

ADDENDUM NO. 1

Consultancy Services for Strategic Communications and Reputation Management Support

This Addendum No. 1 is issued to complement and will constitute an integral part of the Request for Proposal RFP 2022/006 – Provision of Consultancy Services for Strategic Communications and Reputation Management Support. The original Request for Proposal Document will remain in full force and effect. Respondents shall consider this Addendum when preparing and submitting their proposal.

I. Responses to Requests for Clarifications

No	Clarification requested	GCF Response
1.	We noticed that the RFP was published on March 1 st , and we received your invitation only on March 14 th . Could you please explain this delay and confirm if other firms have had access to this RFP since March 1st?	This is an open competitive RFP that was published on the GCF website and UNDB online and it is open to all eligible interested bidders. It is not restricted to any shortlist of firms. The GCF is not obliged to but felt it is necessary to notify firms who showed interest in the past. It was sent to all these firms at the same time on 14 th March.
2.	The deadline for sending the Acknowledgement Letter of RFP receipt was March 10th, and as just mentioned, we received the RFP today. Is there a new deadline we should meet?	The deadline to submit an Acknowledgement letter is meant to help GCF assess whether there is interest from the market, but it does not preclude the firm to submit its proposal by the deadline irrespective of whether the Acknowledgement Letter was submitted or not..
3	As you will remember, we participated in a different RFP last year (2021/018). Could you please confirm if that RFP was awarded to a different bidder, and if not, why it did not move forward?	RFP 2021/018 was not awarded. It was canceled and all firms that participated were notified via letters dated 13 January 2022.
4	What are GCF's strategic communications objectives for this assignment, and what does success look like?	The objective is to strengthen GCF's reputation as the global climate fund of choice amongst contributors, partners, and stakeholders, resulting in an improved brand image of GCF and increased financial support for GCF.
5	What are GCF's priority markets and target audiences for this assignment?	As a core component of the Scope of Work is the replenishment, target audiences and priority markets will be focused on communications and engagement with actors to support resource mobilization efforts. Priority markets will be contributor countries, e.g., the US and Western Europe (but not limited to), and target audiences will be contributor governments, media, civil society, UN agencies, and public/private entities (but not limited to).
6	Is an on-the-ground presence in Korea or in a close time zone a preferred qualification, and/or is there a preference for where the Firm's core team should be based? Will GCF require regular on-site support in the HQ?	An on-the-ground presence in Korea or in a close time zone is not a requirement. Due to the distance and time difference with the West, there is a preference for the core team to be based in DC or NYC to support strategic comms. Regular on-site support in HQ will not be required as support can be provided through check-ins and meetings over Teams, Zoom, etc.

II. Amendment to the Submission deadline.

The submission deadline for the RFP has been extended to **Sunday, 3 April 2022 at 23:30 hrs. Korean Standard Time**

III. Amendment to Paragraph 2, Sub-paragraph 2.2 of the RFP

Paragraph 2, Sub-paragraph 2.2. of the RFP is hereby amended and replaced with the following:

“2.2 Proposals must be submitted to the GCF no later than **Sunday, 3 April 2022 at 23:30 hrs. Korean Standard Time**”

IV. Amendment to Annex 6: Timeline

Annex 6 -Timeline of the RFP is hereby amended and replaced with the following:

“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 may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	1 March 2022
2	Preferred last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	25 March 2022**
3	Last date for requests for clarification of the RFP	Tenderer	25 March 2022 17:00 hrs. KST
4	Last date to reply to questions received/ Last date for the amendment	GCF	28 March 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	3 April 2022, 23:30 Hrs Korean Time
6	Date of opening of Technical Proposals	GCF	04 April 2022, 10:00 Hrs
7	Notice of successful provider	GCF	25 April 2022
8	Contract signing	GCF/Tenderer	30 April 2022
9	Work starts	Tenderer	1 May 2022

*KST: Korean Standard Time (Seoul Time)

** Proposal can be submitted before the deadline irrespective of whether the Acknowledgement Letter was submitted or not.



V. Amendment to Annex 5: Acknowledgment Letter

Annex 5 – Acknowledgement Letter of the RFP is hereby amended and replaced with the following:

“Annex 5

Acknowledgment Letter

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP 2022/008 – Consultancy Services for Advisory Support to the GCF Secretariat in the Development of the Evaluation Operational Procedures and Guidelines – dated 1 March 2022, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of the Green Climate Fund (GCF) no later than Sunday, 3 April 2022 at 23:30 hrs. Korean Standard Time (KST), and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on Monday 04 April 2022 at 10:00 hrs. Korean 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 acknowledgment letter immediately via e-mail to procurement@gcfund.org copied to pkadonya@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.