



Date: 07 February 2024

Reference: RFP 2024/004/hn

DS

HN

**REQUEST FOR PROPOSAL NO. RFP 2024/004**  
**IEU SYNTHESIS ON ACCESS IN THE GCF**

**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 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 IEU Synthesis on Access in the GCF**. The terms of reference (TOR) included in Annex 1 of this RFP herein provide the details of the assignment and expected deliverables.

2.2 Proposals must be submitted to the GCF no later than **Wednesday, 21 February at 23.00 hours Korea Standard Time (KST)**. 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

2.3 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.



- 2.4 The GCF may, at its discretion, cancel the requirement in part or 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 before the selection, without thereby incurring any liability to the Bidders.
- 2.5 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.
- 2.6 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.
- 2.7 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](mailto:procurement@gcfund.org) and copy to [hngau@gcfund.org](mailto:hngau@gcfund.org). Bidders must not communicate with any other personnel of the GCF regarding this RFP.
- 2.8 This RFP is issued under the GCF Administrative Guidelines on Procurement 1. Information regarding the guidelines can be found at <https://www.greenclimate.fund/document/corporate-procurement-guidelines>.

### 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, 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; or
  - 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 entities 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.

---

<sup>1</sup> Annex II "Corporate Procurement Guidelines on the Use of Consultants"



- 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 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 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](mailto:procurement@gcfund.org) and copy to [hngau@gcfund.org](mailto: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 (at [procurement@gcfund.org](mailto:procurement@gcfund.org) and copy to [hngau@gcfund.org](mailto:hngau@gcfund.org)) as per the instructions below.

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

**RFP 2024/004 - 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 2024/004 - FINANCIAL PROPOSAL - (Name of Bidder)**

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

**RFP 2024/ 004 - IEU Synthesis on Access (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 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 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 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, Bidders 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.

In order to assess potential conflict of interest, the following indicators may be used:

- (a) Members of the proposed team may not be affiliated with Accredited Entities of the GCF or the GCF Secretariat in the last two years.
- (b) Members of the team may not have provided similar services for review of accreditation or other policies, or other assessments commissioned by the GCF.
- (c) If the Firm has any current or past contracts with the Secretariat or any of the accredited entities or delivery partners in any role, they should demonstrate how they intend to safeguard the independence of the team proposed for this evaluation.

## 13. CONFIDENTIALITY

Information relating to the evaluation of proposals and recommendations concerning the selection of Firms will not be disclosed to Firms that submitted proposals.

We look forward to receiving proposals from interested Firms for this Request for Proposal (RFP) by the deadline mentioned above.

Sincerely yours,

DocuSigned by:  
*Dragoljub Kelecevic*

6D578B87059F4B3...  
Dragoljub Kelecevic  
Procurement Manager

February 7, 2024 | 4:42 PM KST



## ANNEX 1 – TERMS OF REFERENCE

### IEU SYNTHESIS ON ACCESS IN THE GCF

#### 1. Aims

In October 2023, the Green Climate Fund (GCF) Board, in decision B.37/21, approved the 2024 Workplan of the Independent Evaluation Unit (IEU) of the GCF, which includes, among other things, the undertaking of a synthesis on access. This Terms of Reference outlines the background, objectives, evaluation questions, methods, approaches, structure of the evaluation team and responsibilities, alongside timelines and deliverables.

#### 2. Background Information

**The Green Climate Fund (GCF)** is a multilateral fund established in 2010 to support developing countries' efforts to respond to the challenge of climate change. Paragraph 2 of The Governing Instrument (GI)<sup>2</sup> states that the Fund will contribute to achieving the objectives of the United Nations Framework Convention on Climate Change (UNFCCC). The GCF promotes a paradigm shift towards low-emission and climate-resilient development pathways in developing countries. As an operating entity of the Financial Mechanism of the UNFCCC, the GCF supports climate change mitigation and adaptation projects and programs in developing countries. The GCF also serves the Paris Agreement on climate change under Article 9, Paragraph 8 of the Agreement, and supports the goal of keeping the average global temperature below 2°C

**The Independent Evaluation Unit (IEU)** was established by the GCF Board to provide objective assessments of the performance and results of the Fund by conducting independent evaluations of the GCF's activities to guarantee its accountability and synthesize learnings from high-quality and rigorous evaluations to support GCF's effectiveness and efficiency. The IEU is mandated to discharge a dual accountability and learning function<sup>3</sup>, central to the GCF as a learning organization. This dual accountability-learning function is also laid out in the GI, Evaluation Policy of GCF and the Updated Terms of Reference.<sup>4</sup> The IEU fulfils this mandate through four pillars<sup>5</sup>:

- **Evaluation:** The IEU undertakes independent evaluations at different levels to inform GCF's strategic results areas and ensure its accountability.<sup>6</sup> In key cases, it can also support and undertake project evaluations. The IEU uses relevant and innovative methods and an independent peer-review mechanism that guides independent evaluations. The vision, criteria, and guidelines are being laid out in the independent evaluation policy. The IEU is also mandated to independently peer review and attest to the quality of GCF self-evaluation.<sup>7</sup>
- **Advisory and capacity support:** The IEU advises the Board by synthesizing findings and lessons learned from its evaluations. These findings and lessons inform the Secretariat and other GCF stakeholders.<sup>8</sup> The IEU engages closely with the independent evaluation units of intermediaries and implementing entities of the GCF, including national designated authorities (NDAs) and accredited entities (AEs). It provides support to catalyse learning

<sup>2</sup> As annexed to decision 3/CP.17 presented in UNFCCC document FCCC/CP/2011/9/Add.1.

<sup>3</sup> Decision B.BM-2021/07.

<sup>4</sup> Decision B.BM-2021/15.

<sup>5</sup> Decision B.30/10 2022 IEU Workplan and Budget.

<sup>6</sup> Decision B.05/03, Annex 1.

<sup>7</sup> Decisions B.12/12 and B.12/20.

<sup>8</sup> Decision B.06/09, Annex III.





and build and strengthen NDA and AE evaluation capacity. It also provides guidelines and supports evaluation-related research that helps produce rigorous evidence in GCF result areas.

- **Learning**: The IEU supports the learning function of the GCF by ensuring that recommendations from independent evaluations are incorporated into the Secretariat's functions and processes. This includes recommending improvements to the GCF's performance indicators and its initial results framework after accounting for international experience and the evaluation results.<sup>9</sup>
- **Engagement**: The IEU actively participates in relevant evaluation networks to ensure it is at the frontier of evaluation practice. The IEU involves its staff and staff from NDAs and AEs in evaluations wherever feasible and appropriate. Also, the IEU supports knowledge hubs of low-emission and climate-resilient pathways.<sup>10</sup>

### 3. Access to the Green Climate Fund

The Governing Instrument of the GCF provides that access to the Fund will be through implementing entities (now called accredited entities, AEs). The Governing Instrument further states that the Board will approve access modalities. It further states that the recipient countries will also be able to access the Fund through accredited international entities, including United Nations agencies, multilateral development banks, international financial institutions and regional institutions.

Taken together, some of these statements set the foundation for access within the GCF. Some of the other key statements from the Governing Instrument are below.

**Table 1 – Access in the Governing Instrument**

RELEVANT PROVISIONS OF THE GCF GOVERNING INSTRUMENT ON ACCESS
<p>Role and Functions of the Board</p> <p>The Board of the Fund will:</p> <p>(a) Approve operational modalities, access modalities and funding structures;</p>
<p>Operational Modalities</p> <p>The Fund will provide simplified and improved access to funding, including direct access, basing its activities on a country-driven approach and will encourage the involvement of relevant stakeholders, including vulnerable groups and addressing gender aspects.</p>
<p>Funding Windows and Fund Structure</p> <p>The Fund will provide resources for readiness and preparatory activities and technical assistance, such as the preparation or strengthening of low-emission development strategies or plans, NAMAs, NAPs, NAPAs and for in-country institutional strengthening, including the strengthening of capacities for country coordination and to meet fiduciary principles and standards and environmental and social safeguards, in order to enable countries to directly access the Fund.</p>

<sup>9</sup> Decision B.06/09, Annex III.

<sup>10</sup> Decision B.05/03, Annex I.



## RELEVANT PROVISIONS OF THE GCF GOVERNING INSTRUMENT ON ACCESS

### Access Modalities and Accreditation

Access to Fund resources will be through national, regional and international implementing entities accredited by the Board. Recipient countries will determine the mode of access and both modalities can be used simultaneously.

Recipient countries may designate a national authority. This national designated authority will recommend to the Board funding proposals in the context of national climate strategies and plans, including through consultation processes. The national designated authorities will be consulted on other funding proposals for consideration prior to submission to the Fund, to ensure consistency with national climate strategies and plans.

### Direct Access

Recipient countries will nominate competent subnational, national and regional implementing entities for accreditation to receive funding. The Board will consider additional modalities that further enhance direct access, including through funding entities with a view to enhancing country ownership of projects and programmes.

### International Access

Recipient countries will also be able to access the Fund through accredited international entities, including United Nations agencies, multilateral development banks, international financial institutions and regional institutions.

In the GCF, access has come to be closely identified and become somewhat interchangeable with accreditation. Accreditation within the GCF is generally perceived to be a cumbersome and lengthy process, as identified through multiple IEU evaluation reports.

The second performance review of the GCF, undertaken by the IEU, concluded that:

- Access and accreditation remain overburdened with multiple goals, some of which could be more effectively and efficiently met through other channels. This includes other forms of GCF partnerships, country capacity-building and access mechanisms. Without a clearer purpose for accreditation, the network of AEs continues to grow with limited considerations of the associated benefits, costs and risks – as well as the Secretariat's capacity to manage it. An ever-growing network may reduce the AE-to-project ratio, and thus the attractiveness of accreditation to potential AE partners, especially if the accreditation process continues to be protracted. Alternative mechanisms for Fund access are underexplored and deserve more attention in the new accreditation strategy. In addition, country accreditation decisions, programming and capacity-building could be better aligned and targeted to generate more clarity for all stakeholders and facilitate direct access. This includes a careful prioritization of DAE accreditation and programming along transparent criteria, guided by the Board.
- Together, the pending finalization of the USP and strategic matters related to the accreditation strategy offer an opportunity to “reset” the GCF's approach to access, as well as to refine the Fund's vision and strategy for a manageable AE network. At the centre of future accreditation and access must be better ways to build DAE capacities for project development and implementation. Through accreditation, the GCF has established a network of diverse AE partners, including many national and regional DAEs. But this network needs to be strengthened in terms of ensuring that it comprises capable and





diverse entities that are well-positioned to deliver on future GCF and country priorities, high-quality project implementation and the GCF's fundamental goal of direct access. The RPSP and PPF must work better for DAE accreditation, capacity-building and programming, perhaps with graduated and differentiated approaches to direct access. A relatively small number of DAEs have been successful in obtaining project funding via the GCF. As the number of DAEs accredited to the Fund continues to grow, concerted efforts are needed to build capacity for these successes to be experienced among a wider swath of national entities.

The second performance review therefore recommended “. . . review accreditation priorities. Support and explore other access mechanisms beyond accreditation. Build capacities for better access and country-owned FP development and enhance accreditation process efficiency and transparency.”

It further recommended the GCF to:

- Identify and proactively support alternative and graduated pathways for developing country entities to access the Fund; explore long-term alternatives to the current AE model.
- Identify and publicize ways to access the GCF, including engaging in programme subprojects, subgrants and subloans, including through the EDA, or serving as EEs for GCF-funded activities or as DPs for RPSPs. The PSAA is another emerging option.
- **In the long term, the GCF should fully explore alternatives to the current accreditation and access model, such as those practised by other international agencies**, especially for country entity access. For example, the GCF could examine the suitability of models such as those in the Global Fund and Global Partnership for Education for access to the GCF. Such models with decisions devolved to the country level could provide the GCF with the ability to simultaneously serve mandates related to country ownership, country engagement, coherence and direct access. Such exploration would also allow the GCF to continue to be a learning organization and adapt to the reality of challenges created by accreditation and dependence on AEs and DPs.
- Manage accreditation and access to fit with GCF and country programming priorities and needs. Align them well with Fund project resources and Secretariat management capacities.
- Target DAE capacity-building for country-owned project development and implementation. The GCF should direct readiness and other capacity support more towards supporting accredited and nominated DAEs to develop country-owned and GCF-aligned CN/FP pipelines, integrated with accreditation support where appropriate. IAEs could be incentivized to support DAE capacities and alternative access mechanisms (such as with accredited and nominated DAEs serving as EEs or as co-AEs) – for example, through a favourable IAE fee structure, additional RPSP funds or prioritized access to the PPF.

Subsequently, the Board of the GCF adopted the Strategic Plan for the GCF 2024-2027 (hereafter, the “Strategic Plan”) and other decisions. The Strategic Plan identifies access as a cross-cutting priority and states:



*"...the urgency of climate change, and consultations with stakeholders on the GCF's accessibility, demand that GCF challenge itself to be more ambitious in improving access to climate finance for developing countries by further reducing bureaucracy, increasing the predictability of GCF programming, and clarifying communications to ease the investment process. "Enhancing access" accordingly represents GCF's core operational commitment for the period 2024-2027, alongside the access measures included in its programming objectives. GCF's commitment to access includes:*

*(f) Partnerships and direct access:*

*(ii) Developing a partnerships and access strategy for consideration by the Board to clearly articulate the different pathways for enhanced access to GCF financing, and how GCF can engage a range of partners consistent with their own mandates"*

Further still, at B.37, the Board of the GCF 'paused' reaccreditation to reconsider and 'reset' access, similar to the recommendation of the second performance review. The Board:

*"Decides, notwithstanding the provisions of decision B.11/10, annexe I, paragraph 6, and decision B.24/13, paragraph (a), that the accreditation term of all accredited entities is extended by three (3) years from the date its accreditation term lapsed or will lapse or until the date on which a revised accreditation framework is adopted by the Board, whichever is earlier. For the avoidance of doubt, with respect to the fifth year of the accreditation term, accredited entities are to report to the Secretariat consistent with the form and requirements of the midterm report required under the monitoring and accountability framework. The extension described herein does not apply to (1) any accredited entity which has notified the Secretariat prior to the date of this decision that it will not apply for re-accreditation; or (2) any accredited entity which notifies the Secretariat of its decision to opt out of the extension; in each case the accreditation term is to lapse at the end of the fifth year of their accreditation term; and*

*Requests the Secretariat, in consultation with the Accreditation Committee, to present a revised accreditation framework at the last Board meeting of 2024."*

The Board of the GCF is expected to review access to the GCF at B.38, and a revised accreditation framework at B.39. The Board is also expected to consider partnerships and accreditation frameworks within 2024.

In conclusion, while access to the GCF is a central pillar of the institution, the challenges within access have been apparent. There is an appetite and opportunity to inform the deliberation and discourse on access to the GCF and climate finance broadly.

#### **4. Objectives and Evaluation Questions**

In October 2023, the Green Climate Fund (GCF) Board, in decision B.37/21, approved the 2024 Workplan of the Independent Evaluation Unit of the GCF, which includes, among other things, a synthesis on access. The workplan states:

*"In 2023, the IEU delivered the second performance review and the synthesis on direct access. Informed by the second performance review, the updated USP of the GCF-2 places special emphasis on access. Access is a part of strategic vision, strategic programming directions, and especially operational and institutional priorities. This synthesis will review available evidence from various IEU products, including evaluations in vulnerable countries, regional groups, performance reviews, and reviews of operational modalities. It will be used to inform the third performance review."*



Therefore, the IEU is undertaking a synthesis on access, which will review available evidence on access. This synthesis will consider the **wider question on access, beyond simply accreditation**.

It is conceivable that the synthesis may ask three levels of questions. Some fundamental/normative questions may relate to the current global narrative on access, the experience of other agencies (for instance, USAID and localization), decolonization in access, and other fundamental questions.<sup>11</sup> At the strategic and institutional level, the synthesis may use available IEU evidence to develop findings on strategic approaches and modalities.

Finally, the synthesis may address operational questions on how access is operationalized and what works within it.

The synthesis will situate the questions on access within the bigger architecture of the GCF and development/climate finance broadly, address questions on how access in the GCF has translated within the GCF and identify key considerations for the GCF Board and the Secretariat for any future revisions to access.

This is an important opportunity within the GCF, as the Fund is expected to consider access broadly and there is an opportunity to inform this discussion. These questions and specific sub-questions will be further refined and elaborated during the inception phase of the evaluation. Other questions and themes may emerge in a data-driven manner, and as in grounded theory.

The synthesis may use the evaluation criteria established by the GCF Board for the IEU.<sup>12</sup> These include:

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

Ultimately, the synthesis will contribute to the GCF's accountability by reviewing evidence. It will contribute to GCF learning on access, and also promote a dialogue on access within the GCF.

While relatively simple in scope, the synthesis has an opportunity to discuss provocative ideas and recommendations for consideration, grounded in rigorous evidence and review.

## **5. Methods and Approaches**

It may be instructive to consider the use of an approach adopted from a configurative review involving the interpretation and arrangement of existing data to develop concepts that help provide new understandings of the research area – namely, access to the GCF.<sup>13</sup>

This will involve the use of a combination of critical review and qualitative meta-analysis methods.<sup>14</sup> Such an approach is pragmatic and flexible and is also inductive and asks questions

<sup>11</sup> Such questions may be best informed by expert interviews and review of the literature.

<sup>12</sup> See Decision B.06/09.

<sup>13</sup> Gough, David, James Thomas & Sandy Oliver (2012), Clarifying differences between review designs and methods, *Systematic Reviews* 1 (28): 1-9.

<sup>14</sup> Grant, Maria J. & Booth, Andrew (2009), A typology of reviews: an analysis of 14 review types and associated methodologies, *Health Information and Libraries Journal* 26 (2): 91-108.



about what we know and what we ought to know. It involves rigour and accommodates the sensitive nature of the issues under discussion and the needs of an IEU assessment on access.

This study will closely examine the evidence on access and will focus on synthesizing objectively the key findings and proposing recommendations for access within the GCF. The synthesis team will therefore:

- a) collect documents produced by the GCF, IEU and external stakeholders (in addition to IEU evaluations, others will be identified during the synthesis),
- b) review the literature,
- c) undertake a critical appraisal of the evidence available thus far, considering evidence gaps, bias, coverage, knowledge and lessons learned,
- d) produce a synthesis of the evidence, and
- e) produce a report and communication products on the synthesis study.

The study will further include interviews with select members of the GCF Board and advisers, staff of the GCF Secretariat, as well as external stakeholders and experts.

Therefore, the study is expected to be simple in design and execution, while proposing provocative ideas and theory. Primary data will be limited to a relatively small number of interviews (roughly 15-20) and analysis of quantitative data provided by the IEU.

As a synthesis, the secondary data will include programme, programme theory analyses, policy and project document analyses, a review of the literature (including from comparator organisations and the peer-reviewed literature), synthesis of past evaluation reports (including case studies).

Previous IEU reports have considered various dimensions of access, and these may provide a strong point of departure at the launch of the synthesis. A review of these documents may allow the team to find areas within the evidence to either build new theory, or find areas with rich evidence, and address inherent assumptions within the access model.

A pragmatic approach to the synthesis will be developed during inception, together by the IEU and the selected team. It is likely that a theory-based, mixed methods approach (with the quantitative analysis informed by the qualitative) will be suitable. The key questions and specific data will also be preliminarily identified during the inception phase, where the selected technical proposal can be used as a beginning point.

## **6. Team Expertise**

The evaluation team will include the external team hired through this RFP and the IEU team. Together, the evaluation team will be under the direction and overall leadership and responsibility of the Head of the IEU. The evaluation will be led and managed by IEU senior staff.

The following may be considered while selecting the proposed team members:

- 1) The team would be small, to support managerial and coordination efficiency for this rapid synthesis and considering the relatively simple methodological approach of this work.
- 2) An ability to critically appraise and examine evidence (including interview data) would be useful to this synthesis. This may require a level of maturity and familiarity with data collection methods. An ability to take on an intellectual challenge would be appreciated.
- 3) More importantly, the team leader would be able to organize and write clearly. This will be important, particularly given the short timeline and would reduce review time and effort.
- 4) Familiarity with the GCF could be useful, insofar as the team would be able to use GCF language and make use of the IEU referencing style, and style guide.



- 5) Sound administration is expected, for instance, to set up interviews, catalogue notes and literature consulted, and produce lists of stakeholders and reference lists.
- 6) While advanced quantitative skills are not expected to be used in this synthesis, basic quantitative analysis and other visualizations may be considered useful. The team may be able to receive raw data from the GCF/IEU and analyse it in different ways.
- 7) Qualitative training and skills would be essential for this synthetic work. The ability to synthesize across literature and interview and identify themes would be much appreciated.
- 8) Availability during the required period is essential. An interest and some passion for data, evidence, cutting-edge ideas, and some degree of intrepidity would be useful.
- 9) Travel is not considered essential for this synthesis. If travel is later required, the IEU shall approve it and it shall be in accordance with GCF travel policies.

The responsibilities of the selected team (for the Contract) will involve:

- 1) Finalizing the Inception Report/Approach Paper that may include a preliminary annotated review of documents, data needs, development of analytical tools (instruments, protocols), and the final report outline;
- 2) Being an active part of evaluation meetings;
- 3) Collecting primary and secondary data required by the synthesis, directly as well via online tools triangulating and validate the findings, and drafting the zero-draft and intermediate reports that will lead to the final report including the conclusions, recommendations, Executive Summary<sup>15</sup> and all annexes, and the communication products to be agreed at the beginning of the assignment.

The team will be particularly expected to add significant value in terms of the lessons learned and the formative and summative aspects of the synthesis, overall deriving from the evidence gathered during the evaluation. Managerially, it is expected that the team lead will participate in virtual weekly meetings with the IEU, and these may increase in frequency close to the finalization of the report. It is expected that the team will be hands-on and deliver a quality product.

The IEU will take ownership of the evaluation and will hold overall responsibility and accountability for the management and delivery of the evaluation up to and including approval of the final report. It will provide guidance to the selected team throughout the implementation of the evaluation up to and including design, data collection, analysis, and drafting.

Therefore, the IEU will co-develop and co-write the evaluation questions, methods and reporting. The IEU will further facilitate access to GCF data. While the team may be expected to undertake the analysis, IEU DataLab may be able to provide GCF portfolio data. The IEU can also facilitate introductions for interviews. The IEU will also lead the review of the evaluation draft report, including facilitating discussion and management responses. Finally, the IEU will lead the preparation and publication/delivery of communication products.

## **7. TIMELINE AND DELIVERABLES**

Considering the short timeline for the RFP as well as the overall approach are expected to be relatively simple, focusing more on the execution of the final report. **Further, considering the quick timeline of this RFP, a relatively simple approach is expected as part of the bidding process.**

---

<sup>15</sup> If the final report is reasonably short, an executive summary may not be required.



The estimated length of the assignment is spread from March 2024 to August 2024. This report is currently expected to be complete by June 2024, with follow-up through to December 2024. However, these timelines may undergo modest modification in consultation with the team. In addition, the dates for B.39 will be determined in the first week of March and may have implications for the timeline.

The proposed timeline for this assessment is expected to be as follows:

**Table 3 – Schedule of Deliverables.**

Phase	Milestone Deliverables	Expected Date of Deliverables	Proposed Payment Tranche
Inception	Inception paper	March 2022	30%
Data Collection and Analysis	All data collected, data analysis undertaken, and a matrix of data collected is produced	May 2022	30%
Final Report	Final synthesis report (including review by the Secretariat and IEU, editing and formatting)	June, 2022	30%
Communications and outreach products	Communications and outreach products designed to showcase the key findings/ recommendations of the synthesis	August 2022	10%

The above timeline may be subject to change to accommodate procedural and emerging issues, especially in line with decisions to be made at the GCF Board meetings of 2024, and a certain degree of flexibility is expected from the external team.

The timeline will be agreed upon and finalized during the initial stage of the work in the approach paper. The external team will work closely with the IEU throughout the evaluation cycle, especially in the final drafting stage, which is expected to be iterative.

**Table 4 – Expected Schedule for Procurement Process**

Proposed Timeline	Expected Date
Publication of RFP	07 February 2024
Deadline for submission of proposal	21 February 2024
Assessment of technical and financial proposals	22 February - 5 March 2024
Signing of contract	11 March 2024





## 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.

#### **IMPORTANT NOTE:**

##### CONFLICT OF INTEREST

In their proposal, Bidders 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.

In order to assess potential conflict of interest, the following indicators WILL be used:

- (a) Members of the proposed team may not be affiliated with Accredited Entities of the GCF or the GCF Secretariat in the last two years.
- (b) Members of the team may not have provided similar services for review of accreditation or other policies, or other assessments commissioned by the GCF.
- (c) If the Firm has any current or past contracts with the Secretariat or any of the accredited entities or delivery partners in any role, they should demonstrate how they intend to safeguard the independence of the team proposed for this evaluation.



## 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 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 the 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 2.6 of the RFP Letter, we undertake to negotiate based on 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 <sup>o</sup> 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 <sup>o</sup> 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 4 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.



**GREEN  
CLIMATE  
FUND**

**Form TECH-5: Team Composition and Task Assignments**

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





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

---

1. Proposed Position [only one candidate shall be nominated for each position]: \_\_\_\_\_
  
2. Name of Firm [Insert Name of Firm proposing the staff]: \_\_\_\_
  
3. Name of Staff [Insert full Name]: \_
  
4. Date of Birth: \_\_\_\_Nationality: \_\_\_\_
  
5. Education [Indicate college/university and other 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: \_



<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 authorised representative of the staff]

Date: \_\_\_\_

Full Name of the authorised representative: \_\_\_\_\_

Signature Date: Day/Month/Year



**Form TECH-7: Staffing Schedule<sup>1</sup>**

8.	Name of Staff	9. 10. <u>Staff input (in the form of a bar chart)<sup>2</sup></u>							11. <u>Total staff-week input</u>
		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 <sup>1</sup>	Weeks <sup>2</sup>						
		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 applicable<sup>16</sup>, and the applicable taxes shall be specified.

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

#### IMPORTANT:

**The Financial Proposal MUST be password protected.** The authorized procurement officer will contact the Bidders that pass the qualifying technical score for the password to open the Financial Proposal. Bidders 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.

---

<sup>16</sup> (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.



## 14. 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 figures<sup>1</sup>].

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:

<sup>1</sup> 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

Item	Total Cost
	USD
Total Cost of Financial Proposal <sup>1</sup>	

<sup>1</sup>Indicate the Remuneration and Other costs related to the assignment in line with Table 2 below.  
**Travel Costs shall not be included.**

### (2) Breakdown of Fees and Expenses per Cost Component

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

### (3) Breakdown of Fees and Expenses for Travel Cost (if applicable)

Travel Costs <sup>17</sup>	Unit of measure	Quantity		Total Cost
Air Tickets	Tickets			
Per Diem	Days			
Others (if any)				
<b>TOTAL</b>				<b>USD</b>

<sup>17</sup> The Firm shall provide estimate the travel and mission costs based on the proposed methodological approach. The actual mission and travel costs shall be paid on a cost-reimbursable basis following the reimbursement rules that shall be agreed upon by both Parties when the contract is signed off. The mission costs shall include the cost of any translators and local consultants hired by the Firm for this assignment. Please also note that the travel costs are not subject to the financial proposal assessment. The financial score will be given based on the proposed amount excluding the travel and mission costs.



**Reimbursable Costs (Travel, accommodation, subsistence allowance, etc....)**

All additional costs in addition to the quoted consultant daily fees as well as any anticipated cost overruns will have to be discussed with and approved in writing by GCF before incurring the expense.

**a) Meals and accommodation for travels approved by GCF**

The Firm may choose to either claim from GCF the costs of meals and accommodation reimbursed based on the presentation of the actual receipts documenting those costs or get them reimbursed as GCF Daily Subsistence Allowance (DSA) rates prevailing for the locations to which the travel took place.

If based on the actual receipts, the total reimbursable amount must not exceed the calculated total GCF DSA amount for the given location and duration of the travel.

- b) Travel costs, including terminal costs, will be reimbursed based on the actual airfares on economy class tickets, and receipts.
- a) All other additional and approved by GCF costs will be reimbursed based on the presented relevant receipts.
- b) Travel Costs will be paid after the conclusion of all the missions required for the assignment and upon submission of an invoice from the Firm.

**(4) 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 (Total Cost of Financial Proposal – Excluding Travel Cost)	100%	USD



**Form FIN-3: Breakdown of Remuneration<sup>1</sup> or Price List for Experts**

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

Name <sup>2</sup>	Position <sup>3</sup> or Title	Daily Staff Rate <sup>4</sup>

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



### Annex 3 - Evaluation Criteria For RFP 2024-004

#### A. Evaluation and Comparison of Proposals

The proposals will be evaluated in a three-stage procedure, starting with administrative compliance to ensure the proposals include all necessary required documents and are duly signed by the authorised representative. Evaluation of the technical proposal will follow and will be completed before any financial proposal is 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 understanding of the GCF, mandate/business model, and technical requirements.

#### C. Evaluation of Technical Proposal

The assessment of the Bidder/Firm and its proposed methodology, workplan and project team will be based on the evaluation criteria below. Following this, the Bidder is welcome to support their proposal with reference to evaluations that are relevant to this assignment.

#### **Mandatory Criteria:**

1. The Firm must be in operation for at least 5 years conducting similar services.

#### ***List of Evaluation Criteria***

No.	Evaluation Criteria	Sub-score	Score
1.	<b>Technical Expertise and Experience of the Firm</b>		<b>40</b>
1.1	Expertise and experience of the proposed Firm and its proposed project team in undertaking assessments and/or evaluations using <b>qualitative</b>	20	



No.	Evaluation Criteria	Sub-score	Score
	<p><b>methodologies</b> (document reviews, policy reviews, etc.), and ability to synthesize the acquired information.</p> <p>Expertise and experience in <b>quantitative methodologies</b> (data analysis, portfolio analyses).</p> <p>Expertise and experience in developing the theories of change or <b>synthesis of evidence</b> on assignments of similar scope and speed.</p>		
1.2	<p>Experience and expertise of the team in assessments/evaluations in the context of <b>climate finance</b>, institutional policy/strategy, access, and relevant areas.</p> <p>Experience with GCF/ IEU will be useful, general experience with <b>multilateral institutions</b> is desirable.</p>	20	
2.	<b>Methodology and Workplan</b>		<b>30</b>
2.1	<p>The scope, magnitude, urgency, and challenges of the overall task are fully and well understood, properly addressed, correspond closely to the present TOR, and are demonstrated through the <b>development of an approach</b> that is suited to the synthesis.</p>	15	
2.2	<p>The technical proposal, tools, and work plan are well defined, relevant and correspond to the assignment of this TOR, and the challenges of climate finance and access, including the essential need to perform the task and deliver within short and intensive deadlines.</p> <p>The distribution of <b>tasks and time</b> allocated are suited to the needs of the assignment.</p>	15	
3.	<b>Personnel Proposed for the Project</b>		<b>30</b>
3.1	<p>Team leader has the potential to <b>lead and organize</b> the synthesis process under tight time constraints. They are able to provide hands on analytical and managerial capacity, energetically, and creatively.</p> <p>Team leader shall be a person with 5 - 10 years of such substantive experience. This includes extensive evaluation experience, experience in producing solid evaluation reports and the capacity to engage in relevant evaluations in a multilateral setting.</p>	10	
3.2	<p>Team lead has excellent communication skills, ability to work with tight deadlines, and <b>history of timely delivery</b> of use-worthy, added value, policy/strategic documents.</p> <p>The proposals may elaborate on how the team leader have undertaken evaluations in tight timelines in the past.</p>	10	
3.3	<p><b>The proposed team</b> is appropriately composed, including the expertise and experience of the key team members. The structure of the team is appropriate to the mandate. This includes evaluation experience and capacity, time availability, and willingness of all members that will be proposed as part of the team.</p>	10	
	<b>TOTAL</b>		<b>100</b>



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

**D. Evaluation of Financial Proposal**

The financial proposal of all bidders who have attained the minimum score in the technical evaluation will be evaluated subsequently. The lowest evaluated Financial Proposal ( $F_m$ ) is given the maximum financial score ( $S_f$ ) of 100. The formula for determining the financial scores ( $S_f$ ) of all other Proposals is calculated as follows:

$S_f = 100 \times F_m / F$ , in which " $S_f$ " is the financial score, " $F_m$ " 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 ( $S_t$ ) and financial ( $S_f$ ) scores using the weights ( $T =$  the weight given to the Technical Proposal;  $P =$  the weight given to the Financial Proposal;  $T + P = 1$ ) as following:  $S = S_t \times T\% + S_f \times P\%$ .

The Bidder that achieves the highest combined technical and financial score will be invited for contract negotiations.

**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 the 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

<b>Name:</b>
--------------

### 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)	
Staff turnover rate	
In-house working language (s)	





**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 annexe 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. **2024/004 for Provision of Consultancy Services for IEU Synthesis on Access in the GCF dated 07 February 2024** and hereby confirm that we:

INTEND                     DO NOT INTEND

to submit a proposal to the Secretariat of the Green Climate Fund (GCF) by the deadline date of **Wednesday, 21 February 2024 @ 23.00 hours Korean Time.**

INTEND  DO NOT INTEND

to send one (1) authorised representative<sup>18</sup> to observe the public opening procedure on **Thursday, 22 February 2024 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](mailto:procurement@gcfund.org) and copy to [hngau@gcfund.org](mailto:hngau@gcfund.org)

**\*NOTE: Public opening procedure is held online via MS Teams based on the requests for attendance.**

---

<sup>18</sup> 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.

<b>Nr.</b>	<b>Event</b>	<b>Responsible Party</b>	<b>Tentative Date (and time, KST*)</b>
1	Issuance of RFP	GCF	07 February 2024
2	Last day to send completed Acknowledgement Letter of RFP receipt	Bidder	15 February 2024
3	Last date for requests for clarifications of RFP	Bidder	15 February 2024
4	Last date for GCF to reply to questions received	GCF	19 February 2024
5	Date by which proposals must be received in South Korea by GCF (Closing Date)	Bidder	21 February 2024 @ 23.00 hours KST
6	Opening & Distribution of Technical Proposals	GCF	22 February 2024 @ 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.