

21 April 2021

**Reference: RFP 2021/010 - Procurement of Review and Assessment Services for Environmental and Social Safeguards, Gender, Indigenous Peoples and Sexual Exploitation, Sexual Abuse and Sexual Harassment issues in Proposals and Funded projects and Programmes and Support in Policy Implementation**

**ADDENDUM NO. 2**

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

**I. Responses to Requests for Clarifications**

No	Clarification requested	Response
1.	Form FIN-1: As the evaluation criteria is based on the average rate of the rates given in Form FIN-2, should we refer to this in Form FIN-1? If not, what should we insert for this part in Form FIN-1: “Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures1]”.	Under Form FIN-1 of the RFP please indicate the average sum of the proposed staff unit rates.
2.	The payment schedule indicates 20% - 20% - 60% to be paid 30 days upon invoicing. Please can you clarify if this will be consistently applied across all assignment services regardless of scope and time period? Please can you also clarify if the Green Climate Fund will consider alternative payment schedule proposals?	<p>The Secretariat intends to enter into a non-exclusive Long-Term Agreement (LTA) with the successful firm for an initial period of one year which may be extended at GCF’s discretion.</p> <p>As specified in Section II of the RFP, the scope of the assignment shall be to advise on FPs, CNs, APRs and policy-related matters on an as-needed basis. Each request will be considered as a separate assignment under the Long-Term Agreement and a Work Order (WO) will be issued for each assignment based on the rates and terms and conditions specified in the Long-Term Agreement.</p> <p>Each WO will have a due date after completion of which invoice shall be issued subject for payment.</p> <p>Indicated payment schedule in the model contract is for deliverable based contract and will be revised according to the above indicated arrangement before the contract signature.</p>
3.	Please confirm our understanding that only one firm or consortium will be selected and contracted for on this LTA service agreement.	Yes, GCF will be contracting only one firm under this RFP.

4.	<p>Form TECH-2 Firm’s Organisation and Experience (B) requires us to name associated consultants and senior professional staff.</p> <p>a. Are associated consultants any non-staff?  b. Can you confirm that we are required to provide the total months contracted to the firm in answer to the box indicating “no of professional staff-months provided by associated consultants”?</p>	<p>Under “each associate for this assignment” reference is made to any legal entities that form or have formed a joint venture, consortium or association together with the Proposer at the time of the submission of the Proposal (please see RFP clause. 3 pg. 2)</p> <p>Under “No of professional staff-months provided by associated Consultants:” please indicate the number of staff-months that were provided by the associated consultants, if any.</p>
5.	<p>To complete Form TECH-1 Technical Proposal Submission and Form FIN-1 Financial Proposal Submission we are required to enter the name and address of the client. Please can you confirm what information we should include on behalf of the Green Climate Fund?</p>	<p>Please indicate:  <b>Green Climate Fund</b>  Songdo International Business District  G-Tower, 175 Art center-daero, 24-4 Songdo-dong  Yeonsu-gu, Incheon, 22004 South Korea</p>
6.	<p>Can we add additional lines to TECH-5 Team and Tasks for any technical and support staff considered, in addition to the 12 named key personnel in the proposal?</p>	<p>In order to be able to uniformly compare the proposals, the Firm should only offer a total of three (3) separate experts for each Assignment of Service for a total of twelve (12) separate individual experts that will be included in Form TECH-5: Team Composition and Task Assignments. These experts will be evaluated under “Personnel” indicated in Annex 3 – Evaluation Criteria. The Firm may however provide additional experts to cover a wide range of geographical experience, but these additional personnel (in excess of the 12 experts provided in Form TECH 5) will not be included in the evaluation of the “Personnel” indicated in Annex 3 – Evaluation Criteria.</p> <p>Please see related response to Questions 8, 16 and 17 under Addendum No. 1 to the RFP.</p>
7.	<p>Does GCF have an expected start date for implementation assuming evaluation of proposals begins after the 30th April 2021?</p>	<p>Depending on the number of proposals received and evaluation timeframe needed, expected start date of the assignments may be within 1-2 months from the date of proposal submission.</p>
8.	<p>Form TECH-7 Staffing Schedule and Form TECH-8 Work Schedule are indicated as NOT APPLICABLE. In contradiction Form TECH-4 indicates a workplan should be provided. Please clarify if a workplan should be included and which template.</p>	<p>Form Tech 7 and Form Tech 8 are not applicable and can be omitted in the proposal.</p> <p>In Form TECH-4 on page 22 should provide description of Approach, Methodology and other aspects without inclusion of workplan.</p> <p>Please see related response to Question no. 9 under Addendum No. 1 to the RFP.</p>
9.	<p>There are very specific qualifications outlined in the ToR. If three experts collectively meet the criteria per assignment of service area, is this accepted?</p>	<p>Each of the experts nominated under each assignment of service are expected to meet the minimum qualifications indicated therein.</p>

10.	Can we provide individual fee rates to reflect different levels of seniority within each area of assignment service?	In accordance with Form Fin 2 of the RFP for each of the 3 experts for the same profile, the proposed rate should be the same.
11.	Can we add additional key and supporting personnel to the budget template?	Since the Financial Proposal price is calculated based on the average cost of the proposed rates (average of 4 expert rates) the budget needs to be fixed to only key personnel.
12.	What is the anticipated volume of desk reviews expected to be conducted over the one year contract period?	As indicated in the Request for proposal, the consultancy service will be established on a non-exclusive Long Term Agreement (LTAs) on the basis of “if and when required” with no legal obligation to order any minimum or maximum quantity. For planning purposes, the volume of desk reviews over the one-year contract period may be in the range of 20-30 reviews per assignment of service (subject to change depending on the need).
13.	Does the Green Climate Fund expect to operationalise the technical support across the four areas of assignment services in parallel?	The requirement for technical support across the four areas of assignments will be dependent on the expertise required on the document for review. There may be instances where all of the experts in all four assignments of service will be required in parallel.
14.	“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.” Is there a template to complete the break down of the lump sum budget?	Breakdown in Form Fin-2 is sufficient for this RFP. There are no additional templates/forms required for budget breakdown.
15.	Is there an overall ceiling for the value of this LTA/framework?	Overall Ceiling of the RFP cannot be disclosed. As indicated in the RFP The Secretariat intends to enter into a non-exclusive Long-Term Agreement (LTA) with the successful firm for an initial period of one year which may be extended at GCF’s discretion.

Kind regards

Green Climate Fund