



Date: 14 March 2022
Reference: RFP 2022/003 (hn)

Request for Proposal no. RFP 2022/003 – Provision of Negotiation Skills Training

1. Background

- 1.1 The Green Climate Fund (the "GCF", or the "Fund") was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund shall promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and adapt to climate change impacts. The Fund's headquarters are in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change ("UNFCCC"). It is governed and supervised by a Board that has a responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund (the "Governing Instrument"). It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise.

2. Invitation

- 2.1 Through this request for proposals (RFP), the GCF is seeking to contract a qualified, reputable and experienced company/corporation/firm (the "Firm") to **provide negotiation and influencing skills training to GCF staff members.**

The resultant contract will be a long-term agreement (LTA) of initial three (3) years with an option to extend for another two (2) years, subject to a satisfactory performance and at GCF's sole discretion.

- 2.2 The terms of reference (TOR) included in Annex 1 herein provide the assignment's details and expected deliverables.
- 2.3 Proposals must be submitted to the GCF no later than **Friday, 08 April 2022 @ 17.00 hours Korean standard time.**
- 2.4 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
- 2.5 Should the GCF accept your proposal, the terms outlined in this RFP, including all the annexes listed above, shall form part of any contract. Any such agreement shall require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the GCF in the context of any negotiations entered into it.

- 2.6 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 the Tenderers.
- 2.7 Tenderers may withdraw their proposal after submission provided that the GCF receives written notice of withdrawal before the deadline prescribed for submission of proposals. No proposal may be modified after the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submitting proposals and the expiration of the proposal validity period.
- 2.8 All proposals shall remain valid and open for acceptance for 90 calendar days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the Tenderer's consent to extend the period of validity. The request and the responses to that shall be made in writing.
- 2.9 Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by e-mail at procurement@gcfund.org. Tenderers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.10 This RFP is issued under the GCF Administrative Guidelines on Procurement ¹. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Joint Venture, Consortium or Association

- 3.1 If the Tenderer 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.

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

- 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

A prospective Tenderer requiring any clarification of the solicitation documents may notify the GCF in writing to the e-mail address procurement@gcfund.org and copy to hngau@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the e-mail MUST have the reference number and title of the RFP.

The GCF shall respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response, which contain information that may be of common interest to all Tenderers (including an explanation of the query but without identifying the source of inquiry), shall be posted on the GCF website and communicated via e-mail.

5. Amendments to RFP Documents

At any time before the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective Tenderer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and communicated via e-mail.

In order to allow prospective Tenderers 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 the proposal.

6. Language of Proposals

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

7. Submission of Proposals

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

² *Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)*



a) Submission through the Supplier Portal (SAP Ariba)

- (i) Open <https://gcf.supplier.ariba.com/>
- (ii) Click Register Now
- (iii) Fill in Company Information, Fill in User account information and details under 'Tell us more about your business.'
- (iv) 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.'
- (v) Check your e-mail and click the activation link.
- (vi) Fill in additional information required, click Save and Close.
- (vii) Your company information will be submitted to GCF and reviewed and approved.
- (viii) Once you register, please send an e-mail to procurement@gcfund.org and copy the responsible procurement staff for this RFP (i.e. For this RFP, it is: hngau@gcfund.org) with the RFP number and title as the e-mail 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 e-mail 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 username and password.
- (ix) Review Pre-requisites and Click "I accept the terms of this agreement".
- (x) Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
- (xi) Open the Financial Section of the RFP and download the financial bid submission forms
- (xii) When ready to submit your bid, upload the technical proposal 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.
- (xiii) Click 'Submit Entire Response' to submit the bid.

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

b) Submission via e-mail

Two separate files (Technical and Financial Proposals) should be attached to the e-mail as per the instructions below.

The technical file should contain the technical proposal and be named as follows:
RFP 2022 003 – TECHNICAL PROPOSAL - (Name of Tenderer)

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

The financial file should contain the financial proposal and be named as follows:
RFP 2022 003 – FINANCIAL PROPOSAL - (Name of Tenderer)

The subject line of the e-mail should be as follows:



RFP 2022 003 – Negotiation Training (Name of Tenderer)

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

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

8. Late Proposals

Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document shall usually be rejected.

9. Opening of Technical Proposals

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

10. Opening of Financial Proposals

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

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

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

12. Conflict of Interest

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

13. Confidentiality

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



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Annex 1: Terms of Reference

Provision of Negotiation and Influencing Skills Training

1. Introduction

The Green Climate Fund (the "GCF") was established in December 2010 to make 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 will promote a paradigm shift towards low-emission and climate-resilient development pathways by supporting developing countries to limit or reduce their greenhouse gas emissions and 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 responsible for funding decisions according to the Governing Instrument for the Green Climate Fund. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise. The GCF's headquarters (the Secretariat) is located in Songdo, Incheon City, Republic of Korea.

2. Background on the Assignment

The GCF often works in an environment with multiple stakeholders. Some of the GCF staff members have to deal with numerous external stakeholders in progressing the organization's mission. Therefore, it is vital that the staff members are well equipped with some negotiation and influencing skills to communicate ideas effectively, negotiate a given position(s), and influence stakeholders into arriving at win-win outcomes.

The training course will seek to equip the GCF staff members who have responsibility requiring interactions with external stakeholders, presenting ideas to management and other internal stakeholders and arriving at decision outcomes through collaborative efforts with others.

3. Objectives and Scope of the Assignment

The training shall equip the participants to:

- a) Make the participants aware of different business negotiation techniques and skills
- b) Manage the phases and critical tasks of the entire negotiation process
- c) Communicate effectively in the context of the negotiation
- d) Understanding when and where to negotiate
- e) Enhance confidence to respond to the changing circumstances of the negotiation

4. Expected Learning Outcomes

- a) Improved communication and presentation of business ideas in a concise manner
- b) Improved ability to prepare for and make presentations that engage stakeholders
- c) Increase the learners' ability to negotiate and influence stakeholders buy-in
- d) Understanding of negotiation skills and techniques that apply in different situations
- e) Adapt to different circumstances within negotiation processes
- f) Develop a greater ability to negotiate favorable outcomes

5. Duration of Assignment

- a) The resultant contract will be a long-term agreement (LTA) of initial three (3) years with an option to extend for another two (2) years, subject to satisfactory performance by the



contractor and at GCF's discretion.

- b) The target date for the training session will be two (2) weeks after signing the contract. However, specific dates will be agreed upon with the successful contractor. The contractor will be required to conduct two (2) days of virtual training.
- c) It is estimated that there will be **40 attendees** for the training. However, the GCF cannot guarantee the number of attendees. **In its proposals, the Tenderer is required to indicate its minimum number of attendees needed to hold a training session.**
- d) The contractor may be required to conduct at least one (1) training session per year during the contract period. However, the GCF does not guarantee the volume of work under the LTA, as it is subject to the GCF staff member's demand for training.

6. Qualifications of the Firm and Experts

- a) The Firm
 - Experienced in developing and facilitating negotiations courses and/or trainings.
 - Minimum five (5) years' experience in providing similar training and learning solutions to large funding institutions/multilateral organizations similar to GCF (sample of a similar program developed and delivered for a similar organization required).
- b) The Experts
 - *Team leader*
He/she shall have a least ten (10) years of experience in developing and leading negotiations training.
 - *Team members*
They shall have at least three (3) years of experience developing and delivering negotiations training.

7. Expected Deliverables of the Successful Contractor

- a) Training curriculum including program outline shall meet the learning needs outlined, which shall be submitted one week after signing the contract;
- b) Two (2) days of virtual training shall be conducted at a time determined by GCF;
- c) Training and learning resources for purposes of reference during and or after the exercise, which shall be submitted within two weeks before the training dates;
- d) Program reports including the training exercise, detailed pre-training report, training outcomes, adverse events, post-training report and any areas for future interventions.

8. Responsibilities of the Fund

The Office of Human Resource (OHR) will be the focal point (FP) of the services to be rendered. The FP shall provide the contractor, for any of the work/services it assigns, and any other relevant information that will be required to fulfil the tasks at hand. The FP will also convey comments and suggestions to the contractor regarding the services and deliverables, if any.



Annex 2-A
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 Tenderer shall fill in the technical Forms (TECH Forms) which follow in this annex, and which must be filled in accordingly.

The Technical Proposal **MUST NOT** contain any pricing information. Technical proposals which contain pricing information will be disqualified.



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 Proposal.

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, if applicable]

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 2.8 of the RFP Letter, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: ____

Name of Firm: .

Address: _____



Form TECH-2: Firm's Organization and Experience

A - Organisation

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Experience

[Using the format below, provide information on each assignment for which your Firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your Firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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

On the Terms of Reference

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



Form TECH-4:

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

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

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

1) Technical Approach and Methodology.

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

2) Work Plan.

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

3) Organization and Staffing.

In this chapter, you should propose the structure and composition of your team. [It would be best if you listed the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



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Form TECH-5: Team Composition and Task Assignments

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



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

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

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

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

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

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

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

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

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

Employer: _____

Positions held: _____

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

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

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

Full Name of the authorized representative: _____



Form TECH-7: Staffing Schedule¹

SN	Name of Staff	Staff input (in the form of a bar chart) ²							Total staff-week input
		1	2	3	4	5	6	7	Total
1									
2									
3									
n									
Grand Total									

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

Form TECH-8 Work Schedule

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

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



Annex 2-B

Requirements for Firms' Proposals - Financial Proposal

B. Financial Proposal

The Tenderer must prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal shall include the taxes where applicable³, and the applicable taxes shall be specified.

The Financial Proposal must also summaries the total consultancy fee and the breakdown covering the lump sum amount to determine the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used to present the Financial Proposal.

IMPORTANT:

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

³ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund ("Fund"), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund's operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

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

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



FINANCIAL PROPOSAL Forms

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

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

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

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

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

Form FIN-2: Summary of Costs

A. Total Cost of Financial Proposal

<i>Item</i>	<i>Costs</i>
	<i>USD</i>
Total Cost of Financial Proposal ¹ (One-off tasks)	

¹ Indicate the total cost, net of local taxes, to be paid by GCF in each currency

B. Breakdown of Fees and Expenses⁴ per Cost Component

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

⁴ Do not include travel costs in the Financial Proposal. The GCF shall arrange for the travel costs (If air transport is needed) when the consultants are required on-site. For travel within Republic of Korea, the GCF shall reimburse the travel costs upon presentation of relevant receipts. Daily subsistence allowance to cover for meals and accommodation shall be provided based on the prevailing UN DSA (United Nations' Daily Subsistence Allowance) rates for Incheon.



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

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

Name ²	Position ³	Staff-daily Rate

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



Annex 3 - Evaluation Criteria

A. Evaluation of the Proposal

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

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

- Full compliance with the formal requirements for submitting a proposal
- Submission of all requested documentation
- **Acceptance of the GCF Model contract** – Where the Tenderer notes issues, these must be raised as part of the technical proposal for consideration during the evaluation

The Technical Proposal shall include:

- A brief description, including ownership details, date, and place of incorporation of the Firm, objectives of the Firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with similar large funding institutions, multilateral or international organizations similar to GCF;
- Demonstration of the Firm’s deep understanding of the Fund, its mandate and business model; and
- Proposed training curriculum, approach and methodology that would be in line with the terms of references (TOR);

C. Evaluation of Technical Proposal

A reviewing committee shall be established by GCF to evaluate each technical proposal. The technical evaluation shall include the following steps:

(i) Evaluation Criteria (Scored Criteria):

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

SN	Description of Criteria	Max. Points
1	Expertise of Firm/Organization Submitting Proposal:	
1.1	At least five years of experience in successfully performing similar negotiation training to large funding institutions/multilateral/international organizations similar to GCF. Tenderer to submit at least three references of past similar work/services	20
2	Technical Approach and Methodology	
2.1	Does the proposed curriculum respond to the needs outlined on the ToR?	20
2.2	A proposed approach and methodology to achieve the objectives of the assignment with demonstration of the Firm's deep understanding of the GCF, mandate and business model.	20

SN	Description of Criteria	Max. Points
2.3	Is the proposal clear, and the sequence of proposed pre-training, training, and post-training activities realistic and promise efficient implementation of the Project?	20
3	Team Leader and Key Personnel	
3.1	<i>Team leader</i>	10
	He/she shall have a least ten (10) years of experience in developing and leading negotiations training.	
3.2	<i>Team members</i>	10
	They shall have at least three (3) years of experience developing and delivering negotiations training.	
	Total Score:	100

Technical proposals that score at least 75% out of 100 points will be considered qualified for the financial proposal review. Any proposal less than that will be disqualified from proceeding to the next step.

D. Evaluation of Financial Proposal

- The Financial Proposal of all tenderers who 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 follows: $Sf = 100 \times Fm / F$, in which "Sf" is the financial score, "Fm" is the lowest price, and "F" is the price of the proposal under consideration.

E. Consolidated Evaluation

- The weights given to the Technical (T) and Financial (P) Proposals are: $T = 0.70$, and $P = 0.30$
- Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights ($T =$ the weight given to the Technical Proposal; $P =$ the weight given to the Financial Proposal; $T + P = 1$) as following: $S = St \times T\% + Sf \times P\%$.
- The Tenderer who achieves the highest combined technical and financial score will be invited for contract negotiations, or GCF may contract award.

F. Award of Tender/Contract

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



Annex 4 - Company Profile Form

Please respond to all questions.

Company Details - Vendor's Name

Name:

General Information

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

Prior experience with international organizations

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3

Environmental Policy

Does your company have a written statement of its environmental policy?



YES () Please attach copy

NO ()

Contract disputes

List any disputes your company has been involved in over the last three years

References

List suitable reference projects and contacts.

What options would there be for a site visit to a reference project and/or the vendor's site?

1

2

3

Partners

If this is a part bid, list relevant recent experience of working with partners.

Are there already formal or informal preferred partnership agreements in place?

1

2

3

Conflict of interest

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated

1

2

Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: _____

Title: _____

Signature: _____

Date: _____



**Annex 5
Acknowledgement Letter**

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **2022/003 (hn) – Provision of Negotiations and Influencing Skills Training**, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the deadline date of **Friday, 08 April 2022 @ 17:00 hours Korean Time** and that we:

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

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Company/firm: _____

Telephone: _____

Facsimile: _____

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

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

We cannot meet the requirements for this RFP.

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

Other (please specify): _____

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

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

Annex 6 - Timeline

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

Nr.	Event	Responsible Party	Tentative Date (and time, KST*)
1	Issuance of RFP	GCF	14 March 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	21 March 2022
3	Last date for requests for clarification of the RFP	Tenderer	28 March 2022
4	Last date to reply to questions received/ Last date for RFP amendment	GCF	01 April 2022
5	Date by which proposal must be received in South Korea by GCF (Closing Date)	Tenderer	08 April 2022 at 17.00 hours KST
6	Date of opening of Technical Proposals	GCF	08 April 2022 at 18.00 hours KST

* KST: Korean Standard Time (Seoul Time)



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Annex 7
GCF Model Contract

(Attached as a separate document, or will be provided upon request)

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

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

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