

Request for proposals (RFP 2021/036)

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

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 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.
- 2.2 Proposals must be submitted to the GCF no later than **5 October 2021 at 15:00 hrs** 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.

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:
 - 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 2021/036 – 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.

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 preferably¹ 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

¹ 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)



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 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.

- 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

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

1. Background

The Green Climate Fund (the “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 aims to 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 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 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 Governing Instrument of the GCF mandates the Fund to provide resources through the readiness and preparatory activities and technical assistance for strengthening institutional capacities for country coordination, governance mechanisms, planning and programming frameworks to identify a transformational long-term climate action agenda for developing countries. This is to enable all developing country Parties to the UNFCCC to directly access the Readiness Programme (links to background and review documents on the Readiness Programme are available on the GCF website).

The Readiness and Preparatory Support programme 1.0 had five activity areas. These include (i) Strengthening country capacity; (ii) Engaging stakeholders in consultative processes; (iii) Realizing direct access; (iv) Providing access to finance; (v) Mobilizing the private sector. Within these parameters, countries are encouraged to develop readiness support requests based on defined needs in complementarity with previous or ongoing initiatives and in alignment with the national vision for climate action. The Readiness and Preparatory Support Programme has been in implementation for five years. Its portfolio is still growing and gradually maturing.

As of 31 July 2021, the Readiness Programme has approved 487 grants benefiting 140 countries with a total commitment of USD 341 million. The grants are monitored through semi-annual progress reports, financial reports and audited financial statements as well as deliverables and completion reports.

There have been several assessments of the Readiness Programme since it was established, resulting in recommendations to improve the programme’s impact (summarized in Annex 1A). Many of the recommendations related to the proposal stage have been addressed, and the average time from initial proposal submission to implementation has dropped significantly, by about 70%. However, challenges are still being encountered during project implementation; some of these are:



- Challenges in the recruitment of staff and experts in the implementation of projects.
- Delays in the first and final disbursements by GCF, and challenges in national authorization of payments to projects.
- Changing government priorities or change of governments and reforms due to elections.
- Political instability or conflicts in countries and the impacts of the COVID-19 pandemic.

In 2020, GCF launched the Readiness Programme 2.0 – an updated Readiness strategy to improve the readiness support provided to countries. It was also a response to addressing the challenges and gaps identified by the Independent Evaluation Unit of the Fund (<https://ieu.greenclimate.fund/evaluations/rpsp>) in implementing the Readiness Programme, in addition to feedback from other assessments. Between November 2020 and July 2021, GCF also conducted the detailed assessment of the Readiness Programme 1.0 portfolio of grants from the inception of the programme to 31 December 2020. The analysis yielded the following:

1. An analytical framework for aggregating the outputs for the Readiness 1.0 grants.
2. A detailed assessment report on the performance of the Readiness 1.0 grants until 31 December 2020, including the creating of detailed datasets for National Adaptation Support (NAP) and non-NAP Readiness 1.0 grants.
3. Recommendations for improving the effectiveness and efficiency of the Readiness Programme from the analysis of the performance of the Readiness 1.0 grants.
4. Lessons learned from the analysis of the implementation of the Readiness Programme.

Whilst the assessments have provided an improved understanding of the Readiness portfolio, GCF is seeking the services of a Firm to progressively build on the previously conducted assessments of the Readiness Programme to present a deeper, broader, and more meaningful understanding of the entire Readiness portfolio (both Readiness 1.0 and Readiness 2.0). This will also include the preparation of case studies with clear messages on the progress of the portfolio and that will showcase the results and the use of GCF resources dedicated to the Readiness Programme. This document describes the intended objectives of this assessment.

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.

3. Scope of work and expected deliverables

To fulfil the above objectives, GCF is seeking to engage a Firm to work with team composed of the Office of Portfolio Management (OPM) and the Knowledge and Change Management (KCM) at GCF to conduct the assessment of the Readiness Programme Portfolio. As of 31 July 2021, the Readiness Programme portfolio had 487 approved grants and the distribution of reports is as below.

Type of Readiness support	No of Grants	Countries covered	No of Project Completion reports	No of Interim progress reports
National Adaptation Plans (NAPs)	68	66	0	197
Non-NAPs	419	138	115	650
All	487	140	115	847

**Average size of each report is 35 pages*

In addition to the above reports, the Firm will also have to review the Audited Financial Reports (AFRs) and deliverables from each Readiness grant. Each Readiness grant has about 20-30 deliverables. The actual numbers of IPRs, PCRs, and AFRs will be different as per the signing date of the contract, as the information above is up-to-date as of only until 31 July 2021.

Please note that the scope of the assignment and the relevant deliverables may change based on corporate decisions and context at the Green Climate Fund and guidance from the Head of OPM and Head of KCM. The GCF envisages a phased approach in this assignment with the possibility of an extension to accomplish a comprehensive analysis of the Readiness Portfolio, subject to availability of funds. The current ToR presents the deliverables for the first phase of the contract. The contracted Firm shall revise and complete all deliverables based on feedback and clearance from the Head of OPM and the Head of KCM to proceed to any next phase of the assignment. Activities and deliverables of the next phase shall be determined on the findings from the first phase, and incorporating the proposals made by the Firm and GCF's guidance.

The activities and deliverables for the first phase are listed below and may be modified and confirmed after consultation with the Firm:

A. Readiness portfolio analysis (deliverables under the guidance of the Head of OPM)

1. *Review the submitted IPRs, PCRs, and deliverables for the Readiness 1.0 portfolio from 01 January 2021 to 30 October 2021, as well as review the submitted AFRs for the Readiness 1.0 portfolio from the start of the RPSP to 30 October 2021, and update the dashboard prepared in the previous Readiness Portfolio assessment for all Readiness 1.0 NAP and non-NAP grants (this includes any Readiness 1.0 grants that were not analyzed previously because they were approved after 30 June 2020).*

Please note that this includes the following activities: reviewing all the grant-related files, systematizing the information, and then coding and cleaning the dataset/dashboard.

Deliverable A.1: Updated dashboard for Readiness 1.0 NAP and non-NAP grants.

2. *Review the IPRs, PCRs, AFRs, and deliverables from the Readiness 2.0 portfolio from 01 July 2020 until 30 October 2021 and prepare the NAP and non-NAP dashboard as per the indicators for Readiness 2.0 analytical framework.*

Please note that this includes the following activities: reviewing all the grant-related files, systematizing the information, and then coding and cleaning the dataset/dashboard.

Deliverable A.2: New dashboard for Readiness 2.0 NAP and non-NAP grants.

3. *Assess and present the findings from the performance of the Readiness Programme (Readiness 1.0 and 2.0 grants).*

In addition to the areas already covered in the first assessment for Readiness 1.0, the present assessment shall focus on the following for Readiness 1.0 and 2.0 grants:

- a) Grants per readiness objective area aligned with the revised RPSP (2020) strategy.
- b) Funding (approved, executed) for the results (outputs/achievements, outcomes/results) delivered under each objective.
- c) Funding (approved, executed) for each grant and the outputs delivered.
- d) Funding (approved, executed) and the actual/final duration of each grant.
- e) Outputs delivered, as per the type of Delivery Partner (DP).
- f) Budget (approved and executed) by outputs per grant, and indicative cost benchmarks for key outputs (country/entity work programmes, no-objection procedures, concept notes, funding proposals) per region and per objective where possible.
- g) Number and volume of projects that have been completed.
- h) Number and volume of projects that are under implementation.
- i) Average maturity for those projects under implementation.
- j) Aspects of South-South cooperation, gender participation, and COVID 19 adaptation in the reported information in grants, where possible.

Deliverable A.3.a: Summary report of 25-30 pages on the performance of the Readiness Programme based on the analysis of submitted project completion reports.

Deliverable A.3.b: Table of Contents (ToC) for the Assessment Report. The ToC will list the chapters/sections and key areas, including geographic and thematic, which will be covered in the assessment report (*Deliverable A.3.c*)

Deliverable A.3.c: Assessment report of the performance of the Readiness Programme; the report should be of about 40-50 pages with the above stated analysis including graphs, tables, and annexes. The requested assessment report shall incorporate and update the key areas covered in the first assessment report which will be made available to the Firm.

The format of the report will be decided through consultation between the Firm and GCF to address key questions related to the analysis, such as: distribution and uptake of objective and related outcomes by region and DP; implementation pace and challenges; and performance and resource use by region and objective.

4. *Assess and present findings from the concept notes and funding proposals from the Readiness Programme (Readiness 1.0 and 2.0 grants).*

The assessment shall focus on the following for the Readiness 1.0 and 2.0 grants:

- a) Type of concept note (CN) submitted, per readiness objective area, per result area, per region, per DP type, and funding of the readiness grant.
- b) Type of funding proposal (FP) submitted, per readiness objective area, per result area, per region, per DP type, and per average duration and funding of the readiness grant.
- c) Proposed funding values and average durations of funding proposals, per result area.
- d) Proposed funding values and average durations of concept notes, per result area.
- e) Average funding and duration of grants and the number of concept notes/funding proposals that have identified Accredited Entities for submission to GCF.
- f) Identify whether different climate technologies and different financial instruments are referenced in the CNs / FPs, where possible.

Deliverable A.4: Assessment report on concept notes and funding proposals from the Readiness Programme; the report should be of about 35 pages with the above stated analysis with graphs, tables and annexes.

The format of the report will be decided through consultation between the Firm and GCF.

B. Knowledge management and knowledge product creation (deliverables under the guidance of the Head of KCM)

1. *Strengthen technical capabilities for the implementation of Readiness grants*



- b. Prepare guidelines for sharing the most common challenges and median delays experienced by countries and DPs during the implementation of Readiness grants.
- c. Prepare at least one fact-sheet with key strategies used by different DPs or NDAs to overcome usual challenges experienced during the implementation of Readiness grants.

Deliverable B.1: Fact-sheet and guidelines as above stated. The guidelines will be of 5-10 pages, and the fact-sheet shall be of 2-3 pages; the templates for both shall be decided in consultation with GCF.

The templates for the fact sheets, guidelines, and checklists, and the nature of the multimedia resources will be determined in consultation with the KCM team.

2. ***Strengthen the collaboration between DPs and NDAs to identify lessons learned, and share best practices and strategies for addressing common implementation bottlenecks.***
 - a. Develop a learning plan with strategic DPs and NDAs to improve their collaboration, share best practices and strategies for addressing common implementation bottlenecks, and identify lessons learned from implementation.
 - b. Develop two knowledge products for dissemination of the identified lessons learned considering the preference of DPs and NDAs to have knowledge materials.

Deliverable B.2.a: The learning plan will be a document of 2-4 pages or an excel table that helps the participating DP and NDA partners to identify/list the key areas and means of improving collaboration for grant implementation and monitoring, share practices and strategies for addressing common implementation challenges, and identify lessons from implementation that can be shared with or reported to GCF in regular grant-related reporting.

Deliverable B.2.b: Two knowledge products resulting from the learning plans. The knowledge products shall be determined in consultation with GCF and may include the following: a booklet of 5-10 pages on key lessons from the implementation of readiness grants; a fact-sheet of 2 pages on the key areas the DPs and NDAs must focus on to ensure efficient implementation of Readiness grants in compliance with GCF policies and standards.

1. ***Develop a package of five case studies: one case study per each of the five objective areas of the RPSP (please refer to the Annex I in the RPSP Guidebook for details) and one report with the key findings from the analysis of all objective areas.***

GCF will provide the template for the case study. Each case study should include key messages on the results, derived from the analysis of the objective areas conducted in Deliverable A.3 of this scope of work, and summarize key implementation challenges and mitigation strategies observed towards achieving the outputs/outcomes within the objective, where possible.

The case studies should follow the guidelines provided by GCF for the layout and graphics, at the cost of the consultant. The case study should be formatted for web and print versions.

The case studies should be reviewed by a native English speaker with professional expertise in editing or knowledge management, at the cost of the consultant.

Deliverable B.3.a: Five case studies – one per each objective presenting the key findings of the funding disbursed and executed and the outputs/outcomes achieved per objective.

Deliverable B.3.b: One report presenting the key findings of the funding approved and executed and the outputs/outcomes achieved for all objectives of the Readiness Programme.

Table of all deliverables for first phase

<i>Deliverable</i>	<i>Description</i>	<i>Managing team</i>	<i>Indicative Timeline</i>
Deliverable A.1	Updated dashboard for Readiness 1.0 NAP and non-NAP grants.	OPM	Within two months of signing the contract
Deliverable A.2	Dashboard for Readiness 2.0 NAP and non-NAP grants.	OPM	
Deliverable A.3.a	Summary report of the performance of the Readiness Programme based on the analysis of submitted project completion reports.	OPM	
Deliverable A.3.b	Table of contents for the assessment report.	OPM	
Deliverable A.3.c	Assessment report of the performance of the Readiness Programme (Readiness 1.0 and 2.0 grants).	OPM	
Deliverable A.4	Assessment report on concept notes and funding proposals from the Readiness Programme (Readiness 1.0 and 2.0 grants).	OPM	
Deliverable B.1	Fact sheet and guidelines.	KCM	
Deliverable B.2.a	Learning plan.	KCM	
Deliverable B.2.b	Two knowledge products resulting from the learning plans.	KCM	
Deliverable B.3.a	Five case studies (one for each objective area and their outcomes of the RPSP).	KCM	
Deliverable B.3.b	Report of the key findings from the case studies.	KCM	

4. Duration of Assignment

4.1 The assignment is expected to be undertaken over a duration of 14 months.



5. Technical Requirements: Key personnel and structure

5.1 Qualifications of the Firm

The Firm should have demonstrated experience of consultancy engagements in the fields related to the Terms of reference. They should also be composed of a team of highly skilled professionals with the minimum requirements, qualifications, and experience as detailed below:

- 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.
- 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.
- 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.
- 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.

5.2 Qualifications of the Team and Technical Evaluation Criteria

5.2.1 The project team should consist of at least five people with the following composition:

a. Team Leader (one)

- 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.

- 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.

b. Team Members (at least four)

(i) Knowledge Management Consultants (at least two)

- 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.

(ii) Other Experts (at least two)

- 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.

The Firm should provide CVs of key (at least 5) staff that will be involved in the assignment, highlighting their qualifications.

6. Reporting Arrangements

The Firm will report to the Head of OPM and the Head of KCM, and seek clarity from them for their respective deliverables.

Annex 1A: Summary of Readiness Programme Recommendations

- Develop a Theory of Change that articulates the activities, outputs, outcomes and vision of the Programme
- Clearly communicate and promote flexibility in the scope of activities supported by the Programme
- Enable long-term, strategic approaches to Readiness by supporting gap assessments and/or providing more flexible funding under the larger category
- Support the development of project/programme concept notes for stronger pipelines, especially by Direct Access Entities
- Clarify the lines of authority within GCF for Readiness programme areas and the processing of individual applications
- Clarify roles and responsibilities of all Readiness programme stakeholders and support coordination at national levels
- Increase capacity of Secretariat and regional advisors to improve outreach and support to countries
- Strengthen available capacity of technical experts at national levels to deliver Readiness activities
- Enhance capacity-building support on gender and environmental and social safeguards (ESS) to ensure that countries can develop proposals in line with the gender, ESS and indigenous people's policies
- Streamline and provide more transparency on application process and timelines, including transparent review criteria and good practices for all outcome areas that build on those for adaptation planning
- Enable submission and translation of non-English Readiness proposals
- Enhance communications and ensure clear, consistent guidance and assessment criteria are available in multiple languages

Strengthen emphasis on peer-to-peer learning



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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: _____



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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.]



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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 10 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):	
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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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

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



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>
---	---

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

	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

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 applicable², 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.

² (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: Summary of Costs

A. Total Cost of Financial Proposal

<i>Item</i>	<i>Costs</i>
	<i>Indicate with Currency</i>
Total Costs of Financial Proposal ¹	

B. Break down of Fees and expenses per Cost Component

Description	Unit of measure (e.g. days, month, etc)	Total Period of Engagement	Unit cost / rate	Total Cost for the Period
I. Remuneration Costs				
Staff 1				
Staff 2				
.....				
<i>Sub-total</i>				
II. Travel Costs				
<i>Sub-total</i>				
III. Other Related Costs (Please specify)				
<i>Sub-total</i>				
TOTAL				

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		
	Total	100%	USD

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



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 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 should be indicated individually; Support Staff should be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

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:

- A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- 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) A brief description of the organizational strengths and qualifications including demonstrated experience supported by references of similar assignments
- (b) A detailed approach and methodology with timeline to accomplish the scope of work and the outcomes.
- (c) Experts qualifications.
- (d) Team composition including team members and their qualification as well the project organizational chart and governance structure.

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	Overall Capacity and Expertise of Firm / Organization submitting Proposal		35
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	10	



	experience with GCF Readiness grants or similar technical assistance grants of UN organizations is a clear advantage.		
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	
2	Technical approach and methodology		30
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. 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.	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	



3	Team and Personnel Capacity		35
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	Project team (at least 4 team members)		
3.2.1	<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> 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	<i>Other Experts (at least two meeting all or most of the criteria below; two experts can complementarily meet the criteria below)</i> Expert with an advanced degree and at least six years of work experience in results or performance analysis for	10	

	<p>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>Total The minimum technical score required to pass is: <u>75</u> Points</p>	<p>100</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.

D. Evaluation of Financial Proposal

5. 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) 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:

$S_f = 100 \times F_m / F$, 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: $S = S_t \times T\% + S_f \times P\%$.

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 2021/036 dated 8 September 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 5 October 2021 at 15:00hrs Korean Standard Time, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative³ to observe the public opening procedure on 5 October 2021 at 16:00hrs Korean Standard 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

NOTE: Due to Covid 19, public opening procedure is held online via Teams based on the requests for attendance.

³ Please provide name, lastname, position and email address of the representative to which the virtual meeting invitation will be provided on the day of proposal opening.

**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	8 September, 2021
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	28 September, 2021
3	Last date for requests for clarification of the RFP	Tenderer	21 September, 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	28 September, 2021
5	Date by which proposal must be received in Korea by GCF	Tenderer	5 October 2021 at 15:00 KST
6	Date of opening of Technical Proposals	GCF	5 October 2021 at 16:00 KST

* 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 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.