

**ADDENDUM NO. 1**

**Consultancy Services for Advisory Support to the GCF Secretariat in the Development of the Evaluation Operational Procedures and Guidelines**

This Addendum No. 1 is issued to complement and will constitute integral part of the Request for Proposal RFP 2022/008 – Provision of Consultancy Services for Advisory Support to the GCF Secretariat in the Development of the Evaluation Operational Procedures and Guidelines. 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 proposal.

**I. Responses to Requests for Clarifications**

No	Clarification requested	GCF Response
1.	<p>Can we gain a better understanding of the project deliverables, particularly on:</p> <ul style="list-style-type: none"> <li>• Clarity on the evaluation guidelines to be developed – whether it's at the organization and/or project and programme level</li> <li>• Considering the intermittent input of 100 person-days for a period of 8 – 9 months, we'd like to understand the level of support to be provided to the GCF (Secretariat)</li> </ul>	<p>As noted in the ToR, the guidelines will apply to both Secretariat-led and Accredited Entities-led evaluations. Secretariat-led evaluations could include various evaluations at different levels, as long as it informs and fulfils its role in monitoring and evaluation. Accredited Entities-led evaluations will be largely at the project/programme level. Please refer to the GCF Evaluation Policy for further information.</p> <p>The RfP is for advisory support. The Contractor is expected to provide inputs to specific areas only (arrangement and exact scope to be defined during the inception phase).</p>
2.	<p>On p7, the ToR mentions “The consulting firm can propose either a sole expert or a core team of no more than three experts and should consider including non-core experts”. Does the team of 3 experts include non-core experts?</p>	<p>The Secretariat prefers to keep the core team small for a streamlined coordination process. Non-core experts should be additional to the core experts, but shall be brought in on an ‘as needs basis’ (e.g. to advise on a specific area of expertise).</p>
3	<p>Can we use our own formatted version of the technical proposal or do we have to use formatted templates included in the RfP?</p>	<p>Please use the GCF's templates in the RfP but in your corporate headed papers/logos.</p>
4	<p>On p6 of the ToR, the scope describes the firm's responsibility as being to “provide quality assurance/peer review to versions of the draft, suggest improvements, write specific sections”. This is understood to be the provision of ‘inputs’ to the guidelines, that will be mainly drafted by the Secretariat – with support from the Contractor. However, the list of deliverables on p7 indicates that the firm is</p>	<p>The Secretariat will lead the drafting of the guidelines with the Contractor's support.</p>

	<p>responsible for delivering first and final drafts of the guidelines. Please can you confirm whether our interpretation is correct, i.e. that the Secretariat will be responsible for the drafting of the guidelines, with the Contractor’s support; or whether the Contractor is expected to produce the guidelines using the inputs of the Secretariat?</p>	
5	<p>Could you please clarify the timeline of the assignment? Indeed, both on p7 and p30, it is mentioned that the work will start in early May 2022 whereas on p7 it is also mentioned that the second deliverable (draft guidelines concept based on the Secretariat’s inputs) is to be submitted on 29<sup>th</sup> April 2022.</p>	<p>The work will commence as soon as the procurement process has been concluded. The dates will be adjusted in the contract accordingly.</p>
6	<p>We were excited to see this new opportunity coming up, as it fits well with our work and capabilities. We would really like to bid for this work, however our team has been hit hard by Covid illness over the last 3 weeks. Please can we ask you if a 2 week extension could be considered?</p>	<p>As the guidelines work should commence soon. We are able to give an extension up to the 31<sup>st</sup> March only.</p>

**II. Amendment to Submission deadline.**

The submission deadline for the RFP has been extended to **Thursday, 31 March 2022 at 17:00 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 **Thursday, 31 March 2022 at 17:00 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 and may be adjusted.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of RFP	GCF	1 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	21 March 2022 17:00 hrs. KST
4	Last date to reply to questions received/ Last date for the amendment	GCF	24 March 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	<b>31 March 2022, 17:00 Hrs Korean Time</b>
6	Date of opening of Technical Proposals	GCF	01 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

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

\*KST: Korean Standard Time (Seoul Time)

**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 Thursday 31 March 2022 at 17:00 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 Friday 01 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](mailto:procurement@gcfund.org) copied to [pkadonya@gcfund.org](mailto:pkadonya@gcfund.org).

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