



Date: 13 April 2023
Ref.: RFP/2023/012/hn

Request for Proposal no. RFP 2023/012 – Synthetic Review on Just Transition

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 supporting developing countries to limit or reduce their greenhouse gas emissions and adapt to climate change's impacts. The Fund’s headquarters are 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 responsible for funding decisions according 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 the 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 Synthetic Review on Just Transition**. The terms of reference (TOR) included in Annex 1 of this RFP provides the details of the assignment and expected deliverables.
- 2.2 Proposals must be submitted to the GCF no later than **Thursday, 04 May 2023, at 23.00 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 | Company Profile Form |
| Annex 4 | Evaluation Criteria |
| Annex 5 | Acknowledgement Letter |
| Annex 6 | Timeline |
| Annex 7 | Model Contract of GCF |
| Annex 8 | Model Contract of Co-Funding Agency |
- 2.4 When the GCF accepts 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 whole. It also reserves the right to accept or reject any proposal, annul the selection process, and reject all proposals at any time prior to selection, without 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 for submission of proposals. No proposal may be modified after the deadline for submission of proposals. No proposal may be withdrawn 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 validity period. 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 person in 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 the authority to legally bind the members of the joint venture jointly and severally,
 - b) if they are awarded the contract, it shall be entered into by and between GCF and the designated lead entity, who shall act for and on behalf of all the joint venture member entities.
- 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; or
 - 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 each entity's expected role in delivering the RFP requirements, 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 undertaken by the joint venture's individual entities are 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 shall only be claimed by the individual experts themselves in their presentation of their individual credentials.
- 3.6 If the GCF determines a joint venture's Proposal 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

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

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 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 to take the amendment into account in preparing their proposals, the GCF may, at its sole discretion, extend the deadline for the proposal submission.

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 an appropriate translation of all relevant passages in English accompanies them. 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 per the instructions below.

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

RFP 2023/012 – 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 2023/012 – FINANCIAL PROPOSAL - (Name of Bidder)

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

RFP 2023/012 – Synthetic Review on Just Transition (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 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 authorized 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 the 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 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 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 actual 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 the selection of Firms will not be disclosed to Those that submitted proposals.

We look forward to receiving your proposals by the RFP closing date and time mentioned in paragraph 2.2 above.

Sincerely,

DocuSigned by:

Dragoljub Kelecic

Dragoljub Kelecic

Procurement Manager

April 13, 2023 | 2:59 PM KST

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Annex 1 – Terms of Reference Consultancy Services for Synthesis on Just Transitions

1. BACKGROUND

The Green Climate Fund (“GCF” or the “Fund”) 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 also 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 professional consultancy services for an Evidence Review on Just Transition to be completed by 1st December 2023.
- 2) The assignment will be a joint engagement between the GCF’s IEU, International Labour Organisation (the “Co-Funding Agency”), and the awarded professional consulting company (the Contractor). All products emerging from these work/services are joint products but the GCF-IEU and Co-Funding Agency will own the intellectual property. For subsequent use and citation, members of the Contractor’s team will be informed.
- 3) This document lays out the terms of reference (TOR) for the evidence review.

2.1 Background to the Assignment

- 1) The objective is to produce a realist synthesis based on critical appraisal of the available literature, answering the overarching question:

What evidence exists regarding interventions contributing to a just transition towards low-emission and climate-resilient development pathways in non-Annex I countries, in particular in the energy, agriculture/food, infrastructure sectors as well as ecosystem services?

- 2) The synthesis will be a comprehensive and rigorous collation, assessment, and presentation of evidence (using both peer-reviewed and grey literature) with relevant critical appraisal of the literature. The evidence review will be relevant to the policies and practices of the GCF and be based on a structured literature search guided by a protocol, an appraisal of the quality of evidence based on clear criteria. It will offer a clear, descriptive and analytical synthesis of the evidence base (as defined below).
- 3) The assignment will follow all the necessary protocols, search requirements, coding procedures, and replicability requirements as set out by leading global institutions on evidence synthesis. This includes the possibility of utilizing specialist search strings for different databases, ‘snowball’ sampling, searches in sub-areas, utilizing expert knowledge in subareas, and canvassing the experience of search specialists.

3. PURPOSE AND OBJECTIVES

- 1) The Paris Agreement committed parties to “[take] into account the imperatives of a just transition of the workforce and the creation of decent work and quality jobs in accordance with nationally defined development priorities”.² Since then, proponents of “just transitions” have focused on a wider variety of equity issues and risks apart from formal employment.³ For example, work on “just transition” now includes a focus on “the dual crises of climate change and inequality...by placing workers and communities at the centre of the transition debate, involving stakeholders throughout the decision-making process”.⁴ Yet this broader focus has meant that “within climate, energy, and environmental... scholar communities, transition means different things because each conceptualize ‘justice’ in distinct ways...Each is a concept widely accepted by researchers in these areas but to-date there has been little research in connecting all three forms of justice.”⁵
- 2) This evidence review will be guided by the International Labour Organisation’s Just Transition Guidelines, the key international reference on just transition agreed by international representatives of governments, workers’ and employers’ organisations.⁶
- 3) The range of ways in which a just transition is being approached, and the sectors and countries where it is being considered, highlights the need for a rigorous and precise global evidence review. Most of the peer-reviewed and grey literature on just transition from 2009 to 2022 focuses on developed nations. This evidence review aims to focus primarily on evidence available from developing countries and “where there is a diverse range of socio-economic and political structures...the meaning of just transition must be flexible to reflect

² Paris Agreement (UNFCCC, December 12, 2015), https://unfccc.int/sites/default/files/english_paris_agreement.pdf, 2.

³ *ibid.*

⁴ Andrzej Błachowicz, Peter J. Glynn, and Mark Nicholls, “Incorporating Just Transition Strategies into Developing Countries NDCs and Covid-19 Responses. Comparing Insights from Ghana, Colombia and Indonesia, Climate Strategies,” *Handbook of Climate Change Management*, 2021, pp. 4449-4469, https://doi.org/10.1007/978-3-030-57281-5_221.

⁵ Raphael J. Heffron and Darren McCauley, “What Is the ‘Just Transition’?,” *Geoforum* (Pergamon, December 1, 2017), <https://doi.org/10.1016/j.geoforum.2017.11.016>.

⁶ ILO. (2015). Guidelines for a just transition towards environmentally sustainable economies and societies for all. Geneva, Switzerland.

differences in and between countries.”⁷ Whilst a “just transition” is local in context and must be guided by what can be considered just in the country where the transition is occurring, this evidence review acknowledges the key principles and foundations of a just transition as outlined in the International Labour Organisation guidelines while recognizing one size does not fit all.⁸

- 4) The starting point for this evidence review is that a just transition ensures inclusiveness within policy processes and limits the harm caused by the transition away from business-as-usual towards low-emission and climate-resilient development pathways. In addition to efforts for avoiding, minimizing and managing negative employment and social outcomes, a just transition aims to maximize positive impacts through using social dialogue and stakeholder engagement processes. Despite environmental and economic benefits, a transition to a clean energy or low-carbon economy involves a range of trade-offs between short-term employment (whether formal or informal), medium-term development pathways and the long-term provision of global public goods.⁹
- 5) The review will identify and synthesize the available evidence on deliberate interventions contributing towards a just transition in the energy, agriculture, food and infrastructure sectors as well as ecosystem services, specifically in non-Annex I countries. These interventions can take place at a range of scales, from the household, community, district, region and country, and can be implemented by a range of agencies including firms and governments. The review will include studies that straddle sectors or countries.
- 6) The realist synthesis will respond to the question: what evidence exists regarding interventions contributing to a just transition towards low-emission and climate-resilient development pathways in non-Annex I countries? This synthesis will focus on energy, agriculture/food sectors as well as infrastructure and ecosystem services. Based on the examination of underlying programme theories, the synthesis will identify cases that illuminate the effectiveness and efficiency of interventions contributing to a just transition, as well as the mechanisms and conditions that influence their approach and impact.¹⁰ The selection to conduct a realist synthesis is because there are a limited number of targeted just transition interventions, especially in developing countries. Those that are under implementation are in the early phases of completion with limited available evaluative evidence on impact. The evidence review will include publications from both peer-reviewed and grey literature. The language proficiency of the selected team will determine the language(s) included in the scope of the review. This synthesis will use the PICO framework to describe the inclusion and exclusion criteria for studies. This ToR now describes the PICO model for the synthesis and associated critical appraisal of literature.

3.1 PICO Model for Synthesis

This subsection describes the anticipated PICO model for the evidence review and associated critical appraisal.

- 1) **Population:** The synthesis will include interventions rolled out in developing countries. We refer to developing countries in this context as non-Annex I countries as defined by

⁷ Blachowicz et al. (2021)

⁸ Philip Gass et al., *Just Transition to a Green Economy* (Eschborn, Germany: Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, 2021), pp. 11.

⁹ Xinxin Wang and Kevin Lo, “Just Transition: A Conceptual Review,” *Energy Research & Social Science* 82 (September 15, 2021), <https://doi.org/10.1016/j.erss.2021.102291>.

¹⁰ Following the updated OECD-DAC evaluation criteria, effectiveness analyses progress towards objectives along the results chain / causal pathway whilst efficiency looks at inputs relative to the entire results chain (outputs, outcomes, and impacts), in line with good evaluative practice. See OECD, D. (2019). Better criteria for better evaluation: Revised evaluation criteria definitions and principles for use, OECD, Paris, France.

the Kyoto Protocol. The synthesis will include studies conducted at different units of observation, including households, communities, districts, regions, and countries.

- 2) **Interventions:** The synthesis will assess the extent to which just transition interventions have been effective and efficient at the household, community, firm, and government levels, without imposing burdens on the most involved stakeholders and offering options for alternative activities. While the evidence base will be spread over a wide range of areas, the key economic sectors of interest for the synthesis will be on energy, agriculture/food sectors as well as infrastructure and ecosystem services.
- 3) **Comparison:** Evaluative evidence from a range of disciplines will be considered for inclusion including process evaluations, qualitative approaches and participatory methods.
- 4) **Outcomes:** Considering the high potential for a just transition to offer short- to long-term effects, the timeframes of interventions (short-, mid-, long-term) will be of particular interest. The synthesis will consider utilizing and refining the outcome measures for a just transition, as indicated through the 2030 Agenda Preamble, which holds intentional inclusiveness equally alongside the three primary branches of sustainability. Metrics to be used to measure potential harm to current participants and associated stakeholders will be of particular relevance. Outcome measures will not form part of the criteria for including/excluding studies in the synthesis, and, at a minimum, should cover transition and equity dimensions. A particular focus of the evidence review is on defining transition outcomes for workers, households and firms.

4. SCOPE OF THE WORK AND RESEARCH QUESTIONS

The evidence review will respond to the following questions:

- *What evidence exists regarding interventions contributing to a just transition towards low-emission and climate-resilient development pathways in non-Annex I countries, in particular in the energy, agriculture/food, infrastructure sectors as well as ecosystem services?*
- *How can interventions that contribute to a just transition and outcomes from a just transition be adequately defined from a methodological point of view, within the context of non-Annex I countries, especially at the level of workers, households and firms?*
- *What is the landscape of studies related to a just transition in non-Annex I countries? How can these studies be clustered to aid learning?*
- *How effective have approaches to a just transition been within key economic sectors, including the energy, agriculture/food, and infrastructure sectors as well as ecosystem services?*
- *How does the examination of underlying programme theories illuminate the effectiveness and efficiency of interventions contributing to a just transition, as well as the mechanisms and conditions that influence their approach and impact?*
- *How can the evidence base be synthesised most effectively to support programming by global climate funds and any Co-Funding Agency?*

5. METHODS AND APPROACHES

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

- 1) Examine existing relevant literature, including evidence gap maps and systematic reviews, to inform search strategies to screen for inclusion into this review.

- 2) Refine the review question and map out the landscape of studies through an iterative search process using bibliographic databases such as Scopus. The selected team should also use snowball searches to increase the number of studies included. The selected team should pilot the data extraction tool. An engagement committee and the IEU will assess early results from the initial screening before full screening is conducted.
- 3) Complete a draft protocol for a realist synthesis according to the requirements of a reputable repository.
- 4) The synthesis 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), the assessment and investigation of heterogeneity, assessment of reporting biases, and how a meaningful synthesis will be conducted (including potential moderator analysis) based on underlying programme theories to identify cases that illuminate the effectiveness and efficiency of interventions contributing to a just transition, as well as the mechanisms and conditions that influence their approach and impact
- 5) This draft review protocol will be revised considering comments from the IEU, Co-Funding Agency, and the engagement committee. The selected team will subsequently submit a final protocol.
- 6) Relevant parties will focus on the three sectors and one approach: the energy, agriculture/food sectors, infrastructure, and ecosystem services. The selected team will undertake and document the search process and critical appraisal process in the protocol.
- 7) Provide a presentation to the IEU, Co-Funding Agency, and engagement committee on the first draft of the draft synthesis. The draft should include a critical appraisal of available studies and appropriate statistical approaches, including refining aggregate effect size estimates, if applicable, and an assessment of publication bias.
- 8) Address comments made by the IEU, Co-Funding Agency, and engagement committee.
- 9) Deliver the final draft of the synthesis (including critical appraisal and assessment of programme theories) using the sections stipulated a reputable review template.
- 10) Integrate any comments from both the IEU, Co-Funding Agency, and engagement committee before submitting the final report.

6. STRUCTURE OF EVALUATION TEAM AND THEIR RESPONSIBILITIES

- 1) Teams should have strong expertise and experience in literature reviews, syntheses, and critical appraisal of literature (including systematic searching, quality appraisal, data extraction, and data analysis);
- 2) Teams should have expertise and experience in evidence reviews in the selected sectors and/or related to a just transition in developing countries;
- 3) Teams should have in-depth experience with statistical analysis and demonstrate a strong understanding of forms of quantitative and qualitative synthesis;
- 4) Essential qualifications include consideration of gender diversity, ability to work in multiple languages, and responsiveness;
- 5) Teams should have a qualified database search specialist and access to relevant databases;
- 6) Teams should be able to commit that they will be able to produce a highly credible, well-written synthesis report in the period requested.

7. TIMELINE AND DELIVERABLES

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

- a) Draft and final protocols for the synthesis (Milestone 1)
 - (i) Define review question(s) and area(s) of interest.
 - (ii) 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.
 - (vii) Define data analysis strategy.
 - (viii) Produce draft synthesis protocol.
 - (ix) Meet with IEU, Co-Funding Agency, and engagement committee and integrate comments into draft.
 - (x) Submit final protocol.

 - b) Data collection, review, 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) Perform data review and begin critical appraisal.
 - (v) Produce data collection report.

 - c) Synthesis and reporting (Milestone 3)
 - (i) Perform synthesis including examination of underlying programme theories, the identification of cases that illuminate the effectiveness and efficiency of interventions for a just transition, as well as the mechanisms and conditions that influence their approach and impact.
 - (ii) Report findings of analyses, adhering to relevant synthesis standards
 - (iii) Conduct presentation of findings with IEU and engagement committee
 - (iv) Deliver draft synthesis report, associated critical appraisal, and integrate comments.
 - (v) Produce final synthesis report, associated critical appraisal, and integrate comments.
 - (vi) Contribute to dissemination, outreach, and uptake.
- 1) Draft and final protocols for the synthesis. This phase covers Milestone 1 in Table 1 below. In this protocol, the selected team must define the scope of the synthesis, including specific components of basis for the critical appraisals of the energy, agriculture/food, and infrastructure sectors and ecosystem services, as well as a search and data analysis strategy. The selected team must allow time for the receipt and integration of comments on the draft and final protocols, seek validation from the engagement committee and satisfactorily integrate any comments offered.

 - 2) Data collection, review, and management. During this phase, the selected team will undertake the necessary bibliographic and screening tasks. There are two main deliverables under this phase. First, the selected 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 synthesis, including a checklist of issues and categories used for critical appraisal. These deliverables correspond to Milestone 2 in Table 1.

- 3) **Synthesis and reporting.** The synthesis report, including the relevant critical appraisal of literature, will be completed in this phase. In this phase, the selected team will present the IEU and engagement committee with the written report (adhering to the conventions stipulated by the relevant repository). The selected team must allow time for the receipt and integration of comments on draft and final reports. The synthesis, containing the critical appraisal will be shared, socialized, and reviewed for quality, including holding a presentation with the engagement committee.

The selected team is required to keep track of the feedback in a systematic and logical format. The uptake and socialization process will include sharing of lessons with the GCF, followed by finalization of the draft, a presentation, and the sharing and wider use and utilization of the report. In addition, it is expected that all data collected and generated during the review and critical appraisal (including code and syntax) will be delivered. These deliverables correspond to Milestone 3 in Table 1 below. In addition, the selected team will complete and deliver the dataset based on extractions from all studies included in the synthesis, covering all relevant characteristics and potential moderators. This dataset corresponds to Milestone 4 in Table 1 below.

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

Table 1. Deliverables and suggested payment schedule

Milestone	Phases	Deliverables	Tentative Dates for deliverables submission	Financed by Agency	Payment (%)
1	Draft and final approach papers for the synthesis	Completed draft approach paper including a dissemination and communication plan, satisfactory integration of comments from GCF-IEU and engagement committee, and submission of the final approach paper for publication.	1 August 2023 (KST)	Co-Funding Agency	20%
2	Data Collection, Review, and Management	Fully coded file of critical appraisals Data collection report for the synthesis	1 September 2023 (KST)	GCF-IEU	20%
3	Synthesis and reporting	Completed draft synthesis; satisfactory integration of comments from IEU and engagement committee; submission of final synthesis for publication as well as socialization and uptake.	15 November 2023 (KST)	Co-Funding Agency	30%
4	Dataset of reviewed studies	Completion and delivery of dataset based on extractions from all studies included in the synthesis, covering all relevant characteristics and potential moderators	1 December 2023 (KST)	GCF-IEU	30%

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

8. ENGAGEMENT COMMITTEE

The engagement committee will inform the process and substance of this review. The committee will be constituted of several experts in the field of evidence reviews and/or individuals with expertise relevant to the overarching question, and/or the three sectors and one approach 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, the approach paper, the critical appraisal of the literature, and the full synthesis protocol and report.

9. CONTRACT AWARD AND MANAGEMENT

Due to the co-funding nature of this assignment, the following points are highlighted for information and contract management purposes:

- 1) Before contract award, the assignment will be split depending on which international organization (GCF and Co-Funding Agency) will pay/fund for the deliverables listed in this TOR.
- 2) This means the successful Contractor will sign individual contracts with two (2) contractual entities, i.e., the GCF and the Co-Funding Agency.
- 3) Each organization will provide a model contract based on their own General Contract Conditions during the RFP period. The successful Contractor must confirm that it accepts the terms and conditions of the model contracts prior to award.
- 4) The Contractor must invoice the correct organization for the finalized and accepted deliverables based on the contract signed with the organization.



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.



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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,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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FORM TECH-2: FIRM'S ORGANIZATION AND EXPERIENCE

A - Organization

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

B - Experience

[Using the format below, provide information on each assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under this assignment. Use not more than 20 pages 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° of staff-months of the assignment:
Address:	Approx. value of the services provided by your Firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your Firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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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) Organization 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) Organization 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.



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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: .



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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>
---	--

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 authorized representative of the staff]

Date: _____

Full Name of the authorized representative: _____

Signature Date: Day/Month/Year



Form TECH-7: Staffing Schedule¹

N°	Name of Staff	1. Staff input (in the form of a bar chart) ²							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

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 applicable¹¹, 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 authorized procurement officer will contact the Bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders shall NOT send the password to the financial proposal until they are requested to do so by the procurement officer. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

¹¹ (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

(1) Total Cost of Financial Proposal

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

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

(2) Breakdown of Fees and Expenses¹² 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. Other Costs (if any)				
Sub-Total =				
TOTAL (Total Cost of Financial Proposal)				
III. Est. Travel Costs (list below)				
Grand Total =				

(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 travel costs)	100%	USD

¹² 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 - 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 organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

1.3 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

1.4 Environmental Policy

Does your company have a written statement of its environmental policy?	
YES () Please attach copy	NO ()

1.5 Contract disputes

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

1.6 References

List suitable reference projects and contacts. What options would there be for a site visit to a referenced project and/or the vendor's site?
1
2
3

1.7 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

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 4 - Evaluation Criteria For RFP 2023/012

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:

- (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 organizational 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 vendor's 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 (TOR).

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 synthesis (including systematic searching, quality appraisal, and data extraction) with a specific focus on realist syntheses, based on the present Terms of Reference	15	
1.2	Experience and expertise in the relevant sectors expertise and experience related to a just transition in developing countries	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 comparisons of programme theories and realist approaches	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. This includes extensive experience in 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	
3.3	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, 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 proposers which have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100. The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:

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

E. Consolidated evaluation

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

T = 0.70, and P = 0.30

Proposals will be ranked according to their combined technical (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

The Award will be made to the responsive proposer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract. GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions and the technical requirements.



Annex 5 - Acknowledgement Letter

To GCF Procurement Unit,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. **2023/012 for Consultancy Services for Synthetic Review on Just Transition** 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 **Thursday, 04 May 2023 @ 23:00 hours Korean Time.**

- INTEND
- DO NOT INTEND

to send one (1) authorized representative¹³ to observe the public opening procedure on **Friday, 05 May 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.*

¹³ 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	13 April 2023
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	21 April 2023
3	Last date for requests for clarifications of RFP	Bidder	28 April 2023
4	Last date for GCF to reply to questions received	GCF	1 May 2023
5	Date by which proposals must be received in South Korea by GCF (Closing Date)	Bidder	04 May 2023 @ 23.00 hours KST
6	Opening & Distribution of Technical Proposals	GCF	05 May 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.