



Date: 28 February 2023

Reference: RFP/2023/005/hn

Request for Proposal no. RFP 2023/005

Consultancy Services for Evidence Review on Water Sector

1. Background

The Green Climate Fund (the “GCF” or “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.

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.

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 Fund is seeking to contract a qualified, reputable and experienced company/corporation/firm (the “Firm”) to provide **Consultancy Services for Evidence Review on Interventions in the Water Sector**. The terms of reference (TOR) included in Annex 1 of this RFP herein provides the details of the assignment and expected deliverables.
- 2.2. Proposals must be submitted to the GCF no later than **Tuesday, 21 March 2023 at 18.00 hours** Korean standard time (KST).
- 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
- 2.4. Shall 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.

- 2.5. 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 the Bidders.
- 2.6. 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.
- 2.7. 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.
- 2.8. 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 and copy to hngau@gcfund.org. Bidders 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. 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 organisation 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 shall 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.

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

- 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 shall only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If a joint venture's Proposal is determined by the GCF as the most responsive Proposal that offers the best value for money, the GCF shall award the contract to the joint venture, in the name of its designated lead entity. The lead entity shall sign the contract for and on behalf of all other member entities.

4. Request for Clarification of RFP Documents

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

a) Submission via E-mail

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

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

RFP 2023/005 – 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 shall contain the financial proposal and be named as follows:

RFP 2023/005 – FINANCIAL PROPOSAL - (Name of Bidder)

- The subject line of the e-mail shall be as follows:

RFP 2023/005 – Evidence Review on Water Sector (Name of Bidder)

The Financial Proposal MUST be password protected. The authorised 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.

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 authorised representative, via e-mail, advising whether they intend to submit a proposal by the designated closing date/time.

Please notify the Procurement Unit immediately if any part of this RFP is missing or illegible.

8. Late Proposals

Any proposals received by Procurement Unit after the deadline for submission of proposals/Closing Date, 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 authorisation 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 shall these arise.

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

Consultancy Services for Evidence Review on Water Sector

1. BACKGROUND

The GCF is a multilateral fund created in 2010 to support developing countries respond to the challenges of 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 advances and promotes a paradigm shift towards low-emission and climate-resilient development pathways. As a designated financial entity of the UNFCCC, the GCF provides funding for climate mitigation and adaptation projects and programmes in developing countries while accounting for their needs and supporting particularly those most vulnerable to the adverse effects of climate change. A Board governs the GCF, composed of an equal number of members from developed and developing countries. The GCF is operated by a Secretariat headed by an Executive Director. The GCF has three independent units including the Independent Integrity Unit (IIU), Independent Redress Mechanism (IRM) and Independent Evaluation Unit (IEU). The Governing Instrument of the GCF outlines the mandate of the Fund to provide new, additional, adequate, and predictable mitigation and adaptation support to developing countries. Projects are assessed against a range of investment criteria including paradigm shift potential, sustainable development potential, needs of the recipient, country ownership, efficiency/effectiveness and impact potential.

The IEU of the GCF is mandated by the GCF Board under paragraph 60 of the Governing Instrument to inform its decision making. The IEU has several objectives:

- Informing decision-making by the Board and identifying and disseminating lessons learned, contributing to guiding the GCF and stakeholders as a learning institution, including providing strategic guidance;
- Conducting periodic independent evaluations of GCF performance to objectively assess the results of the GCF and the effectiveness and efficiency of its activities; and
- Providing evaluation reports to the Conference of the Parties to the United Nations Framework Convention on Climate Change (UNFCCC) and the Paris Agreement for purposes of periodic reviews of the Financial Mechanism.

The IEU has a mandate for discharging both an accountability function and supporting a learning function. These are central to the GCF being a learning organisation as laid out in its Governing Instrument. For more information, please check the documentation available on the IEU's [website](#).

2. AIMS

- 1) The Independent Evaluation Unit (IEU) of the GCF wishes to procure consultancy services for an evidence review on water sector interventions to be completed by 01 October 2023 (tentative date).
- 2) The assignment will be a joint engagement between the IEU and the contracted party. All products emerging from this work are joint products, but the IEU will own the intellectual property. For subsequent use and citation, members of the contracted team will be informed.
- 3) This document lays out the terms of reference for the evidence review and associated systematic review. It consists of the following nine further sections and application templates.

3. BACKGROUND TO THE ASSIGNMENT

- 1) The objective is to produce a systematic review with relevant meta-analysis on the following review questions:
 - *To what extent have selected marine and terrestrial water-sector interventions been effective at achieving desired outcomes at the individual, household, community, and/or firm levels in developing countries?*
 - *What factors influence the effectiveness of interventions in the water sector in developing countries?*
 - *Which intervention types have the largest effects for mitigation co-benefits?*

individual, household, community, and firm levels. The review will include studies that foster mitigation co-benefits. These interventions may include (but are not limited to) nature-based options (e.g., ecosystem-based management, wetland restoration, water conservation, river restoration, nature weirs, integrated water management, watershed management), informational/educational schemes (e.g., water conservation education, flood information, early-warning systems), and market-based approaches (e.g., payment for ecosystem services, insurance for flooding). The review will not focus on studies on water interventions for consumption and/or health, including interventions in the water, sanitation and health sector, nor on interventions based around grey infrastructure.

- 5) In addition to the focus on terrestrial interventions in the water sector, the review will have an explicit focus on marine interventions including ecosystem-based management of coastal and marine zone management, marine ecosystem protection and restoration, including hazard early-warning systems and disaster risk reduction interventions.
- 6) The review will build on a previous IEU study on “Evidence Gap and Intervention Heat Maps of Climate Change Adaptation in Low- and Middle-Income Countries.” The systematic review will identify areas where evidence of the effectiveness of relevant adaptation interventions in the water sector exists, factors that moderate effectiveness, and which interventions types present the greatest potential for mitigation co-benefits. The evidence review will include publications from both the peer-reviewed and grey literature. The language proficiency of the selected vendor’s team’s team will determine the language(s) included in the scope of the review. The evidence review will use the PICO model (population, intervention, comparison, and outcome model) to describe the inclusion and exclusion criteria for studies in the systematic review. The ToR describes the PICO models for the systematic review and meta-analysis (see below).
- 7) Currently, there are no existing systematic reviews of the effect of marine and terrestrial water-sector interventions on adaptive capacity in developing countries (see the PICO model for systematic reviews below). Existing reviews are different in scope or geographical coverage. For example, of the existing and related systematic reviews within global repositories for environmental evidence or international development, all focus solely on terrestrial water systems: five focus on agriculture, two focus on infrastructure, two focus on institutions and one focuses on ecosystem-based adaptation. None as far as we are aware focus on marine interventions. In addition, the outcome areas for these systematic reviews are not on adaptive capacity but on poverty, governance structures, surface run-off, water use and productivity, soil fertility, net economic returns and stormwater management. One systematic review focuses on crop productivity. One further systematic review focuses partly on well-being as an outcome measure as well as resilience. These final two systematics review will be the point of departure for the IEU evidence review, such that these lines of inquiry could be refined and extended. In terms of mitigation co-benefits, a limited number of these systematic reviews focus on carbon sequestration, nitrogen losses and greenhouse gas emissions.

4.1 PICO Model for Systematic Review

This subsection describes the PICO model for the systematic review and associated meta-analysis.

- 1) **Population:** The systematic review will include interventions rolled out globally in developing countries. We refer to developing countries in this context as non-Annex I countries as defined by the Kyoto Protocol. The systematic review will include studies conducted at several units of observation, including individuals, households, communities, and firms.
- 2) **Interventions:** The systematic review will assess the *extent to which selected marine and terrestrial water-sector interventions been effective at achieving desired outcomes at the individual, household, community, and firm levels?* The interventions for this assignment will partly be informed by a previous IEU evidence gap map,⁹ which identifies the areas with the highest potential for a systematic review. Interventions shall include pilot studies and innovations being tested.
- 3) **Comparison:** The systematic review will include two types of studies:

⁹ [Evidence Gap of Climate Change Adaptation in Low to Middle Income Countries | gapmaps.3ieimpact.org](https://www.3ieimpact.org/evidence-gap-of-climate-change-adaptation-in-low-to-middle-income-countries)

- a) Experimental designs. This type of study specifically uses random assignment of the intervention. It evaluates the effect by comparing outcomes with a comparison group and by using an appropriate methodology. These studies could also use natural experiments.
- b) Quasi-experimental designs. In cases when the assignment of treatment is not random, various quasi-experimental designs are used to evaluate treatment effects. These methods include (but are not restricted to) regression discontinuity designs, instrumental variable approaches, difference-in-difference designs and matching methods.

In the absence of randomisation, studies may be limited in their ability to make claims about causality as confounding factors may not be controlled for. This shall be fully recognised within the systematic review. Sample sizes shall be re-assessed on a case-by-case basis. The systematic review may include underpowered experimental studies.

- 4) **Outcomes:** The systematic review will utilise and refine the outcome measures for marine and terrestrial water interventions, as indicated above. Outcome measures will not form part of the criteria for including studies in the systematic review. Outcome areas will include indices for adaptive capacity as well as proxy variables. In terms of mitigation co-benefits, outcome areas will be refined down to CO₂^e or comparable metrics.

The meta-analysis will ascertain overall effect sizes (and confidence levels) for groups of interventions spread over multiple studies (as determined by the project team, IEU, and the engagement committee). This will require that both interventions and outcomes will be very similar, which will rely on expert judgement. The selected vendor's team's team will generate forest plots to illustrate the effect of sample size on effect size and confidence intervals.

The selected vendor's team will perform a meta-analysis of selected intervention/outcome combinations with moderator variables. A meta-regression will require the following steps:

- (i) Ensure that all outcome variables are continuous or scale.
- (ii) Extract data from the studies in the format required (value of outcome variable in treatment and comparison groups; standard deviation of outcome measures for treatment and comparison groups; sample sizes for treatment and comparison groups).
- (iii) Convert the mean differences in effect sizes into standardised effect sizes.
- (iv) Ensure the direction of causality is correct.
- (v) Calculate the weighted average of the intervention effects where individual weights are chosen to reflect the amount of information that each study contains.
- (vi) Check for heterogeneity between studies by assessing visually if confidence intervals overlap or not. If heterogeneity exists, consider using appropriate statistical tests.
- (vii) Choose whether a fixed effects or random effects model for meta-regression is appropriate.
- (viii) Choose which study characteristics can be included as independent (and moderator) variables.
- (ix) Ensure data are normally distributed and transform if necessary (with appropriate adjustments in interpretation)
- (x) Use meta-regression add-ins or modules in R, Stata, or other statistical software to conduct the meta-regression.

5. SCOPE OF THE WORK AND RESEARCH QUESTIONS

The evidence review will respond to the following research questions:

- *To what extent have selected marine and terrestrial water-sector interventions been effective at achieving the desired outcome at the individual, household, community, and firm levels?*
- *What factors influence the effectiveness of interventions in the water sector in developing countries?*
- *Which intervention types have the largest potential for mitigation co-benefits?*

6. METHODS AND APPROACHES

The aim of the assignment is to complete a systematic review with the following steps:

- 1) Examine existing relevant literature, evidence gap maps and systematic reviews to inform search strategies and to screen for inclusion into this review. In addition, screen trial registers and search within other systematic reviews on the same and similar topics.
- 2) Refine the review questions and compile the landscape of studies through an iterative search process using bibliographic databases such as Scopus. The selected vendor's team shall also use snowball searches to bolster the number of studies procured. Co-produce a theory of change for systematic review with the IEU team. Pilot the data extraction tool. The IEU will assess early results from the initial screening before full screening is conducted.
- 3) Present the landscape of studies to the IEU team and engagement committee to illustrate the possible intervention and outcome combinations that have sufficient studies for data saturation and are candidates for systematic review. Respond to any requests to clarify the specific selection for the systematic review and deliver the datasets to the IEU. The selector contractor, GCF IEU and the engagement commit will agree on the specific intervention types and outcome areas for the systematic review.
- 4) Complete a draft systematic review protocol according to the requirements of a reputable repository.
- 5) The systematic review protocol will explain and justify the proposed search strategies, the proposed screening tools, and other appropriate parameters. These parameters include but will not be limited to: search strings, reporting of hits for search strings, whether snowballing will be required, the degree of single and double screening, how disagreements will be arbitrated, data extraction and management, unit of analysis issues, risk of bias assessment procedures, choice of effect measures (ensuring that scales are comparable), specify standardised effect sizes which would lead to inclusion in meta-analyses, offer a sub-group analysis plan and the assessment and investigation of heterogeneity, assessment of reporting biases, and how meaningful synthesis and meta-analysis will be conducted including moderator analysis.
- 6) This draft systematic review protocol will be revised considering comments from the IEU and the engagement committee. The selected vendor's team will subsequently submit a final protocol.
- 7) The selected vendor's team will undertake and document the search process described in the protocol.
- 8) Provide a presentation to the IEU and engagement committee on the first draft of the systematic review. The review shall adhere to Campbell systematic review templates. The draft shall include meta-analyses in the form of forest plots and appropriate statistical approaches, including refining aggregate effect size estimates in terms of the assessment of heterogeneity (including the use of qualitative comparative analysis, if applicable), publication bias and meta-regression.
- 9) Address comments made by the IEU and engagement committee.
- 10) Deliver the final draft of the systematic review (including meta-analysis) using the sections stipulated by the Campbell systematic review template.
- 11) Integrate any comments from both the IEU and engagement committee before submitting the final report, all data, datasets and files detailing coding and calculations.

7. STRUCTURE OF THE SELECTED VENDOR'S EVALUATION TEAM AND THEIR RESPONSIBILITIES

- 1) Teams shall be composed of **not more than 4 members**. Teams shall have one team leader with at least 10 years of experience of completing systematic reviews, evidence gap maps, and meta-analyses (including systematic searching, quality appraisal, data extraction, and data analysis);
- 2) Teams shall have at least one member with at least 8 years of experience in the water sector in developing countries, preferably including the assessment of both marine and terrestrial interventions;
- 3) Teams shall have at least one member with at least 8 years of experience of statistical analysis and demonstrate a track record of the use and synthesis of counterfactual methods;
- 4) Essential qualifications include at least two members educated to at least Master's level and preferably doctoral level alongside demonstrating gender diversity and responsiveness;
- 5) Teams shall have at least one qualified database search specialists and access to relevant databases;
- 6) Teams shall be able to commit that they will be able to produce a highly credible, well-written evaluation report in the period requested.

8. DELIVERABLES AND TIMELINES

8.1. The deliverables for this evidence review are structured in three milestones, each of which contains several deliverables:

- a) Draft and final protocols for the systematic review (Milestone 1)
 - (i) Define review question(s) and area(s) of interest.
 - (ii) Co-develop theory of change.
 - (iii) Meet with engagement committee.
 - (iv) Produce PICO-based inclusion and exclusion criteria.
 - (v) Define search strategy.
 - (vi) Define data management and coding process, including piloting the data extraction tool.
 - (vii) Define data analysis strategy.
 - (viii) Present the intervention and outcome combinations that have sufficient studies for data saturation and are candidates for systematic review.
 - (ix) Produce draft systematic review protocol.
 - (x) Meet with engagement committee and integrate comments into draft.
 - (xi) Submit final protocol.
 - (xii) Register protocol with relevant repository.
- b) Data collection, cleaning, and management (Milestone 2)
 - (i) Execute screening process outlined in protocol.
 - (ii) Assess eligibility of studies through an iterative exclusion process
 - (iii) Produce a fully coded file with the search process and results.
 - (iv) Produce data collection report.
- c) Data analysis and reporting (Milestone 3)
 - (i) Perform data analysis and synthesis.
 - (ii) Report findings of analyses, adhering to PRISMA and GRADE standards
 - (iii) Conduct presentation of findings with engagement committee and IEU
 - (iv) Deliver draft systematic review, associated meta-analysis and integrate comments.
 - (v) Produce final systematic review, associated meta-analysis and integrate comments.
 - (vi) Deliver all data, datasets and files detailing coding and calculations.
 - (vii) Contribute to dissemination, outreach and uptake.

8.2. TIMELINES

- 1) Draft and Final Protocols for the Systematic Review. This phase covers Milestone 1 in Table 1 below. In this protocol, the selected vendor's team must define the scope of the systematic review, including the specific area(s) of interest, as well as a search and data analysis strategy. The selected vendor's team must ensure that the protocol and systematic review will be eligible for registration

with the Campbell Collaboration or another relevant repository. The selected vendor's team must allow time for the receipt and integration of comments on the draft and final protocols, seek validation from the engagement committee and integrate any comments offered to a satisfactory level.

- 2) Data Collection, Cleaning, and Management. During this phase, the selected vendor's team will undertake the necessary bibliographic and screening tasks. There are two main deliverables under this phase. First, the selected vendor's team will complete and deliver a fully coded file detailing the process and results of the search, the nature of included studies, reasons for exclusions, risks of bias assessments and sampling strategies used in studies. The second deliverable under this phase is writing and delivering the data collection report for the systematic review. These deliverables correspond to Milestone 2 in Table 1.
- 3) Data Analysis and Reporting. The systematic review and relevant meta-analysis will be completed in this phase. In this phase, the selected vendor's team will present the IEU and engagement committee with the written report (adhering to the conventions stipulated by the Campbell Collaboration or another relevant repository). The selected vendor's team must allow time for the receipt and integration of comments on draft and final systematic reviews. Both the systematic review and meta-analysis will be shared, socialised, and reviewed for quality, including holding a presentation with the engagement committee. The selected vendor's team is required to keep track of the feedback in a systematic and logical format. The socialisation process will include sharing of lessons with the GCF, followed by finalisation of the draft, a presentation, and the sharing and wider use and utilisation of the report. In addition, it is expected that all data collected and generated during the review and meta-analysis (including code and syntax) will be delivered. These deliverables correspond to Milestone 3 in Table 1 below.

8.3. The broad details of the deliverables and payment schedule are detailed in Table 1 below:

Table 1. Deliverables and payment schedule (suggested)

Milestone	Phases	Deliverables	Tentative dates for submission of deliverables	Suggested Payment (%)
1	Draft and final protocols for the systematic review	Completed draft protocol, satisfactory integration of comments from GCF-IEU and engagement committee, and final protocol delivered and registered	1 st June 2023	20%
2	Data Collection, Cleaning, and Management	Fully coded file for systematic review Data collection report for systematic review	1 st July 2023	20%
3	Analysis and reporting	Draft systematic review and meta-analysis, satisfactory integration of comments from IEU and engagement committee, including production, review, and socialising of the final systematic review and meta-analysis	1 st October 2023	60%

Note: A more detailed work plan will be completed by the project team.

9. Engagement Committee

The engagement committee will inform the process and substance of this review. The committee will be constituted by several experts in the field of evidence and systematic reviews and/or individuals with expertise relevant to the questions under review. The engagement committee may include internal GCF staff as well as external members. The engagement committee will provide input on the design and scope of the key deliverables. These include but are not limited to draft versions of the theory of change, and the systematic review protocol and report.



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 2.7 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,

Authorised 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 organisation 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 shall 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) Organisation and Staffing
- d) Sustainability

- a) Technical Approach and Methodology. In this chapter you shall 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 shall highlight the problems being addressed and their importance and explain the technical approach you would adopt to address them. You shall 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 shall 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 shall 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, shall be included here. The work plan shall be consistent with the Work Schedule of Form TECH-8.
- c) Organisation and Staffing. In this chapter you shall propose the structure and composition of your team. You shall 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.



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 specialised 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 organisation, positions held.]:

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

Employer: _____

Positions held: _



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<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.

[Signature of the staff member or an authorised representative of the staff]

Date: ____

Full Name of the authorised representative: _____

Signature Date: Day/Month/Year



Form TECH-7: Staffing Schedule¹

N°	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.: 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

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 applicable¹⁰, and the applicable taxes shall be specified.

The Financial Proposal must also summaries 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 authorised 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.

¹⁰ (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,

Authorised 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

(1) Total Cost of Financial Proposal

<i>Item</i>	Costs
	USD
Total Cost of Financial Proposal ¹ (excluding travels-related costs)	

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

(2) Breakdown of Fees and Expenses¹¹ 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)	Work day			
Expert or Consultant	Work day			
Associate Expert or Consultant	Work day			
Other staffs (if any)	Work day			
Sub-Total =				
II. Travel Costs (list below)				
Sub-Total =				
III. Other Costs (if any)				
Sub-Total =				
TOTAL (Total Cost of Financial Proposal)				USD

(3) 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	Deliverable 3		
N			
	TOTAL PRICE (excluding travels-related costs)	100%	USD

¹¹ The Bidder can estimate the travel cost (economy-class based on the proposed methodological approach) and DSA. The actual travel & other-related costs shall be paid on a cost-reimbursable basis following the reimbursement rules that shall be agreed upon by both parties before the contract is signed. ***Please also note that the travel cost is not subject to the financial proposal assessment. The financial score will be given based on the proposed contract amount excluding travel costs.***

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 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
For RFP 2023/005**

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 authorised 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:

- (1) A brief description, including ownership details, date and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- (2) Full compliance with the formal requirements for submitting a proposal.
- (3) Submission of all requested documentation
- (4) 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:

- (1) A brief description of the organisational strengths and qualifications including demonstrated experience supported by references of similar assignments.
- (2) Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and
- (3) 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 submitted technical proposal. The technical proposals are evaluated individually on the basis of their responsiveness to/compliance with the Fund’s technical requirements stated in the Terms of Reference.

The assessment of the technical proposals shall also be based on the evaluation criteria below. Following this, the Bidder’s team is welcome to support their proposal with reference to evaluations that are relevant to this assignment.

Evaluation Criteria

	Description of Evaluation Criteria	Sub-score	Score
1	Vendor/Firm’s Expertise and Experience		30
1.1	Vendor’s expertise and experience in literature reviews, systematic reviews, and meta-analysis (including systematic searching, quality appraisal, and data extraction), based on the present Terms of Reference, with specific emphasis on statistical analysis and counterfactual methods.	15	
1.2	Experience and expertise of the vendor in interventions in the water sector	15	
2	Methodology and Workplan		30

	Description of Evaluation Criteria	Sub-score	Score
2.1	The scope, magnitude, urgency and challenge of the overall task are fully understood and reflected in the technical proposal, which extends the ToR in important aspects.	15	
2.2	The technical proposal, tools and work plan are well defined and are relevant and correspond to extending the ToR, in particular in terms of statistical meta-analysis and systematic review techniques.	15	
3	Personnel/Team Leader and Members		40
3.1	Strong, proven team leader with the capacity to directly, energetically and creatively lead and organize the process under tight time constraints and manage teams, with an emphasis on statistical analysis and counterfactual methods. This includes extensive experience in systematic reviews, academic and implementation experiences, and motivating all members that are proposed as part of the team	15	
3.2	Demonstrated excellent communication skills of the team leader, ability to work to tight deadlines and history of timely delivery of practical, strategic documents that add value	10	
3.	Demonstrated appropriate team members and arrangements: 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, experience of conducting evidence reviews, and relevant academic qualifications. Demonstrated ability of key staff to work and analyse quantitative and qualitative data by using well-recognized methods, especially as related to statistical methods, meta-analysis, causal and non-causal designs, synthesis, screening and knowledge of bibliographic databases.	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 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 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 bidder that achieves 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

(Submit as part of Technical Proposal)

Please respond to all questions.

1.1 Company Details - Vendor's Name

Name:

1.2 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 organisation	Public enterprise () Private company () Organisation sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorised Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	

3

1.8 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

1.9 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. **2023/005 for Consultancy Services for Evidence Review on Water Sector dated 28 February 2023** 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 **Tuesday, 21 March 2023 @ 18:00 hours Korean Time.**

INTEND DO NOT INTEND

to send one (1) authorised representative¹² to observe the public opening procedure on **Wednesday, 22 March 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.**

¹² 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	28 February 2023
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	07 March 2023
3	Last date for requests for clarifications of RFP	Bidder	14 March 2023
4	Last date for GCF to reply to questions received	GCF	15 March 2023
5	Date by which proposals must be received in South Korea by GCF (Closing Date)	Bidder	21 March 2023 @ 18.00 hours KST*
6	Opening & Distribution of Technical Proposals	GCF	22 March 2023 @ 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.