

**Request for Proposals no. RFP 2021/012 –
Technical Advisory Support to Armenia on Enabling the Uptake of Electric Vehicle Mobility**

1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund shall promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (“UNFCCC”). It is governed and supervised by a Board that has a responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund (the “Governing Instrument”). It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise. The GCF is operated by a Secretariat headed by an Executive Director. The GCF has three independent units including the Independent Integrity Unit (IIU), Independent Redress Mechanism (IRM) and Independent Evaluation Unit (IEU). The Governing Instrument of the GCF outlines the mandate of the Fund to provide new, additional, adequate, and predictable mitigation and adaptation support to developing countries.

2. Invitation

- 2.1. Through this request for proposals (RFP) package, the GCF is seeking to contract a qualified, reputable and experienced firm or consortia of firms (the “Consultant Firm”) to provide Technical Advisory Support on behalf of GCF to the Government of Armenia on Enabling the Uptake of Electric Vehicle Mobility in the Country. The terms of reference (TOR) included in Annex 1 herein provides the details of the assignment and expected deliverables.
- 2.2. Proposals must be submitted to the GCF no later than **Monday, 12 April 2021 @ 18.00 hours Korean standard time**.
- 2.3. The RFP includes the following annexes:
- Annex 1 Terms of Reference
 - Annex 2 Requirement for Firm’s Proposals
 - Annex 3 Evaluation Criteria
 - Annex 4 Company Profile Form
 - Annex 5 Acknowledgement Letter
 - Annex 6 Timeline
 - Annex 7 Model Contract
- 2.4. The terms set forth in this RFP, including all the annexes listed above, shall form part of any contract, should the GCF accept your proposal. Any such contract shall require compliance with

all factual statements and representations made in the proposal, subject to any modifications agreed to by the GCF in the context of any negotiations entered into it.

- 2.5. The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to Tenderers/firms.
- 2.6. Tenderers may withdraw their proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 2.7. All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the Tenderer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.8. Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by email at procurement@gcfund.org. Tenderers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.9. This RFP is issued under the GCF Administrative Guidelines on Procurement 1. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1. A prospective Tenderer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org and copied to hngau@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the e-mail **MUST** have the reference number and title of the RFP - **i.e. RFP 2021/012 – Technical Advisory Support to Armenia.**
- 3.2. The GCF shall respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response which contain information that may be of common interest to all Tenderers (including an explanation of the query but without identifying the source of inquiry) shall be posted on the GCF website and/or communicated via email.

4. Amendments to RFP Documents

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

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

the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

5. Language of Proposals

The proposals prepared by the Tenderer and all correspondence and documents relating to the proposal exchanged by the Tenderer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the Tenderer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the Tenderer.

6. Submission of Proposals

- 6.1. Format and form of submission of bids: Tenderers are requested to send a Bid preferably² through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) or via email to procurement@gcfund.org and copied to hngau@gcfund.org

a) Submission through the Supplier Portal (SAP Ariba)

- Open <https://gcf.supplier.ariba.com/>
- Click Register Now
- Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
- Check ‘I have read and agree to the Terms of Use and ‘I have read and agree to the SAP Ariba Privacy Statement’ then click ‘Register’
- Check your email and click the activation link.
- Fill in additional information required, click Save and Close.
- Your company information will be submitted to GCF and will be reviewed and approved.
- Once you register, please send an e-mail to procurement@gcfund.org and copy the responsible procurement staff for this RFP (i.e. for this RFP, it is: hngau@gcfund.org) with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.
- Review Pre-requisites and Click “I accept the terms of this agreement”.
- Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
- Open the Financial Section of the RFP and download the financial bid submission forms
- When ready to submit your bid, upload the technical bid under the TECHNICAL section and the financial bid under the FINANCIAL section. Please **DO NOT** enter or upload

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)

any financial information under the TECHNICAL section as this may result in disqualification.

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

b) Submission via e-mail

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

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

RFP 2021 012 – TECHNICAL PROPOSAL - (name of Tenderer).

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The Financial file should contain the financial proposal and be named as follows:

RFP 2021 012 – FINANCIAL PROPOSAL - (name of Tenderer).

The subject line of the e-mail should be as follows: **RFP 2021 012 – Technical Advisory Support to Armenia (name of Tenderer)**

6.2. The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

6.3. All prospective Tenderers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether they intend to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

7. Late Proposals

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

8. Opening of Technical Proposals

Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of Tenderers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Tenderers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

9. Opening of Financial Proposals

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

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

The GCF requires that all GCF staff members, tenderers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by Tenderers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

11. Conflict of Interest

In their proposal, Tenderers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

12. Confidentiality

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

Annex 1: Terms of Reference

GCF's Technical Advisory Support to the Government of Armenia on Enabling the Uptake of Electric Vehicle Mobility in the Country

1. Background

- 1) The Government of Armenia has commenced measures to increase the number of electric vehicles (EVs) in the country. Examples of such measures include: 1) Exempting VAT tax for import of EVs until 2022³ and 2) designing a national program to replace the fleet of Government vehicles from conventional fuel to EVs (within the framework of GEF-7 funded Project “Transition Towards Electric Mobility in Armenia”). Coupled with support from other international organizations and multilateral development banks (MDBs), including the Asian Development Bank (ADB), particularly, these efforts are expected to facilitate the emergence of modern infrastructure (fast charging stations and service centers), as well as introduction of fiscal and non-fiscal incentives (including policy incentives) to citizens and SMEs⁴ to buy EVs or replace existing cars using conventional fuel.
- 2) According to National Communication N4 on Climate Change (July 2020) to the United Nations Framework Convention on Climate Change (UNFCCC) the, greenhouse gas (GHG) emissions generated from road transport in 2016 amounted to 1,628.8 Gg CO₂ eq. or made up about 25% of emissions from the energy sector and about 16% of the country’s total emissions. Road transport absolutely predominates in the total domestic transport emissions accounting for more than 98.8%. The emissions from road transport have grown since 2000 (except for 2009, when the recession also effected road transport and, subsequently, led to lower CO₂ emissions). During the period of 2000-2016, road transport emissions increased by about 130%, due to the growth in traffic volume.
- 3) Transport related GHG emissions in Yerevan (the capital of Armenia, with around 250,000 passenger vehicles) are estimated around 1,150,000 tCO₂. With the business as usual scenario, this figure has the potential to increase by 50% by 2030. Replacing the vehicle fleet with EVs could dramatically reduce transport related emissions by around 70%. However, the limited number of EVs (few hundred), underdeveloped infrastructure, and absence of fiscal and non-fiscal incentives have slowed greater uptake.
- 4) In Armenia, the compressed natural gas (CNG) makes up more than 60% of the fuel used in road transport. The CNG is about 2.5 times cheaper than gasoline and has been encouraged as an environmentally friendly fuel. Final energy consumption in 2016 amounted to 2,142.7 thousand tons of oil equivalent (toe), whereby final energy consumption structure is characterized by the largest shares of residential (38.2%) and transport (29.1%) sector consumption.
- 5) “A report on the potential of Electric Vehicles in Yerevan and strategies to foster electric mobility with a special focus on the development of electric buses” commissioned by ADB Armenia Resident Office in close consultations with the Yerevan Municipality and state agencies proposes that Yerevan focus initially on the promotion of commercial EVs: around

³ During the period from 2015 – 2018 years (before adoption of the incentive) 42 EVs were imported to Armenia. After introduction of tax exemption (in 2019) 149 and 327 EVs were imported in 2019 and 2020 (as of November 30) respectively.

⁴ Small and Medium Sized Enterprises.

6,000 EVs would circulate in Yerevan by 2025 and 30,000 EVs by 2030, representing 2% and 10% of the vehicle stock, respectively. With this amount of EVs, GHG emissions could be reduced by up around 50,000 tCO_{2eq.} by 2030.

- 6) Armenia produces electricity to around 1/3rd with natural gas, 1/3rd with nuclear and 1/3rd with hydro. The country had in 2016 a significant electricity export surplus. The current carbon grid factor is 0.43kgCO_{2e}/kWh. The new energy strategy states that Armenia is developing solar energy capacity from current 59.5 MW to 1000 MW by 2030, to increase both, green energy share and energy security (at least 15 per cent in 2030 in power generation mix). Along with other ongoing projects (wind, geothermal) this will help to achieve the critical benchmark of almost 2/3 of energy balance contributed by renewable energy sources.
- 7) By making policy and regulatory shifts, it is envisaged Armenia could boost the overall number of EVs and instigate rapid development of infrastructure (charging and servicing stations). This includes supporting on the designing of specific financial instruments (leasing and concessional loans) as well as advising on their implementation. The Ministry of Environment is seeking to mobilize grant resources from climate funds for launching a policy dialogue between the Government and international development partners aimed at creating a policy enabling environment. The outcomes of these dialogues need to come together with public awareness and information dissemination, which also requires a strategy and plan for effective implementation.⁵
- 8) Because rapid increase in EV numbers is linked to the availability of the charging stations' network, the Government, international organizations, and private sector entities are exploring opportunities for channeling concessional resources for this purpose. Currently, several ESCOs⁶ are in the design/negotiation stage with suppliers and local banks. It is expected that within the one year around 20-30 fast charging stations will be available throughout the country.
- 9) Coupled with efforts of the Government and other donor agencies to increase the number of EVs in Armenia, this assignment could help the country accelerate a critical mass of uptake that needs to be enough for growth to be sustained in the number of EVs. In order to ensure scalability and achieve such a point of irreversibility, it is important that partners continue public-private partnership (PPP) discussions with respective government entities to engage on the design and introduction of fiscal and policy incentives for the uptake of EVs.
- 10) The main barriers preventing an increase of EVs in Armenia include: behavioral stereotypes within the population; the need for policies, legislation, and regulations; and a lack of funding instruments coupled with a lack of charging and service stations. Private sector has so far not invested in such infrastructure due to an insignificant number of EVs, the absence of clearly articulated policies from the Government, and no clear fiscal and non-fiscal incentives.

⁵ To achieve climate change targets, behavioral change at the level of citizens will be necessary. This will be sought through the implementation of an advanced awareness raising campaign that will be aimed at visualization of benefits. A similar approach has been utilized in Armenia for convincing citizens and SMEs to use solar appliances. Due to a well targeted strategy this sector is currently booming in Armenia.

⁶ Energy Service Companies

2. Scope of the Assignment⁷

- 2.1. To overcome barriers preventing greater uptake of EVs, and to enable potential investments by MDBs and local banks to support financing for the replacement of conventional fuel vehicles to EVs, the Green Climate Fund (the “GCF”) on behalf of the Armenia’s Ministry of Environment (the “Ministry”) seeks the support of a qualified firm or consortia of firms (the “Consultant Firm”) to provide technical assistance (TA) to:
- a) **Support the Ministry in the design of an enabling policy, legislative, and regulatory environment for the uptake of EVs.** There are number of impediments that halt the uptake of cleaner transport use both at the national and municipal levels. For example, an existing monopoly of electric networks in Armenia to distribute/sell electric energy creates a regulatory vacuum for the operation of charging stations. Lack of policy incentives that are based on international good practices is another barrier preventing expansion.
 - b) **Carry-out rigorous consultations with the private sector to design and introduce innovative financial instruments and market driven models.** This is expected to support investment in EVs and related infrastructure. The Ministry has recently initiated consultations with the private sector (including EV car dealerships, ESCOs, banks, etc.) to facilitate the creation of partnerships that are aimed at development of an EV subsector.
 - c) **Develop a plan for rolling-out EV charging stations and related infrastructure.** This plan should aim at advising the Ministry on how it can go about sequencing the interventions needed to secure financing for charging stations and related infrastructure. It should also suggest a plan for putting in-place infrastructure throughout the country that will support the uptake of EVs.
 - d) **Develop a country-wide awareness raising campaign** promoting the concept and advantages of EVs both among households and private sector to overcome the barriers mentioned above.
- 2.2. The assignment shall have a high level of complementarity and synergy with the following initiatives:
- a) Ongoing “Scaling up Green Finance practices in the Republic of Armenia” Readiness Project that is aimed at comprehensive review and mapping of green finance practices of Armenian commercial banks and financial institutions, identification of bottlenecks and designing of policy recommendations to the regulator (Central Bank of Armenia) with regard to potentially applicable new financial instruments. Followed by capacity enhancement interventions targeting core staff of the banks, the project will help to introduce favorable instruments that among other green products will come up with tailored lending for EVs (both for SME sector and citizens of Armenia).
 - b) Potential investment project identified in the draft “GCF – Armenia Country Cooperation Programme for 2020-2023” that is aimed at channeling resources for blending with funds of local banks and proposing financial products for procurement of EVs (both for SMEs and citizens of Armenia) with significantly less than average market rates (at least to reduce from 11% to 5-6% annually).

⁷ The scope of the assignment outlined here represents broad areas of interventions. However, Consultant Firms are welcome to suggest more detailed sub-activities and approaches driven from national circumstances of Armenia (if available) or any other details to strengthen their proposals. This will be considered during evaluation.

- c) “Transition Towards Electric Mobility in Armenia” project funded within the framework of GEF-7 support that is aimed at development of strategy focusing mainly on removal of short-term barriers. The Project will also demonstrate a pilot project on procurement of some charging stations and on replacement of the fleet of Government vehicles from conventional fuel to EVs. The proposed project will complement through PPP discussions with respective government entities (with particular focus on municipalities) to engage on the design and introduction of fiscal and policy incentives for the uptake of EVs. The project will further complement through development of a comprehensive plan for rolling-out EV charging stations and related infrastructure and demonstration of a country-wide awareness raising campaign targeted at all stakeholders.
- 2.3. These above efforts are also seeking to tackle existing regulatory barriers through the introduction of policy incentives at the regional and municipal levels and are based on are view of international good practices for promotion of EVs.
- 2.4. The TA support should also be aimed at ensuring a balanced use of electricity to reduce the import of fossil fuels so as to strengthen Armenia’s energy independence. This has been identified throughout consultations with key stakeholders, including the Ministry of Territorial Administration and Infrastructure, which is responsible for policy formulation in the energy sector.

3. Deliverables

- 3.1. This assignment is expected to produce four (4) deliverables.

1) Report on Recommendations for Policy, Legislative, and Regulatory Packages

Propose to the Ministry recommendations on designs of policy, legislative, and regulatory packages that will aim to incentivize and generate uptake of EVs in Armenia. This should be based on good practices from lessons learned of EV uptake in other parts of the world. Considering there may be limited examples of lessons directly related to policy, legislation, and regulations for EV uptake, good practices from comparable (or proxy) interventions that could fit Armenia’s situation can also be proposed.

2) Report on Recommendations for Incentivizing Private Sector and MDB Involvement in Financing EVs and Related Infrastructure

Propose options and recommendations to the Ministry for overcoming barriers to catalyze private sector and MDB financing to support EV uptake and investments for related infrastructure. The report should also include ideas for incentives to attract private sector investment and public-private-partnership (PPP) options that Armenia should consider. This should be based on the country’s context but also offer examples of practices that may have been effective elsewhere for driving private sector and/or MDB financing into EV investments.

3) High-level Plan for Rolling-out EV Charging Stations and Related Infrastructure

This deliverable has two (2) parts.

- a) The first part should inform the Ministry with an indicative plan for how the government can roll-out the needed infrastructure to support the use of EVs in the country. It should provide information at a high level on what steps the Ministry needs to take in order to build-out the infrastructure needed for EV adoption.

- (i) Background information (“stocktaking”) on what infrastructure is needed, what infrastructure may already be available, an approximation of the costs to procure and install the infrastructure, an approximation of the costs to operate and maintain it, and its intended lifespan, among other information that may be useful for planning and investment decisions should be included.
 - (ii) This deliverable is not intended to be a technical or engineering document but should inform the Ministry in general terms what immediate and longer-term steps need to be taken.
- b) The second part of this deliverable is to build on the stocktaking by producing the basis for a subsequent TOR to procure services to conduct a prefeasibility study or other more technical/engineering study as the next step in the country’s process of promoting EV adoption.

4) Report on Generating a Public Awareness Campaign to Promote the Uptake of EVs in Armenia

This deliverable is expected to provide a report to the Ministry on how the government can generate a nationwide awareness campaign to promote EV uptake. The report should highlight, at minimum, information on what materials should be developed, which stakeholders need to be involved in implementing the campaign, and how such a campaign can be rolled-out. The report may choose to provide options and examples of how such campaigns have been managed in other countries if the learning can be of use to Armenia.

- 3.2. If the Consultant Firm believes there are aspects that could strengthen the outputs of the assignment but have not been included in the descriptions above, the Consultant Firm may wish to elaborate on or include additional activities within any of these four deliverables within their proposal. Each of the four deliverables are not expected to exceed 25-30 pages plus annexes.⁸

The deliverables can be developed in either MS Word or MS PowerPoint formats. While the Consultant Firm may elect to propose lengthier deliverables within their proposal, this guideline has been provided to help the bidding Consultant Firms to propose and budget only to a level of what is expected.

4. Indicative Work Approach

- 4.1. The work is expected to entail conducting desk research, interviews, and larger consultations, among other approaches for each of the deliverables. The Consultant Firm should include within their proposal any other approaches as well as the analyses needed in order to provide well-guided and well-informed advice to the Ministry.
- 4.2. Given the expected limitations on international travel during the duration of this assignment, it is expected that most of the work will be conducted virtually except for local consultant(s) which may have greater flexibility to participate in in-person meetings as and when feasible.

5. Statement of Work

⁸ Deliverable 3 consists of two parts, but both parts can be delivered within the 25-30 pages limit plus annexes as needed.

- 5.1. After contract signing but prior to commencing any work, the Consultant Firm will be expected to provide a statement of work (SOW) that shall be agreed upon by the Consultant Firm, the Ministry, and the GCF.
- 5.2. This SOW is intended to be used as a form of an upfront planning tool that will show agreement on what deliverables, activities, and approach/methodology will be used to carry-out the work. An indicative list of stakeholders who will be contacted for the assignment for each deliverable should also be included. The GCF has a SOW template that can be shared with the Consultant Firm.

6. **Team Composition**

- 6.1. The Consultant Firm will be expected to assemble a team with project experience related to:
 - a) Providing policy advice and experience in design of legislative/regulatory acts to promote low emission transport;
 - b) Implementation of PPP dialogues with private sector to design and introduce market driven models for promotion of low emission transport;
 - c) Knowledge of infrastructure requirements and investment planning for the roll-out of EV related infrastructure; and
 - d) Designing of programs aimed at implementation of awareness raising campaigns to promote the advantages of low emission transport.
- 6.2. The Consultant Firm may use their own discretion in composing the size and qualifications of the team, but the work is likely to require at minimum the following four (4) key experts:
 - a) **Project Manager** (*International*): Preferably with a degree in economics, management, engineering, and/or public policy and at least 15 years of professional experience in managing projects and/or consulting engagements. Experience working in/with MDBs and climate funds in the design, negotiation, and management of large-scale projects at the donor and government levels. A track record on successful project management skills with capability to deliver high-level expert advice to banks, governments, and/or international organizations gained across different countries is key to the role. At least 8-10 years related to the intersection of low carbon transport (or other relatable project experience) and the financial sector in emerging economies would be a significant advantage.
 - b) **Transport/Infrastructure Specialist/Expert** (*International*): Preferably with a degree in engineering, management, urban planning, and/or environmental science and at least 12–15 years of professional experience working on transport related projects (with significant experience in EV planning and promotion) in/with MDBs, climate funds, and/or private sector in the design, negotiation, and management of projects at the donor and government level. A capability to deliver expert advice on transport/EV promotion and related infrastructure to banks, governments, and/or international organizations is key to the role.
 - c) **PPP/Awareness Raising Specialist/Expert**: Preferably with a degree in management, finance, and/or social sciences and at least 12 – 15 years of professional experience working with both public and private sector actors to generate/facilitate economic reforms, investment promotion/generation, awareness raising or promoting and closing infrastructure related PPP deals. Must have a track record on successful delivery of high-level expert advice to banks, governments, and/or international organizations. Experience of working with MDBs, climate funds, and donors would be useful to the role. Specific experience on EV promotion would be ideal, but at minimum experience of working on transport projects would be important.

- d) **Legal Drafting Specialist/Expert:** Preferably with degree in law and at least 12-15 years of professional experience consulting on and designing legal/regulatory frameworks. Specific experience related to drafting regulations, policies, and/or laws for the promotion of EVs would be an advantage. Knowledge of Armenia’s existing legal framework would be key to the role.

6.3. Additional experts and/or staff as deemed necessary in order to deliver on the work can be proposed. It is expected that the Consultant Firm will likely need team members to advise on discrete parts of the assignment, and therefore may not be needed throughout the full engagement. These roles are envisaged for certain technical aspects that may require shorter-term specific engineering expertise, energy sector expertise, urban design/planning expertise, and/or campaign development expertise, among others that the Consultant Firm may deem necessary and should propose. It is also envisaged that junior staff would be proposed in order to support on the overall delivery of the engagement.

7. Country Presence

- 7.1. It is essential that the Consultant Firm have at least one (1) senior member on the team with a continuous presence in Armenia. Given the significant need for coordination with – and inputs from – government, private sector, and other stakeholders, the continuous presence in Armenia is expected to be critical for the successful delivery of this assignment.
- 7.2. This team member must be familiar with the national context, including working with the Ministry of Environment, other relevant Ministries, development institutions, banks, and the private sector in Armenia.⁹
- 7.3. The recruitment of a local member into the team would be the preferred option for achieving this; however, some flexibility on how the Consultant Firm will ensure local presence can be afforded. The Consultant Firm’s plan for ensuring local presence in Armenia must be discussed within its Technical Proposal.

8. Assignment Start Date and Duration

The assignment is expected to start in May 2021. The Consultant Firm can suggest a timeline for delivery within their proposal. However, it is envisaged that the assignment can be concluded within 9 - 12 months.

9. Confidentiality

All details of this assignment, potential and actual proposals submitted by accreditation entities, and the information they provide in their submissions, must be kept entirely confidential. The selected Consultant Firm shall be required to sign a Non-Disclosure Agreement with the GCF in order to strictly maintain the confidentiality of all documents and information provided by the GCF whilst performing the Services.

⁹ *The local team member(s) does not need to fulfill one of the four key roles mentioned in the Team Composition section. The Consultant may propose a role that satisfies the requirement of having a local member(s) based on how the Consultant may choose to deliver the work. However, the local team member(s) are expected to play a significant role in the delivery of the engagement, especially because knowledge of the market, key institutions, Ministries, stakeholders, and other relevant country-specific aspects are important to the successful delivery of this assignment.*



Annex 2 – Requirements for Firms’ Proposals

A. Technical Proposal

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

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



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant Firm 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 Consultant Firms: |
| Name of associated Consultant Firms, if any: | Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader): |
| Narrative description of Project: | |
| Description of actual services provided by your staff within the assignment: | |

Firm's Name: _____



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

On the Terms of Reference (TOR)

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

Form TECH-4:

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

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

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

1) Technical Approach and Methodology.

In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

2) Work Plan.

In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

3) Organization and Staffing.

In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.



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

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



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

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____
2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____
4. **Date of Birth:** _____ **Nationality:** _____
5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

8. **Countries of Work Experience:** [List countries where the staff has worked in the last ten years]: _____

9. **Languages** [For each language indicate proficiency: fluent, good, fair, or poor in speaking, reading, and writing]: _____

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____

| | |
|--|---|
| <p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p> | <p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p> |
|--|---|

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of the staff member or an authorized representative of the staff] Day/Month/Year

Full name of the authorized representative: _____



Form TECH-7: Staffing Schedule¹

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



Form TECH-8 Work Schedule

| N° | Activity ¹ | Weeks ² | | | | | | |
|----|-----------------------|--------------------|---|---|---|---|---|---|
| | | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 3 | | | | | | | | |
| 4 | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| n | | | | | | | | |

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

Annex 2 (continued)

B. Financial Proposal

- 1) The Tenderer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.
- 2) The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1 (Terms of Reference). The Tenderer must provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses (if applicable).
- 3) 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 applicable¹⁰, and the applicable taxes should be clearly specified.
- 4) 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.

IMPORTANT:

The Financial Proposal MUST be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Tenderers should NOT send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

¹⁰ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund ("Fund"), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund's operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

- (i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;
- (ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and
- (iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.

(b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty.



FINANCIAL PROPOSAL Forms

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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

Form FIN-2: Summary of Costs

A. Total Cost of Financial Proposal

| | |
|--|--------------|
| <i>Item</i> | <i>Costs</i> |
| | <i>USD</i> |
| <i>Total Costs of Financial Proposal¹ (One-off tasks)</i> | |

B. Break down of Fees and expenses¹¹ per Cost Component

| Description | Unit of measure (e.g. days, month, etc.) | Total Period of Contract | Unit cost/rate (in USD) | Total Cost for the Period (in USD) |
|---|--|-----------------------------|----------------------------|--|
| I. Remuneration Costs | | | | |
| | | | | |
| | | | | |
| <i>Sub-total</i> | | | | |
| II. Other Related Costs (Please specify) | | | | |
| | | | | |
| <i>Sub-total</i> | | | | |
| TOTAL COST | | | | |

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

C. Breakdown of Fees and Expenses per Deliverables

| SN | Deliverables <i>[list them as referred to in the TOR]</i> | Percentage of Total Price | Price (lump sum, all inclusive) |
|----|--|---------------------------|------------------------------------|
| 1 | Deliverable 1 | | |
| 2 | Deliverable 2 | | |
| 3 | Deliverable 3 | | |
| 4 | Deliverable 4 | | |
| | Total Price | 100% | USD |

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

¹¹ Do not include travel costs in the Financial Proposal. The GCF shall arrange for the travel costs (if air transport is needed) when the consultants are required on-site. For travel within Republic of Korea, the GCF shall reimburse the travel costs upon presentation of relevant receipts. Daily subsistence allowance to cover for meals and accomodation shall be provided based on the prevailing UN DSA (United Nations' Daily Subsistence Allowance) rates for Incheon.

Form FIN-3: Breakdown of Remuneration¹ (Lump-Sum)

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

| Name ² | Position ³ | Staff-daily Rate |
|-------------------|-----------------------|------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

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

Annex 3 - Evaluation Criteria

A. Evaluation of the Proposals

The proposals shall 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 shall follow and shall be completed before opening the Financial Proposal being opened and evaluated. The Financial Proposal shall be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

The Tenderer is expected to adhere to the requirements for submitting a proposal. If the proposals fails to comply, it shall be disqualified from further consideration as part of this evaluation. In particular:

- Full compliance with the formal requirements for submitting a proposal
- Submission of all requested documentations
- Acceptance of the GCF Model Contract – Where the Tenderer/bidder notes legal or commercial issues with the Model Contract’s terms and conditions, these must be raised as part of the technical proposal for consideration during the evaluation.

The Technical Proposal shall include:

- A brief description of the Consultant Firm’s organisation and experience, including ownership details, date, and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Comments and suggestions on the Terms of Reference (TOR), including any modifications or improvements on the TOR, etc.
- Description of Tenderer’s approach, methodology, work/implementation plan for performing the assignment; this will be a demonstration of the Tenderer’s clear understanding of the project requirements as mentioned in the TOR. This also includes the proposed team composition, task assignments, staffing and work schedule, etc.
- Confirmation that the Tenderer has read and accepted the GCF Model Contract. If not, comments or issues with the model contract’s terms and conditions will be provided.

C. Evaluation of Technical Proposal

A reviewing committee will be established by the GCF and will include a representative(s) nominated by the NDA of Armenia to evaluate each Technical Proposal.

The Technical Proposals will be evaluated individually based on its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.

EVALUATION CRITERIA

| Summary of Technical Proposal Evaluation | | Score Weight | Points Obtainable |
|---|---|---------------------|--------------------------|
| 1 | Expertise of Consultant Firm | 25% | 25 |
| 2 | Proposed Methodology, Approach, and Implementation Plan | 25% | 25 |
| 3 | Team Structure and Staff Qualifications | 25% | 25 |
| 4 | Interview | 25% | 25 |
| TOTAL | | 100% | 100 |

| Technical Proposal Evaluation | | | |
|---|--|--------------------------|------------|
| 1. Expertise of the Consultant Firm | | Points Obtainable | |
| | | Sub-score | Score |
| 1.1 | The Consultant’s corporate experience in supporting the development of: (i) policies, legislative, and regulatory packages and action plan for rolling-out EV and related infrastructure, (ii) formulation of financing strategies with various sources of finance, and (iii) undertaking public awareness raising campaigns to promote EV upscale ¹² . | 20 | 25 |
| 1.2 | Proven experience of working with multilateral organizations, government ministries/agencies, and private sectors | 5 | |
| 2. Proposed Methodology, Approach, and Implementation Plan | | | |
| 2.1 | The extent to which the Consultant understands the task and the scope of anticipated work by the Terms of Reference, including providing a description of potential risks and mitigation measures in implementing the activities within the scope of this work. | 10 | 25 |
| 2.2 | The proposal sets forth a reasonable time schedule for the execution of the tasks associated with the project and for achieving the objectives by assignment completion (with a clear, efficient, and realistic workplan corresponding to the needs/specifics stipulated in the TOR). | 5 | |
| 2.3 | Narrative presentation is well-structured and clear. | 10 | |
| 3. Team Structure and Staff Qualifications | | | |
| <i>3.1 Lead Consultant/Project Manager</i> | | | 25 |
| 3.1.1 | Technical level of expertise | 5 | |
| 3.1.2 | Educational background and professional experience; qualifications, knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project | 5 | |
| <i>3.2 Project Team</i> | | | |
| 3.2.1 | Professional expertise in area of specialisation, and qualifications, knowledge, and resources, or the ability to obtain them, to successfully achieve the goals of the proposed project | 5 | |
| 3.2.2 | Team structure is capable and designed in line with the approach and methodology proposed, including consideration of such aspects as technical and local knowledge, local presence in Armenia, etc. | 10 | |
| 4. Interview to Determine Technical Understanding | | | |
| 4.1 | Interview** | 25 | 25 |
| TOTAL TECHNICAL SCORE: | | | 100 |

** Interviews will be held with maximum four (4) of the highest scoring Tenderers based on evaluation of Sections 1, 2, and 3 above. Interviews will be part of the technical evaluation and will require the Tenderers to provide a 15-20 minutes concise presentation of their strategy and workplan to address the requirements of the TOR with follow-up questions from Armenia NDA and the GCF Secretariat.

¹² The scope of activities outlined here reflect the broad area of interventions. However, Consultant Firms are welcome to include more detailed sub-activities and approaches driven from national circumstance of Armenia (if available) or any other details to strengthen their proposals.

Technical Proposals that score 75% or more will be considered as qualified for the review of the Financial Proposal. Any proposal less than that will be disqualified from proceeding to the next step.

D. Evaluation of Financial Proposal

The Financial Proposal of all Tenderers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

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

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

E. Consolidated Evaluation

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

$T = 0.70$, 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 Bidder that achieves the highest combined technical and financial score will be invited for contract negotiations or GCF may proceed to contract award.

F. Award of Tender/Contract

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

Annex 4 - Company Profile Form

Please respond to all questions.

Company details - vendor's name

| |
|--------------|
| 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
Acknowledgement Letter**

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. 2021/012 – **Technical Advisory Support to Armenia - dated 12 March 2021**, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the deadline date of **Monday, 12 April 2021 @ 18:00 hours Korean Time** and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **Tuesday, 13 April 2021 @ 11:00 Hrs Korean Time**. (Note: attendance to the public opening procedure is optional.)

We acknowledge that this RFP is confidential and proprietary to the GCF, and contains privileged information.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Company/firm: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the GCF, please indicate the reason:

We do not have the capacity to submit a proposal at this time.

We cannot meet the requirements for this RFP.

We do not think we can make a competitive offer at this time.

Other (please specify): _____

Kindly return this acknowledgement letter immediately via e-mail to procurement@gcfund.org and copy to hngau@gcfund.org

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

Annex 6

Timeline

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

| Nr. | Event | Responsible Party | Tentative Date (and time, KST*) |
|------------|--|--------------------------|---|
| 1 | Issuance of RFP | GCF | 12 March 2021 |
| 2 | Last day to send completed Acknowledgement Letter of RFP receipt | Bidder/ Tenderer | 26 March 2021 |
| 3 | Last date for requests for clarifications of the RFP | Bidder/ Tenderer | 31 March 2021 |
| 4 | Last date to reply to questions received/ Last date for amendment | GCF | 05 April 2021 |
| 5 | Date by which proposal must be received in South Korea by GCF (Closing Date) | Bidder/ Tenderer | Monday, 12 April 2021 @ 18.00 hours KST* |
| 6 | Date of opening of Technical Proposals | GCF | Tuesday, 13 April 2021 @ 11.00 hours KST* |

* KST: Korean Standard Time (Seoul Time)

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

By submitting a proposal to this RFP, the Tenderers are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical Proposal clearly for consideration during evaluation. Any request for amendments to the GCF Model Contract and terms and conditions must be accompanied by a detailed and compelling justification for review and consideration by GCF. It shall be noted that the request of amendments to the GCF Model Contract and terms and conditions may negatively affect the evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

NB: For this particular contract, the Performance Standards (Clause 9), Insurance (Clause 10), Performance Security (Clause 11), and Deductions Clauses (Clause 12) of the Special Conditions of Contract (SCC) shall not be applicable.

*Note: The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse, and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract shall need to include such new provisions.