

Date: 17 December 2020
Reference: RFP 2020/036 (hn)

**Request for Proposal (RFP) no. 2020/037
Consultancy Services for
Rapid Assessment of GCF's Request for Proposals (RFP) Modality**

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

Through this request for proposal ("RFP") the GCF is seeking to contract a qualified, reputable and experienced company/corporation/firm (the "Firm") to **provide consultancy services for Rapid Assessment of the GCF's Request for Proposals (RFP) Modality.**

- 2.1 The terms of reference (TOR) included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Proposals must be submitted to the GCF no later than **Monday, 18 January 2021 @ 18.00 hours - Korean standard time.**
- 2.3 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 | Timeline |
| Annex 7 | Model Contract (will be provided upon request) |
- 2.4 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, shall 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.

- 2.5 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.
- 2.6 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.
- 2.7 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.
- 2.8 Effective with the release of this solicitation, all communications relating to this RFP must be directed only to the Head of Procurement by e-mail at procurement@gcfund.org. Proposers must not communicate with any other personnel of the GCF regarding this RFP.
- 2.9 This RFP is issued under the GCF Administrative Guidelines on Procurement ¹. Information regarding the guidelines can be found at http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing to the email address procurement@gcfund.org and copy the responsible procurement officer (hngau@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 2020/037 - Consultancy services for Rapid Assessment of the GCF's Request for Proposals (RFP) Modality.**
- 3.2 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.

4. Amendments to RFP Documents

- 4.1 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.
- 4.2 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.

5. Language of Proposals

- 5.1 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

¹ Annex II "Corporate Procurement Guidelines on the Use of Consultants"

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.

6. Submission of Proposals

- 6.1 **Format and form of submission of bids:** via e-mail to procurement@gcfund.org and copy to hngau@gcfund.org

Submission via e-mail

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

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

RFP 2020/037 – 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 shall contain the financial proposal and be named as follows:

RFP 2020/037 – FINANCIAL PROPOSAL - (name of proposer)

The subject line of the email shall be as follows:

RFP 2020/037 - Consultancy Services for Rapid Assessment of GCF's Request for Proposals (RFP) Modality [name of proposer]

- 6.2 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 shall **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.
- 6.3 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.

7. Late Proposals

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

8. Opening of Technical Proposals

- 8.1 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.

9. Opening of Financial Proposals

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

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

- 10.1 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.

11. Conflict of Interest

- 11.1 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 shall these arise.

12. 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.

RFP 2020/037
Terms of Reference for
Rapid Assessment of the GCF's Request for Proposals (RFP) Modality

1. Aims

In November 2020, the Green Climate Fund (GCF) Board in decision B. 27/08 approved the 2021 Workplan of the Independent Evaluation Unit of the GCF, which includes, among other things, the undertaking of an independent evaluation of the GCF's request for proposals (RFP) modality. This Terms of Reference (TOR) outlines the background, objectives, evaluation questions, methods and approaches, structure of the evaluation team and responsibilities, alongside timelines and deliverables.

2. Background information on the GCF's RFP funding modality

In addition to the regular project approval process, the GCF has developed another funding modality: request for proposals (hereinafter referred to as the "RFP Modality"). By Decision B.10/11, the Board noted that the use of RFPs is complementary and not a substitute for proposals submitted to the GCF by Accredited Entities and NDAs or Focal Points. Submissions responding to RFPs have been considered and have used the Fund's proposal approval process². The RFP modality is considered to be a key access instrument, in particular for the private sector. The following four RFPs Modalities and pilot programmes have been approved by the GCF Board: enhancing direct access pilot programme (EDA), pilot programme to support micro, small and medium-sized enterprises (MSME), mobilizing funds at scale (MFS) and REDD+ results-based payments (REDD+).

2.1. Pilot Programme for Enhancing Direct Access (EDA)

In decision B.10/04, the GCF Board approved the Enhancing Direct Access (EDA) pilot programme to channels climate financing to homegrown organizations in developing countries. The GCF Board approved an initial allocation of USD 200 million for 10 pilot funding proposals (FPs) adopting EDA implementation modalities.³ The objective of EDA is to strengthen country ownership of projects, among other things, and is characterized by an enhanced devolution of decision-making whereby both funding decisions and project oversight take place at the national or regional level. EDA is necessary mainly because decision-making on the specific projects and programmes to be funded will be made at the national or subnational level, and such direct access is a means to increase the level of country ownership over those projects and programmes. This implies that the screening, assessment and selection of specific pilot activities would be made at the regional, national or subnational level. At the same time, mechanisms will be set up to increase national oversight and multi-stakeholder engagement at the country level. The EDA RFP was launched in June 2016. The terms of reference for the EDA pilot is contained in annex I of decision B.10/04⁴

2.2. Pilot Programme to Support Micro-, Small And Medium-Sized Enterprises (MSME)

In decision B.10/11, the the GCF Boar decided to establish a pilot programme to support the micro, small and medium-sized enterprises (MSME Pilot Programme). The Board allocated up to USD 200 million for this Pilot Programme over the course of GCF's initial resource mobilization period. In decision B13/22, the GCF Board limits the allocation to the first phase of Pilot Programme up to USD 100 million. The MSME RFP is open to projects and programmes supporting MSMEs that fit within national climate priorities as well as the eight GCF key result areas (e.g. MSMEs that work in any area of the supply chain for climate goods and services, ranging from production and service, to distribution or retail). The MSME Pilot Programme aims to support micro-, small-, and medium-sized enterprises in addressing mitigation and

² Related Decisions: B.10/04, para. (e), B.13/32, B.13/22, paragraph (e)

³ Decision B.10/04

⁴ <https://www.greenclimate.fund/sites/default/files/decision/b10/decision-b10-04-b10-a1.pdf>

adaptation challenges. The Pilot Programme seeks to encourage strong proposals for private-sector investment in support of MSME climate activities, from new and existing partners for innovative solutions.

Following the call for proposals in August 2016, three funding proposals have been approved under the MSME pilot programme. A second tranche of the pilot programme may be announced in the future. The MSME RFP is contained in annex II of decision B.13/22.⁵

2.3. Pilot Programme for Mobilizing Funds at Scale (MFS)

In decision B.10/17, the GCF Board decided to establish a pilot programme mobilize funds at scale (MFS), with an allocation of up to USD 500 million for innovative, high-impact projects and programmes. The MFS RFP is aimed at unlocking private sector finance in developing countries, and the call for proposals was successful, with 350 total submissions received from more than 70 countries. A limited distribution decision was adopted for MFS RFP, and decision B.16/03 (“Private Sector Facility: potential approaches to mobilizing funding at scale”) is currently not available on the GCF website.

2.4. Pilot Programme for REDD+ Results-Based Payments (REDD+)

REDD+ refers to a process moderated by the United Nations Framework Convention on Climate Change (UNFCCC) that supports countries’ efforts to reduce emissions from deforestation and forest degradation, and to foster conservation, sustainable management of forests and enhancement of forest carbon stocks. In October 2017, the GCF launched Pilot Programme for REDD+ results-based payments, consistent with the Warsaw Framework for REDD+ and other REDD+ decisions under UNFCCC. The objective of the Pilot Programme is to operationalize REDD+ results-based payments and test the procedural and technical elements of results-based payments using the GCF resources in the learning stage.

The terms of reference for the Pilot Programme for REDD+ results-based payments was adopted by the GCF Board in decision B.18/07 (as Annex XI and XII to document GCF/B.18/23)⁶, with an allocation of up to USD 500 million.

The table below shows the approved projects under the four RFPs Modality and the GCF funding amount for each project.

Table: GCF portfolio of approved RFP projects (as of B.26)

RFP Type	FP ID	Project Name	AE Name	Country List	Approval Date	GCF Funded Amount
EDA (2)	FP024	Empower to Adapt: Creating Climate-Change Resilient Livelihoods through Community-Based Natural Resource Management (CBNRM) in Namibia	Environmental Investment Fund of Namibia	Namibia	10/14/2016	\$10 million (USD)
	FP061	Integrated physical adaptation and community resilience through an enhanced direct access pilot in the public, private, and civil society sectors of three Eastern Caribbean small island developing states	Department of Environment, Ministry of Health and the Environment, Government of Antigua and Barbuda	Antigua and Barbuda, Dominica, Grenada	03/01/2018	\$20 million (USD)
MSME (3)	FP028	MSME Business Loan Program for GHG Emission Reduction	XacBank LLC	Mongolia	12/15/2016	\$20 million (USD)

⁵ <https://www.greenclimate.fund/sites/default/files/decision/b13/decision-b13-22-b13-a2.pdf>

⁶ <https://www.greenclimate.fund/sites/default/files/document/terms-reference-pilot-programme-redd-results-based-payments.pdf>

RFP Type	FP ID	Project Name	AE Name	Country List	Approval Date	GCF Funded Amount
	FP048	Low Emissions and Climate Resilient Agriculture Risk Sharing Facility	Inter-American Development Bank	Guatemala, Mexico	10/02/2017	\$20 million (USD)
	FP114	Program on Affirmative Finance Action for Women in Africa (AFAWA): Financing Climate Resilient Agricultural Practices in Ghana	African Development Bank	Ghana	07/08/2019	\$20 million (USD)
MFS (3)	FP115	Espejo de Tarapacá	MUFG Bank, Ltd.	Chile	07/08/2019	\$60 million (USD)
	FP128	Arbaro Fund – Sustainable Forestry Fund	MUFG Bank, Ltd.	Ecuador, Ethiopia, Ghana, Paraguay, Peru, Sierra Leone, Uganda	03/12/2020	\$25 million (USD)
	SAP013	Scaling Smart, Solar, Energy Access Microgrids in Haiti	Nordic Environment Finance Corporation	Haiti	03/12/2020	\$9.9 million (USD)
REDD+ RBP (6)	FP100	REDD-PLUS results-based payments for results achieved by Brazil in the Amazon biome in 2014 and 2015	UNDP	Brazil	02/28/2019	\$96.4 million (USD)
	FP110	Ecuador REDD-plus RBP for results period 2014	UNDP	Ecuador	07/08/2019	\$18.6 million (USD)
	FP120	Chile REDD-plus results-based payments for results period 2014-2016	FAO	Chile	11/14/2019	\$63.6 million (USD)
	FP121	REDD+ Results-based payments in Paraguay for the period 2015-2017	UNEP	Paraguay	11/14/2019	\$50 million (USD)
	FP130	Indonesia REDD-plus RBP for results period 2014-2016	UNDP	Indonesia	08/21/2020	\$103.8 million (USD)
	FP134	Colombia REDD+ Results-based Payments for results period 2015-2016	FAO	Columbia	08/21/2020	\$28.2 million (USD)
<p>Total Number of Approved RFP Projects: 14 Total GCF Funding Amount: \$545.5 million (USD)</p>						

Source: IEU DataLab, GCF website

3. Objectives and Evaluation Questions

The objectives of this evaluation are to conduct a rapid assessment of the GCF's RFP modality and produce an evaluation report and relevant knowledge and communications materials. The evaluation will broadly assess the relevance and effectiveness of the RFP Modality to the mandate of the GCF as well as its implementation process.

The evaluation will respond to the following questions in particular:

- (a) **Aim and Relevance:** What is the objective of the GCF's RFP Modality? How relevant the RFP Modality is to the GCF? What is the GCF's strategic view of the RFP Modality? Is it fit for purpose? How suited is the RFP Modality to the ISP and the USP? How does the GCF operationalize the RFP Modality? How aligned is this operationalization with the expectations and outcomes of the RFP Modality?
- (b) **Implementation:** How was the RFP Modality executed?
- (c) **Accessibility:** Does the RFP Modality enable better access to the GCF for a wide range of proponents? How easy has it been for public and private entities to learn about the GCF's RFP modality? Is/was the information readily accessible?
- (d) **Country ownership:** Is the RFP Modality responding to the needs of countries? Does it enable a country-driven approach?
- (e) **Innovation:** To what extent did four RFPs (EDA, MFS, MSME, REDD+) support innovative approaches and projects? What were the innovative features of the projects through RFP Modality?
- (f) **Effectiveness:** To what extent has the RFP Modality been effective? What are the pre-requisites to say the RFP Modality has been effective? How can the GCF improve its effectiveness to deliver on the Fund's mandate?
- (g) **Results and impacts:** What were the outcomes of the RFP Modality beyond individual projects? Were there GCF-level or global level results? What have been the results and impacts of projects approved through the RFP Modality, if any?
- (h) **Bottlenecks:** Were there any bottlenecks with the GCF's RFP Modality? Why were the MSME and MFS RFPs discontinued?
- (i) **Best practices and benchmarking:** Do other climate funds or international development organizations have a similar access modality? If so, have they been successful in mobilizing and disbursing finance through such modality? What are some successful cases of the RFP Modality in other multilateral and private organizations? What can the GCF learn from the other organizations? Were the RFP Modality intended to serve for complementarity and coherence?

4. Methods, Approaches, and Responsibilities

- 4.1. Under the overall guidance of the Head of the IEU, and in close consultation with senior staff of the IEU (who will be co-authors of the assessment report), the contracted firm (the "Firm") shall undertake the rapid assessment of the GCF's RFP modality.
- 4.2. The Firm, as part of the IEU's evaluation team on this topic, shall perform the following **tasks**:
 - (a) Design the framework to be used to assess the findings and lessons learned, from a wide range of GCF and other materials and develop an evaluation matrix outlining the inputs (data, sources, reports) needed to properly inform the assessment and accordingly agree on a final report outline.
 - (b) Finalize, in close consultation with the IEU, an approach paper for the assessment of the GCF's RFP Modality.
 - (c) Review and critically appraise existing documents and evidence related to the RFP Modality.
 - (d) Collect the existing data available on the RFP Modality through the IEU DataLab and the relevant divisions at GCF.
 - (e) Analyze the efficiency of the current approval process of the projects through the RFP Modality and the effectiveness of the current RFP portfolio.
 - (f) Schedule and conduct on-/off-site interviews with relevant stakeholders both internal and external to the Fund, including very close consultation with the IEU team to inform the assessment.
 - (g) Undertake field missions as may be required.
 - (h) Schedule and conduct online surveys to relevant stakeholders if necessary.
 - (i) Utilize Board and other GCF and IEU documents involving the four RFPs Modality, and inform the assessment with data collected through the consultations and interviews.
 - (j) As a bench-mark, consider from the literature outside the GCF, including that from other multilateral organizations, think tanks, civil society, academia, and the grey literature.
 - (k) Propose recommendations to improve the efficiency and effectiveness of the RFP Modality.

- (l) Draft and finalize an evaluation report, to include lessons learnt with wider applicability.
- (m) Support the development of supplementary knowledge and communications products on the assessment, such as policy briefs, evidence trees and short videos, and relevant events designed to present the findings and recommendations of the evaluation (e.g. webinars and virtual side events).

4.3. Drawing from the above, the following **deliverables** are expected, at the minimum:

- (a) Draft and final approach papers for the assessment, outlining the scope, approach and methods
- (b) Review of documents identified as relevant for the assessment (the list is to be developed with the IEU and also through consultations)
- (c) Interviews with stakeholders identified
- (d) Implementation process tracing
- (e) Field reports/studies
- (f) Benchmarking study
- (g) Close communication with the IEU (including weekly or fortnightly calls, increasing in frequency towards the end)
- (h) Presentation of evaluation findings and recommendations to the IEU
- (i) Factual report for circulation for comments from the GCF Secretariat
- (j) Finalized evidence tree/tree map for structuring, exploring, summarizing findings, conclusions and (potential) recommendations to actions
- (k) Draft report of the assessment
- (l) Final report, including recommendations and an executive summary
- (m) Support for communication products including briefs, powerpoint slides, videos, etc.

*The selected consultant (the Firm) is expected to work closely with IEU DataLab which can provide existing data available of RFP Modality.

4.4. Evaluation Criteria of IEU⁷ shall be applied to this assessment:

- (a) *Relevance, effectiveness, efficiency, impact and sustainability of projects and programmes;*
- (b) *Coherence in climate finance delivery with other multilateral entities;*
- (c) *Gender equity;*
- (d) *Country ownership of projects and programmes;*
- (e) *Innovativeness in result areas (extent to which interventions may lead to paradigm shift towards low-emission and climate resilient development pathways);*
- (f) *Replication and scalability - the extent to which the activities can be scaled up in other locations within the country or replicated in other countries; and*
- (g) *Unexpected results, both positive and negative.*

5. Structure of the Consultants and Key Qualifications

- (a) The consultants should have strong in-team expertise and experience in evaluations at the strategic, corporate, and programme level, process evaluations, statistical analysis, data extraction and data analysis.
- (b) The consultants should have proven knowledge of mainstream evaluations and monitoring and evaluation frameworks.
- (c) Any experience and expertise in engaging with GCF stakeholders, climate finance, MSMEs, private sector entities and REDD+ results-based payment interventions would be an asset.
- (d) The consultants should have the ability to critically appraise different layers of evidence including programmes/projects, frameworks, modalities, themes, processes and policies, and information from evidence reviews to inform the assessment, and to design a framework to extract the key findings and lessons learned.
- (e) Desirable qualifications include expertise in impact investing and consideration of gender diversity, work in multiple languages, travel as required and respond promptly to queries and requests.
- (f) The consultants should be able to commit that they shall be able to produce a highly credible, well-written evaluation report in the period requested.

⁷ decision B.06/09

- (g) The consultants should be consisted of:
- **One Team Leader** who has at least 15 years of solid experience in providing strategic advice, implementing, conducting evaluations or reviews on programmes and projects, most desirably within the climate change and climate finance areas; and
 - **One or two Data Analyst(s)** with at least 5 years of solid experience in collecting data, designing interviews and providing data analysis in the context of evaluations, most desirably within the climate change and climate finance areas
- (h) Given the tight timeline for this assignment, the team needs to show willingness and availability to work with the IEU managers over holiday times as needed.
- (i) Given the fact that this assignment will be likely carried out during the COVID-19 pandemic period, flexibility and adaptation is expected in the methodologies and the schedule throughout the assignment period. The Firm's team is welcome to propose measures to build this flexibility and adaptation.

6. Tentative Timeline and Deliverables

The assessment shall involve in part a desk study and may involve some virtual or in-person field work and interviews. For this assignment, it is vital that the contracted Firm closely communicates with and consults the IEU on a regular basis. The Firm may be asked to conduct stakeholder interviews with the GCF Secretariat as well as Accredited Entities, National Designated Authorities (NDAs) and other GCF/non-GCF stakeholders to collect primary data. The estimated length of the assignment is spread over January 2021 to June 2021. The work needs to be completed at the latest by 5 June 2021, with follow up through June and July 2021. The timeline for this evaluation is expected to be as follows:

- Early February 2021: Commencement of assignment and start of the assessment work (the start date is subject to change due to procedural issues).
- Mid-February, 2021: Finalize draft of approach paper and propose plan for implementation; start of data gathering and analysis, review, interviews and consultations.
- Virtual or in-person country missions, depending on COVID-19 related travel and health alerts at that time.
- April 16, 2021: Completion of zero draft (findings)
- April 19 – 22, 2021: Hosting of webinars (to present key findings)
- May 3, 2021: Deadline for comments on zero draft
- May 10, 2021: Completion of draft report (including recommendations)
- May 17 - 20, 2021: Hosting of webinars (to present emerging recommendations)
- May 24, 2021: Deadline for comments on draft report
- May 31, 2021: Completion of final report
- June 5, 2021: Submission of final report. The final report needs to be submitted by this date for the GCF Board's consideration at B.29.
- June 11, 2021: Delivery of draft communications products for the RFP modality evaluation, such as a 4-page policy brief (GEval Brief) and a 2-page memo (GEval Note) and an evidence tree. The findings and recommendations from the rapid assessment are also expected to inform and be incorporated into the other IEU evaluations.
- June 2021 (tentative): Engagement in the 29th meeting of the GCF Board
- June to December 2021: Continuous socialization of methods and results is expected.

The above timeline may be subject to change to accommodate procedural and emerging issues, especially in line with decisions to be made at the 28th meeting of the GCF Board. The Firm shall work closely with the IEU throughout the evaluation cycle and especially in the final drafting stage, which is expected to be iterative.

Table 1. Deliverables and Suggested Payment Schedule

Phase	Milestone Deliverables	Tentative Expected Dates	Payment (%)
Inception	Draft and final approach papers	By Mid-February , 2021	20
Data Collection and Analysis	All data collected, data analysis, including zero-draft	By April 16, 2021	30
Final Report	Final evaluation report and executive summary	By June 5, 2021	35
Communications and outreach products	Communications and outreach products designed to showcase the key findings/recommendations of the evaluation	By June 30, 2021	10
Socializing, communications and uptake related support	Socializing, reviewing and drafting learning products; engagement in the Board meeting as appropriate	By December 31, 2021	5

A more detailed workplan shall be prepared and shared with the contracted Firm at a later date.



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's Staff and Facilities to be Provided by the GCF

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:

- Technical Approach and Methodology
- Work Plan
- Organization and Staffing

1) 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.

2) 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.

3) 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.]

Form TECH-5: Provide the Team Composition and Task Assignments for this Project

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



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

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 the staff has worked in the last ten years]: _____

9. **Languages** [For each language indicate proficiency: fluent, 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>
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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 the staff member or an authorized representative of the staff] Day/Month/Year

Full name of the 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 shall be indicated individually; for Support Staff, it shall be indicated by category (e.g.: researchers, 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 the delivery of reports (e.g.: inception, interim, and final reports), and other benchmarks such as Client approvals. For phased assignments, please indicate activities, delivery of reports, and benchmarks separately for each phase.
- 2 The duration of activities shall be indicated in the form of a bar chart.



Financial Proposal

The Proposer is required to prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal must provide a detailed cost breakdown and a payment schedule preferably linked to the schedule of deliverables presented in Annex 1 (Terms of Reference). Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for the performance of the services. Any estimates for cost-reimbursable expenses, shall be listed separately and capped.

The Financial Proposal shall be inclusive of the taxes where applicable⁸, and the applicable taxes shall be specified.

The Financial Proposal must also have the total consultancy fee summarized in addition to the break down covering the lump sum amount for purposes of determining the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.

⁸ (a) Under Article 10 of the Headquarters Agreement, the property of the Green Climate Fund ("Fund"), including the property of any offices, subsidiary bodies or facilities established by the Fund, the Fund's operations and transactions, and any property of the Fund in transit to or from the Headquarters, are:

- (i) Exempt from all direct taxes, except those which are, in fact, no more than charges for public utility services;
- (ii) Exempt from all indirect taxes, including any value-added tax and/or other similar tax, and excise duties levied on important purchases of goods and services for official purposes; and
- (iii) Exempt from customs duties, prohibitions and restrictions on imports and exports in respect of articles of any kind imported or exported by the Fund for its official use, except for prohibitions and restrictions on imports or exports relating to health and safety.

(b) under bilateral agreements concluded between the GCF and certain countries, the GCF may be exempt from all taxation and from all customs duties, and from any obligation for the payment, withholding or collection of any tax or duty.



FINANCIAL PROPOSAL Forms

Form FIN-1: Financial 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 Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹].

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to the expiration of the validity period of the Proposal.

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: _____

1 Amounts must coincide with the ones indicated under Total Cost of Financial proposal in Form FIN-2.

Form FIN-2: Summary of Costs

A. Total Cost of Financial Proposal

<i>Item</i>	<i>Costs</i>
	<i>USD</i>
Total Costs of Financial Proposal ¹ (One-off tasks)	

B. Break down of Fees and expenses⁹ per Cost Component

Description	Unit of measure (e.g. days, month, etc.)	Total Period of Contract	Unit cost/rate (in USD)	Total Cost for the Period (in USD)
I. Remuneration Costs				
Staff 1				
Staff 2				
<i>Sub-total</i>				
<i>Sub-total</i>				
III. Other Related Costs (Please specify)				
<i>Sub-total</i>				
TOTAL				

C. Breakdown of Fees and Expenses per Deliverables

SN	Deliverables [list them as referred to in the TOR]	Percentage of Total Price	Price (Lump Sum, All-Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3		
	Total	100%	USD

Indicate the total costs, nett of local taxes, to be paid by the GCF in each currency.

⁹ Do not include travel costs in the Financial Proposal. The GCF shall arrange for the travel costs (If air transport is needed) when the consultants are required on-site. For travel within Republic of Korea, the GCF shall reimburse the travel costs upon presentation of relevant receipts. Daily subsistence allowance to cover for meals and accomodation shall be provided based on the prevailing UN DSA (United Nations' Daily Subsistence Allowance) rates for Incheon.



Form FIN-3: Breakdown of Remuneration¹ (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

Name ²	Position ³	Staff-daily Rate

- 1 Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7.
- 2 Professional Staff shall be indicated individually; Support Staff shall be indicated per category (e.g.: draftsmen, clerical staff).
- 3 Positions of the Professional Staff shall coincide with the ones indicated in Form TECH-5.

Annex 3 Evaluation Criteria

A. Evaluation of the Proposal

The proposal shall be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposal includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal shall follow and shall be completed before opening the financial proposal being opened and evaluated. The financial proposal shall be considered only if the submissions fulfil the minimum technical requirements.

B. Acceptance of Submissions

The proposer is expected to adhere to the requirements for submitting a proposal. If the proposals fails to comply, it shall be disqualified from further consideration as part of this evaluation. In particular:

- Full compliance with the formal requirements for submitting a proposal
- Submission of all requested documentation
- Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during the evaluation

The Technical Proposal shall include:

- A brief description, including ownership details, date, and place of incorporation of the Firm, objectives of the Firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and

C. Evaluation of Technical Proposal

A reviewing committee shall be established to evaluate each technical proposal. The technical proposal is evaluated individually based on its responsiveness to the technical requirements and shall be assessed and scored according to the evaluation criteria below and as per scores in the table.

ASSESSMENT CRITERIA

	Criteria	Sub-score	Score
1	Technical		30
	Solid expertise and experience in evaluations at the strategic, corporate and programme-level and process evaluations, statistical analysis, data extraction and analysis in the context of climate change and climate finance	15	
	Relevant experience and expertise of the firm in the GCF's four RFPs (EDA, MSME, MFS, and results-based payments in REDD+) and/or in engaging with private sector entities for climate projects	10	
	Experience and expertise of the team in assignments of similar complexity, especially in a multilateral setting	5	
2	Methodology and Workplan		30
	The scope, magnitude, urgency and challenges of the overall task are fully and well understood and reflected in the technical proposal; the technical proposal corresponds well to the requirements presented in the ToR	15	

	The technical proposal, tools and work plan are well defined and are relevant and correspond to the ToR of this assignment, especially in the context of the process and methods related needs and requirements of this rapid evaluation	15	
3	Personnel		40
	Strong, proven team leader with the capacity to directly, energetically and creatively lead and organize the process under tight time constraints and manage complex teams and evaluations, with emphasis on complex corporate, portfolio, performance and process and impact evaluations. This includes extensive evaluation experience and capacity, time availability, and flexibility and willingness of all members that shall be proposed as part of the evaluation team	15	
	Demonstrated excellent communication skills, ability to work under tight deadlines and track record of timely delivery of practical, strategic documents that add value	10	
	Demonstrated appropriate team members and arrangements: <ul style="list-style-type: none"> - The proposed team is appropriately composed, including the expertise and experience of key team members, the structure of the team, as reflected in gender balance, relevant expertise of climate finance modalities such as RFPs and the issue of climate finance access and project approvals, ability to work across languages and utilize and tap into networks in various parts of the world (e.g. local consultants based in developing countries), and academic qualifications - Demonstrated ability of key staff to work and analyze quantitative and qualitative data by using well-recognized methods, especially as related to statistical methods, meta-analysis, synthesis, process tracing, theory of change, survey design, field probing and investigation, virtual and field interviews. 	15	
	TOTAL		100

Technical proposals that score at least 75 points out of 100 will be considered as qualified for the review of financial proposal. Any proposal less than that will be disqualified from proceeding to the next step and its financial proposal shall be returned unopened following the award of the contract.

D. Evaluation of Financial Proposal

The Financial Proposal of all proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.

The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

$Sf = 100 \times Fm / F$, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the proposal under consideration.

E. Consolidated Evaluation

The weights given to the Technical (T) and Financial (P) Proposals are:



$T = 0.70$, and $P = 0.30$

Proposals will be ranked according to their combined technical (S_t) and financial (S_f) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; $T + P = 1$) as following: $S = S_t \times T\% + S_f \times P\%$.

The Bidder that achieves the highest combined technical and financial score will be invited for contract negotiations or GCF may proceed to contract award.

F. Award of Tender/Contract

The contract award shall be made to the responsive proposer that achieves the highest combined technical and financial score, and if necessary, followed by negotiation of an acceptable contract. The GCF reserves the right to conduct negotiations with the proposers regarding the contents of their offer. The contract award shall be in effect only after acceptance by selected proposer of the terms and conditions and the technical requirements.

Annex 4 Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

General Information

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

Prior experience with international organizations

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3



Environmental Policy

Does your company have a written statement of its environmental policy?

YES () Please attach copy

NO ()

Contract disputes

List any disputes your company has been involved in over the last three years

References

List suitable reference projects and contacts.

What options would there be for a site visit to a reference project and/or the vendor's site?

1

2

3

Partners

If this is a part bid, list relevant recent experience of working with partners.

Are there already formal or informal preferred partnership agreements in place?

1

2

3

Conflict of interest

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated

1

2

Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: _____

Title: _____

Signature: _____

Date: _____



Annex 5 Acknowledgement Letter

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **RFP 2020/037 - Consultancy services for Rapid Assessment of the GCF's Request for Proposals (RFP) Modality**, and hereby confirm that we:

INTEND DO NOT INTEND

to submit a proposal to the Secretariat of Green Climate Fund (GCF) by the deadline date of **18 January 2021 @ 18:00 hours Korean Time** and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **19 January 2021 @ 11:00 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 Company/firm: _____

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 and copy to hngau@gcfund.org

NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter to observe the public opening procedure.

**Annex 6
Timeline**

RFP 2020/037

**Consultancy services for Rapid Assessment of GCF's Request for Proposals (RFP)
Modality**

The Green Climate Fund shall follow the timeline below for this RFP. Any changes to this timeline shall be posted on the GCF website. Please note that the target dates may be adjusted.

Nr.	Event	Responsible Party	Tentative Date (and time, KST*)
1	Issuance of RFP	GCF	18 Dec. 2020
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	31 Dec. 2021
3	Last date for requests for clarification of the RFP	Bidder	08 January 2021
4	Last date to reply to questions received/ Last date for amendment	GCF	12 January 2021
5	Date by which proposal must be received in South Korea by GCF (Closing Date)	Bidder	18 January 2021 @18.00 hours
6	Date of opening of Technical Proposals	GCF	19 January 2021 @11.00 hours

* KST: Korean Standard Time (Seoul Time)



Annex 7
GCF Model Contract
(Attached as a separate document, or shall be provided upon request)

By submitting a proposal to this RFP, the Proposers are considered to have carefully reviewed the GCF Model Contract and be in agreement with all its terms and conditions. Where the bidder has specific issues of concern, those must be raised and indicated in the Technical Proposal clearly for consideration during evaluation. Any request for amendments to the GCF Model Contract and terms and conditions must be accompanied by a detailed and compelling justification for review and consideration by GCF. It shall be noted that the request of amendments to the GCF Model Contract and terms and conditions may negatively affect the evaluation of the proposal and, in some cases, where such amendments are incompatible with GCF's binding policies and rules, may prejudice the final award.

NB: For this particular contract, the Performance Standards (Clause 9), Insurance (Clause 10), Performance Security (Clause 11), and Deductions Clauses (Clause 12) of the Special Conditions of Contract (SCC) shall not be applicable.

*Note: The Board adopted at the recent meeting a new policy on SEAH (Sexual Exploitation, Sexual Abuse, and Sexual Harassment) and therefore the GCF is required to include new provisions in the General Conditions of Contract. While the specific wording is yet to be formulated, the eventual contract shall need to include such new provisions.