

ADDENDUM NO. 2

RFP 2022 031 : Provision of Consultancy Services for the Development of Video Training Module for the GCF Evaluation Policy

This Addendum no. 2 is issued to complement and will constitute an integral part of the Request for Proposal. 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 Quotations.

1. Response to Clarification Request

#	Clarification requested	GCF Response
1	Is there a target price or budget ceiling for this project?	Please note that the budget of the assignment is not disclosed under this RFP. Bidders are expected to propose their own Financial Proposal based on the ToR requirements.
2	Is the expectation that all (eventually) produced training materials will be for self-directed/ paced learning? i.e there is no facilitated virtual/in-person learning involved?	The training materials are expected to be stand-alone and self-paced.
3	Is the expectation that produced learning materials will be comprised of PPT slide sets and videos?	This is correct. However, bidders may suggest a different set of learning materials if more appropriate for the learning objectives.
4	Regarding 3. SCOPE OF WORK D. Video production: the consultant will produce the training videos using the content it developed and as approved by the GCF. There will be no more than three rounds of commenting from the Secretariat. However, the consultant will be required to demonstrate that it has incorporated	Total no. of training videos to be developed?
5	Secretariat feedback comprehensively. The consultant is also expected to do a thorough	The duration of each training video?
		The Secretariat will be open to suggestions as regards the outline and structure of the training videos, which will then affect the number of videos to be produced. Please refer to the GCF's Evaluation Policy and Evaluation Standards as they will be the main source of content. The Secretariat is also developing Evaluation Guidelines, which is the third and final document to complement the policy and standards.
		Again, the Secretariat will be open to suggestions when it comes to the duration of the video. However, bidders' suggestions should take into account what is ideal for learning.



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	copyediting and review for internal consistency. Where comments have not been addressed, the consultant will be required to do additional rounds of revision.		
6		The language will be English. Any other language is also required, please specify.	The training materials will be in English only.
7		Is there any requirement for on-site, live actor video shooting? If yes, what will be the location for the shooting and how many days of shooting will be required? Will GFC provide actors?	Live recording is not foreseen.
8		What is the expected output format? SCORM, HTML5, MP4 etc?	The videos will be in a format that will be readily accessible to the Secretariat and external stakeholders, without the need for special programmes.
9	What is the budget available for this project?		Refer to the answer above for Q.1

Please take note.

Procurement Unit, Division of Support Services (DSS)
Green Climate Fund