



Request For Quotation (RFQ) no. 2023/017 for Consultancy Services for Evaluation Capacity Needs Assessment

To All Interested Vendors/Firms

Date: 20 June 2023
GCF Reference: RFQ/2023/017

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Dear Sir / Madam:

We kindly invite you to submit your offer/proposal for the provision of Consultancy Services for Evaluation Capacity Needs Assessment.

Details of the assignment and expected deliverables can be found in the Terms of Reference (TOR) attached as Annex 1 in this RFQ bidding package. Please refer to the relevant Annexes of this RFQ when preparing your offer/proposal.

Offers/proposals must be submitted to the Fund on or before **Monday, 10 July 2023 at 23.00 hours** Korean Standard Time (KST) and can either be sent by postal mail/courier or via E-mail to the address below:

Green Climate Fund (GCF)
Procurement Unit, Division of Support Services (DSS)
G-Tower, 175 Art Center-daero, Songdo-dong
Yeonsu-gu, Incheon 22004, Republic of Korea

CONTACT PERSON:
Helena Ngau, Procurement Officer
Email: hngau@gcfund.org and copy: procurement@gcfund.org

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by GCF after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by e-mail, kindly ensure that it is signed and in the .PDF format.

We look forward to receiving your offer/proposal for this Request For Quotation (RFQ) by the deadline mentioned above.

Sincerely yours,

DocuSigned by:
A handwritten signature in blue ink that reads "Dragoljub Kelecevic".
Dragoljub Kelecevic
Procurement Manager



Delivery Term based on Incoterms 2020 (<i>Pls. link this to price schedule</i>)	<input type="checkbox"/> DDU (Delivered Duty Unpaid, Incoterms 2020) GCF Office, Songdo, Incheon, South Korea (for goods & services) <input checked="" type="checkbox"/> Not Applicable (for Services only)
Delivery Address / Location	Green Climate Fund (GCF) Procurement Unit, Division of Support Services (DSS) G-Tower, 175 Art Center-daero, Songdo-dong Yeonsu-gu, Incheon 22004 Republic of Korea
Method of RFQ Submission:	<p><i>RFQ for Services: One Envelope with SEPARATE Technical and Financial Offers, clearly labeled as Technical Offer and Financial Offer - with bidder's name, address and the RFQ reference number;</i> <i>The Financial Offer doesn't have to be password locked. However, there must not be any prices in Technical Offer.</i></p> <input checked="" type="checkbox"/> By E-mail to Procurement@gcfund.org <input type="checkbox"/> By Courier or Postal Mail.
Preferred Currency of Quotation ¹	<input checked="" type="checkbox"/> United States Dollars <input type="checkbox"/> Korean Won <input type="checkbox"/> Euro
Tax ² on Price Quotation	Offer must be exclusive of VAT and other applicable indirect taxes as GCF is exempt from taxes.
Payment Terms	<input checked="" type="checkbox"/> 100% within 30 days upon GCF's acceptance of the services delivered as specified and receipt of invoice; <input type="checkbox"/> Others [<i>pls. specify</i>]
Conditions for Release of Payment	Delivery of Services/Deliverables will be as per Purchase Order or Contract terms and conditions
Other after-sale services / support required	<input type="checkbox"/> Required: duration (months): <input checked="" type="checkbox"/> Not Applicable
Deadline for the Submission of Quotation	<input type="checkbox"/> Close of Business, [Day], [Date] and [Time] KST. <input checked="" type="checkbox"/> As defined on first page of this RFQ

¹ Local vendors must comply with any applicable laws regarding doing business in other currencies.

² (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.



All documentations, including catalogs, instructions and operating manuals, shall be in this language.	English
Additional documents to submit	<input checked="" type="checkbox"/> Certificate of Registration <input checked="" type="checkbox"/> Company Profile and Organization Structure <input checked="" type="checkbox"/> Experiences with similar services or projects <input checked="" type="checkbox"/> Brief description of approach, methodology and work plan to perform and implement the required Services. <input type="checkbox"/> Proposed Timeline to implement the Services. <input checked="" type="checkbox"/> Team composition and task assignments for the project. <input checked="" type="checkbox"/> Proposed personnel's CV to be engaged as per TOR qualifications
Period of Validity of Quotes starting the Submission Date	<input checked="" type="checkbox"/> 60 days <input type="checkbox"/> 90 days
Partial Bids / Partial Awards / Split Awards	<input checked="" type="checkbox"/> Not permitted. Only for full quantities required items. <input type="checkbox"/> Permitted [<i>pls. provide conditions for partial bids</i>]
Evaluation Criteria [<i>check as many as applicable</i>]	<input checked="" type="checkbox"/> Full compliance with all requirements listed in Annex 1. <input type="checkbox"/> The Contract/Purchase Order will be awarded to the lowest price substantially compliant offer. <input checked="" type="checkbox"/> The Bidder that achieves the highest combined technical and financial score, as detailed in TOR in Annex 1.
Annexes to this RFQ	1) Terms of References (TOR) (Annex 1) 2) Forms for Submission of Proposal/Offer (Annex 2) 3) RFQ - Quotation Form (Annex 3) 4) Model Contract for Consultancy Services (Annex 4)
Contact Person at GCF for Inquiries	Helena Ngau, Procurement Officer Email: hngau@gcfund.org Copy: Procurement@gcfund.org

- 1) The Services proposed shall be reviewed based on completeness and compliance of the quotation with the minimum specifications or as described in the Terms of Reference (TOR) above and or any other annexes providing details of GCF's requirements.
- 2) The quotation that complies with all of the specifications (TOR evaluation criteria) and requirements and offers the lowest price shall be selected. Any offer that does not meet the requirements shall be rejected.
- 3) Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by GCF. The unit price shall prevail, and the total price shall be corrected. If the vendor does not accept the final price based on GCF's re-computation and correction of errors, its quotation will be rejected.
- 4) Any agreement/contract that will be issued shall be subject to the General Conditions attached to the RFQ. (*Note: if PO is the resultant agreement, then GCF's PO terms and conditions is attached. If Contract is the resultant agreement, then conditions from the Model Contract for Consultancy Services is attached*).



- 5) GCF is not bound to accept any quotation, nor award a Contract/Purchase Order, nor be responsible for any costs associated with your preparation and submission of a quotation, regardless of the conduct or outcome of the selection process.
- 6) GCF reserves the right to accept or reject any Bid/Proposal, to render any or all Offers/Proposals as non-responsive, and to annul the solicitation process and reject all Offers/Proposals at any time prior to award of contract, without thereby incurring any liability to the affected Bidder/Proposer, or any obligation to inform the affected Bidders/Proposer(s) of the grounds for GCF 's action. GCF shall not be obliged to award the contract to the lowest price offer.
- 7) Prior to the expiration of bid/proposal validity, the contract may be awarded to the Bidder/Proposer whose proposal is determined to be in the best interests of the Agency, based upon the evaluation method indicated in the Data Sheet and with due consideration given to the general principles governing GCF procurement activities.
- 8) At the time of award of Contract or Purchase Order (PO), GCF reserves the right to vary the quantity of services and/or goods, by up to a maximum of 15%.
- 9) GCF implements a zero tolerance on fraud and corrupt (prohibited practices), and is committed to preventing, identifying and addressing all such acts and practices against GCF, as well as third parties involved in GCF activities.



Annex 1 - Terms of Reference (TOR)

Consultancy Services for Evaluation Capacity Needs Assessment

1. BACKGROUND

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

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

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

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

In 2023, IEU is expanding the scope and scale of its Evaluation Capacity Building-Development work. So far, IEU has undertaken its capacity development work through Learning Oriented Real-Time Impact Assessment (LORTA) programme. Envisioned from the start as a multi-year programme, the LORTA programme has engaged with around 50 GCF-funded projects who have benefited from the LORTA programme regarding the development and implementation of theory-based counterfactual evaluation designs as well as the baseline, midline, or endline data collection and analysis. To date, 25 projects have been onboarded into the LORTA programme and have received technical assistance in



conducting impact evaluation. In 2023, IEU will select additional projects to onboard into the LORTA portfolio at the same time as continuing to support existing projects.

As the name of LORTA suggests, the programme focuses on impact assessments. In 2023, IEU will expand on its capacity development work to encompass other dimensions of the evaluations, including different methods, approaches, and methodologies. Thus, IEU is preparing to design a new set of training packages that will expand IEU's offerings in Evaluation Capacity Building Services to GCF's stakeholders such as Accredited Entities (AEs) and National Designated Authorities (NDAs). The current set of training packages pertains to:

- A.) Evaluation Methods and Approaches
- B.) Constructing and using the Theory of Change
- C.) Data collection
- D.) Evaluation costing/budgeting

The training packages are currently expected to be rendered throughout 2023. These packages benefit from an initial desk review of DAE capacities.³ The review was based on secondary data sources. Based on the feedback of AEs from the initial set of training courses and a capacity needs assessment the training packages are expected to be revised. To this end, this planned capacity needs assessment and will feed directly into the revision of the packages.

2. AIM

During the 34th meeting of the GCF Board, the 2023 work plan of the Independent Evaluation Unit (IEU) was approved, which lays out the different independent evaluations to be conducted in 2023. One of the tasks IEU plans to undertake in 2023 is an evaluation capacity needs assessment.⁴

- 1) The Independent Evaluation Unit (IEU) of the GCF wishes to procure consultancy services for an evaluation capacity needs assessment to be completed by the **30th of October 2023**.
- 2) The assignment will be a joint engagement between the IEU and the contracted party. All products emerging from this work are joint products, but the IEU will own the intellectual property.
- 3) This document lays out the terms of reference for the needs assessment. The exercise involves undertaking a diagnostic assessment of the existing evaluation capacities of AEs, in particular DAEs, and identifying gaps that exist in meeting the accountability and learning needs of the AEs vis-à-vis GCF. Based on the assessment, the IEU is expected to revise existing modules for more focused capacity-building work in the future and develop any new modules, as required.

3. OBJECTIVES, SCOPE, AND METHODOLOGY

3-1 Objectives

³ <https://ieu.greenclimate.fund/blog/evaluation-capacity-assessment-dae>

⁴ <https://www.greenclimate.fund/sites/default/files/document/gcf-b34-16.pdf>



This needs assessment has the following objectives:

- a) Validate, build on, or re-visit the assessment of desk review of DAE evaluation capacities
- b) Collect insights on DAEs' current needs for evaluation capacity development;
- c) Identify the areas where the evaluation capacity gaps exist among DAEs;
- d) Provide the basis for evidence-based revisions to IEU's evaluation capacity-building training packages;
- e) Propose the themes and topics for IEU's evaluation capacity-building training in the long term.

3-2 Scope

The assessment should cover the existing pool of GCF's DAEs, as of B.35.⁵ The needs assessment will seek to understand the following dimensions of DAEs:

- a.) Existence of evaluation policy and methodological framework(s);
- b.) Existing evaluation human resource capacities;
- c.) Knowledge and experience of evaluations;
- d.) The gap between current evaluation capacities and stated needs.
- e.) Needs for evaluation capacity-building training from IEU.

3-3 Key Questions

The needs assessment will answer the following questions:

- **Policy and governance frameworks**
 - Is there a vision for evaluations set out in the DAEs? If yes, where are they set out?
 - What are the current set of policies and guiding frameworks in the DAEs that support an evaluation culture? Are they adequate?
 - What additional capacities, if any, are required to build or strengthen policies and frameworks in DAEs?
- **Human resources**
 - What is the level of human capacity with experience and knowledge of undertaking evaluations within DAEs?
 - Is the experience and skill available sufficient to meet the vision for evaluation in these DAEs?
 - What additional capacities, if any, are required to build or strengthen policies and frameworks in DAEs?
- **Experience and exposure to evaluations:**
 - Do DAEs have sufficient exposure to international best practices in undertaking evaluations?
 - Do DAEs have sufficient knowledge to carry out evaluations as required by GCF.
 - What are gaps in facilitating this knowledge for DAEs?

⁵ As of B.35, there are 72 DAEs accredited to GCF.



During the inception phase, questions may be further sharpened and elaborated into sub-questions.

3-4 Methodology

The needs assessment exercise will use a combination of qualitative and quantitative methods. The selected team will be expected to undertake a web survey of all DAEs to better understand their evaluation capacities. In addition, the selected team is also expected to undertake interviews with DAEs to complement the findings of the web survey.

The assessment methodologies will include:

- **Review previous analysis and materials by IEU.** IEU has undertaken a desk-based analysis previously on the evaluation capacities of numerous DAEs. A desk review note of the evaluation capacities of DAEs is also available internally. LORTA team of IEU has also undertaken internal assessments on the capacities of DAEs. This will serve as a useful starting point for this assessment. A review of the existing capacity-building training packages of IEU will also be required.
- **Online perception survey:** The online perception survey will be primarily directed at DAEs. It will contain questions that will respond to the questions mentioned above.
- **Key informant interviews/focus groups:** The key informants for this exercise will include selected DAEs. The team is expected to undertake interviews with a sample of 15 DAEs. The selection of the sample should consider the fair representation of the entire population (ex. regions, types and size of entities, and public/private entities). In addition, they will undertake interviews with LORTA programme team of IEU and selected members of GCF's Secretariat (in particular, the Division of Portfolio Management) in charge of evaluation capacity development. The interviews will be used to triangulate the emerging findings of the desk review and the survey.

4. TEAM AND RESPONSIBILITIES

- 1) The bidder should propose the best composition of the team that can fulfill the requirements of this assignment;
- 2) The team should have strong expertise and experience in capacity building and development in evaluations;
- 3) The team should have strong expertise and experience in client needs assessment and diagnostic analysis;
- 4) The team should be able to ensure that they will be able to produce a highly credible, well-written assessment report in the period requested.

5. TIMELINE AND DELIVERABLES

The exercise is expected to be completed in three (3) months including the preparation and inception stage.



Inception period (August 2023): During this period, the team will parse the important questions that will be answered in the assessment and develop a matrix. Scoping interviews will be undertaken with relevant internal and external stakeholders. Also, during this phase, stakeholder analysis will be conducted to identify key stakeholders based on agreed criteria. This will be especially important for interviews with DAEs as only a sample of DAEs are expected to be interviewed. Hence a sampling approach may also be agreed upon in this period. During this period, preparatory work may also be done to facilitate the main data collection phase.

Main assessment phase (September 2023): The second phase will be the main phase of the assessment. The following activities will be undertaken: The web survey will be launched in this time period. Individual interviews will also be undertaken with the selected DAEs and staff members at GCF's Secretariat during this period.

Evaluation report (October 2023): During the last phase, a draft assessment report shall be prepared. The final version of the report will contain conclusions and recommendations for IEU. The draft may also be circulated to the select stakeholders in GCF Secretariat to elicit their feedback. The report will be finalized by the team based on feedback from IEU and Secretariat.

Under this TOR, the selected team shall have the following deliverables:

- A.) **Document review.** Undertake a review of numerous existing analyses by IEU (mentioned above) and select external literature on evaluation capacity development. In addition, the team is expected to review the current set of training packages to get an idea of the baseline of evaluation capacity building-development work of IEU.
- B.) **Interviews:** The selected evaluation team is expected to come up with an interview protocol for the interviews with different stakeholders. Members of the team are also expected to lead, attend meetings and interviews with all relevant stakeholders including the GCF Secretariat and DAEs. The team will also be expected to take notes, code the notes and extract meaningful findings from such interviews for the main report.
- C.) **Stakeholder Survey:** The evaluation team will develop a survey, in consultation with the task manager, and launch it for responses to DAEs. The team will then analyze the results and incorporate the same into the main report.
- D.) **Final report.** Based on the data collected from various sources the team is expected to prepare the first draft report of the findings with substantive input and iterative feedback from IEU. Based on the comments by IEU reviewers' subsequent versions of the report are expected to be revised. The report is expected to contain a description of the exercise, methodologies employed, analysis of the emerging findings and recommendations for IEU on structuring or re-structuring and revising its evaluation capacity development efforts and accompanying training modules. The process of report writing, and revision is expected to entail discussions and drafting of relevant conclusions and recommendations as well. The final report is to be delivered to IEU with relevant annexes, as agreed with IEU.

All data collected by the selected team will need to be transferred to IEU during the exercise or at the end of it. All data collected belongs to IEU.



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

Table 1. Deliverables and payment schedule

Milestone	Phases	Deliverables	Date for submission of deliverables	Payment (%)
1	Contract Signing/Inception Stage	The signed contract by both parties	August 2023	20%
2	Final Report	The final report and submitted and agreed by IEU	By October 31, 2023	80%

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



APPENDIX 1 – EVALUATION CRITERIA

A. *Evaluation of the Proposal*

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

B. *Acceptance of Submissions*

The proposer is expected to adhere to the requirements for submitting a proposal. If the proposals fails to comply, it shall be disqualified from further consideration as part of this evaluation. In particular:

- Full compliance with the formal requirements for submitting an offer/proposal.
- Submission of all requested documentation
- **Acceptance of the GCF Model contract**– Where the bidder notes issues, these must be raised as part of the technical proposal for consideration during the evaluation.

The Technical Proposal shall include:

- A brief description, including ownership details, date, and place of incorporation of the firm, objectives of the firm, partnerships, qualifications, certificates, etc.;
- Details to demonstrate vast experience in working with relevant multilateral development funds and familiarity with their operations; and experiences with similar projects in the past/currently.
- Description of Approach, Methodology and Work Plan to perform and implement the required Services.
- Team composition and task assignments for the project, proposed personnel’s CV to be engaged as per TOR qualifications.

C. *Evaluation of Technical Proposal*

A reviewing committee shall be established by GCF to evaluate each technical proposal. The technical evaluation shall include the following steps:

(i) Evaluation Criteria (Scored Criteria):

The technical proposal will be evaluated individually based on its responsiveness to the technical requirements and will be assessed and scored according to the evaluation criteria below and as per scores in the table.

Criteria for selection

	Criteria	Sub-score	Score
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	Criteria	Sub-score	Score
1	Technical		20
1.1	The firm's expertise and experience in capacity building and development in evaluations in the context of climate finance and international development	10	
1.2	The firm's experience and expertise in client needs assessment and diagnostic analysis in the context of climate finance and international development.	10	
2	Methodology and Workplan		40
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.	20	
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 survey and interview approaches.	20	
3	Personnel		60
3.1	Strong, proven team leader with the capacity to conduct the diagnosis analysis and propose the plan to the client under tight time constraints with an emphasis on evaluations in climate finance and international development fields. This includes extensive experience in client-oriented evaluation capacity building-development services, and demonstrable ability to motivate all members that are proposed as part of the team	40	
3.2	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, and the strong experience of conducting diagnostic analysis of the client's needs and evaluation capacity building-development services. The ability to work across languages and different cultural settings will be a great asset.	20	
	TOTAL		100

Technical proposals that score at least 75% will be considered as qualified for the review of the financial proposal. Any proposal less than that will be disqualified from proceeding to the next step.

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:



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

(1) 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 (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 or GCF may proceed to contract award.

(2) Award of Tender/Contract

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



Annex 2

TECHNICAL AND FINANCIAL OFFER - SERVICES

Bidders are requested to complete this form, sign it and return it as part of their quotation along with Annex 3 - Quotation Submission Form. The Bidder shall fill in this form in accordance with the instructions indicated. No alterations to its format shall be permitted and no substitutions shall be accepted.

Name of Bidder:	Click or tap here to enter text.	
RFQ reference:	Click or tap here to enter text.	Date: Click or tap to enter a date.

Bidders are required to submit: *One Envelope with SEPARATE Technical and Financial Offers, clearly labeled as Technical Offer and Financial Offer - with bidder's name, address and the RFQ reference number; The Financial Offer doesn't have to be password locked. However, there must not be any prices in Technical Offer.*

A. TECHNICAL OFFER

Bidders are required to submit the following:

- 1) A brief description, including ownership details, date, and place of incorporation of the firm/company, objectives of the firm/company, partnerships, qualifications, certificates, etc.;
- 2) Details to demonstrate vast experience in working with relevant multi-lateral development funds, international organizations, and familiarity with their operations;
- 3) A brief methodology, approach and implementation plan;
- 4) Proposed team composition and CVs of key personnels for this project.

B. FINANCIAL OFFER

Bidders shall submit a fixed-term lump sum amount for the provision of the services stated in the Terms of Reference and shall be in line with your technical offer. The lump-sum amount should include all costs of preparing and delivering the Services. All daily staff rates shall be based on an eight-hour working day.

Currency of Quotation: US DOLLARS



Table 1 – Breakdown Of Fees And Expenses⁶ Per Cost Component

Description	Unit of measure	Total Period for Services (in working days)	Daily Staff Rate/ Unit Rate	Total Cost for the Period
I. Remuneration Costs:				
Name:	Workday			
Name (if offering more than 1)	Workday			
Sub-Total =				
II. Other Costs: (list below)				
(a)				
Sub-Total =				
III. Travel Costs: (list below)				
(a)				
Sub-Total =				
TOTAL (Total Cost of Financial Proposal)				

TABLE 2: 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%	

⁶ 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.**



Daily Staff Rate:

Please provide the information below; this be used to establish cost of future work/services or payments to the Firm for possible future work/services requested by the GCF)

TABLE 3 - Breakdown of Remuneration or Price List for Experts (if applicable)

Name	Position or Title	Daily Staff Rate

- 1 – Form FIN-3 shall be filled in for the same Professional and Support Staff list in Technical Offer. 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.

All other information that we have not provided automatically implies our full compliance with the requirements, terms and conditions of the RFQ.

[Name and Signature of Bidder's Authorized Person]
[Designation]
[Date]



Annex 3

RFQ – Quotation Form

The Quotation Form must be completed, signed and returned to GCF. Quotations must be made in accordance with the instructions contained in this request.

The undersigned, having read the terms and conditions of Quotation No. GCF RFQ/_____ set out in the attached document, hereby offers to provide the services and related goods (if applicable) specified in the RFQ at the price or prices quoted, in accordance with any specifications stated, and subject to the terms and conditions set out or specified in the bid document.

I, _____ (Name of Authorized Signing Official) _____, certify that I am _____ (Position/Title) _____ of _____ (Legal Name of Company) _____; that by signing this RFQ bid for and on behalf of _____ (Legal Name of Company) _____ I am certifying that all information contained herein is accurate and truthful and that the signing of this bid is within the scope of my powers.

Name: _____

Title/Position _____

Signature: _____

Date: _____

Provide the name and contact information for the primary contact from your company for this quotation:

Name: _____

Title/Position: _____

Mailing Address (No., Street, City, Province, Zip code, Country): _____

Tel. No.: _____

Fax No.: _____

E-mail Address: _____

Offer valid until : (Date) _____

Must be at least sixty (60) days from closing date

Currency of offer: USD/Euro/Korean won (exclusive of taxes): _____

GCF Payment terms: 30 days, after receipt and acceptance of deliverable and invoice; Accepted (Yes/No): _____



Annex 4

Model Contract for Consultancy Services
