

25 August 2022

Reference: RFP 2022-021 – Provision of Consultancy Services for Support to GCF Secretariat in Development of Video Training Module for GCF Project/Programme’s Logical Framework

ADDENDUM NO. 1

This Addendum is issued to complement and will constitute an integral part of the Invitation Letter for RFP 2022-021 – Provision of Consultancy Services for Support to GCF Secretariat in Development of Video Training Module for GCF Project/Programme’s Logical Framework.

The original Invitation 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

SN	Clarifications Requested by Bidders	Responses by GCF to the Clarifications
1	We understand that the requirement is to develop a total of 5 videos, can you please confirm what will be the length of each video?	It will vary depending on the content and the Secretariat will be open to suggestions and justifications from the vendor. (e.g., 20-25 minutes per video)
2	Will we be provided with the raw content for each video along with any footage that we have to incorporate into the final output?	Yes, there will be guiding material and basic content to be provided from the GCF based on internal manuals and guidance documents. However, the vendor is expected to create the content based on these sources and put them in a format that can be delivered as video training in consultation with the GCF team.
3	Do you have any sample pegs for the quality of output?	It is expected that the video training will be professional and high quality both in form and in substance. The Secretariat will be open to receiving proposals that will justify the quality on offer.
4	Can you please clarify what you mean by “The firm will record 5 video training modules using the content it developed and as approved by GCF”? What sort of recording is needed?	Recording here refers to the production of the 5 video training modules of log frame development. We don’t expect actual video recording. Any existing material from the GCF (text, photos, graphs, diagrams, etc.) will be available for your editing/animation and voice-over recording.
5	For the voice over in the videos, do we need to consider the English language or there is a need for language localization as well?	Recording needs to be made in English for training modules.

SN	Clarifications Requested by Bidders	Responses by GCF to the Clarifications
6	Can you please clarify if the consulting firm needs to have any activity or responsibility on the base content? In the general development process, we receive the base content which we transform into a multimedia / digital format through instructional designing, scripting, animating and postproduction.	As in response to Q2
7	It is mentioned that the team members and firm should have extensive knowledge and experience in the field of M&E for climate change projects - may we know the use case for this experience? Given that we have to develop the video, the expertise should be around instructional designing, scripting, animations, editing and conceptualization. Unless we are to create the content from scratch, we are unsure of how the experience in M&E in the climate change domain will come in handy, can you please elaborate on this?	The Secretariat expects that this exercise will not be only a mechanical production of videos. It will be advantage of the vendor to be able to engage with the technical content of the training materials. The GCF has basic content, but the vendor is also expected to process the information, simplify it where needed and present in a way that will be easy to understand for stakeholders of different capacity levels.

Please take note of this Addendum no. 1.

Kind regards

Procurement, DSS
Green Climate Fund