

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. 1

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

I. Responses to Requests for Clarifications

No	Clarification requested	Response
1.	Experts: Could you please elaborate whether or not the GCF expects the proposed staff to be only the Consultancy Firm's employees or Consultancy Firms could also provide experts they work closely with and they can easily mobilize?	GCF will consider a Consultancy Firm providing experts from its employees and/or experts they work closely with as long as these experts (either inhouse or outsourced) can be immediately mobilized by the Consultancy Firm if and when their services are required by GCF.
2.	References: On page 35 of the Request for Proposals document, it indicated that the Consultancy Firms should list suitable reference projects and contacts, with the question: "What options would there be for a site visit to a reference project and/or the vendor's site?" Could you please elaborate on what is meant by options for site visit?	On page 35, under the heading References, bidders are expected to list three references with appropriate contact information (contact person, position, company and email address). In case of availability bidders are requested to provide links/website information to the referenced projects. Site visit information can be indicated wherever applicable depending on the nature of referee/project you provide.
3.	Team Composition and Task Assignments: On page 23, it is mention that the consultancy Firms should propose three expert profiles per each area of expertise. But on page 24, under the Curriculum Vitae (CV) for Proposed Professional Staff - 1. Proposed position - it states "only one candidate shall be nominated for each position". Can you please confirm that we should submit 12 CVs in total and should indicate the respective expert's position (e.g. "Expert [1, 2 or 3], Environmental and Social Safeguards) under point 1 in the CVs?	Based on the RFP requirements bidders are expected to nominate three expert profiles per each area of expertise – 12 positions in total. Statement on page 24 indicates that bidders cannot nominate more than one candidate for each of these 12 positions.
4.	Conflict of interest: Could you please explain to us if a Firm, that is preparing Concept Notes and Proposals for Accredited entities will have conflict of interest in pursuing this tender?	As per RFP provision 12.1. – <i>"In their proposal, proposers 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."</i> Detailed assessment on the CoI requirements will be conducted at the evaluation/contract negotiation stage.

		<p>Proposers may be required to furnish certain documentation for the assessment and due diligence.</p> <p>Proposers found to have a conflict of interest will be disqualified, unless the conflict of interest has been mitigated and the mitigation is approved by the GCF.</p> <p>The GCF requires that proposers including all parties constituting the proposer, and any subcontractors for any part of the Contract, hold the GCF's interests paramount at all times, strictly avoid conflicts of interest, including conflicts with other assignments or their own corporate interests, and act without any consideration for future work.</p>
5.	Contract disputes: On page 35 of the TOR, it is stated that Firms should list any disputes their company has been involved in over the last three years. Could you please provide examples of what could qualify as disputes?	On page 35, under the heading Contract Disputes, bidders are expected to provide information regarding court/arbitration or other disputes that their company has been involved in over the last three years.
6.	Can we have the company profile form please?	Company profile form is provided in Annex 4 page 34 of the RFP.
7.	Some of our experts have expertise and more than 10 year experience in more than one areas listed in the Annex 1 – Terms of Reference. For instance, Sally is experienced in both Environmental and Social Safeguards, and Indigenous People. Can we propose her in both areas or we need to choose one area?	The Firm should choose one area for each expert. The Firm should have a total of three (3) separate experts for each Assignment of Service for a total of twelve (12) separate individual experts.
8.	Should we propose more than 3 experts under each area to cover a wide range of geographical experience within each area?	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. Please see related response to Questions 16 and 17.
9.	TECH Forms: On page 22 of the RFP, you mention that "The work plan should be consistent with the Work Schedule of Form TECH-8.". On page 27, which corresponds to Form TECH-8, the document is indicated as "NOT APPLICABLE". Should we include the Form TECH-8 with the technical proposal or not? Should the Form TECH-7 also be included in the technical proposal, though indicated as "NOT APPLICABLE"?	<p>Form Tech 7 and Form Tech 8 are not applicable and can be omitted in the proposal.</p> <p>Form TECH-4 on page 22 should provide description of Approach, Methodology and other aspects without inclusion of workplan.</p>
10.	Company Profile Form: Should partner companies which are not identified as lead entity also complete the Annex 4 - Company Profile Form?	Yes, it is recommended that all entities of Joint Venture/Consortium/Association complete the Company Profile Form.

11.	Experts: Is it possible to offer the same expert for two different positions in different fields, e.g. the same person for "Expert 1 Gender" and "Expert 2 SEAH"?	No. The Firm should offer one expert for one area of expertise. The Firm should have a total of three (3) separate experts for each Assignment of Service for a total of twelve (12) separate individual experts. Please also see response to question 7.
12.	TECH-4 requests a technical approach and methodology. However, as this is an LTA, we do not have a specific methodology to present for an assignment in the classic sense. As such, should we understand this section to be for demonstrating how we will manage the LTA, along with some example approaches how we could respond to assignments?	DCP to advise. Yes, proposers are expected to demonstrate their technical approach and methodology in response to the provided ToR and how the LTA will be managed. Please see Annex 3 – Evaluation Criteria on how the “Technical approach and methodology” will be evaluated.
13.	TECH-5 states, ‘please propose at (sic) three expert profiles per area’. Can you please clarify whether the typo should read ‘please propose at least three’, or whether it should say ‘please propose three expert’?	Form Tech-5 should indicate “Please propose three expert profiles per each area of expertise.”
14.	TECH-5 has columns for ‘position assigned’ and ‘task assigned’. As this is an LTA, we are unclear what positions or tasks we could assign experts prior to knowing the assignment they are responding to. It would be helpful if GCF could clarify what type of information you are looking for in those columns	You may leave the “position assigned” and “task assigned” columns blank.
15.	Should the proposed team consist of at least 12 people, i.e. three different people in each of the four areas of expertise (1) ESS, 2) gender, 3) IPs and 4) SEAH) or can certain experts cover more than one area of expertise (e.g. where gender experts are also experts on SEAH or ESS experts are also experts on IPs) so that the team may include less than 12 people?	No. The Firm should offer one expert for one area of expertise. The Firm should have a total of three (3) separate experts for each Assignment of Service for a total of twelve (12) separate individual experts. Please also see response to question 7 and 11.
16.	Can more than 3 people be suggested per area or expertise? It is our understanding that the team would be compiled on demand for each required task, so that a larger team does not have any financial implications but would instead increase the probability to deploy the most suitable set of experts for the required tasks.	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 in certain areas of expertise to form a larger team, 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.
17.	Can junior support on certain areas of expertise be added to the team?	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 junior support on certain areas of expertise, but these junior support 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.
18.	GCF’s planned revision of its interim ESS standards. Could you kindly clarify what is the status of the GCF’s planned revision of its interim ESS standards and how this revision process integrates with the RFP and LTA? We note the ToR’s objectives and scope require the firm as per request, to support development of policy related and operational documents, which we understand would be related to the newly adopted ESS standards. However, we appreciate any clarification you could offer on this matter.	The development of GCF’s own ESS standards is underway and a separate Firm is being considered on this based on a separate and already closed RfP. As indicated in the Scope of Work for this current RfP, the winning bidder may also be required to “support in the capacity building efforts, development and implementation of GCF’s environmental and social safeguards, environmental and social management system, and other related policies as needed and upon request.” This may include among others, support to the development of the GCF own ESS standards as well as other related policies, as needed.
19.	Technical proposal- technical approach and methodology. Could you kindly clarify what specific aspects of sequencing of activities/tasks need to be considered to meet the evaluation criteria of ‘clarity’? We appreciate if you could clarify if this is linked to overall project management, and/or if a breakdown of the tasks and overall methods must be provided for each of the services required.	We leave this to the bidder on how they intend to provide their approach and methodology based on the questions included in 2.2 Clarity in Annex 3 – Evaluation Criteria and based on the Scope of Work and Deliverables. Guidance is also provided in Form Tech 4.

Kind regards

Green Climate Fund