

30 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. 2

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

I. Amendment to the title of the RFP:

“Provision of Expert Services to the Secretariat for the ~~Independent~~ Review and Assessment of the Readiness Programme Portfolio:

II. Amendment to the Section 2.1 of the RFP:

“Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Firm for the **Provision of Expert Services to the Secretariat for the ~~Independent~~ Review and Assessment of the Readiness Programme Portfolio**. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.”

III. Amendment to Section 4.1. of the RFP:

“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 2021/036 – Provision of Expert Services to the Secretariat for the ~~Independent~~ Review and Assessment of the Readiness Programme Portfolio**. 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.”

IV. Amendment to Section 7.1. (ii) of the RFP:

“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 036 – 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 036– FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email should be as follows:

RFP 2021/036– Provision of Expert Services to the Secretariat for the ~~Independent~~ Review and Assessment of the Readiness Programme Portfolio.”

V. Amendment to title of Annex 1 Terms of Reference of the RFP:

“Provision of Expert Services to the Secretariat for the ~~Independent~~ Review and Assessment of the Readiness Programme Portfolio”

VI. Amendment to the Clause 2 of the Annex 1 Terms of Reference of the RFP:

2. Objectives

“The overall objective of this assignment is to undertake a thorough assessment of the Secretariat’s entire portfolio of 487 approved grants and present the progress or results of the portfolio against the Readiness Program objectives, by building on the prior assessment. Specifically, the objectives of the ~~independent~~ assessment are to:

- Assess the readiness portfolio under implementation for performance on results vis-à-vis the resources expended under each objective, as per the countries and regions, so as to assess how the Readiness Programme is accomplishing its intended objectives.
- Update/prepare dashboard of detailed information from the review of relevant progress and financial reports from Readiness 1.0 and 2.0 grants.
- Assess the concept notes and funding proposals submitted through Readiness grants and prepare an assessment report.
- Prepare fact sheets and guidelines for strengthening technical capabilities for the implementation of Readiness grants.
- Prepare learning plans and related knowledge products for strengthening the collaboration between Delivery Partners and National Designated Authorities to identify lessons learned, and share best practices and strategies that contribute to addressing common implementation bottlenecks.
- Develop a package of thematic case studies (one case study per objective area of the Readiness and Preparatory Support Programme; RPSP) and an overarching comparison analysis among all objective areas. “

Kind regards

Green Climate Fund