

24 June 2022

**Reference: RFP 2022/010 - Consultancy services for Provision of Manager Development Program**

**ADDENDUM NO. 2**

This Addendum is issued to complement and will constitute integral part of the Request for Proposals. The original Request for Proposals Document will remain in full force and effect. Respondents shall take this Addendum into consideration when preparing and submitting their proposal.

**I. Submission deadline.**

The submission deadline for the RFP has been extended to **Monday 4 July 2022 at 15:00 Korean Standard Time.**

**II. 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 **4 July 2022 at 15:00 Korean Standard Time.**”

**III. Amendment to Annex 1 Terms of Reference, Objectives and Scope of the Assignment, added point no. 4**

It is envisaged that the program will contribute to helping managers and supervisors achieve the following objectives;

1. Improve knowledge and awareness of self.
2. Improve management and supervision of staff.
3. Foster a culture of learning and collaboration across teams;
- 4. Guide managers to empower, motivate and recognize staff achievements to increase morale and engagement.**
5. Support development of innovation and problem-solving techniques.
6. Guide managers and supervisors in the integration of organizational strategic priorities with their team’s priorities, and understanding of intersections with the work of other teams.
7. Help managers and supervisors operationalize strategic objectives into actions ensuring all the relevant plans stay on course and reporting back to key stakeholders.
8. Adopt coaching as a means of supporting subordinates learning, performance, development and engagement with the Fund and their role.
9. Effectively manage results with alternative resources and partnerships.

**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	30 May 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	20 June, 2022
3	Last date for requests for clarification of the RFP	Tenderer	13 June, 2022
4	Last date to reply to questions received/ Last date for amendment	GCF	20 June, 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	4 July 2022 15:00 KST
6	Date of opening of Technical Proposals	GCF	4 July 2022 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)

#### **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 whom it may concern,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP 2022/010 dated 30 May, 2022, 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 4 July 2022 15:00 Korean Standard Time, and that we:

INTEND                       DO NOT INTEND

to send one (1) authorized representative<sup>1</sup> to observe the public opening procedure on 4 July 2022 16:00 Korean Standard Time. (Note: attendance to the public opening procedure is optional.)

---

<sup>1</sup> Please provide name, last name, position and email address of the representative to which the virtual meeting invitation will be provided on the day of proposal opening.

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](mailto:procurement@gcfund.org) and [ktateshvili@gcfund.org](mailto:ktateshvili@gcfund.org)

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

“

Kind regards

Green Climate Fund