



Date: **29-July-2022.**
Reference: **RFP-2022-018.**

Request for proposals (RFP-2022-018)

Consultancy services for Support to the GCF Secretariat in the Development of Topical Guidance note for the implementation of the Integrated Results Management Framework (IRMF)

1. Background

- 1.1 The Green Climate Fund (the “GCF”, or the “Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (“UNFCCC”). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the Green Climate Fund (the “Governing Instrument”). It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise.

2. Invitation

- 2.1 Through this request for proposals (“RFP”), the GCF is seeking to contract a qualified, reputable and experienced Firm to provide consultancy services **for Support to the GCF Secretariat in the Development of Topical Guidance note for the implementation of the Integrated Results Management Framework (IRMF).**
- 2.2 The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.3 Proposals must be submitted to the GCF no later than **26-August-2022 at 23.00 hrs (time)** Korean time.
- 2.4 The RFP includes the following annexes:

Annex 1	Terms of Reference
Annex 2	Requirement for Firm’s Proposals
Annex 3	Evaluation Criteria
Annex 4	Company Profile Form
Annex 5	Acknowledgement Letter



Annex 6
Annex 7

Timeline
Model Contract

- 2.5 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the GCF accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the GCF in the context of any negotiations entered into it.
- 2.6 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 2.7 Proposers may withdraw their proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.
- 2.8 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the deadline for submission of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.9 Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by email at procurement@gcfund.org. Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.10 This RFP is issued under the GCF Administrative Guidelines on Procurement.

3. Joint Venture, Consortium or Association

- 3.1 If the Proposer is a group of legal entities that will form or have formed a joint venture, consortium or association at the time of the submission of the Proposal, they shall confirm in their Proposal that:
 - a) they have designated one party to act as a lead entity, duly vested with authority to legally bind the members of the joint venture jointly and severally,
 - b) if they are awarded the contract, the contract shall be entered into, by and between GCF and the designated lead entity, who shall be acting for and on behalf of all the member entities comprising the joint venture.
- 3.2 After the Proposal has been submitted to GCF, the lead entity identified to represent the joint venture shall not be altered without the prior written consent of the GCF. Furthermore, neither the lead entity nor the member entities of the joint venture can submit another proposal:
 - a) either in its own capacity; nor
 - b) as a lead entity or a member entity for another joint venture submitting another Proposal.
- 3.3 The description of the organization of the joint venture/consortium/association must clearly define the expected role of each of the entity in the joint venture in delivering the requirements



of the RFP, both in the Proposal and the Joint Venture Agreement. All entities that comprise the joint venture shall be subject to the eligibility and qualification assessment by GCF.

- 3.4 Where a joint venture is presenting its track record and experience in a similar undertaking as those required in the RFP, it should present such information in the following manner:
 - a) Those that were undertaken together by the joint venture; and
 - b) Those that were undertaken by the individual entities of the joint venture expected to be involved in the performance of the services defined in the RFP.
- 3.5 Previous contracts completed by individual experts working privately but who are permanently or were temporarily associated with any of the member firms cannot be claimed as the experience of the joint venture or those of its members, but should only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If a joint venture's Proposal is determined by the GCF as the most responsive Proposal that offers the best value for money, the GCF shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

4. Request for Clarification of RFP Documents

- 4.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org and cc smuzuma@gcfund.org by the specified date and time mentioned in Annex 6. The subject line of the email **MUST** have the reference number and title of the RFP i.e. **RFP-2022-018 – [Provision of Consultancy Services for Support to the GCF Secretariat in the Development of Topical Guidance note for the implementation of the Integrated Results Management Framework (IRMF)]**. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 6. Written copies of the GCF response which contain information that may be of common interest to all bidders (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website and/or communicated via email.

5. Amendments to RFP Documents

- 5.1 At any time prior to the deadline for submission of proposals, the GCF may, for any reason, whether at its own initiative or in response to a clarification requested by a prospective proposer, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and/or communicated via email.
- 5.2 In order to allow prospective proposers reasonable time in which to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the submission of proposal.

6. Language of Proposals

- 6.1 The proposals prepared by the proposer and all correspondence and documents relating to the proposal exchanged by the proposer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the proposer may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any



such case, for interpretation of the proposal, the translation shall prevail. The sole responsibility for translation and the accuracy thereof shall be the responsibility of the proposer.

7. Submission of Proposals

- 7.1 **Format and form of submission of bids:** Bidders are requested to send a Bid preferably¹ through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) **or** via email to procurement@gcfund.org and copied to smuzuma@gcfund.org

i) *Submission through the Supplier Portal (SAP Ariba)*

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now
3. Fill in Company Information, Fill in User account information and details under 'Tell us more about your business'
4. Check 'I have read and agree to the Terms of Use and 'I have read and agree to the SAP Ariba Privacy Statement' then click 'Register'
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to procurement@gcfund.org with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.
8. Review Prerequisites and Click 'I accept the terms of this agreement'
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. Open the Financial Section of the RFP and download the financial bid submission forms
11. When ready to submit your bid, upload the technical bid under the TECHNICAL section and the financial bid under the FINANCIAL section. Please **DO NOT** enter or upload any financial information under the TECHNICAL section as this may result in disqualification.
12. Click 'Submit Entire Response' to submit bid.

(For detailed instructions on how to access and submit a bid, see the supplier manual. It is recommended that bidders register on the portal as early as possible.)

ii) *Submission via email*

Two separate files (technical and financial bids) should be attached to the email as below.

The Technical file should contain the technical proposal and be named as follows:

RFP -2022-018 – TECHNICAL PROPOSAL - (name of proposer)

Please **DO NOT** include any financial information in the technical proposal as this may result in disqualification.

The financial file should contain the financial proposal and be named as follows:

¹ Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)



RFP -2022-018 – FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email should be as follows:

RFP -2022-018– Provision of Consultancy Services for Support to the GCF Secretariat in the Development of Topical Guidance note for the implementation of the Integrated Results Management Framework (IRMF)

- 7.2 The Financial Proposal MUST be password protected. The authorized procurement officer will contact the bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders should **NOT** send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.
- 7.3 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether they intend to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

8. Late proposals

- 8.1 Any proposals received by the GCF after the deadline for submission of proposals prescribed in Annex 6 of this document shall normally be rejected.

9. Opening of Technical Proposals

- 9.1 Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. The financial proposals will not be opened. Proposers submitting proposals are welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

10. Opening of Financial Proposals

- 10.1 GCF shall notify in writing those Proposers that have achieved the minimum qualifying technical score and request for the password for the Financial Proposals.

11. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.

- 11.1 The GCF requires that all GCF staff, proposers/bidders, suppliers, service providers and any other person or entity involved in GCF-related activities observe the highest standard of ethics during the procurement and execution of all contracts. The GCF may reject any proposal put forward by proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

12. Conflict of Interest

- 12.1 In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

13. Confidentiality

- 13.1 Information relating to the evaluation of proposals and recommendations concerning selection of Firms will not be disclosed to Firms that submitted proposals.



Annex 1 Terms of Reference

Request for Proposals (RFP 2022/018)

Provision of Consultancy Services for Support to the GCF Secretariat in the Development of Topical Guidance note for the implementation of the Integrated Results Management Framework (IRMF)

1. Background

The Green Climate Fund (the “GCF” or the “Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change.

In 2021, the Board approved the Integrated Results Management Framework (“IRMF”)² for the GCF through decision B.29/01. The policy establishes an updated results management framework that integrates and supersedes the initial results management framework and performance measurement frameworks, to allow the Fund to measure and report the impact of its investments.

In addition to the approval of the policy, the Board requested the Secretariat to implement capacity-building initiatives on results management, measurement and reporting systems for accredited entities and other relevant stakeholders to enable effective implementation of the IRMF. The Secretariat has been developing a results handbook that will be serving as a primary tool for guidance on the application of the IRMF aimed at GCF accredited entities and their executing entities. Guidance Note has been also developed to support the completion of new funding proposal template for the IRMF. To facilitate the effective application of the above, the Secretariat endeavors to come up with supplementary topical guidance notes which can support the GCF’s partners to develop and manage funded activities in accordance with the IRMF.

2. Objective

The GCF Secretariat seeks the services of a firm to develop supplementary topical guidance notes for the implementation of the GCF’s project/programmes under the IRMF including but not limited to

- a. Climate change mitigation - emission reduction measurement and methodologies
- b. Climate change adaptation – beneficiaries calculation methodologies
- c. Application of IRMF as per the GCF sectoral guides

As a result of this consultancy, the Secretariat will be able to deliver effective guidance on measuring the results of climate change mitigation and adaptation in alignment with the IRMF. It will also provide specific guidance on sectoral application of the IRMF in line with the GCF sectoral guides.

3. Activities and Scope of work

In coordination with the Quality Assurance and M&E team within the Division of Portfolio Management (DPM), the following elements are required as part of this consultancy:

- a. Development of a workplan: The firm shall develop a workplan explaining the overall approach to each assignment as well as requested support from the Secretariat.
 - i. Climate change mitigation - emission reduction measurement and methodologies

² Integrated results management framework policy document:
<https://www.greenclimate.fund/document/integrated-results-management-framework>

- ii. Climate change adaptation – beneficiaries calculation methodologies
- iii. Application of IRMF as per the GCF sectoral guides
- b. Development of content outline: These activities will focus on the development of a content of each topic, including a table of content, structure of guidance note, concept of each individual section and sources to be used in building that section. The outline should be based on consultations with end users.
- c. Drafting: The firm will draft a supplementary topical guidance note using the content it developed and as approved by the GCF.
- d. Revisions to the content to incorporate feedback: The firm will design a feedback mechanism for the developed guidance note to gather feedback and incorporate any required changes.
- e. The guidance note produced under this assignment need to complement other M&E related guidance that the GCF Secretariat is currently preparing and has already published.
- f. All outputs of this assignment need to be consulted with the GCF Secretariat and should meet the GCF Secretariat quality standards.

4. Deliverables

The firm will be required to deliver the following deliverables.

Activities	Deliverables	Timeline
Workplan development	Workplan	0.5 months from signing the contract
Content outline development	Develop content outline	2 months from signing the contract
Drafting	Draft a supplementary topical guidance note based on the outline approved by GCF	4 months from signing the contract
Consultation and revisions	Revision to the content where needed to address the feedback from	6 months from signing the contract

5. Expected experience and qualifications

The firm is expected to have a proven track record of designing and developing **Expected experience and qualifications**

1) Qualification of the firm

The firm is expected to have a proven track record of designing and developing monitoring and evaluation knowledge products and services.

- a. At least 10 years of experience in M&E for climate project/programmes and results-based management.
- b. Experience with similar assignments in the past with GCF accredited entities (AEs) and the GCF is an advantage.



2) Qualification of the team

Team leader

- a. A bachelor's degree or above in the field of social sciences, climate change or environmental sciences, economics, or other related fields.
- b. At least 10 years of extensive experience in climate change project monitoring & evaluation and/or quantitative and qualitative results management frameworks for international organization(s).
- c. In-depth knowledge of various climate change mitigation and adaptation impact measurement techniques in different sectors (GCF results areas)
- d. Strong project management ability and the ability to complete tasks on tight deadlines.

Team member(s) – M&E specialist

- a. At least 5 years of experience with a bachelor's degree or above in the field of social sciences, management, climate change or environmental sciences, economics, design, or other related fields.
- b. Proof of track record in developing M&E concepts and content with sectoral case studies. Understanding of GCF M&E framework is a distinct advantage
- c. Experience in working with diverse stakeholders. Experience working with GCF delivery partners or accredited entities is an advantage

Team member(s) – Climate change mitigation and adaptation specialist(s)

- a. At least 5 years of experience with a bachelor's degree or above in the field of social sciences, management, climate change or environmental sciences, economics, design, or other related fields.
- b. Proof of track record in defining climate change mitigation and adaptation results using concrete methodologies with sectoral case studies. Understanding of GCF sectoral guidance is a distinct advantage
- c. Experience in working with diverse stakeholders. Experience working with GCF delivery partners or accredited entities is an advantage

No travel is required for this assignment. However, the firm will be required to work with the GCF staff in Korean Standard Time.

6. Intellectual Property Rights

GCF shall be entitled to all intellectual property, including but not limited to copyrights, patents and trademarks, with regard to products, documents or other materials which are produced under the Contract.

7. Duration of assignment

It is estimated that the consultancy will require a maximum input of two and a half (2.5) expert months, completed within six (6) calendar months from the day of contract signing. **The work is anticipated to start in October 2022 and is expected to be completed in March 2023.**

8. Avoiding conflict of interest

The service provider of the requested development of video training module for GCF Project/Programme's Logical Framework must commit to sustainable and ethical practices and behaviors when carrying out the services on behalf of the GCF. In this context, the service provider must commit and adhere to procedures that ensure prevention of actual conflicts of interest and the mere appearance of such conflict of interest. In this respect, the service provider shall:



- a. Create all content with, in the best interest of the GCF and free of any external influences. If any such risks of external influence are present, the service provider must proactively disclose information of any possible external influences that might lead to an actual or perceived conflict of interest. The service provider must seek to keep its engagement and the nature of its engagement with the GCF confidential in order to avoid any external factors from seeking to influence the services provided to the GCF.

9. Reporting arrangements

The consulting firm will report to the Senior Quality Assurance and Monitoring and Evaluation Specialist, Division of Portfolio Management, GCF (GCF Focal Point). The consulting firm will have weekly briefings with the GCF and will update the GCF on the progress of its work.

Annex 2

Requirements for Firms' Proposals Technical Proposal

The technical proposal will be submitted in a separate file and will address all aspects of the Terms of Reference. The Technical Proposal shall have all the necessary details in response to the Terms of Reference and the proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

To whom it may concern:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.7 of the RFP, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: ____

Name of Firm: .

Address: _____



Form TECH-2: Firm's Organization and Experience

A - Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]



Form TECH-4: Description of Approach, Methodology and Work Plan for Performing the Assignment

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (Not more than 40 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,
- b) Work Plan, and
- c) Organization and Staffing,

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and ability to translate them into a feasible working plan. A list of the final documents, including reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]



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Form TECH-5: Team Composition and Task Assignments

Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



Form TECH-6: Curriculum Vitae (CV) for Proposed Professional Staff

1. **Proposed Position** [only one candidate shall be nominated for each position]: _____

2. **Name of Firm** [Insert name of firm proposing the staff]: _____

3. **Name of Staff** [Insert full name]: _____

4. **Date of Birth:** _____ **Nationality:** _____

5. **Education** [Indicate college/university and other specialized education of staff member, giving names of institutions, degrees obtained, and dates of obtainment]: _____

6. **Membership of Professional Associations:** _____

7. **Other Training** [Indicate significant training since degrees under 5 - Education were obtained]: _____

8. **Countries of Work Experience:** [List countries where staff has worked in the last ten years]: _____

9. **Languages** [For each language indicate proficiency: good, fair, or poor in speaking, reading, and writing]: _____

10. **Employment Record** [Starting with present position, list in reverse order every employment held by staff member since graduation, giving for each employment (see format here below): dates of employment, name of employing organization, positions held.]:

From [Year]: _____ To [Year]: _____

Employer: _____

Positions held: _____



<p>11. Detailed Tasks Assigned</p> <p>[List all tasks to be performed under this assignment]</p>	<p>12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned</p> <p>[Among the assignments in which the staff has been involved, indicate the following information for those assignments that best illustrate staff capability to handle the tasks listed under point 11.]</p> <p>Name of assignment or project: _____</p> <p>Year: _____</p> <p>Location: _____</p> <p>Client: _____</p> <p>Main project features: _____</p> <p>Positions held: _____</p> <p>Activities performed: _____</p>
<p>References</p>	<ol style="list-style-type: none"> 1. [[name], [title], [email], [phone] 2. [[name], [title], [email], [phone] 3. [[name], [title], [email], [phone]

13. Certification:

I, the undersigned, certify that to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

_____ Date: _____
 [Signature of staff member or authorized representative of the staff] Day/Month/Year

Full name of authorized representative: _____



Form TECH-7: Staffing Schedule¹

	Name of Staff	Staff input (in the form of a bar chart) ²							Total staff-week input
		1	2	3	4	5	6	7	Total
1									
2									
3									
n									
Grand Total									

- 1 For Professional Staff the input should be indicated individually; for Support Staff it should be indicated by category (e.g.: draftsmen, clerical staff, etc.).
- 2 Weeks are counted from the start of the assignment. For each staff indicate separately staff input.

Form TECH-8 Work Schedule

N°	Activity ¹	Weeks ²						
		1	2	3	4	5	6	7
1								
2								
3								
4								
n								

- 1 Indicate all main activities of the assignment, including delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 Duration of activities shall be indicated in the form of a bar chart.



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