

28 September 2021

**Reference: RFP 2021/036 - Provision of Expert Services to the Secretariat for the Independent Review and Assessment of the Readiness Programme Portfolio**

**ADDENDUM NO. 1**

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

**I. Responses to Requests for Clarifications**

No	Clarification requested	Response
1.	What is the duration of the assignment? Section 4.1 of the Terms of Reference notes that the assignment is expected to be undertaken over a duration of 14 months. However, the table of deliverables preceding Section 4.1, in the indicative timeline column, states that all deliverables should be submitted "Within six months of signing of the contract"	<p>Due to exigencies, GCF's expectation is that the deliverables for phase I can be completed within six months of the signing of the contract.</p> <p>The bidders can propose their own schedule that demonstrates that the listed deliverables can be completed satisfactorily in the earliest time possible.</p> <p>GCF may engage with the bidding company on new deliverables after the completion of the deliverables listed for phase 1 in the ToR. These new deliverables will build on the completed deliverables in phase I. The duration of the contract (14 months) is to accommodate for this.</p>
2.	Could you please confirm if the financial offer and remuneration calculations ought to be for 6 months (phase I) or for 14 months as per the RfP?	<p>Financial Proposals shall be based on the proposed Unit rates and required staff input for the delivery of the prescribed deliverables under phase I.</p> <p>Both the key personnel Unit Rates and the required staff input (person days) shall be proposed by the bidder to accommodate delivery of the requested deliverables within the proposed schedule.</p>

**II. Amendment to Annex 3 - Evaluation Criteria**

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**C. Evaluation of Technical Proposal**

1. 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

	<b>The firm's expertise</b>	<b>Sub-score</b>	<b>Score</b>
1	Overall Capacity and Expertise of Firm / Organization submitting Proposal		<b>35</b>
1.1	At last five years expertise (of the firm) in the design, implementation, evaluation, assessment, or monitoring of internationally or regionally funded projects in sustainable development/ climate change/ environmental management/ social-ecological resilience/ capacity building/ technical assistance/ international development/ community development or related field in developing countries. Relevant experience with GCF Readiness grants or similar technical assistance grants of UN organizations is a clear advantage.	10	
1.2	At least four years of experience in supporting or conducting grant management, preferably with demonstrated experience in legal and fiduciary matters, or knowledge management, or the review/evaluation of project/grant results.	5	
1.3	At least three assignments conducted in the past five years that are related to the detailed performance analysis (both quantitative and qualitative) of a portfolio or programme of projects, similar in structure or focus to the GCF Readiness Portfolio, and the presentation of the results from the analysis in detailed assessment reports and/or datasets.	10	
1.4	Demonstrated experience in the development and/or refinement of knowledge management products, such as templates or tools for capturing lessons and mapping knowledge processes, particularly for improving institutional efficiency and/or the reporting of results in projects; experience in preparing fact sheets and case studies that cogently summarize and present relevant lessons/information for different stakeholders to improve their learning or implementation processes; experience in presenting high quality graphics and visual representation of information; experience in developing multimedia products.	10	
<b>2</b>	<b>Technical approach and methodology</b>		<b>30</b>
2.1	Sound technical proposal that has a clear articulation of the activities to be accomplished and the resulting deliverables, in congruence to the original ToR for the RfP. The articulation should show or describe how the firm will engage with GCF to have agreement on the path for each activity, how the activity will be conducted over a defined timeframe or earlier, and how the feedback process (between GCF and the firm) will be conducted to result in the timely deliverable for that activity. The description should also identify any possible challenges that the firm foresees, such as delays, and how the firm proposes to mitigate these challenges.	10	
2.2	Clear workplan (or timeline or Gantt chart) that shows a judicious allocation of time for each activity in the ToR that allows for: (a) inception dialogue with GCF, (b) progress for the activity, (c) and conclusion of the activity with feedback, and proposed deadlines for each deliverable. <del>The Work Plan should show the logical progression of interrelated activities, and be aligned to indicative timeline and envisaged duration of the contract as described in the Terms of Reference.</del>	10	

2.3	Clearly indicated allocation of staff/personnel for each activity and depiction or description of how the team will work together. This can be shown in a chart or diagram.	10	
<b>3</b>	<b>Team and Personnel Capacity</b>		<b>35</b>
3.1	<i>Team Leader</i>		
3.1.1	Expert with an advanced degree and at least eight years of international experience in project design, management, implementation, or evaluation in sustainable development/ climate change/ environmental management/ natural sciences/ social-ecological resilience/ capacity building/ technical assistance/ international development/ community development/ economics/ development finance or related field; strong knowledge of climate finance, climate policy, or knowledge management is an added advantage.	10	
3.1.2	Proven experience in leading multidisciplinary teams in conducting detailed performance or results based assessments for sustainable development or capacity building projects; experience in engaging with international organizations, and leading or facilitating technical discussions on assessments and related contracts; experience in presenting results from quantitative and qualitative assessments; and evidence of meeting the contracted/committed deadlines for deliverables on projects.	5	
3.2	<b>Project team (at least 4 team members)</b>		
3.2.1	<b><i>Knowledge Management Expert(s) (at least two experts meeting all or most of the criteria below; two experts can complementarily meet the criteria below)</i></b>  Expert with an advanced degree and at least six years of work experience in knowledge management, with an ability to assess complex scenarios, interrelated teams or groups, and sources of information, to clearly distil critical issues and draw well supported conclusions, particularly on performance or results of portfolios/ programmes/projects particularly in sustainable development/ climate change/ environmental management/ natural sciences/ social-ecological resilience/ capacity building/ technical assistance/ international development/ community development/ economics/ development finance/ or related field; expertise in visually mapping and presenting learning processes and lessons; good experience in supporting the systematization of knowledge management and learning processes; excellent ability to develop high quality knowledge products with graphics such as fact sheets, case studies, tools, templates, or multimedia, for different stakeholders; experience in drawing from and contributing to the development of baseline studies and impacts assessment or evaluations; excellent ability in English for writing and messaging to different audiences.	10	
3.2.2	<b><i>Other Experts (at least two meeting all or most of the criteria below; two experts can complementarily meet the criteria below)</i></b>	10	

<p>Expert with an advanced degree and at least six years of work experience in results or performance analysis for projects/programmes/portfolios related to sustainable development/ climate change/ environmental management/ natural sciences/ social-ecological resilience/ capacity building/ technical assistance/ international development/ community development/ economics/ development finance/ or related field; strong experience in financial analysis and mapping of disbursements and expenditures in projects; strong experience in the development of results-based management frameworks, or evaluation frameworks, or analytical frameworks, or Theory of Change, or logical frameworks with a focus on SMART indicators and Monitoring and Evaluation plans; strong experience in leading or coordinating assessment teams for the development and analysis of large quantitative and qualitative datasets; clear expertise in analyzing data trends and patterns and conducting multivariate analysis; strong experience in presenting cogent information in high quality reports, case studies and fact sheets on project results or lessons for technical and non-technical audiences; experience in identifying challenges and providing recommendations from the qualitative analysis of project/portfolio related data; experience in conducting or facilitating group discussions or interviews, and designing and conducting surveys; skilled in incorporating feedback from stakeholders to validate analytical results. Experience in conducting field-based evaluations is an advantage.</p>		
<p><b>Total</b></p> <p>The minimum technical score required to pass is: <u>75</u> Points</p>	<p><b>100</b></p>	

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.”

Kind regards

Green Climate Fund