**TECH Forms**

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

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.

We confirm that, based on our current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF. In this regard, we list all the work that we have been involved with GCF as per the attached. Our policy on dealing with conflicts of interest, should these arise, is also set out as per the attached. We acknowledge and agree that GCF has the right to determine whether there is any actual or potential conflicts of interest in its sole discretion.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 2.6 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: Consultant’s Organization and Experience

A - Consultant’s Organization

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

B - Consultant’s 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 No 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): | No 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 the eventual performance in carrying out the assignment. Such suggestions should be concise and to the point, and incorporated in your Proposal.

Form TECH-4: Template for Technical Proposal

The Technical Proposal shall be submitted strictly in accordance with the below Technical Proposal Template, and proposals that are not submitted based on the provided template may be disqualified.

**TEMPLATE FOR TECHNICAL PROPOSAL**

**to Terms of Reference for**

**Provision of consultancy services for supporting evaluations and reviews**

**to be conducted by the IEU of the GCF in 2019 and 2020**

|  |  |  |
| --- | --- | --- |
| **Name of the Organization** | |  |
| **Address and Telephone No.** | |  |
| **Contact information** | **Name** |  |
| **Position** |  |
| **Email address** |  |
| **Telephone No.** |  |

|  |
| --- |
| 1. **TECHNICAL**   ***(NOTE: Responses to questions in Section 1 should not exceed twenty (20) pages)*** |
| **1.1. Expertise of the firm**  *Please demonstrate your expertise in providing support of developing the indicated evaluations or reviews on the various areas outlined in the 3-year rolling workplan of the IEU, with emphasis on learning* |
|  |
| **1.2. Minimum 5 years experience**  *Please provide information on your experience with offering comprehensive useful evaluations or reviews with a special emphasis on the environmental and climate change sectors.* |
|  |
| **1.3. Good publication Record**  *Please explain about your key team members in academic and peer reviewed journals on evaluation, climate change, climate finance and development, to reflect analytical ability and best academic practices (such as rigorous meta-analyses of data and evidence) and use of mixed methods with focus on dealing with bias and identifying and measuring causal relationships.* |
|  |
| 1. **METHODOLOGY AND WORKPLAN**   ***(NOTE: Responses to questions in Section 1 should not exceed twenty (20) pages)*** |
| **2.1. Methodology and Workplan**  *Please explain your understanding on the scope, magnitude, urgency and challenges of the tasks, in a properly addressed manner, corresponding to the TOR while reflecting an excellent understanding of GCF* |
|  |
| **2.2. Technical proposal, tools and work plan**  *Please explain your understanding of the technical proposal, tools and work plan in a manner relevant and corresponding to the assignment of this TOR* |
|  |

|  |
| --- |
| 1. **PERSONNEL** |
| **3.1 Team Leader**  *Please describe Team leader's extensive quantitative experience with an emphasis on evaluation or impact evaluation and team members' extensive evaluation experience at least 5 years each.* |
|  |
| **3.2 Experience in developing countries**  *Please demonstrate proven experience in developing countries, in setting up learning from quantitative skills including geographically disaggregated data, working in large inter-organizational teams with the ability to recognize the pros and cons of methods and triangulating data.* |
|  |
| **3.3 Communication Skills**  *Please demonstrate the communication skills (written, oral) and ability to work with tight deadlines and demonstrated history of delivering use-worthy strategic documents in a timely way.* |
|  |
| **3.4 Key Staff**  *Please demonstrate the ability of key staff to work and analyze quantitative and qualitative data by using well recognized methods, especially as related to statistical data, meta analyses, syntheses, process tracing, theory of change, survey design methods, field probing and investigation, field and other interviews and lead focus groups while recognizing biases, and behavioral science methods.* |
|  |

Form TECH-5: 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:

|  |  |
| --- | --- |
| **11. Detailed Tasks Assigned**  [List all tasks to be performed under this assignment] | **12. Work Undertaken that Best Illustrates Capability to Handle the Tasks Assigned**  [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.]  Name of assignment or project:  Year:  Location:  Client:  Main project features:  Positions held:  Activities performed: |

**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:

**FIN Forms**

Form FIN-1: Financial Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, provide in the Financial Proposal the relevant unit prices of various categories of experts in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. All the unit prices are exclusive of the local taxes.

Our Financial Proposal shall be binding upon us until the expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph 2.6 of this RFP. Furthermore, in the event of an award of LTA, all the unit prices shall be valid for the duration of the LTA.

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 FIN-2: Unit Prices of all the relevant categories of experts

|  |  |  |
| --- | --- | --- |
| **Catetory** | **Description**  Please include description of the roles and responsibilities of each expert category, as well as details on the level of professional experience, education and other relevant qualifications | **Expert daily Rate** |
|  |  | [Home] |
| [Field] |
|  |  |  |
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**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**

**Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) **No. RFP/2018/S/030** dated 21 September 2018 and hereby confirm that we:

[ ] INTEND [ ] DO NOT INTEND

to submit a proposal to the secretariat of the Green Climate Fund (GCF) by the deadline date of **21 October 2018** 17:00 Hrs Kore Standard Time and that we:

[ ] INTEND [ ] DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on **22 October 2018**, 10:00 Hrs Korea Standard Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information.

Name of Authorized Representative: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name and Address of Vendor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Facsimile: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

If you do not intend to submit a proposal to the secretariat, 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](mailto:procurement@gcfund.org)

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