



Date: 18/03/21
Reference: RFP 2021/010

Request for proposals (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

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 will 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 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.

2. Invitation

- 2.1 Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Firm to provide consultancy services for **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** through establishment of non-exclusive Long Term Agreements (LTAs) on the basis of “if and when required” with no legal obligation to order any minimum or maximum quantity. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Proposals must be submitted to the GCF no later than **30 April 2021 at 15:00hrs 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, will form part of any contract, should the GCF accept your proposal. Any such contract will 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 proposers/firms.
- 2.6 Proposers 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 proposer'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. Proposers 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.

3. Joint Venture, Consortium or Association

- 3.1 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:
 - a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally,
 - b) if they are awarded the contract, the contract shall be entered into, by and between GCF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 3.2 After the Proposal has been submitted to GCF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the GCF. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another proposal:
 - a) either in its own capacity; nor
 - b) as a lead entity or a member entity for another joint venture submitting another Proposal.
- 3.3 The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by GCF.
- 3.4 Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:

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



- a) Those that were undertaken together by the joint venture; and
 - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- 3.5 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If a joint venture's Proposal is determined by the GCF as the most responsive Proposal that offers the best value for money, the GCF shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

4. Request for Clarification of RFP Documents

- 4.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP 2021/011 – 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**. The GCF will 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 bidders (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website and/or communicated via email.

5. Amendments to RFP Documents

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

6. Language of Proposals

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



7. Submission of Proposals

7.1 **Format and form of submission of bids:** Bidders 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 ktateshvili@gcfund.org;

i) Submission through the Supplier Portal (SAP Ariba)

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now
3. Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
4. 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’
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to procurement@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.
8. Review Prerequisites and Click ‘I accept the terms of this agreement’
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial bid submission forms
11. 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.
12. 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 bidders register on the portal as early as possible.)

ii) Submission via email

Two separate files (technical and financial bids) should be attached to the email as below.

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

RFP 2021 010 – TECHNICAL PROPOSAL - (name of proposer)

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 010 – FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email should be 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 2021/010– 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 (name of proposer)

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

7.3 All prospective proposers 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.

8. Late proposals

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

9. Opening of Technical Proposals

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

10. Opening of Financial Proposals

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

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

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

12. Conflict of Interest

12.1 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.

13. Confidentiality

13.1 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

I. Background

The Green Climate Fund (GCF) was established in December 2010 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 GCF will 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 support to the reduction in emissions and adaptation to climate change impact will ensure adherence to Environmental and Social Safeguards (ESS), and extensive consideration of Gender and Indigenous Peoples (IP) and Sexual Exploitation, Sexual Abuse and Sexual Harassment (SEAH) issues in all investments of the Fund.

The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change. It is governed and supervised by a Board that has the responsibility for funding decisions pursuant to the Governing Instrument for the GCF. 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, technical, legal and financial expertise. The GCF's headquarters are located in Songdo, Incheon City, Republic of Korea. The Office of Risk Management and Compliance (ORMC) of the GCF Secretariat is responsible for ensuring the adherence of projects to ESS, gender, IP policies of the Fund and SEAH issues as contained in the ESS and the Environmental and Social Policy (ESP).

The Secretariat seeks to employ the services of a firm to support the conduct of environmental and social due diligence, assessment of gender equality, indigenous peoples and SEAH issues in funding proposals (FPs) and concept notes (CNs), review of Annual Performance Reports (APRs) and other related documents as well as provision of expert advice and technical support in the development, implementation and/or update of relevant policies and operational documents. The support will involve desk reviews of submitted environmental and social safeguards, gender, and indigenous peoples and SEAH related documents including secondary and online information research.

II. Assignment of Services

The GCF intends to access expertise of a firm in the field of four areas, namely:

- 1) Environmental and social safeguards;
- 2) Gender equality
- 3) Indigenous peoples and
- 4) SEAH issues.

In this regard, the consultancy will comprise of stand-alone assignment of services in these four areas each having a separate set of deliverables and qualifications. The objective of these services is to support the GCF Secretariat, particularly the ORMC, in the operationalization and implementation of safeguards and/or policies relevant to the four areas through the assessment of projects and programmes proposed for funding by the GCF and the review of the performance of funded projects and programmes as well as undertaking designated tasks on policy related matters.

Firm shall have experts in all of the four (4) assignments of service who shall have the required qualifications and experiences as specified below.

The firm should have:



Proven track record of reviewing and evaluating proposals, projects/programmes in operation, policy development, implementation and capacity building in the areas of ESS, gender, IP and SEAH issues

Proven experience working with international, multilateral organizations and climate related institutions, preferably including working in other UN languages.

Demonstrated knowledge of project management cycle and the integration of ESS, Gender, IP and SEAH issues in the project/programme life-cycle

2.1 Assignment of Service 1: Environmental and Social Safeguards

<p>Objectives</p>	<p>The objective is to support the GCF secretariat and particularly the ORMC in the environmental and social due diligence of projects and programmes proposed for funding by the GCF and the review of environmental and social performance of funded projects and programmes as well as undertaking designated tasks on policy related matters.</p> <p>This will be done by engaging the services of a firm to provide expert advice on the extent to which ESS, risks and potential impacts have been considered, assessed, proposed to be managed and/or managed and incorporated in projects and programmes proposed to be funded or already funded by the GCF. To the extent required by the Secretariat, this will also include the review of the implementation of ESS plans in projects and programmes under implementation, as well as review of any environmental and social due diligence undertaken in cases where there are operational changes in approved project and programmes. The firm will also, per request, support in the capacity building activities, development and update of policies, guidance and other documents relevant to environmental and social safeguards.</p>
<p>Scope of Work</p>	<p>The scope of the assignment shall be to advise on FPs, CNs, and APRs as well as the development and operationalization of the Environmental and Social Policy and other linked policies on an as-needed basis. Each request for review or task related to policy matters will be considered as a separate assignment. The GCF anticipates that there will be a number of separate requests during the duration of assignment with increasing demand expected going forward.</p> <p>The work entails supporting the GCF Secretariat in environmental and social due diligence and/or review, within the projects and programmes proposed and those approved for funding. The support will involve desk reviews of the environmental and social safeguards, stakeholder engagement and grievance redress related documents submitted in support of the FPs and with the outputs, as may be requested. It will also entail 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.</p>
<p>Deliverables</p>	<p>The firm is expected to deliver written reviews and relevant documentation for each assignment that will be requested by the Sustainability Team of the ORMC. The deliverables will correspond to the request that will be made of the firm by the Sustainability Team, particularly by the Environment and Social Specialist.</p> <p>More specifically, upon request from the GCF, the firm shall assign appropriate experts to assess and provide written reviews of FPs, CNs and APRs as needed. The details of expected outputs are outlined below. The firm may be requested to perform follow-up work on the reviews submitted to address comments received from the Sustainability Team and by relevant stakeholders.</p>



	<p>1.1 Environmental and social due diligence in funding proposals, concept notes and other documents</p> <p>(a) Provide timely expert opinion on the extent to which projects and programmes proposed for GCF funding is able to meet the requirements of the GCF interim environmental and social safeguards (ESS) and the Environmental and Social Policy (ESP) and identify specific environmental and social safeguards issues related to a funding proposal as maybe assigned and based on specific terms and reference of assessment provided by the Secretariat;</p> <p>(b) Identify any gaps in the project safeguards, particularly the environmental and social assessment and/or the environmental and social management framework/system of projects and programmes including those under financial intermediations and the proposed measures to avoid, minimize and/or mitigate identified environmental and social risks and impacts;</p> <p>(c) Provide recommendations for addressing any identified gaps and for improving the environmental and social performance of the proposed projects and programmes; and</p> <p>(d) Undertake expert reviews of component projects and subprojects of approved programmes, projects and financial intermediations to ensure the appropriate exercise of due diligence and compliance with the approved safeguards framework as well as the GCF ESS and ESP and relevant policies (e.g. Information Disclosure Policy).</p> <p>1.2 Review of annual performance reports</p> <p>(a) Provide timely expert opinion on the extent to which projects and programmes under implementation are compliant with safeguards requirements including but not limited to provisions in the environmental and social management system/framework, funded activity agreement, environmental and social assessment and management plans and related plans, stakeholder engagement and information disclosure, and grievance redress mechanism pursuant to the requirements of the GCF ESS standards, and the Environmental and Social Policy and relevant policies.</p> <p>1.3 Policy development and implementation</p> <p>(a) Provide timely and expert support in the development of policy-related and operational documents relevant to the implementation of the GCF ESS, ESP and other related policies.</p> <p>(b) Provide technical expertise in developing and delivering capacity building materials on ESS, ESP and related policies such as but not limited to preparing training/webinar materials, tools and kits, guidance notes and manuals (in any of the official languages of the United Nations) and delivery through various appropriate physical or virtual approaches and modalities.</p>
<p>Qualifications of the firms and experts</p>	<p>The firm shall have 3 experts with extensive professional experience in environmental and social safeguards. Expertise and experience working in the sectoral areas under climate change adaptation and mitigation are an advantage.</p> <p>The Environmental and Social Safeguards Experts of the firm shall have the following background and minimum qualifications:</p> <ul style="list-style-type: none"> • An advanced degree or equivalent in environmental and social sciences and engineering, conservation studies, environmental health, anthropology, sociology, infrastructure design including those related to hydrology, coastal engineering, energy generation, labour relations and management, agriculture

	<p>and natural resources, disaster risk management, public and occupational health and safety, forestry and land use, urban and country planning, land management, environmental and social impact assessments (ESIAs), environmental law, economics, and policy development;</p> <ul style="list-style-type: none"> • At least 10 years of experience in environmental and social due diligence including designing, implementing, assessing, reviewing and monitoring safeguards of projects and programmes and the use of established safeguards standards of multilateral development banks and international organizations particularly the International Finance Corporation (IFC) Performance Standards; • Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, recommendations, or project/programme due diligence and performance reviews, policy development and implementation, and capacity building activities; • Previous experience working as a consultant, working remotely, for an international organization or firm; • Possess excellent written and oral communication skills in English is required and proficiency in both written and oral communication in other UN languages is an advantage; and • Demonstrated teamwork (ability to work with others to achieve more effective results), leadership (apply interpersonal influence to inspire others to move in a meaningful direction with competence and commitment), and conceptualization (developing viable solutions based on an understanding of institutional perspective and needs) skills; and • Experience working in the geographic locations where the GCF operates, particularly in the regions where GCF-financed activities are implemented (Africa, Asia-Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean).
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2.2 Assignment of Service 2: Gender Equality

Objectives	<p>The objective is to support the GCF secretariat and particularly the ORMC in the implementation of the gender policy through the assessment of projects and programmes proposed for funding by the GCF and the review of the performance of funded projects and programmes as well as undertaking designated tasks on policy related matters.</p> <p>This will be done by engaging the services of a firm to provide expert advice on the extent to which gender issues, risk and potential impacts have been considered, assessed, proposed to be managed and incorporated in projects/programmes proposed to be funded or already funded by the GCF. To the extent required by the Secretariat, this will also include the review of the implementation of gender action plans in projects and programmes under implementation, as well as review of any cases where there are operational changes in approved project and programmes. The firm will also, per request, support in the operationalization of the gender policy of the Fund particularly in developing guidance, tools and documenting lessons and sharing mechanisms.</p>
Scope of Work	<p>The scope of the assignment shall be to advise on FPs, CNs, and APRs as well as the operationalization of the gender policy and other linked policies on an as-needed basis.</p>



	<p>Each request for review or task related to policy matters will be considered as a separate assignment. The GCF anticipates that there will be a number of separate requests during the duration of assignment with increasing demand expected going forward.</p> <p>The work entails supporting the GCF Secretariat in identifying and addressing gender equality issues within the projects and programmes proposed and those approved for funding. The support will involve desk reviews of funding proposal, gender assessments and gender action plans, annual performance reports other relevant supporting documents that will ensure a comprehensive review of the FP and related documents submitted in support of the FPs and with the outputs, as may be requested. It will also entail support in the implementation of the gender policy which might also entail a review of policy related matters as needed and upon request.</p>
Deliverables	<p>The firm is expected to deliver written reviews and relevant documentation for each assignment that will be requested by the Sustainability Team of the ORMC. The deliverables will correspond to the request that will be made of the firm by the Sustainability Team, particularly by the Gender and Social Specialist.</p> <p>More specifically, upon request from the GCF, the firm shall assign appropriate experts to assess and provide written reviews of FPs, CNs and APRs and policy-related documents as needed. The details of expected outputs are outlined below. The firm may be requested to perform follow-up work on the reviews submitted to address comments received from the Sustainability Team and by relevant stakeholders.</p> <p>2.1 Addressing gender equality issues in funding proposals, concept notes and other documents</p> <p>(a) Provide timely expert opinion on the extent to which projects and programs proposed for GCF (FP,CN, NAP, Readiness, PPF etc.) funding is able to address and mainstream gender equality issues within the project/program management cycle pursuant to the requirements of the Gender Policy of the GCF by:</p> <ol style="list-style-type: none">i. Determining whether there is sufficient gender analysis to identify and respond to the needs of women and men (and/or those identified as vulnerable) in view of the specific climate change issue to be addressed;ii. Identifying the drivers of change and gender dynamics in order to achieve the project/programme adaptation or mitigation goals;iii. Identifying and designing specific gender related interventions/activities in the project/programme with sufficient human and financial resources;iv. Identifying and selecting outputs, outcomes, indicators that are disaggregated by sex supported with clear implementation and monitoring plans; and <p>(b) Provide recommendations for addressing any identified gaps and for improving the mainstreaming of gender issues of the proposed projects and programmes.</p> <p>2.2 Review of annual performance reports</p> <p>(a) Undertake expert reviews of components of projects and subprojects of approved programmes, projects and financial intermediations to ensure the implementation of the approved gender action plans.</p> <p>2.3 Policy development and implementation</p> <p>(a) Provide timely and expert support to requests on policy implementation both as it relates to internal processes as well as external obligations including:</p>

	<ul style="list-style-type: none"> i. Development of guidelines, tools, training materials and others as requested; and ii. Expert opinion on requests related to policy matters (on the update of policy, gender action plan, guidelines, etc.).
<p>Qualifications of the firms and experts</p>	<p>The firm shall have three (3) experts with extensive professional experience in gender equality issues. Expertise and experience working in the sectoral areas under climate change adaptation and mitigation are an advantage.</p> <p>The experts of the firm shall have the following background and minimum qualifications:</p> <ul style="list-style-type: none"> • Advanced university degree related to gender studies preferably within the development sector, experience in the climate financing and in adaptation and mitigation an advantage; • At least 10 years of relevant work experience, including professional background on gender issues; • Practical experience/demonstrable experience in mainstreaming gender issues in projects and programs (project/program cycle); • Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, reports, recommendations, or project/programme due diligence and performance reviews; policy development and implementation, and capacity building activities; • Practical experience/demonstrable experience in mainstreaming gender within organizations (development of internal procedures, processes, guides); • Practical experience/demonstrable experience in mainstreaming gender in policies and development of guidance documents and tools; • Possess excellent written and oral communication skills in English is required and proficiency in both written and oral communication in other UN languages is an advantage; • Ideal candidates will require analytical skills, strong writing skills and be capable of working under strict timelines; • Experience of establishing strong working relationships with colleagues from different functions and cultures; and • Experience working in the geographic locations where the GCF operates, particularly in the regions where GCF-financed activities are implemented (Africa, Asia-Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean).

2.3 Assignment of Service 3: Indigenous Peoples

<p>Objectives</p>	<p>The objective is to support the GCF secretariat and particularly the ORMC in the implementation of the indigenous peoples policy through the assessment of projects and programmes proposed for funding by the GCF and the review of the performance of funded projects and programmes as well as undertaking designated tasks on policy related matters.</p> <p>This will be done by engaging the services of a firm to provide expert advice on the extent to which IP issues, risk and potential impacts have been considered, assessed, proposed to be managed and incorporated in projects/programmes proposed to be funded or already funded by the GCF. To the extent required by the Secretariat, this will also include the review of the implementation of indigenous peoples plans in projects and programmes under implementation as well as review of any cases where there are</p>
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	operational changes in approved project and programmes. The firm will also, per request, support in the operationalization of the Indigenous Peoples Policy of the Fund.
Scope of Work	<p>The scope of the assignment shall be to advise on to advise on FPs, CNs, and APRs as well as the operationalization of the Indigenous Peoples Policy on an as-needed basis. Each request for review or task related to policy matters will be considered as a separate assignment. The GCF anticipates that there will be a number of separate requests during the duration of assignment with increasing demand expected going forward.</p> <p>The work entails supporting the GCF Secretariat in identifying and addressing indigenous peoples issues within the projects and programmes proposed and those approved for funding. The support will involve desk reviews of the indigenous peoples-related documents, environmental and social safeguards documents, stakeholder engagement documents, funding proposal, gender documents, and other related documents submitted in support of the FPs and with the outputs, as may be requested. It will also entail support in the implementation of the Indigenous Peoples Policy which might also entail a review of policy related matters as needed and upon request.</p>
Deliverables	<p>The firm is expected to deliver written reviews and relevant documentation for each assignment that will be requested by the Sustainability Team of the ORMC. The deliverables will correspond to the request that will be made of the firm by the Sustainability Team, particularly by the Indigenous Peoples Specialist.</p> <p>More specifically, upon request from the GCF, the firm shall assign appropriate experts to assess and provide written reviews of FPs, CNs, APRs and policy-related documents as needed. The details of expected outputs are outlined below. The firm may be requested to perform follow-up work on the reviews submitted to address comments received from the Sustainability Team and by relevant stakeholders.</p> <p>3.1. Addressing indigenous peoples issues in funding proposals, concept notes and other documents</p> <ul style="list-style-type: none"> (a) Provide timely expert opinion on the extent to which projects and programs proposed for GCF funding is able to foster full respect, promotion and safeguarding of indigenous peoples pursuant to the Indigenous People’s Policy of GCF by: <ul style="list-style-type: none"> i. Ensuring benefits from GCF activities and projects in a culturally appropriate manner; ii. Ensuring indigenous peoples do not suffer harm or adverse effects from the design and implementation of GCF-financed activities; and (b) Provide recommendations for addressing any identified gaps and for improving the addressing of indigenous peoples’ issues of the proposed projects and programmes. <p>3.2. Review of annual performance reports</p> <ul style="list-style-type: none"> (a) Undertake expert reviews of components of projects and subprojects of approved programmes/projects and financial intermediations to ensure the implementation of the approved actions on indigenous peoples; and (b) Provide timely expert opinion on the extent to which projects and programs under implementation by GCF are able to foster full respect, promotion and safeguarding of indigenous peoples and their knowledge systems, pursuant to the Indigenous People’s Policy of GCF. <p>3.3. Policy development and implementation</p>

	(a) Provide timely and expert support in the implementation of the Indigenous Peoples Policy.
Qualifications of the firms and experts	<p>The firm shall have three (3) experts with extensive professional experience in indigenous peoples’ issues. Expertise and experience working in the sectoral areas under climate change adaptation and mitigation are an advantage.</p> <p>The experts of the firm shall have the following background and minimum qualifications:</p> <ul style="list-style-type: none"> • An advanced university degree or equivalent experience in the environmental or social sciences, including anthropology or related background on indigenous issues, with demonstrated work at the community level preferably in the regions where GCF-financed activities are implemented; • At least 10 years of experience on indigenous peoples issues, preferably in environmental and social due diligence that include the use of established safeguards standards particularly the IFC Performance Standards related to indigenous peoples; • Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, recommendations, or project or programme due diligence or performance reviews; policy development and implementation, and capacity building activities; • Previous experience working as a consultant, working remotely, for international organizations; • Possess excellent written and oral communication skills in English is required and proficiency in both written and oral communication in other UN languages is an advantage; • Demonstrated teamwork (ability to work with others to achieve more effective results), leadership (apply interpersonal influence to inspire others to move in a meaningful direction with competence and commitment), and conceptualization (developing viable solutions based on an understanding of institutional perspective and needs) skills; and • Experience working in the geographic locations where the GCF operates, particularly in the regions where GCF-financed activities are implemented (Africa, Asia-Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean).

2.4 Assignment of Service 4: Sexual Exploitation, Sexual Abuse and Sexual Harassment (SEAH)

Objectives	<p>The objective is to support the GCF secretariat and particularly the ORMC in the implementation of the SEAH provisions contained in the environmental and social safeguards (ESS) and the Environmental and Social Policy (ESP) through the assessment of projects and programmes proposed for funding by the GCF and the review of the performance of funded projects and programmes as well as undertaking designated tasks on policy related matters.</p> <p>This will be done by engaging the services of a firm to provide expert advice on the extent to which SEAH issues, risk and potential impacts have been considered, assessed, proposed to be managed and incorporated in projects/programmes proposed to be funded or already funded by the GCF. To the extent required by the Secretariat, this will also include the review of the implementation of SEAH plans in projects and programmes under implementation as well as review of any cases where there are</p>
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	operational changes in approved project and programmes. The firm will also, per request, support in the operationalization of the SEAH Policy of the Fund.
Scope of Work	<p>The scope of the assignment shall be to advise on FPs, CNs, and APRs as well as the operationalization of the SEAH provisions of the ESS and the ESP on an as-needed basis. Each request for review or task related to policy matters will be considered as a separate assignment. The GCF anticipates that there will be a number of separate requests during the duration of assignment with increasing demand expected going forward.</p> <p>The work entails supporting the GCF Secretariat in identifying and addressing SEAH risks issues within the projects and programmes proposed and those approved for funding. The support will involve desk reviews of the SEAH related documents, environmental and social safeguards documents including on IP issues, stakeholder engagement documents, funding proposal, gender and other related documents submitted in support of the FPs and with the outputs, as may be requested. It will also entail support in the implementation of the SEAH provision in the ESS and the ESP- which might also entail a review of policy related matters as needed and upon request.</p>
Deliverables	<p>The firm is expected to deliver written reviews and relevant documentation for each assignment that will be requested by the Sustainability Team of the ORMC. The deliverables will correspond to the request that will be made of the firm by the Sustainability Team, particularly by the SEAH Specialist or person responsible for SEAH related work.</p> <p>More specifically, upon request from the GCF, the firm shall assign appropriate experts to assess and provide written reviews of FPs, CNs, APRs and policy-related documents as needed. The details of expected outputs are outlined below. The firm may be requested to perform follow-up work on the reviews submitted to address comments received from the Sustainability Team and by relevant stakeholders.</p> <p>3.4. Addressing SEAH risks issues in funding proposals, concept notes and other documents</p> <ul style="list-style-type: none"> (a) Provide timely expert opinion on the extent to which projects and programs proposed for GCF funding is able to fully account for and safeguarding against risks of SEAH pursuant to the SEAH provision in ESS and the ESP of GCF by: <ul style="list-style-type: none"> i. Ensuring SEAH protection plans and procedures are in place (b) Provide recommendations for addressing any identified gaps and for improving and addressing SEAH risks identified in the proposed projects and programmes. <p>3.5. Review of annual performance reports</p> <ul style="list-style-type: none"> (a) Undertake expert reviews of components of projects and subprojects of approved programmes/projects and financial intermediations to ensure adequate implementation of the SEAH protection plans and procedures. (b) Provide timely expert opinion on initiatives to address any SEAH identified gaps to ensure safeguarding systems are in place and compliance to the policy is met. <p>3.6. Policy development and implementation</p> <ul style="list-style-type: none"> (a) Provide timely and expert support in the implementation of the SEAH as contained in the ESS and the ES Policy.

Qualifications of the firms and experts	<p>The firm shall have three (3) experts with extensive professional experience on SEAH issues. Expertise and experience working in the sectoral areas under climate change adaptation and mitigation are an advantage.</p> <p>The experts of the firm shall have the following background and minimum qualifications:</p> <ul style="list-style-type: none"> • An advanced university degree or equivalent experience in social sciences, including anthropology or related background on Gender issues, human rights or law with demonstrated work at the community and project level, preferably in the regions where GCF-financed activities are implemented; • At least 10 years of experience on gender-based violence, law and protection work and preferably on SEAH with the use of established risk mitigation standards related to SEAH issues; • Demonstrated capacity to provide concise, to-the-point, and thorough reports of assessments, recommendations, or project or programme due diligence or performance reviews, policy development and implementation, and capacity building activities; • Previous experience working as a consultant, working remotely, for international organizations; • Possess excellent written and oral communication skills in English is required and proficiency in both written and oral communication in other UN languages is an advantage; • Demonstrated teamwork (ability to work with others to achieve more effective results), leadership (apply interpersonal influence to inspire others to move in a meaningful direction with competence and commitment), and conceptualization (developing viable solutions based on an understanding of institutional perspective and needs) skills; and • Experience working in the geographic locations where the GCF operates, particularly in the regions where GCF-financed activities are implemented (Africa, Asia-Pacific, Eastern Europe and Central Asia, Latin America and the Caribbean).
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Duration and Modality of Assignment

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.

As specified in Section II above, 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.

For each assignment, review shall typically require three working days.

III. Responsibilities

Buyer

The Sustainability Team of the ORMC led by the Environmental and Social Safeguards, Gender and Indigenous Peoples Manager will be the buyer of the services. The buyer shall provide the firm, for any of the work it assigns, all the relevant documents and any information that will be required to fulfill the



task in question. The team shall also assign focal persons for each of the reviews that will be assigned to the firm.

Seller

The seller shall, upon receipt of a request from the buyer, provide detailed information on the qualified expert(s) that will be assigned to perform the requested task of reviewing FPs, CNs, and APRs or developing policy-related documents. The seller shall indicate who from within the firm shall be responsible for the given task within a day of receipt of the request. The seller shall, if and when needed, discuss with the designated focal person from the Sustainability Team to clarify any issues.



Annex 2

Requirements for Firms' Proposals Technical Proposal

The technical proposal will be submitted in a separate file and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



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 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 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 Staff and Facilities to be Provided by the Client

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:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) 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.

b) 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.

c) 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: Team Composition and Task Assignments

Please propose at **three** expert profiles per each area of expertise.

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned
Expert 1		Environmental and Social Safeguards		
Expert 2		Environmental and Social Safeguards		
Expert 3		Environmental and Social Safeguards		
Expert 1		Gender Equality		
Expert 2		Gender Equality		
Expert 3		Gender Equality		
Expert 1		Indigenous Peoples		
Expert 2		Indigenous Peoples		
Expert 3		Indigenous Peoples		
Expert 1		SEAH		
Expert 2		SEAH		
Expert 3		SEAH		



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

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 staff has worked in the last ten years]: ____

9. **Languages** [For each language indicate proficiency: 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>
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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 staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____



Form TECH-7: Staffing Schedule¹ - NOT APPLICABLE

	Name of Staff	Staff input (in the form of a bar chart) ²							Total staff-week input
		1	2	3	4	5	6	7	Total
1									
2									
3									
n									
Grand Total									

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: 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 - NOT APPLICABLE

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 delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.

Financial Proposal

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

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1. Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses, should be listed separately and capped. The Financial Proposal should be inclusive of the taxes where applicable³, and the applicable taxes should be clearly 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.

³ (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.



FIN 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 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: Daily Rates of Experts

Profile¹	Daily Rate (in USD)²
Environmental and Social Safeguards Expert	
Gender Equality Expert	
Indigenous Peoples Expert	
SEAH Expert	

- 1 Profiles of the Professional Staff shall coincide with the ones indicated in Form TECH-5.
- 2 Each of the 3 experts for the same profile, the **proposed rate should be the same**.
- 3 As indicated in Annex 3 – Evaluation Criteria lowest Financial Proposal (Fm) is based on the average of the proposed rates for experts is given the maximum financial score (Sf) of 100

Annex 3

Evaluation Criteria

A. Evaluation and Comparison of Proposals

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

B. Acceptance of Submissions

2. All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will 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 evaluation
3. 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
 - Demonstration of the firm’s deep understanding of the GCF, mandate/business model and Investment Framework.

C. Evaluation of Technical Proposal

4. A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually on the basis of 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.

Evaluation Criteria

	The firm’s expertise	Sub-score	Score
1	Expertise of Firm / Organization submitting Proposal		15
1.1	Proven track record of reviewing and evaluating proposals, projects/programmes in operation, policy development, implementation and capacity bulding in the areas of ESS, gender, IP and SEAH issues	5	
1.2	Proven experience working with international, multilateral organizations and climate related institutions, preferably including working in other UN languages.	5	
1.3	Demonstrated knowledge of project management cycle and the integration of ESS, Gender, IP and SEAH issues in the project/programme life-cycle	5	
2	Technical approach and methodology		15
2.1	Responsiveness - Is the proposal to implement the scope of task well defined and does it correspond to the TOR?	5	
2.2	Clarity - Have the important aspects of the task been addressed in sufficient detail?Is the presentation clear	5	

	and is the sequence of activities and the planning logical, realistic and promise efficient implementation of the required services?		
2.3	Additionality - Does the proposal provide value-addition by proposing practical and innovative approaches?	5	
3	Personnel		70
3.1.1	Educational background and relevant trainings or experience equivalent to an advance university degree, of at least ten years.	10	
3.1.2	Demonstrated overall professional experience working on their particular area of expertise with international/regional and/or comparable/similar organizations.	10	
3.1.3	Demonstrated relevant experience conducting due diligence and providing assessment of funding proposals and relevant documents, in their particular area of expertise (e.g. ESS, Gender, IP or SEAH).	20	
3.1.4	Demonstrated relevant experience working on their particular area of expertise on conducting reviews and assessment of performance monitoring reports of projects/programmes under implementation.	20	
3.1.5	Demonstrated relevant experience working on their particular area of expertise on development of relevant policies and their implementation.	5	
3.1.6	Demonstrated relevant experience in developing and implementing capacity building materials and activities.	5	
	Total		100

Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

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) **based on the average of the proposed rates for experts** 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:

$T = 0.70$, 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: $S = St \times T\% + Sf \times P\%$.

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

F. Award



The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the 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: _____



**Annex 5
Acknowledgment Letter**

To whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP 2021/010 dated 18 March, 2021, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of 30 April, 2021 at 15:00 KST and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 30 April, 2021 at 16:00 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 Vendor: _____

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 ktateshvili@gcfund.org

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

**Annex 6
Timeline**

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

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	18 March, 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	23 April, 2021*
3	Last date for requests for clarification of the RFP	Tenderer	16 April, 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	23 April, 2021 at 15:00KST
5	Date by which proposal must be received in Korea by GCF	Tenderer	30 April, 2021 at 15:00KST
6	Date of opening of Technical Proposals	GCF	30 April, 2021 at 16:00KST

* Proposal can be submitted before the deadline irrespective of whether the Acknowledgement Letter was submitted or not

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract (Attached as a separate document)

By submitting a proposal to this RFP, Bidders 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 of amendments to GCF Model Contract and terms and conditions must be accompanied by detailed and compelling justification for review and consideration by GCF. It should be noted that request of amendments to GCF Model Contract and terms and conditions may negatively affect 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) will 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 will need to include such new provisions.