



11 March 2022

Reference: RFP 2022/002

**ADDENDUM NO. 1**

**RFP 2022/002 - Roster of Subject Expert Firms for Proactive Integrity Reviews (PIRs)**

This Addendum no. 1 is issued to complement and will constitute integral part of the Request for Proposals. The original Request for Proposal Document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their proposals.

Below are the IIU's responses to clarifications submitted by interested bidders to the RFP above.

SN.	Relevant Extracts from RFP	Bidder's Query	GCF Responses
1.	RFP - Form TECH 4 - Part 1, clause 1), Provide information on the overall size (number of full-time employees), office country presence.	Please could you confirm if the required information needs to be provided for the Lead Firm only or for Lead firm as well as each of the associate firms.	<i>Lead Firm only. However, for the purpose of evaluating office country presence, it will be helpful to provide a list of BIDDER country/local offices.</i>
2.	Annex 3 - Evaluation criteria - Evaluation of Technical proposal - Clause 1.2,  Organizational capacity in terms of professional resources available, turnover, and country presence.  General Organizational Capability (Can likely affect the implementation of the project)  Financial Stability (Financial Statements for the last 3 years);	Please could you confirm if the required information needs to be provided for the Lead Firm only or for Lead firm as well as each of the associate firms.	<i>Lead Firm only. However, for the purpose of evaluating office country presence, it will be helpful to provide a list of BIDDER country/local offices.</i>
3.	Annexure 3 - Evaluation Criteria - Clause C - Evaluation of Technical Proposal,  Qualifications of the Firm - Must have quality assurance systems in place and be ISO-certified  Must have adequate insurance policies for its workforce	Please could you confirm if the required information needs to be provided for the Lead Firm only or for Lead firm as well as each of the associate firms	<i>Lead Firm only.</i>
4.	Annex - 4 - Company Profile Form - RFP	Please could you clarify if Annex - 4 - Company Profile form needs to be submitted only for the Lead firm or all the	<i>Lead Firm only.</i>



SN.	Relevant Extracts from RFP	Bidder's Query	GCF Responses
		member firms	
5.	<p>RFP - Form TECH 4 - Part 2, "For the purpose of this Technical Evaluation, you may base your proposal on a hypothetical USD 70 Million GCF project in a Small Island Developing State (either adaptation, mitigation, or cross-cutting) ....."(RPF case study) .</p>	<p>Please could you confirm if the Proposal should be based on the case study provided in the RFP or can the firm use similar case study/past experience for the purpose of preparing relevant sections of proposal such as Approach and Methodology, Financial Proposal etc.</p> <p>Incase case study in the RFP is mandatory to be referred to, please could you provide the following additional information –</p> <p>Background and implementation arrangements of the hypothetical USD 70 Million GCF project to be able to draft a comprehensive approach and methodology.</p>	<p><i>To ensure that all bids will be evaluated fairly, we strongly recommend that the proposed approach and methodology are aligned with the requirements of the hypothetical case study indicated in Form TECH-4. Bidders can perhaps adopt lessons learned/best practices from their previous PIRs and calibrate them into the scenario of a Small Island Developing State. In terms of discussing relevant experience, bidders have the opportunity to highlight previous projects/work in Form TECH-2, where they can also provide details about past methodology/approaches per project.</i></p> <p><i>Considering that the case study is hypothetical and only serves as a baseline, bidders have the liberty to elaborate on specific factors of the project. Bidders can define the scope as long as aligned with the minimum parameters of the scenario (a GCF project valued at approximately USD 70 million in a Small Island Developing State). If helpful, they may also refer to the current GCF project portfolio and examine how projects are implemented in SIDS: <a href="https://www.greenclimate.fund/projects">https://www.greenclimate.fund/projects</a></i></p>
6.	<p>RFP - Form TECH 4 - Part 2,</p> <p>The Team Leader will be required to draft an initial technical review and draft a PowerPoint for its presentation of the assessment to the relevant stakeholders (3-5 slides with a model that will be provided by the GCF). Doing so, the Senior Expert will also integrate the inputs from the team of consultants assigned.</p>	<p>We understand that this presentation will be in the nature of closure meeting/exit presentation after completion of field work where preliminary outcome of the review may be required to be presented to relevant stakeholders, such as GCF team, IIU team and/or EA/IA. Please could you confirm if our understanding is correct.</p> <p>Also, will the Team Leader/Firm require to support IIU team during the planning preparatory phase in terms of stakeholder's presentation to apprise them with the objective of the review prior to start of field work.</p>	<p><i>The presentation is after completion of relevant field work, research, and/or analysis. The objective is to present the findings/outcomes of the assignment designated to them.</i></p> <p><i>The Firms may be required to support the IIU in the planning/preparatory stages of a particular assignment. This will be determined and provided in full detail when a Work Order (WO) has been issued. A detailed Terms of Reference will be provided in the WO.</i></p>



SN.	Relevant Extracts from RFP	Bidder's Query	GCF Responses
7.	RFP - Form TECH 7 – Template for Staffing Schedule	<p>Para II of Form TECH-4 mentions that "<i>The expected turnaround time to draft, produce, and submit the final assessment report is maximum of four (4) weeks.</i>", however, Staffing Schedule (Form TECH-7) and Work Schedule (Form TECH-8) requires the input to be provided for 7 weeks.</p> <p>Please could you clarify if the duration of 4 weeks as mentioned in Para II (Form TECH-4) includes planning, fieldwork, reporting and assessment phase?</p> <p>Please could you clarify the required tenure of the project.</p>	<p><i>The expected turnaround time of four weeks indicated in Form TECH-4 is only for the purposes of the hypothetical case/scenario. This will help us assess the proposed methodology and approach. Please follow the seven-week time frame indicated in Forms TECH-7 and TECH-8.</i></p> <p><i>The four weeks should include all stages deemed relevant/applicable to the assignment – planning, fieldwork, reporting, and assessment.</i></p> <p><i>The IIU conducts PIRs on a yearly basis. Subject expert firms will be selected for the roster at least every three years. The duration of a specific assignment will depend on the circumstances of GCF projects selected for the PIRs. This will be provided in detail once a WO is issued.</i></p>
8.	RFP - Annex 4 - Company Profile Form - Prior Experience with International Organizations -  <i>"List contracts with international organizations in the last three years. BRIEFLY list recent contracts that used relevant tools, technologies, and techniques"</i>	Request you to kindly elaborate on the specific information required to be submitted under this requirement. Forensic assignments are confidential in nature and specific details such as client name, nature of work, and/or such other details cannot be shared. Please could you advice if it would suffice sharing of case studies with details such as type of clients, nature of services etc. or is it mandatory to provide name, contact details of clients.	<p><i>The bidder may provide list of projects or contracts with the same international organisations as well as with other different organisations. The purpose is that IIU would like to see if the bidder has experience in providing similar type of services.</i></p> <p><i>The bidders should list suitable reference projects &amp; contacts because for due diligence purposes, background checks of the bidders prior to awarding the contract may be conducted by procurement.</i></p> <p><i>We realized that forensic assignment are confidential in nature, and we understand your concern. All information in the proposals are treated with utmost care and are only shared with small group of reviewers/evaluation panel chosen and approved by the management.</i></p> <p><i>If you still not convinced, you may state your concerns in your proposal, and we will take note of them.</i></p>
9.	RFP - Annex 4 - Company Profile Form - References-  <i>"List suitable reference projects and contacts."</i>	Please could you clarify the information required under the following two sections of Annexure 4 is related to same set of contracts/projects or different contracts/projects are	1) <i>For this IIU project, there will not be any site visits planned. The sentence in the Annex 4 – Company Profile – is a standard bidding form. If bidders cannot provide options for site visits,</i>



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	<p><i>What options would there be for a site visit to a reference project and/or the vendor's site ?"</i></p>	<p>required to be provided?</p> <p><i>"List contracts with international organizations in the last three years. BRIEFLY list recent contracts that used relevant tools, technologies, and techniques"</i></p> <p><i>"List suitable reference projects and contacts."</i></p> <p><i>What options would there be for a site visit to a reference project and/or the vendor's site?"</i></p> <p>Please could you clarify which site visit and/or vendor's site is required to be visited. You may visit BIDDER's relevant office premises if required.</p> <p>Forensic assignments are confidential in nature and specific details such as client name, nature of work, and/or such other details cannot be shared.</p> <p>We might be able to provide the client reference, however, site visits may not be permissible.</p>	<p><i>then the bidder must indicate such information.</i></p> <p>2) <i>The bidder may provide any reference project that it deems relevant to the requirements of the assignment and best demonstrate their capabilities in the required areas of expertise.</i></p>
10.	<p>Annexure 1 - Terms of Reference - Clause IV, point (11),</p> <p>The IIU shall decide which firm to assign the respective WO, taking into consideration the specific areas of specialization of the Firms, the exact nature of the PIR assignment, the amount of workload to be assigned, the geographical scope of the firms and the ability to deliver timely and high quality reviews conducted by the firm. It is the sole discretion of IIU which firm it will assign the WO.</p>	<p>Will the future WO require submission of brief technical and financial proposal in terms of specific approach and methodology, team members, financial proposal for the specific assignment against such WO.</p> <p>Please could you help us understand how the specific terms of reference/ scope of work, financial consideration and conflict of interest situation will, be determined and agreed for future/specific work orders.</p>	<p>1) <i>Yes, since the WO will provide the specifics of an assignment.</i></p> <p>2) <i>Before issuing the Work Order, IIU may discuss with the selected Firms from the roster, and it will be requested to submit a brief technical and financial proposal based on the requirements of the specific project/assignment.</i></p> <p>3) <i>If the IIU cannot decide which rostered firm to assign the Work Order to, the IIU may carry out a mini-tender to the rostered firms and request for technical and financial proposal for the specific work/services to be carried out. The mini-tender is necessary because every PIR assignment may be different and unique.</i></p>
11.	Annexure 1 - Terms of Reference - Clause VI, Terms of Reference	Please could you clarify the term "applicants". Does this refer to individual or	<i>The IIU confirms that we are able to receive the proposals at this stage considering that further due diligence</i>



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	<p>requires that the applicants must not currently be working with the GCF Secretariat, or GCF Accredited entities in any related role or form part of any GCF Secretariat roster within the last 24 months.</p>	<p>participating firms.</p> <p>We understand that more than 100 GCF accredited entities (<a href="https://www.greenclimate.fund/about/partners/ae">https://www.greenclimate.fund/about/partners/ae</a>) including some of the multilateral development banks and bilateral agencies.</p> <p>BIDDER has an extensive practice for International Developmental Assistance Services and such other services globally. We work with vast number of such organizations across the globe on number of organization and may be working on several projects (past/present/future) with such organizations. It may not be feasible to accumulate and provide such information. Please could you clarify/help us understand the restriction/eligibility criteria and/or list of accredited entities that falls within the restriction so that we can accordingly assess and provide relevant information.</p>	<p><i>checks will be applied later in the process and prior to assigning Work Orders to specific firms in the roster. The intention is to attract as many qualified and experienced bidders as possible to ensure we have a high quality and competitive pool.</i></p> <p><i>We would like to clarify, however, that bidders are responsible for ensuring proper and complete disclosure of any potential/perceived/actual conflicts of interest in relation to their existing and previous contracts with the GCF Secretariat or Accredited Entity. Hence, we request all bidders to fully state in their proposals the nature and specifics of their current or past work with GCF or with any of its Accredited Entities.</i></p> <p><i>If selected in the roster, Firms will be required to disclose any potential/perceived/actual conflict of interest in relation to the Work Order. To the extent possible, Firms will be responsible for providing mitigating measures in the case of such conflict.</i></p>
12.	Form TECH-2: Firm's Organization and Experience – Section B	<p>Forensic assignments are confidential in nature and specific details such as client name, nature of work, and/or such other details cannot be shared. Please could you advice if it would suffice sharing of case studies with details such as type of clients, nature of services etc. or is it mandatory to provide name, contact details of clients. Are supporting documents required to be submitted for specific credentials.</p> <p>If yes, will a redacted copy of supporting documents suffice, i.e., masking the client name and such other specific information (it will identify appointment of BIDDER and the brief nature of work)</p>	<p><i>IIU is amenable to receiving redacted supporting documents related to forensic assignments.</i></p>



SN.	Bidder's Query	GCF Responses
1	What is the estimated number of PIRs that the firm will perform over the three year period?	<i>The IIU Work Programme is subject to GCF Board approval, hence it is difficult to ascertain a specific number of PIRs on an annual basis at this point as it would depend on budgetary considerations, Board review, and internal risk identification. What we can confirm is that we are set to undertake two pilot projects in 2022.</i>
2	Is there an estimated budget per PIR?	<i>Due to established procurement rules, we are unable to disclose specifics of the budget.</i>
3	Would you like example team profiles of all levels of a composition of a team that would perform the PIR, or just the key experts (senior consultant)?	<i>The RFP requires the profiles of all team members to be submitted (all those who will take part in the PIR assignment).</i>
4	Length – Form Tech 4 suggests the proposal should be a maximum of 40 pages, does this include technical forms (i.e., staff bios and CVs, case study examples and additional material such as financial statements)?	<i>The maximum 40-page requirement includes additional materials such as financial statements, and case study examples/references to previous assignments. The team bios and CVs should be provided in Form TECH-6.</i>
5	Summary proposals – Can an assignment reference cover more than one area of expertise, or are standalone references required for each area of expertise?	<i>Reference assignments may cover more than one area of expertise as long as they remain aligned with the requirements identified in paragraph 8 of the ToR.</i>
6	Project management capabilities – is the GCF looking for specific examples of how large projects have been effectively managed, or individuals with specific project management qualifications?	<i>Ideally, a balance between the two. But of course, it depends on the bidder's approach on which past experiences to highlight. What we need to examine is if the bidder has the organizational capacity (international presence, previous work with international organisations, sufficient resources, etc.) and the right combination of team qualifications (candidate profiles aligned with the required areas of expertise) to undertake future assignment.</i>
7	You have asked us to complete Tech Forms 5, 6 and 7. Please clarify whether these are intended to support Part II of Tech Form 4, or, whether these are intended as standalone documents which demonstrate our wider offering and capabilities? For example, Tech Form 6 (CVs); should we only disclose CVs to explain how we would staff the hypothetical case study requested as Part II of Tech Form 4, or, should these be provided to illustrate our wider team?	<i>Forms TECH-5 to TECH-6 should demonstrate the overall offering and capabilities of the organisation, not only limited to the requirements of the hypothetical case indicated in Form TECH-4. The hypothetical case should only serve as a baseline to help bidders develop their proposed approach. Hence, bidders must be able to provide the CVs/profiles of their wider team or any other personnel which they deem suitable to be part of the assignment.</i>



SN.	Bidder's Query	GCF Responses
8	<p>Tech Form 4 (part II) asks that we provide a description of our technical approach, methodology and work plan, as well as our organisation and staffing, based on a case study where our firm was issued an assignment or work order to conduct a PIR. The form explains that this may be based on a hypothetical project in a Small Island Developing State.</p> <p>We understand from this that the case study does not have to be based on the \$70m project on a Small Island State, and instead, could be based on a PIR we have conducted elsewhere. Please could you confirm that our understanding is correct, or, otherwise, correct our understanding?</p>	<p><i>To ensure that all bids will be evaluated fairly, we strongly recommend that the proposed approach and methodology are aligned with the requirements of the hypothetical case study indicated in Form TECH-4.</i></p> <p><i>Bidders can perhaps adopt lessons learned/best practices from their previous PIRs and calibrate them into the scenario of a Small Island Developing State. In terms of discussing relevant experience, bidders have the opportunity to highlight previous projects/work in Form TECH-2, where they can also provide details about past methodology/approaches per project.</i></p>
9	<p>Tech Form 4 (part II, paragraph b) refers to a "model" that will be provided by the GCF. Might you be able to clarify by what is meant by the "model"?</p>	<p>"Model" here simply means the template to be used to draft the technical review/reports and the presentation slides. Bidders are not required to use any official/standard template at this time.</p>
10	<p>You have asked us to provide a case study of a hypothetical project in a small island developing state (Part II of Tech Form 4), and to complete Fin Form 2. The costs associated with a hypothetical case study of this kind will vary based on a number of factors, including geography.</p> <p>Are you able to clarify where in the world the hypothetical small island state is based?</p>	<p><i>Considering that the case study is hypothetical and only serves as a baseline, bidders have the liberty to elaborate on specific factors of the project which they believe have significant impacts to the costs. They can also identify any Small Island Developing State that they deem appropriate for the purposes of the hypothetical case study.</i></p> <p><i>Bidders can define the scope as long as aligned with the minimum parameters of the scenario (a GCF project valued at approximately USD 70 million in a Small Island Developing State).</i></p>
11	<p>Annex 3 (paragraph B) refers to the requirements of the Technical Proposal. This includes reference to a "training curriculum". Please clarify what is intended by the provision of a training curriculum and how the provision of this curriculum will be assessed and scored?</p>	<p><i>KINDLY NOTE that the "training curriculum" is not applicable to the assignment expected under this RFP as the IIU will only examine the proposed approach and methodology.</i></p>



SN.	Bidder's Query	GCF Responses
12	Annex 3 (the table at paragraph C) makes reference to "quality assurance systems" under both "qualifications of the firm" and "general organizational capability". Please clarify how (if applicable), the GCF's expectations concerning quality assurance systems differs with reference to a) qualifications, and b) general organizational capability.	We are looking for quality assurance systems that the bidder has acquired
13	Are you able to provide an indication of the number of proactive integrity reviews that the Global Climate Fund anticipates undertaking on an annual basis? Are you able to provide an indication of the Green Climate Fund's annual budget for proactive integrity reviews? If yes, please provide this information.	<i>The IIU Work Programme is subject to GCF Board approval, hence it is difficult to ascertain a specific number of PIRs on an annual basis at this point as it would depend on budgetary considerations, Board review, and internal risk identification. What we can confirm is we are set to undertake two pilot projects in 2022. Considering sensitivities, we are unable to disclose any specifics on the budget.</i>
14	Annex 7 reads: "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." We are unsure what this wording is relating to, as the clause references do not appear to match the clauses in the general terms and conditions, and we are not sure which another document they would be referring to here. Can you please provide clarification on this?	<i>Please note that the clauses mentioned are related to the Special Conditions of Contract to the GCF Model Contract for Consultancy Services. Since these clauses are not applicable for this RFP and later contract, you don't have to be concern about them.</i>
15	BIDDER would be the contracting entity under the framework agreement. On the basis that this is a UK entity, our normal course of business is to have agreements governed by English law and subject to the exclusive jurisdiction of the English court, and arbitration to be held in London, England and governed by the LCIA Arbitration Rules.  Are you open to amending clauses 23 and 24 General Conditions of Contract so that an alternative governing law and jurisdiction is referred to in contractual documentation?	<i>Usually, the GCF is not open to amending clauses 23 (governing law and language) and 24 (settlement of disputes) of the General Conditions of Contract.</i>  <i>However, bidder is allowed to state its arguments and reasons in its proposal, and these will be reviewed by Procurement with the guidance of the Legal office in GCF. Subsequently, these request for revision of the clauses will be subject to further legal negotiation.</i>



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In view of the posting of the Addendum no. 1, the closing date for the RFP 2022/002 is hereby revised to **Wednesday, 16 March 2022**, to provide more time for bidders to prepare and submit their proposals. Below is the revised Timeline for the RFP.

Nr.	Event	Responsible Party	Tentative Date (and time, KST*)
1	Issuance of RFP	GCF	18 Feb. 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	25 Feb. 2022
3	Last date for requests for clarifications of RFP	Tenderer	07 March 2022
4	Last date for GCF to reply to questions received	GCF	10 March 2022
5	Date by which proposals must be received in South Korea by GCF (Closing Date)	Tenderer	<del>14</del> -16 March 2022 at 17.00 hours KST
6	Date of opening of Technical Proposals	GCF	<del>14</del> -16 March 2022 at 18.00 hours KST

Please take note.

Procurement Unit, Division of Support Services (DSS)  
Green Climate Fund