

Request for Proposal no. RFP 2022/043

Consultancy Services to Support IEU's Learning-Oriented Real-Time Impact Assessment (LORTA) Window

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.
- 1.3 The GCF is operated by a Secretariat headed by an Executive Director. The GCF also has three independent units including the Independent Integrity Unit (IIU), Independent Redress Mechanism (IRM) and Independent Evaluation Unit (IEU).

2. Invitation

- 2.1 Through this request for proposals (RFP), the GCF is seeking to contract qualified, reputable and experienced companies/corporations/firms for provision of ***Consultancy Services to Support IEU's Learning-Oriented Real-Time Impact Assessment (LORTA) Window to Support Learning and Measurement Within the GCF.***
- 2.2 The terms of reference (TOR) included in the attached Annex 1 herein shall provide the assignment's details and expected deliverables.
- 2.3 Proposals must be submitted to the GCF no later than ***Monday, 23 January 2023 at 18.00 hours Korean standard 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 | Timeline |
| Annex 7 | Model Contract |
- 2.5 Should the GCF accept your proposal, the terms outlined in this RFP, including all the annexes listed above, shall form part of any contract. Any such agreement shall 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 the Bidders.
- 2.7 Bidders may withdraw their proposal after submission provided that the GCF receives written notice of withdrawal before the deadline prescribed for submission of proposals. No proposal may be modified after the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submitting proposals and the expiration of the proposal validity period.
- 2.8 All proposals shall remain valid and open for acceptance for ninety (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 Bidder's consent to extend the period of validity. The request and the responses to that 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 e-mail at procurement@gcfund.org and copy to hngau@gcfund.org. Bidders 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 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. Joint Venture, Consortium or Association

- 3.1 If the Bidder 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 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.

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

- 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

A prospective Bidder requiring any clarification of the solicitation documents may notify the GCF in writing to the e-mail address procurement@gcfund.org and copy to hngau@gcfund.org by the specified date and time mentioned in Annex 6. **The subject line of the e-mail MUST have the reference number and title of the RFP.** The GCF shall 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), shall be posted on the GCF website and communicated via e-mail.

5. Amendments to RFP Documents

At any time before 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 Bidder, modify the RFP documents by amendment. The amendments will also be posted on the GCF website and communicated via e-mail. In order to allow prospective Bidders 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 the proposal.

6. Language of Proposals

The proposals prepared by the Bidder and all correspondence and documents relating to the proposal exchanged by the Bidder and the GCF shall be written in English. Supporting documents and printed literature furnished by the Bidder may be in another language provided they are accompanied by an appropriate translation of all relevant passages in English. In any such case, the translation shall prevail for interpretation of the proposal. The sole responsibility for translation and the accuracy thereof shall be the Bidder's responsibility.

7. Submission of Proposals

Format and form of submission of bids: Bidders are requested to send their proposals preferably² 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 e-mail to procurement@gcfund.org and copied to hngau@gcfund.org

a) Submission through the Supplier Portal (SAP Ariba)

- (i) Open <https://gcf.supplier.ariba.com/>
- (ii) Click Register Now
- (iii) Fill in Company Information, Fill in User account information and details under 'Tell us more about your business.'
- (iv) 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.'
- (v) Check your e-mail and click the activation link.
- (vi) Fill in additional information required, click Save and Close.
- (vii) Your company information will be submitted to GCF and reviewed and approved.
- (viii) Once you register, please send an e-mail to procurement@gcfund.org and copy the responsible procurement staff for this RFP (i.e. For this RFP, it is: (hngau@gcfund.org) with the RFP number and title as the e-mail 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

² 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 event notification e-mail 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 username and password.

- (ix) Review Pre-requisites and Click "I accept the terms of this agreement".
- (x) Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
- (xi) Open the Financial Section of the RFP and download the financial bid submission forms
- (xii) When ready to submit your bid, upload the technical proposal 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.
- (xiii) Click 'Submit Entire Response' to submit the 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.)

b) Submission via E-mail

Two separate files (Technical and Financial Proposals) should be attached to the e-mail as per the instructions below.

The technical file should contain the technical proposal and be named as follows:
RFP 2022/043 – TECHNICAL PROPOSAL - (Name of Bidder)

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:
RFP 2022/043 – FINANCIAL PROPOSAL - (Name of Bidder)

The subject line of the e-mail should be as follows:
RFP 2022/043 – Support IEU’s LORTA Window (Name of Bidder)

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.

All prospective Bidders 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 e-mail, advising whether they intend to submit a proposal by the designated closing date/time. Please notify the Procurement Specialist immediately if any part of this RFP is missing or illegible.

8. Late Proposals

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

9. Opening of Technical Proposals

Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of Bidders 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. Bidders 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

The GCF shall notify in writing those Bidders 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.

The GCF requires that all GCF staff members, Bidders/Tenderers, 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 Bidders, 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

In their proposal, Tenderers 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.

Specifically, the Bidder must ensure that none of the individual team members have been involved in design of policies and guidelines pertaining to GCF's programme and projects nor should they have taken on any implementation responsibilities in the GCF's programme and projects.

13. Confidentiality

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

Provision of Consultancy Services to Support IEU’s Learning-Oriented Real-Time Impact Assessment (LORTA) Window to Support Learning and Measurement Within the GCF

I. AIM

In October 2022, the Green Climate Fund (GCF) Board approved the 2023 Workplan of the Independent Evaluation Unit (IEU) of the GCF, which includes, among other things, the continuation of the Learning-Oriented Real-Time Impact Assessment (LORTA) programme. This Terms of Reference (ToR) outlines the background, objectives, scope of work, structure of the programme alongside timelines and deliverables.

II. BACKGROUND

The Green Climate Fund (GCF) is a multilateral fund created to make significant and ambitious contributions to global efforts to combat climate change. The GCF contributes to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement.

In the context of sustainable development, the GCF aims to promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce greenhouse gas emissions and build resilience, while accounting for their needs and supporting particularly those that are vulnerable to the adverse effects of climate change. The GCF is governed by a Board composed of an equal number of members from developed and developing countries. It is operated by a Secretariat headed by an Executive Director.

The Independent Evaluation Unit (the “IEU” or the “Unit”) of the GCF is mandated by the Board under paragraph 60 of the Governing Instrument to inform its decision-making. The IEU has several objectives including to guide the GCF and stakeholders as a learning institution through providing strategic guidance; to conduct periodic independent evaluations of GCF performance to objectively assess the effectiveness and efficiency of its activities and provide evaluation reports to the UNFCCC and the Paris Agreement through periodic reviews of the Financial Mechanism.

The IEU has a mandate for discharging both an accountability function and supporting a learning function.¹ These are central to the GCF being a learning organization as laid out in its Governing Instrument and the Updated Strategic Plan for the Green Climate Fund 2020-2023.²

For more information on the IEU, its mandate, and publications, please see the IEU website at <https://ieu.greenclimate.fund>

III. LEARNING-ORIENTED REAL-TIME IMPACT ASSESSMENT (LORTA) PROGRAMME

The use of theory-based counterfactual approaches that help to measure attributable causal change from climate interventions is relatively new. Such approaches, when embedded before interventions start, can help to prevent confounding factors, such as selection bias, which, if not addressed, can undermine the causal validity of evaluations.

The IEU is conducting the multi-year Learning-Oriented Real-Time Impact Assessment (LORTA) programme not only to be able to keep track of GCF projects in terms of performance and results but also to enhance learning within the GCF and provide capacity-building in the area of impact evaluations, especially for Direct Access Entities. The primary objectives of LORTA are threefold.

- (1) Advisory services: The IEU will provide advisory services and build capacity for conducting impact evaluation and impact measurement systems by employing state-of-the-art, theory-based, counterfactual methods to measure the causal change attributable to GCF investments.
- (2) Capacity building: The IEU will build capacity within GCF-funded projects/programmes to design and embed real-time impact evaluations and measurement into funded projects/programmes that provide project teams and managers of GCF-funded projects high-



quality data on the quality of implementation and likelihood of impact, while helping them to manage their projects/programmes and ensuring that attributable causal change of GCF investments is maintained,

- (3) Results and Learning: The IEU will engage impact evaluation designs using theory-based counterfactuals to provide results of the GCF-funded projects/programmes and to inform about the implementation challenges and opportunities of the GCF-funded projects/programmes and the LORTA programme, as a learning organization of the GCF. The IEU will provide annual synthesized lessons learnt from the implementation of real-time measurement systems alongside the implementation of GCF-funded projects/programmes.

IEU's LORTA programme uses international best practices in theory-based impact evaluations to build learning and measurement into GCF projects and programs. Funded projects and programmes acquire skills and competencies to incorporate these approaches into their designs and initiatives.

Envisioned from the start as a multi-year programme, the LORTA programme has engaged with around 50 GCF-funded projects who have benefited from the LORTA programme regarding the development and implementation of theory-based counterfactual evaluation designs as well as the baseline, midline, or endline data collection and analysis. To date, 25 projects have been onboarded into the LORTA programme and received technical assistance in conducting impact evaluation. In 2023, IEU will select additional projects to onboard into the LORTA portfolio at the same time as continuing to support existing projects.

Through these terms of reference (TOR), the IEU/GCF is inviting firms to submit both technical and financial proposals to manage the LORTA programme for 2023 that will support real-time measurement and learning for the GCF through using theory-based impact evaluations that use experimental/quasi-experimental methods. Details about expected deliverables and responsibilities are discussed below.

It is vital that selected firm(s) continue to apply the lessons learned over the past five (5) years and work with existing and new project teams to ensure impact evaluations are integrated within existing plans for measurement and monitoring. Some of the key lessons learned in the past five years include:

- (1) GCF-funded projects and investments need to budget early for the cost of undertaking impact evaluations/assessments. This allows for the incorporation of high-quality designs for real-time measurement systems and credible measurement.
- (2) It is critical to plan early and ensure project teams co-own impact assessments and measurement systems by engaging with key stakeholders, including Nationally Designated Authorities (NDAs), Accredited Entities (AEs), Executing Entities (EEs) and implementing partners, GCF project/programme managers, and potential beneficiaries. The LORTA team works with key stakeholders in selected projects before, during, and after formative country engagements.
- (3) Co-owning and co-building designs and implementation with the GCF project teams and managers is essential. This means project teams should come on board as early as feasible and start working with the LORTA team. Ideally, project teams should engage with LORTA before they start planning project implementation (and after Board approval).
- (4) LORTA teams must undertake country engagements that foster ownership by the full program team (especially its senior staff). Hands-on sessions where project staff can work through the implications of theories of change, measurement systems, surveys, and analysis plans can ensure that there is ownership from the start. LORTA country engagements should also include context analysis and engagement with the ultimate beneficiaries of GCF investments where possible. Formative work includes analyzing the field and context, discussing the theory of change, evaluation questions, sample size calculations, timelines of data collection, and examining project capacities for tracking implementation fidelity. Thorough engagement of relevant AE staff cannot be overemphasized. The importance of creating equal partnerships and mutual trust with AEs and project teams is paramount.



- (5) Developing a deep understanding of evaluation designs and measurement methods within the project is important. In many cases, the projects have already put considerable effort into planning monitoring activities, and it is important LORTA leverages these and does not create parallel systems (which could undermine country ownership).
- (6) The GCF project team should support the use of real-time measurement systems. Project teams are likely to be able to incorporate these measurement and analytical systems into implementation plans provided they have information about the benefits these can bring.
- (7) Teams should distinguish between implementation tracking systems that measure the progress of short-term changes (activities and outputs) and those that measure longer-term changes (outcomes and impacts). Teams are supported in building integrated timelines showing implementation, tracking, and surveys. GIS and/or satellite data can help to reduce data requirements.
- (8) Maintain a degree of flexibility within evaluation designs to enable the utilization of key windows of opportunity within countries. This foundation has been especially important since the COVID-19 pandemic has changed the landscape of how technical assistance is offered/received and the degree to which original implementation and timelines can be adhered to.
- (9) Support and enhance the uptake and use of LORTA baseline, midline and endline evaluation reports to ensure LORTA can help inform the evidence needs of the GCF, evaluation communities and the broader climate finance landscape.

IV. SCOPE OF THE WORK

The contracted party will report directly to the Evaluation Coordinator, or anyone delegated by the Head of the IEU, as required under the tasks and responsibilities. The contracted party will work closely with the LORTA team and is responsible for the following two parts of the LORTA programme.

Part I: Inception and Engagement Stage

The contracted party will work collaboratively with the evaluation coordinator and IEU staff to complete a capacity-building Impact Evaluation Design Workshop.

- (a) During the inception and engagement stage, the contracted firm(s) will contribute to the Impact Evaluation Design Workshop in 2023 which aims to strengthen the capacity of new and existing GCF projects. The selected firm will work closely with IEU in the preparation, design, and delivery of the workshop including the sequence of plenary activities, breakout sessions, deliverables, presentations as well as the shortlisting of projects. The selected firm will support participating project teams (AEs) in embedding impact evaluation designs of interventions within one or more project components within the projects' monitoring and evaluation (M&E) systems while ensuring that the AEs have full ownership of the draft and finalized evaluation designs. The IEU will consider adding a limited number of projects from the workshop to the existing LORTA portfolio if there are any outstanding candidates.
- (b) In terms of those projects who presently belong to the LORTA portfolio, the selected firm(s) will ensure that the project teams (including implementing agencies on the ground) are involved, informed, and engaged throughout the impact evaluation process, including the evaluation design, data collection, data analysis, and the reporting of results. Key stakeholders will be actively involved from the onset of evaluation planning. During this stage, there will be an initial formative engagement with each project undertaken by the LORTA evaluation team. The evaluation team, in collaboration with the selected firm, will also hold sensitization and capacity-building workshops to increase the understanding of impact evaluation amongst different project-related stakeholders.

- (c) The main output of this inception stage will be delivering and/or updating a Pre-Analysis Plan (PAP) and associated PowerPoint presentation, to measure attributable causal change for one or more project components. The PAP will include: the project implementation status and potential challenges, a theory of change, evaluation questions and indicators, a feasible impact evaluation design, a sampling strategy and power calculations, the empirical estimation, data requirements, an outline of an accepted implementation monitoring and measurement framework, a timeline, and budget estimates, as well as an engagement plan for the coming years.
- (d) The general deliverable for this stage will include:
1. Impact Evaluation Workshop Inception Report (Q2 2023)
 2. Impact Evaluation Workshop Implementation Progress Report (Q4 2023)

Part II: Main Impact Assessment Stage

LORTA will continue supporting the GCF-funded projects selected in 2018, 2019, 2020, 2021 and 2022 in addition to projects that will be onboarded from 2023. During the second stage of LORTA cycle, the selected firm(s) will support the project teams in implementation tracking, survey design, quality checks, data analysis and reporting. The service provided during this part will be tailored to countries on a case-by-case basis. Once newly onboarded projects have completed Phase I, the projects will transition into Phase II.

Depending on the nature of the funded project and Accreditation Master Agreement (AMA), it is expected that the projects in this stage will stay in Phase II for a number of years. The contracted firm(s) will be engaged in the main activities discussed in detail below.

1. Advisory Service: Real-Time Implementation Tracking and Project Management

To ensure that this implementation is in line with the impact evaluation design, the selected firm(s) will be in close contact with the project teams. Any deviation in the design and timeline of project activities should be elaborated clearly in the Pre-Analysis Plan (PAP) hosted on the GCF SharePoint website. In addition, each project folder will house survey questionnaires, as well as initial and final forms of analysis.

The contracted party will engage in regular weekly or monthly meetings with the IEU to discuss progress across the portfolio of projects and update the document(s) outlined above. Furthermore, pre-defined quality checks will be conducted, and the results communicated.

The goal is to gain a deep understanding of the project activities and follow the progress in outputs, outcomes, and impacts (as defined in the Theory of Change) in both the treatment and comparison groups. Evaluation teams may use secondary data in addition to baseline survey and qualitative interviews to track project implementation and monitor changes. These data could be high-frequency data collected through additional surveys, administrative platforms, satellites, or M&E units of the projects.

Activities to be conducted include:

- (1) Identify appropriate methods of data collection, including household surveys, qualitative interviews, focus group discussions, additional surveys (possibly using the internet or phone), and project monitoring tools based on the choice of evaluation questions and indicators.
- (2) Explore the potential use of secondary data if applicable, such as administrative or remotely sensed data.
- (3) Ensure that relevant indicators are defined in a quantifiable manner, and that they can successfully capture progress in outputs, outcomes, and impacts.



- (4) Consult the project team on the operationalization of indicators: provide feedback on data collection tools and instruments including survey questionnaires, interview guides for qualitative data collection, project monitoring tools, high-frequency data from secondary sources, administrative and satellite data.
- (5) Offer feedback on the timelines and frequency for different types of data collection.
- (6) Support the development of sampling frames for surveys
- (7) Support the development of qualitative interviews and focus group discussions.
- (8) Assess and reflect on envisioned procedures for project implementation and confer with project management units.
- (9) Ensure evaluations are designed to respect and protect the rights and welfare of participants by anticipating and accounting for any potential ethical issues that may arise during the evaluation, as well as ensuring any ethical clearance is obtained.
- (10) Ensure regular communication with each project and maintain recurring virtual engagements with AEs to ensure PAPs are updated. In special circumstances, in-person country visits and support will be considered to enhance technical capacity of the project teams in accordance with the GCF travel policy guidelines, administrative instructions, and clearances.

The general deliverable for this stage will include:

- (1) Project specific inception reports ³(Q1 2023).
- (2) The inception report (2-3 pages for each project) would include a plan and strategy to support project for a year and team composition.
- (3) Project specific end year reports ⁴ (Q4 2023).
- (4) The end year report (3-5 pages for each project) would include the summary of activities over the year and description of lessons learned through project support.
- (5) Synthesis report (Q4 2023).
- (6) The end year report would include a synthesis on the lessons learnt from the individual projects with regards to project implementation, adaptive management and any challenges and opportunities related to implementation. The report would also capture lessons learnt from the implementation of real-time measurement systems established under LORTA.

2. **Impact Assessment**

Data collection: Survey data

Within the LORTA portfolio, some projects will collect baseline, midline, or endline survey data in 2023. Project teams usually hire a data collection firm to administer these surveys and it is important the LORTA team and the contracted party engages fully with the AE at an early stage to ensure requirements are explained clearly and carefully.

Activities to be conducted include:

- (1) Contribute to the drafting and finalization of the Terms of Reference for data collection firms such that they fully reflect the activities below.
- (2) Ensure adherence to and implementation of the developed sampling strategy.
- (3) Assess whether proposed data collection activities, instruments and storage is sufficient and appropriate, including ensuring all ethical concerns regarding informed consent, anonymity and confidentiality are adhered to.
- (4) Implementation of (high frequency) data quality checks for CAPI surveys.
- (5) Ensure the quality of data that is collected is suitable for use in the impact evaluation.



- (6) Offer feedback on fieldwork reports (including progress reports) written by the AE and/or the third-party data collection firm.
- (7) Offer feedback on data analysis conducted by the AE and/or third-party data collection firms.

3. **Data Cleaning, Analysis and Reporting**

The LORTA team and the contracted firm(s) will support the AE and any third-party data collection firm in analyzing collected data for the impact evaluation. This includes provision of technical support for data analysis and contributing to producing baseline, midline, or endline reports.

The LORTA team and the contracted party can also support analyzing secondary data, such as administrative data or data from surveys conducted outside the project context, as necessary.

Activities to be conducted:

- (1) Data cleaning
- (2) Data analysis
- (3) Reporting

The project specific deliverables in this stage will include:

- (1) Baseline report/s along with data and do-files (delivery according to Table 3 below)
- (2) Midline report/s along with data and do-files (delivery according to Table 3 below)
- (3) Impact evaluation (endline) reports along with data and do-files (delivery according to Table 3 below)

V. **TIMELINE AND DELIVERABLES**

- 1) Table 1 below outlines the timeline and payment of each general deliverable. The general deliverables aim to offer periodic updates of the overall portfolio. For instance, the Workshop Inception Report should lay out the format of the Impact Evaluation Design Workshop, methodology, a work plan, and logistics, and the Workshop Implementation Progress Report should describe the structure of the 2023 Impact Evaluation Design Workshop, evaluation designs of participating projects, lessons learned, and recommendations.
- 2) Table 2 below details reimbursable costs such as travel. Travel costs shall not exceed USD 70,000 to account for the possibility of travel costs for the hotel and meal per diems, local travel, economy airfare, security (as needed), visa, and other incidental expense to accommodate country visits. All travels will require approval from the IEU and the contracted party will invoice on a cost-reimbursable basis upon completion of the travel at cost plus applicable G&A (general and administrative expense). Travel will be undertaken in accordance with GCF travel policy.
- 3) Table 3 below delineates the expected technical activity for each project in the LORTA portfolio as follows:
 - (a) **Power calculation:** Support determining the sample size needed to detect the minimum detectable effect (MDE), or the effect size that can be detected given a set sample size and other parameters.
 - (b) **Sampling:** Provide technical feedback on sampling of survey respondents and assess whether observations that had been drawn into the sample were indeed interviewed. Alternatively, the survey data can be cross-checked against implementation tracking data in order to verify that the obtained sample contains the envisioned treatment



observations and their relevant information needed for the impact evaluation. Comparison with district-level averages from secondary datasets (DHS, LSMS).

- (c) **Qx development:** Support project teams in developing survey questionnaires of baseline, midline, and/or endline and other surveys, paying attention to the cultural context, completeness of tools and instruments, flow of questions, skip patterns, and soft and hard constraints.
- (d) **Pilot:** Test the theory of change and provide preliminary evidence as to whether the project intervention has the potential to deliver intended results.
- (e) **Enumerator training support:** Provide technical feedback on training material for enumerators and interviewers, etc. developed by the project team.
- (f) **High frequency check:** Provide regular feedback on the timing, frequency and quality of the underlying data, the visualization of the data and the progress of impact evaluation implementation.
- (g) **Data cleaning:** Clean raw data and provide a written documentation on treatment of raw data for all variables in the dataset.
- (h) **Data analysis and report:** Outline the methodology used for data collection, including sampling strategy, the appropriateness of the methods for data analysis, the illustration of results, and the precision of the language used.
- (i) **Ethical clearance:** Ensure compliance with legal regulations on research with human subjects with an approval by an Institutional Review Board (IRB).
- (j) **Qualitative research:** Consult the project team on sampling of survey respondents as well as participants of qualitative interviews/discussions.
- (k) **Secondary data analysis (GIS, NDVI):** Check the quality and suitability of secondary data to be used for the impact evaluation and support in statistical analysis and reporting results.

4) Project Specific Technical Assistance deliverable consists of main outputs for each project listed in Table 1 and 4:

- (a) project specific inception reports;
- (b) project specific end year reports; and
- (c) project specific deliverables.

The contracted firm(s) will be required to provide these deliverables for each project using respective template(s) provided by the IEU.

- For *project specific inception reports*, it should outline key evaluation questions and methodology, including information on data sources and collection, sampling and key indicators, a workplan and a timeline for the project activities.
- *Project specific end year reports* should document the details of the activities that have taken place along with the challenges, lessons learned, and recommendations on the way forward for each project.

5) Table 4 below details *project specific deliverables* which should elaborate on the evaluation design and result of each project, represented by the Pre-Analysis Plans (PAP), baseline, midline, or endline evaluation reports, and PowerPoint presentations. The project codes can be found in parentheses after the project countries. The evaluation reports are included for some projects reflecting their evaluation timelines in 2023. Supplementary deliverables such as indicator plans could be requested depending on the project needs.

- 6) The contracted party should be able to commit they will produce highly credible and well-written deliverables within the allocated budget and time. The reports, the associated data, and do-files will be fully owned by and will be a product of the IEU.
- 7) The selected firm(s) and IEU staff will agree on the collaboration, contribution, and co-authorship for baseline, midline, and endline reports. In addition, and in line with the IEU's capacity-building mandate, the selected firm(s) and IEU will also agree on the collaboration, contribution, and co-authorship of these reports with the project and/or local evaluation teams.
- 8) Furthermore, if certain impact evaluation reports result in academic publications, the contracted party will commit to collaboration and co-authorship of those with the IEU staff and, if of interest, with the research staff of the AEs.
- 9) Dissemination events may be held either in-person or virtually and may consist of the following: presentations and discussions of the baseline, midline, or endline results, impact evaluation results, and implementation tracking progress.

Table 1: General Deliverables and Payment Schedule

No.	Milestone deliverables	Final submission deadline	Tranche
1.	Design Workshop ⁵		
1.1	Workshop Inception Report	30 June 2023	Up to 15 %
1.2	Workshop Implementation Progress Report	31 August 2023	Up to 5%
2.	Project Specific Technical Assistance		
2.1	Project specific inception reports	31 March 2023	Up to 15 %
2.2	Project specific end year reports	15 December 2023	Up to 5 %
2.3	Project specific deliverables ⁶	15 December 2023	Up to 60 %
Total			100 %

Table 2: Reimbursable Costs and Payment Schedule

No.	Reimbursable costs	Final submission deadline	Price
1.	Travel	By 15 December 2023	Up to USD 70,000

Table 3: Project Specific Technical Assistance

No.	Project	Technical Activity										
		1. Power calculation	2. Sampling	3. Qx development	4. Pilot	5. Enumerator training support	6. High frequency check	7. Data cleaning	8. Data analysis and report ⁷	9. Ethical clearance	10. Qualitative research	11. Secondary data analysis
2A	Georgia (FP068)					x	x	x	x		x	x
2B.	Paraguay (FP062)							x	x			x



						Technical Activity						
No.	Project	1. Power calculation	2. Sampling	3. Qx development	4. Pilot	5. Enumerator training support	6. High frequency check	7. Data cleaning	8. Data analysis and report ⁷	9. Ethical clearance	10. Qualitative research	11. Secondary data analysis
2C.	Uganda (FP034)						x	x	x			
2D.	Philippines (SAP010)						x	x	x			
2E.	Mexico (SAP023)	x	x	x	x	x	x	x	x	x	x	x
2F.	Belize (FP101) - MGF								x			x
2G.	Madagascar (FP026)							x	x			x
2H.	Rwanda (FP073)						x	x	x			x
2I.	Belize (FP101) - BYG						x	x	x			
2J.	Barbados (FP060)			x			x	x	x			x

Table 4: Project Specific Deliverables and Payment Schedule

No.	Project	Deliverables	Price (USD)	Submission deadline
Baseline				
2.3A	A. Georgia (FP068)	1. Finalized Pre-Analysis Plan	XXX	1. Q2 2023
		2. Cleaned dataset ⁸	XXX	2. Q2 2023
		3. Baseline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
2.3B.	B. Paraguay (FP062)	1. Finalized Pre-Analysis Plan	XXX	1. Q2 2023
		2. Cleaned dataset	XXX	2. Q2 2023
		3. Baseline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
2.3C.	C. Uganda (FP034)	1. Finalized Pre-Analysis Plan	XXX	1. Q2 2023
		2. Cleaned dataset	XXX	2. Q3 2023
		3. Baseline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023



No.	Project	Deliverables	Price (USD)	Submission deadline
2.3D.	D. Philippines (SAP010)	1. Finalized Pre-Analysis Plan	XXX	1. Q2 2023
		2. Cleaned dataset	XXX	2. Q2 2023
		3. Baseline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
2.3E.	E. Mexico (SAP023)	1. Finalized Pre-Analysis Plan	XXX	1. Q2 2023
		2. Cleaned dataset	XXX	2. Q2 2023
		3. Baseline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
		5. Ethical clearance	XXX	5. Q2 2023
2.3F.	F. Belize (FP101) - MGF	1. Baseline report	XXX	1. Q3 2023
		2. Cleaned datasets ⁹	XXX	2. Q3 2023
		3. PowerPoint presentation (dissemination)	XXX	3. Q3 2023
Midline				
2.3G.	G. Madagascar (FP026)	1. Finalized Pre-Analysis Plan	XXX	1. Q3 2023
		2. Cleaned datasets ¹⁰	XXX	2. Q3 2023
		3. Midline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
2.3H.	H. Rwanda (FP073)	1. Finalized PAP	XXX	1. Q2 2023
		2. Cleaned datasets ¹¹	XXX	2. Q3 2023
		3. Midline report	XXX	3. Q3 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q3 2023
Endline				
2.3I.	I. Belize (FP101) - BYG	1. Finalized Pre-Analysis Plan	XXX	1. Q3 2023
		2. Cleaned dataset	XXX	2. Q3 2023
		3. Endline report	XXX	3. Q4 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q4 2023
2.3J.	J. Barbados (FP060)	1. Finalized Pre-Analysis Plan	XXX	1. Q3 2023
		2. Cleaned datasets ¹²	XXX	2. Q3 2023
		3. Endline report	XXX	3. Q4 2023
		4. PowerPoint presentation (dissemination)	XXX	4. Q4 2023



No.	Project	Deliverables	Price (USD)	Submission deadline
	Total		USD XXX	

VI. ELIGIBILITY

A qualified firm should have the following attributes:

- (1) Strong in-team expertise and extensive experience with impact evaluations using mixed methods, in addition to pure qualitative and quantitative methods, meta-analyses, and counterfactual methods.
- (2) Ability to commit and produce highly credible, well-written evidence-based reports in the budget and time period requested.
- (3) Demonstrable experience of engaging project teams from a highly diverse set of countries and entities to ensure the timely delivery of deliverables
- (4) Experience and ability to support entities in conducting data collection and analysis including provision of relevant training to enhance capacity of the entities within the LORTA portfolio.
- (5) Strong proven ability to work with developing country stakeholders in a respectful manner including expertise with developing country data, settings, culture, and partners.
- (6) Excellent engagement and communication skills in different languages to cover AEs in target countries including a diverse range of project stakeholders and be able to provide appropriate information in tactful, diplomatic, and cultural-sensitive ways.



Annex 2-A

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 Bidder shall fill in the technical Forms (TECH Forms) which follow in this annex, and which must be filled in accordingly.

The Technical Proposal **MUST NOT** contain any pricing information. Technical proposals which contain pricing information will be disqualified.



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 Proposal.

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, if applicable]

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 2.8 of the RFP Letter, 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 - Organisation

[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 making relevant examples of assignments in the areas of work identified in the terms of reference in Annex 1]

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 ^o 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 ^o 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 Counterpart's Staff and Facilities to be provided by the GCF

On the Terms of Reference

Present and justify any modifications or improvements to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, adding another, or suggesting 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
 - c) Organization and Staffing
 - d) Sustainability
- 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.]
- d) Sustainability: Organization's commitment to sustainability – Bidder to demonstrate its commitment to embed sustainability into its own operations (as defined by social, environmental, and economic considerations). Demonstrate how you plan to integrate sustainability measures in the execution of the contract to provide goods or services.



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Form TECH-5: Team Composition and Task Assignments

Professional Staffs and other Experts				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned



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

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>
---------------------------------------------------------------------------------------------------------	-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

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 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.

Annex 2-B Requirements for Firms' Proposals - Financial Proposal

B. Financial Proposal

The Bidder must prepare and submit the Financial Proposal in a separate file from the Technical Proposal.

The Financial Proposal shall include the taxes where applicable³, and the applicable taxes shall be specified.

The Financial Proposal must also summarize the total consultancy fee and the breakdown covering the lump sum amount to determine the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used to present the Financial Proposal.

IMPORTANT:

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.

³ (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 Amount 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 Cost of Financial Proposal ¹	

¹Indicate the total cost, net of local taxes, to be paid by GCF in each currency

B. Breakdown of Fees and Expenses⁴ per Cost Component

Description	A. Unit of measure	B. Total Period of Contract (in working days)	C. Daily Staff Rate (in USD)	Total Cost for the Period (B x C) (in USD)
I. Remuneration Costs				
Team Leader (Senior Consultant)	<i>Working day</i>			
Expert or Consultant	<i>Working day</i>			
Associate Expert or Consultant	<i>Working day</i>			
Other staffs (if any)	<i>Working day</i>			
Sub-Total =				
II. Other Costs (if any)				
Sub-Total =				
TOTAL (Total Cost of Financial Proposal)				USD

C. Breakdown of Fees and Expenses per Deliverables

SN	Deliverables <i>[list them as referred to in the TOR]</i>	Percentage of Total Price	Price (Lump Sum, All-Inclusive)
1	Deliverable 1		
2	Deliverable 2		
3	Deliverable 3		
N			
TOTAL (Total Cost of Financial Proposal)		100%	USD

⁴ Do not include travel costs in the Financial Proposal. The GCF may either arrange for travel (If air transport is needed) when the consultants are required to be on-site or the GCF may reimburse the travel costs upon presentation of relevant receipts. Business class ticket is applicable for 8 hours or more travel time. Daily subsistence allowance to cover for meals and accommodation will be based on the prevailing UN DSA (United Nations' Daily Subsistence Allowance) rates.

Form FIN-3: Breakdown of Remuneration¹ or Price List for Experts

(Information provided in this form will be used to establish cost of future work/services or payments to the Firm for possible future work/services requested by the GCF)

Name ²	Position ³ or Title	Daily Staff Rate ⁴

- 1 – Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7; You can also list other proposed experts for future work/services required by GCF.
- 2 – Professional Staff shall be indicated individually; Support Staff shall be indicated per category (e.g., technician, draftsmen, clerical staff).
- 3 – Positions of Professional Staff shall coincide with the proposed experts for the hypothetical project; You can also list other proposed experts for future work/services requested by GCF.
- 4 – Daily Staff Rates shall be firm and fixed during the duration of the future Contract.

Annex 3 - Evaluation Criteria

A. Evaluation and Comparison of Proposals

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

B. Acceptance of Submissions

- All proposers are expected to adhere to the requirements for submitting a proposal. Any proposals that fail to comply will be disqualified from further consideration as part of this evaluation. In particular:
 - A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
 - Full compliance with the formal requirements for submitting a proposal
 - Submission of all requested documentation
 - Acceptance of the GCF Model contract – *Where the Bidder notes issues, these must be raised as part of the technical proposal for consideration during evaluation*
- The Technical Proposal shall include:
 - A brief description of the organizational strengths and qualifications including demonstrated experience supported by references of similar assignments
 - Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and
 - Demonstration of the firm’s deep understanding of the GCF, mandate/business model, and technical requirements.

C. Evaluation of Technical Proposal

A technical review committee shall be established to evaluate each technical proposal. The technical proposals are evaluated individually on the basis of their responsiveness to the Fund’s technical requirements.

The assessment of the technical proposals will also be based on the criteria below. All service provider(s) are welcome to support their proposals with evidence of impact evaluations that they have not mentioned in their applications and those that are relevant to LORTA. Table 5 below outlines the criteria for assessing and selecting the firm for the consultancy services for LORTA.

Table 5: Evaluation Criteria

SN	Criteria	Sub-score	Score
1	Technical		30
	1.1. Expertise and experience of the team in providing strong, continuous, and dedicated support for implementation of impact evaluations, based on the present Terms of Reference (TOR), with specific emphasis on learning through both experimental and quasi-experimental methods.	15	
	1.2. Experience and expertise of the team in assignments of similar complexity, especially in conducting large scale impact evaluations in the field. Expertise in using mixed methods, in addition to pure qualitative and quantitative methods, meta-analyses, and counterfactual methods.	15	
2	Methodology and Workplan		30

SN	Criteria	Sub-score	Score
	2.1 The scope, magnitude, urgency, and challenges of the overall task are fully and well understood, are properly addressed, and correspond closely to the present TOR.	15	
	2.2. The technical and financial proposals, tools, and work plan are well defined and are relevant and correspond well to the assignment of this TOR.	15	
3	Project Leader and Personnel		40
	3.1. Strong, proven team leader's capacity to lead and organize the evaluation process under time constraints and manage complex teams and evaluations. This includes extensive evaluation experience and capacity, time availability, and willingness of all members that will be proposed as part of the team.	20	
	3.2. Demonstrated excellent communication skills, ability to work under tight deadlines and track record of timely delivery of use-worthy, added value, strategic documents.	10	
	3.3. Demonstrated appropriate team members and arrangements: <ul style="list-style-type: none"> The proposed team is appropriately composed, including the expertise and experience of the proposed key team members, and structure of the team, ability to work across languages, and utilize and tap into networks in various parts of the world, and academic qualifications. Demonstrated ability of key staff to collect and analyze quantitative and qualitative data by using well recognized methods. This includes designing and programming questionnaires, monitoring data quality, cleaning data, conducting data analysis as well as using and analyzing non-survey data. 	10	
	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 bidders 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 (St) and financial (Sf) 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: $S = St \times T\% + Sf \times P\%$.

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

F. Award of Tender/Contract

The tender award will be made to the responsive bidder who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. The GCF reserves the right to conduct negotiations with the bidder regarding the contents of their offer. The contract award will be in effect only after acceptance by the selected Bidder 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 <input type="checkbox"/> Private company <input type="checkbox"/> Organization sponsored (assisted by Government) <input type="checkbox"/> Other (please specify): <input type="checkbox"/>
Type of Business	Manufacturer <input type="checkbox"/> Retailer <input type="checkbox"/> Authorized Agent <input type="checkbox"/> Consulting Company <input type="checkbox"/> Other (please specify): <input type="checkbox"/>
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. **2022/43 for Consultancy Services to support IEU's Learning-Oriented Real-Time Impact Assessment (LORTA) window to support learning and measurement within the GCF dated 22 December 2022**, 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 **Friday, 20 January 2023 @ 18:00 hours Korean Time**.

INTEND DO NOT INTEND

to send one (1) authorized representative⁵ to observe the public opening procedure on **Monday, 23 January 2023 at 10.00 hours Korean Time***. (Note: attendance at 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 the current Covid 19 situation, public opening procedure is held online via MS Teams based on the requests for attendance.**

⁵ Please provide name, last name, position and email address of the representative to which the virtual meeting invitation will be provided on the day of proposal opening.

Annex 6 - Timeline

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	22 December 2022
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	06 January 2023
3	Last date for requests for clarifications of RFP	Bidder	14 January 2023
4	Last date for GCF to reply to questions received	GCF	16 January 2023
5	Date by which proposals must be received in South Korea by GCF (Closing Date)	Bidder	20 January 2023 at 18.00 hours KST*
6	Opening & Distribution of Technical Proposals	GCF	23 January 2023 at 10.00 hours KST*

* KST: Korean Standard Time (Seoul Time)

Annex 7 - GCF Model Contract

By submitting a proposal to this RFP, the Bidders are considered to have carefully reviewed the GCF Model Contract and must agree 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.