

**Addendum No. 3**

**Consultancy Services for Recruitment Services for Executive Director for GCF**

This Addendum No. 3 is issued to complement and will constitute an integral part of the Request for Proposal RFP 2022/028 – Provision of Consultancy Services **for Recruitment Services for Executive Director for GCF**. 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. Amendment to Annex 1: ToR (Provision of Recruitment Services for Executive Director Indicative timeline of the entire process for the appointment of the Executive Director of the Green Climate Fund Secretariat**

Annex 1 – Timeline may be adjusted. The Green Climate Fund shall follow the timeline (Annex 6: Timeline) for this RFP 2022/028 indicated on the page no 33 of RFP documents.

**II. Request for Clarification**

<b>No.</b>	<b>Clarification requested</b>	<b>GCF Response</b>
<b>1</b>	May we give you our standard proposal and terms of business template and send to the designated emails below providing we cover the sections you would like us to include?	We would like to suggest providing proposals by using our templates attached to the RFP as it would be easier for us to compare the proposals, so it would also be faster to complete the evaluation (it tends to be delayed in the evaluation stage) and we don't want to overlook any information we need to see for the requirements. If there are additional documents your firm would like to add to the proposals, please feel free to do so.
<b>2</b>	I understand we can't include financial costs in the proposal and these must be in the financial proposal which must be password protected, is that correct?	Yes, we will evaluate the technical proposals first and technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. <a href="#">Please note that the technical proposal should not include any financial information in the technical proposal as this may result in disqualification.</a> The financial proposal must be password protected until GCF ask for the passwords of the financial proposal.



<b>3</b>	As for our proposed pricing, I am afraid I cannot provide staff daily rates. We do not operate in this way. We can give you our quotation based on different salary ranges and we can give you an indication of advertising costs	Please use the FIN-1 and FIN-2 forms.
<b>4</b>	Salary scale for ED position	IS-10 scale to the firms which is minimum USD 251,200 to maximum USD 351,700
<b>5</b>	Between now and the submission date of October 10 <sup>th</sup> , is there anyone at the Green Climate Fund we could directly liaise with in case of any issues / points of concern?	Please contact at Sanghee Bae and Procurement unit. <a href="mailto:procurement@gcfund.org">procurement@gcfund.org</a> (Procurement) <a href="mailto:sbae@gcfund.org">sbae@gcfund.org</a> (Sanghee Bae)
<b>6</b>	Do you have a job description for the Executive Director role?	Yes, it is currently under review and will be shared once finalised.
<b>7</b>	Is there a candidate pool preference for the successful candidate i.e. to come from a policy or government or investment background? And going forward is the Executive Director role going to be more focused on deployment of funds than on business management and infrastructure building, or vice versa? (This will have an impact on the team we propose for this project as well as the credentials we highlight and references we put forward in the RFP)	The successful search firm will receive an overview of the candidate profile and requirements.
<b>8</b>	Please can you confirm the term limit of the Executive Director position?	The term is for 4 years and can be extended once.
<b>9</b>	Would it be possible to confirm the Remuneration for the position?	Please refer to the question/answer no. 4
<b>10</b>	Form TECH-7 and Form TECH-8 ask for a Staffing and Work Schedule in the form of a bar chart. Is it possible to share an example how we should present this information?	For the TECH-7, proposers should provide the information of team composition. Work schedule for each team member should be indicated in the TECH-7.  For the TECH-8, also timeline should be indicated for each activity e.g. Kick-Off meeting to be held on the 1 <sup>st</sup> week, Advertisement to be conducted from the 2 <sup>nd</sup> week until the 6 <sup>th</sup> week etc.,

**III. Amendment to the Submission deadline**

The submission deadline for the RFP has been extended to **Wednesday, 12 October 2022 at 17:00 hrs Korea Standard Time**

**IV. 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 at the earliest possible no later than **12 October 2022 at 17:00hrs Korean time.**”

**V. Amendment to the 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.

	<b>Event</b>	<b>Responsible Party</b>	<b>Date (and time, KST*)</b>
1	Issuance of RFP	GCF	9 September 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	30 September 2022
3	Last date for requests for clarification of the RFP	Tenderer	30 September 2022
4	Last date to reply to questions received/ Last date for amendment	GCF	3 October 2022
5	Date by which proposal must be received in Korea by GCF	Tenderer	<b>12 October 2022 17:00 Hrs Korean Time</b>
6	Date of opening of Technical Proposals	GCF	<b>12 October 2022 17:30 Hrs Korean Time</b>
7	Notice of successful provider	GCF	11 November 2022
8	Contract signing	GCF/Tenderer	15 November 2022
9	Work start	Tenderer	16 November 2022



\* KST: Korean Standard Time (Seoul Time)

**VI. Amendment to the Annex 5: Acknowledgement Letter**

Annex 5 – The acknowledgment 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/2022/028 dated 9 September 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 **12 October 2022**, and that we:

INTEND                       DO NOT INTEND

to have one (1) authorized representative to observe the public opening procedure (virtually) on **12 October 2022, 17:30 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): \_\_\_\_\_



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Kindly return this acknowledgement letter immediately via e-mail to [procurement@gcfund.org](mailto:procurement@gcfund.org) and [sbae@gcfund.org](mailto:sbae@gcfund.org).

**NOTE: Due to current COVID situation, the public opening will be held virtually (thru Teams).**

Kind regards,

Green Climate Fund