   - *What evidence exists regarding the effectiveness of behavioural science interventions conducted within environmental and development fields in developing countries? (Evidence gap map)*
   - *To what extent have behavioural science interventions been effective at achieving behavioural change in desired outcome areas at the individual, household, community, and firm level? (Systematic review)*

2) The evidence review will be a comprehensive, systematic and rigorous collation, assessment, presentation (through a clear organisation in an evidence gap map, and subsequently a systematic review on selected cells) and relevant meta-analysis of evidence (in both peer-reviewed formats and grey literature). The evidence review will be relevant to the policies and practices of the GCF and be based on a structured literature search guided by a protocol, an appraisal of the quality of evidence based on clear criteria. It will offer a clear descriptive and analytical synthesis of the evidence base (as defined below).

3) The assignment will follow all the necessary protocols, search requirements, coding procedures and replicability requirements as set out by leading global institutions on evidence synthesis. It will ensure the title, protocol, review and subsequent publication adhere to all mandatory requirements in the Campbell Policies and Guidelines Series No. 3 – Methodological expectations of Campbell Collaboration intervention reviews: Conduct standards. This includes the possibility of utilising specialist search strings for different databases, 'snowball' sampling, searches in sub-areas, utilising expert knowledge in sub-areas, and canvassing the experience of search specialists and systematic review specialists.

4. Purpose and Objectives

1) Behavioural science studies the drivers behind individual behaviours. The field has emerged over the past two decades, combining insights from psychology, anthropology, marketing, and economics. Since then, many behavioral interventions have been tested, but mostly in so-called WEIRD (western, educated, industrialised, rich and democratic) contexts. Practitioners have recently acknowledged the value of behavioural insights and behavioural change interventions in international development and within developing country contexts. Indeed, many climate and development projects require that beneficiaries modify their behaviour. Common development examples include the adoption of agricultural practices, improved household financial decision-making, or increased school attendance. Within the fields of climate change and conservation, many projects expect stakeholders to switch to resilient farming technologies or to sustainably managed forests and other ecosystems. Within the current GCF portfolio, around 80% of all projects identify a need for behaviour change at the individual or institutional level.[3] Behavioural insights can be woven into the design and execution of projects and policies to increase their uptake and sustainability.

[3] Krüger, C. and J. Puri (2020). Going the last mile: Behavioural science and investments in climate change mitigation and adaptation. IEU Learning Paper, November 2020. Independent Evaluation Unit, Green Climate Fund. Songdo, South Korea.

2) The evidence review will thematically map existing studies on applications of behavioural science in developing countries. In doing so, this review will help to consolidate the evidence base on behavioural science interventions to allow for their wider integration and application. It will provide important information to project developers on which interventions are informed by evidence and which areas require further investigation. This review may also help understand the levers of change to inform future project design. Lessons learned may be applicable to both the GCF as well as other practitioners and policymakers.

3) The evidence review will include publications from both the peer-reviewed and grey literature. The latter will consist of publications retrieved from databases such as USAID Development Experience Clearinghouse and World Bank Independent Evaluation Group Independent Evaluations and Annual Reviews. The language proficiency of the selected team will determine the language(s) included in the scope of the review.

4) The evidence review will use the PICO model (population, intervention, comparison, and outcome model) to describe the inclusion and exclusion criteria for the evidence gap map and the subsequent systematic review. The ToR now describes two PICO models: one for the evidence gap map (4.1); and one for the systematic review and meta-analysis (4.2).

4.1 PICO Model for Evidence Gap Map

This subsection describes the PICO Model for the evidence gap map.

1) **Population:** The evidence gap map will include interventions rolled out globally in developing countries. We refer to developing countries in this context as non-Annex I countries as defined by the Kyoto Protocol. The evidence gap map will include studies conducted at several units of observation, including individuals, households, communities and firms.

2) **Interventions**: The evidence gap map will assess *What evidence exists regarding the effectiveness of behavioural science interventions conducted within environmental and development fields.* A meta-theory of change will inform the types of interventions included in the evidence gap map. The theory of change will illustrate barriers and assumptions, an enabling environment, relevant interventions and intermediate and final outcomes. The evidence gap map will focus on studies which seek to evaluate the effect of behavioural science interventions that have been implemented at the individual, household, community, or firms levels. The evidence gap map should include various types of behavioural science interventions. These interventions may include (but are not limited to) the following: information (reminders; feedback); awareness raising (media campaigns; narrative campaigns; stakeholder engagement); social interventions (social norms feedback; peer recognition; networks; role models); boosts (plan-making; soft-skills training); nudges (priming, defaults); and incentives (conditional cash transfer; micro incentives). The evidence review will not investigate interventions that focus on trainings, capacity building initiatives, or farmer field schools. The selected team should further organise behavioural change interventions into relevant groups (e.g. sectoral areas or another applicable grouping method). The selected team may also consider framing the interventions in the context of relevant behaviour change frameworks published by other organisations (i.e. the Behavioural Insights Team's MINDSPACE framework).

3) **Comparison:** The evidence gap map should consider experimental, quasi-experimental, and non-experimental studies that aim to evaluate the effect of an intervention on relevant outcomes. For quantitative studies, the evidence gap map should include studies that have a clearly defined comparison group for evaluation of the treatment effect. The nature of

the comparison group will depend on the type of research design used in the study. For instance, if the treatment assignment is at the household level, then the comparison group will consist of households.

4) **Outcomes:** The evidence gap map will develop and utilise an intervention/outcome framework (see below). The development of the intervention/outcome framework will be a substantive output from the assignment and should capture the effectiveness of behavioural change interventions. Outcome measures will not form part of the criteria for including studies. Behaviour change is often a protracted process. Consequently, studies included in the evidence gap map should measure outcomes a reasonable time after the onset of intervention. The evidence gap map should consider both intermediate and final outcomes. Intermediate outcomes will play a salient role in the evidence gap map, as key changes in behaviour often manifest and precede other tangible results. The types of intermediate outcomes that may be relevant for the current review include changes in norms, attitudes, values, knowledge, and beliefs. The selected project team should include final outcomes across relevant areas. Final outcomes may be organised into (but should not be limited to or constrained by) the following categories: changes in consumption patterns (i.e. use of energy and water; energy-efficient technologies); changes in financial patterns (savings rates; loan repayment); changes in health behaviour (handwashing; latrine use); changes in education (school attendance; drop-out rates); changes in governance (change in institutional incentives); changes in farming practices (irrigation; insurance); changes in livelihoods (household income; employment rate); changes in environment and conservation (public transport; deforestation); SMEs (business success; skills); and changes in the use of climate information.

5) The evidence gap map should include both impact evaluations and systematic reviews. The selected project team should rate systematic reviews included in the evidence gap map according to the SURE (or comparable) framework. That is, teams should assign an overall rating after they have assessed the methods utilised in the review. This rating should be based on the level of confidence in conclusions about effects reported in systematic reviews. The evidence review will only consider systematic reviews for conditional cash transfers.

4.2 PICO Model for Systematic Review

This subsection describes the PICO model for the systematic review and associated meta-analysis.

1) **Population:** The systematic review will include interventions rolled out globally in developing countries. We refer to developing countries in this context as non-Annex I countries as defined by the Kyoto Protocol. The systematic review will include studies conducted at several units of observation, including individuals, households, communities, and companies.

2) **Interventions:** The systematic review will assess the *extent to which interventions have been effective at achieving behavioural change in desired outcome areas at the individual, household, community, and firm level.* The types of interventions for the assignment will be informed by the evidence gap map, which will highlight the areas with the highest potential for the systematic review. The systematic review will include evidence from one or several adjacent cells in the evidence gap map. The systematic review will focus *only* on quantitative studies which seek to evaluate the causal effect of behavioural science interventions. Interventions should include pilot studies and innovations being tested. Sample sizes should be re-assessed on a case-by-case basis as the systematic review will

only include causal designs. The systematic review should include underpowered experimental studies.

3) **Comparison:** The systematic review should only consider quantitative studies that aim to evaluate the causal effect of an intervention on outcomes. The assignment should include studies that have a clearly defined comparison group for evaluation of the treatment effect. The nature of the comparison group depends on the type of research design used in the study. For instance, if the treatment assignment is at the household level, then the comparison group will consist of households. The systematic review will include two types of studies:

   a) Experimental designs. This type of study specifically uses random assignment of intervention to the treatment group. It evaluates the effect by comparing the outcome with the control group and by using an appropriate methodology. These studies could also be natural experiments.

   b) Quasi-experimental designs. In cases when the assignment of treatment is not random, various quasi-experimental designs are used to evaluate the treatment effects. These methods include (but are not restricted to) regression discontinuity designs, instrumental variable approaches, difference-in-difference designs and propensity score matching.

4) In the absence of randomisation, studies may be limited in their ability to make claims about causality as confounding factors, especially unobservables, may not be controlled for. This should be fully recognised within the systematic review.

5) **Outcomes:** The systematic review will utilise and refine the outcome measures for behaviour change interventions, as indicated in 4.1 above. Outcome measures will not form part of the criteria for including studies in the systematic review. Given the protracted nature of behaviour change, outcomes of the studies should be measured a reasonable time after the onset of intervention.

   The meta-analysis will ascertain overall effect sizes (and confidence levels) for groups of interventions spread over multiple studies (as determined by the project team, IEU, and the engagement committee). This will require that both interventions and outcomes will be very similar, which will rely on expert judgement. The selected team will generate forest plots to illustrate the effect of sample size on effect size and confidence intervals.

   If numerous experimental and quasi-experimental studies are available, the selected team will perform a meta-regression with moderator variables. A meta-regression will require the following steps:

   (i) Ensure that all outcome variables are continuous or scale
   (ii) Extract data from the studies in the format required (value of outcome variable in treatment and comparison groups; standard deviation of outcome measures for treatment and comparison groups; sample sizes for treatment and comparison groups).
   (iii) Convert the mean differences in effect sizes into standardised effect sizes
   (iv) Ensure the direction of causality is correct
   (v) Calculate the weighted average of the intervention effects where individual weights are chosen to reflect the amount of information that each study contains.

(vi) Check for heterogeneity between studies by assessing visually if confidence intervals overlap or not. If heterogeneity exists, consider using an appropriate statistical test such as Chi-squared.
(vii) Choose whether a fixed effects or random effects model for meta-regression is appropriate.
(viii) Choose which study characteristics can be included as independent (and moderator) variables
(ix) Ensure data are normally distributed and transform if necessary (with appropriate adjustments in interpretation)
(x) Use meta-regression add-ins or modules in R, Stata, or other statistical software to conduct the meta-regression

If a sufficient number of experimental or quasi-experimental studies are not available, logit/probit regressions or other techniques, including synthetic reviews, will be considered as a form of meta-analysis.

5. Scope of the work and research questions

The evidence review will respond to the following research questions:

1) *Evidence gap map*

   What evidence exists regarding the effectiveness of behavioural science interventions conducted within environmental and development fields in developing countries?

2) *Systematic review*

   To what extent have these interventions been effective at achieving behavioural change in desired outcome areas at the individual, household, community and firm level?

6. Methods and Approaches

The aim of the assignment is to complete an evidence gap map and systematic review with the following steps:

1) Examine existing relevant evidence gap maps and systematic reviews that use statistical meta-analysis to inform search strategies and to screen for inclusion into this review. In addition, screen trial registers and search within other systematic reviews on the same and similar topics.

2) Refine the review question and map out the landscape of studies through an iterative search process using bibliographic databases such as Scopus. The selected team should also use snowball searches to bolster the number of studies procured. The selected team should pilot the data extraction tool. The engagement committee and the IEU will assess early results from the initial screening before full screening is conducted.

3) Organise the studies clearly in a framework which consists of interventions in rows and attributes/conditions/contexts and outcomes in columns.

4) Provide the IEU with the refined and operational intervention/outcome framework and a completed evidence gap map within a comprehensive report.

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5) Complete a draft systematic review protocol according to the requirements of a reputable repository.

6) The systematic review protocol will explain and justify the proposed search strategies, the proposed screening tools, and other appropriate parameters. These parameters include but will not be limited to: search strings, reporting of hits for search strings, whether snowballing will be required, the degree of single and double screening, how disagreements will be arbitrated, data extraction and management, unit of analysis issues, risk of bias assessment procedures, choice of effect measures (ensuring that scales are comparable), specify standardised effect sizes which would lead to inclusion in meta-analyses, offer a sub-group analysis plan and the assessment and investigation of heterogeneity, assessment of reporting biases, and how meaningful synthesis and meta-analysis will be conducted (including potential moderator analysis).

7) This draft systematic review protocol will be revised considering comments from the IEU and the engagement committee. The selected team will subsequently submit a final protocol.

8) Relevant parties will agree on the specific sectors and sub-sectors for the systematic review. The selected team will undertake and document the search process described in the protocol.

9) Provide a presentation to the IEU and engagement committee on the first draft of the draft systematic review. The review should adhere to Campbell systematic review templates. The draft should include meta-analyses in the form of forest plots and appropriate statistical approaches, including refining aggregate effect size estimates in terms of the assessment of heterogeneity (including the use of qualitative comparative analysis, if applicable), publication bias and meta-regression.

10) Address comments made by IEU and engagement committee.

11) Deliver the final draft of the systematic review (including meta-analysis) using the sections stipulated by the Campbell systematic review template.

12) Integrate any comments from both IEU and the engagement committee before submitting the final report.

7. Structure of Evaluation Team and Their Responsibilities

1) Teams should have strong expertise and experience in systematic reviews, evidence gap maps, and meta-analyses (including systematic searching, quality appraisal, data extraction, and data analysis);
2) Teams should have strong expertise and experience in behavioural science;
3) Teams should have in-depth experience with statistical analysis and demonstrate a strong understanding of counterfactual methods;
4) Essential qualifications include consideration of gender diversity, ability to work in multiple languages, ability to travel, and responsiveness;
5) Teams should have qualified database search specialists and access to relevant databases;
6) Teams should be able to commit that they will be able to produce a highly credible, well-written evaluation report in the period requested.

8. Timeline and Deliverables

The deliverables for this evidence review are structured in four stages, each of which contains several milestones:

a) Inception and planning (Milestone 1)
   - (i) Develop theory of change
   - (ii) Produce PICO-based inclusion and exclusion criteria
   - (iii) Draft intervention-outcome framework
   - (iv) Define search strategy
   - (v) Finalise theory of change; inclusion-exclusion table; intervention-outcome framework
   - (vi) Produce approach paper
   - (vii) Seek validation and input from the engagement committee

b) EGM creation (Milestone 2)
   - (i) Search relevant repositories for studies
   - (ii) Assess eligibility of studies through an iterative exclusion process
   - (iii) Evaluate quality of systematic reviews
   - (iv) Populate intervention-outcome framework with relevant studies
   - (v) Produce EGMs and submit report

c) Draft and final protocols for the systematic review (Milestone 3)
   - (i) Define review question(s) and area(s) of interest
   - (ii) Define inclusion and exclusion criteria
   - (iii) Define search strategy
   - (iv) Define data management and coding process
   - (v) Define data analysis strategy
   - (vi) Produce systematic review protocol
   - (vii) Register protocol with relevant repository

d) Data collection, cleaning, and management (Milestone 4)
   - (i) Execute screening process outlined in protocol
   - (ii) Assess eligibility of studies through an iterative exclusion process
   - (iii) Produce a fully coded file with the search process and results
   - (iv) Produce data collection report

e) Data analysis and reporting (Milestone 5)
   - (i) Perform data analysis and synthesis
   - (ii) Report findings of analyses, adhering to PRISMA guidelines
   - (iii) Produce systematic review report and associated meta-analysis

1) Inception and planning. This phase covers milestone 1 in Table 1. This phase includes initial engagement with the IEU and engagement committee. It further involves the completion of the theory of change, inclusion-exclusion criteria, intervention-outcome framework, search strategy and approach paper.

2) EGM creation (milestone 2). This covers milestone 2 in Table 1. This phase involves searching relevant repositories for studies, assessing the eligibility of studies through an iterative exclusion process, evaluating the quality and relevance of systematic reviews, populating the intervention-outcome framework with relevant studies, producing the EGMs and submitting the draft and final reports.

3) Draft and final protocols for the systematic review. This phase covers milestone 3 in Table 1 below. In this protocol, the selected team must define the scope of the systematic review, including the specific area(s) of interest, as well as a search and data analysis strategy. The selected team must ensure that the protocol and systematic review will be eligible for registration with the Campbell Collaboration or other relevant repository. The selected team must allow time for the receipt and integration of comments on the draft protocol.

4) Data collection, cleaning, and management. During this phase, the selected team will undertake the necessary bibliographic and screening tasks. There are two main deliverables under this phase: first, the selected team will complete and deliver a fully coded file detailing the process and results of the search, the nature of included studies, reasons for exclusion, risks of bias assessments and sampling strategies used in studies. The second deliverable under this phase is writing and delivering the data collection report for the systematic review. These deliverables correspond to milestone 4 in Table 1.

5) Data analysis and reporting. The systematic review and relevant meta-analysis will be completed in this phase. In this phase, the selected team will present the IEU and engagement committee with the written report (adhering to the conventions stipulated by the Campbell Collaboration or relevant repository). The selected team must allow time for the receipt and integration of comments on draft and final systematic reviews. Both the systematic review and meta-analysis will be shared, socialised, and reviewed for quality. The selected team is required to keep track of the feedback in a systematic and logical format. The socialisation process will include sharing of lessons with the GCF, followed by finalisation of the draft, a presentation, and the sharing and wider use and utilisation of the report. In addition, it is expected that all data collected and generated during the review and meta-analysis (including code and syntax) will be delivered. These deliverables correspond to milestone 5 in Table 1 below.

The broad details of the deliverables and payment schedule are detailed in Table 1 below:

Table 1. Deliverables and payment schedule

Milestone	Phases	Deliverables	Date for submission of deliverables	Payment (%)
1	Inception, Planning, approach paper	Completed draft approach paper, satisfactory integration of comments from GCF-IEU and engagement committee, and delivery of completed final approach paper	15th May th 2020	20%
2	EGM creation and delivery	Completed draft EGMs and report, satisfactory integration of comments from GCF-IEU and engagement committee, and delivery of final EGM	15th August	20%
3	Draft and final protocols for the systematic review	Completed draft protocol, satisfactory integration of comments from GCF-IEU and engagement committee, and delivery of final protocol	1st September	20%
4	Data Collection, Cleaning, and Management	Fully coded file for systematic review	1st October	20%
		Data collection report for systematic review		

5	Reporting	Draft systematic review and meta-analysis, satisfactory integration of comments from GCF-IEU and engagement committee, including socialising, reviewing and production of the final systematic review and meta-analysis	1st December	20%

A more detailed work plan will be completed by the project team.

9. Engagement Committee

The engagement committee will inform the process and substance of this review. The committee will be constituted by several experts in the field of evidence and systematic reviews and/or individuals with expertise relevant to the questions under review. The engagement committee may include internal GCF staff as well as external members. The engagement committee will provide input on the design and scope of the key deliverables. These include but are not limited to draft versions of the theory of change, the approach paper, the evidence gap map report, and the systematic review protocol and report.

Annex 2A

Requirements for Firms' Proposals - 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. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total № 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):	№ of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/ Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: ________________________________

Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart's Staff and Facilities to be Provided by the GCF

On the Terms of Reference

Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form TECH-4:

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

Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- Technical Approach and Methodology
- Work Plan
- Organization and Staffing

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 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 approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

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 and support staff.]

Form TECH-5: Provide the Team Composition and Task Assignments for this Project

Professional Staffs				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff Members

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: ______________________

11. **Detailed Tasks Assigned**	12. **Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**
[List all tasks to be performed under this assignment]	[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.] Name of assignment or project: ______ Year: ______ Location: ______ Client: ______ Main project features: ______ Positions held: ______ Activities performed: ______

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: Staffing Schedule[1]

12.2	Name of Staff	12.3 12.4 Staff input (in the form of a bar chart)[2]							12.5 Total staff-week input
		1	**2**	**3**	**4**	**5**	**6**	**7**	**Total**
1									
2									
3									
n									
								Grand Total	

1 For Professional Staff, the input shall be indicated individually; for Support Staff, it shall be indicated by category (e.g.: researchers, draftsmen, clerical staff, etc.).
2 Weeks are counted from the start of the assignment. For each staff indicate separately staff input.

Form TECH-8 Work Schedule

N°	Activity[1]	Weeks[2]						
		1	2	3	4	5	6	7
1								
2								
3								
4								
n								

1 Indicate all main activities of the assignment, including the delivery of reports (e.g.: inception, interim, and final reports), 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 bar chart.

Annex 2B
Requirements for Firms' Proposals - Financial Proposal

B. Financial Proposal

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

The Financial Proposal shall be inclusive of the taxes where applicable4, and the applicable taxes shall be specified.

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

12.6 IMPORTANT:

12.7 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.

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[4] *(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 figures[1]].

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: ______________________________

---

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

Form FIN-2: Summary of Costs

A. Total Cost of Financial Proposal

Item	*Costs*
	USD
Total Costs of Financial Proposal [1] (One-off tasks)	

B. Break down of Fees and expenses[5] per Cost Component

Description	Unit of measure (e.g. days, month, etc.)	Total Period of Contract	Unit cost/rate (in USD)	Total Cost for the Period (in USD)
I. Remuneration Costs				
Staff 1				
Staff 2				
Sub-total				
Sub-total				
III. Other Related Costs (Please specify)				
Sub-total				
TOTAL				

C. Breakdown of Fees and Expenses per Deliverables

SN	Deliverables *[list them as referred to in the TOR]*	Percentage of Total Price	Price (Lump Sum, All-Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3	….		
	Total	100%	USD ……

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

[5] *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 Subsistance Allowance) rates for Incheon.*

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Form FIN-3: Breakdown of Remuneration[1] (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name[2]	Position[3]	Staff-daily Rate

1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
2 Professional Staff shall be indicated individually; Support Staff shall be indicated per category (e.g.: draftsmen, clerical staff).
3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

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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 opening the financial proposal being opened and evaluated. The financial proposal shall be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

The proposer 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 proposer 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, including ownership details, date, and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and

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.

No.	Criteria	Sub-score	Score
1	**Technical**		**30**
1.1	Firm expertise and experience in systematic reviews, evidence gap maps and meta-analysis (including systematic searching, quality appraisal, and data extraction), based on the present Terms of Reference, with specific emphasis on statistical analysis and counterfactual methods.	15	
1.2	Experience and expertise of the firm in climate interventions and/or sustainable finance/climate finance.	15	
2	**Methodology and Workplan**		**30**
2.1	The scope, magnitude, urgency and challenge of the overall task are fully understood and reflected in the technical proposal, which extends the ToR in important aspects.	15	
2.2	The technical proposal, tools and work plan are well defined and are relevant and correspond to extending the ToR, in particular in terms of the approach to create evidence gap maps and conduct the systematic review while using statistical meta-analysis and literature review techniques.	15	

No.	Criteria	Sub-score	Score
3	**Personnel**		**40**
3.1	Strong, proven team leader with the capacity to directly, energetically and creatively lead and organize the process under tight time constraints and manage complex teams, with an emphasis on statistical analysis and counterfactual methods. This includes extensive experience in systematic reviews, academic and implementation experiences, capacity, time availability, and demonstrable ability to motivate all members that are proposed as part of the team	15	
3.2	Demonstrated excellent communication skills of the team leader, ability to work to tight deadlines and history of timely delivery of practical, strategic documents that add value	10	
3.3	Demonstrated appropriate team members and arrangements: - The proposed team is appropriately composed, including the expertise and experience of key team members, the structure of the team, as reflected in gender balance, experience of conducting evidence reviews, the ability to work across languages, and relevant academic qualifications - Demonstrated ability of key staff to work and analyze quantitative and qualitative data by using well-recognized methods, especially as related to statistical methods, meta-analysis, causal & non causal designs, synthesis, screening, and knowledge of bibliographic databases.	15	
	TOTAL		**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 proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

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

E. Consolidated Evaluation

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

T = 0.70, and P = 0.30

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

The Bidder 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 proposer 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 proposers regarding the contents of their offer. The contract award will be in effect only after acceptance by selected proposer of the terms and conditions and the technical requirements.

Annex 4 - Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

General Information

Primary contact for sales/client services		
Address		
	Postal Code:	Country:
Telephone:		Fax:
E-mail:		Web site:
Parent company, if any		
Subsidiaries, Associates, and/or Overseas Rep(s), if any		
Year established		
Registration Number		
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?	
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: ___________________________

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Annex 5
Acknowledgement Letter

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No**. 2021/006 – Consultancy Services for Evidence Review on Behavioural Change dated 26 February 2021,** and hereby confirm that we:

[ ] INTEND [ ] DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the deadline date of **Monday, 22 March 2021 @ 18:00 hours Korean Time** and that we:

[ ] INTEND [ ] DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **Tuesday, 23 March 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

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 February 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	05 March 2021
3	Last date for requests for clarification of the RFP	Bidder	12 March 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	15 March 2021
5	Date by which proposal must be received in South Korea by GCF (Closing Date)	Bidder	22 March 2021 @ 18.00 hours KST
6	Date of opening of Technical Proposals	GCF	23 March 2021 @ 11.00 hours KST

* KST: Korean Standard Time (Seoul Time)

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

By submitting a proposal to this RFP, the Proposers are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical Proposal clearly for consideration during evaluation. Any request 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.