

Request for proposals (RFP 2019/S/023)

Long Term Agreement for Training and Facilitation Services

1. Background

- 1.1 The Green Climate Fund (“GCF”, “Fund”) was established with the purpose of making a significant and ambitious contribution to the global efforts towards attaining the goals set by the international community to combat climate change. In the context of sustainable development, the Fund will promote a paradigm shift towards low-emission and climate-resilient development pathways by providing support to developing countries to limit or reduce their greenhouse gas emissions and to adapt to the impacts of climate change. The Fund’s headquarters are located in Songdo, Incheon City, Republic of Korea.
- 1.2 The GCF was designated as an operating entity of the financial mechanism of the United Nations Framework Convention on Climate Change (“UNFCCC”). It is governed and supervised by a Board that has responsibility for funding decisions pursuant to the Governing Instrument for the GCF. It is supported by an independent Secretariat, accountable to the Board, having management capabilities to execute day-to-day operations of the GCF, providing administrative, legal and financial expertise.

2. Invitation

- 2.1 Through this request for proposals (“RFP”), the GCF is seeking to contract qualified, reputable and experienced Firm(s) for Provision of Training and Facilitation Services through establishment of non-exclusive Long Term Agreements (LTAs) on the basis of “if and when required” with no legal obligation to order any minimum or maximum quantity. The terms of reference included in Annex 1 provides the details of the assignment and expected deliverables.
- 2.2 Sealed Proposals must be submitted to the Secretariat no later than **10 June 2019 at 17:00 hrs** Korean Standard Time.

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 The terms set forth in this RFP, including all the annexes listed above, will form part of any contract, should the Secretariat accept your proposal. Any such contract will require compliance with all factual statements and representations made in the proposal, subject to any modifications agreed to by the Secretariat in the context of any negotiations entered into it.
- 2.4 The GCF may, at its discretion, cancel the requirement in part or in whole. It also reserves the right to accept or reject any proposal and to annul the selection process and reject all proposals at any time prior to selection, without thereby incurring any liability to proposers/firms.
- 2.5 Proposers may withdraw the proposal after submission provided that written notice of withdrawal is received by the GCF prior to the deadline prescribed for submission of proposals. No proposal may

be modified subsequent to the deadline for submission of proposals. No proposal may be withdrawn in the interval between the deadline for submission of proposals and the expiration of the period of proposal validity.

- 2.6 All proposals shall remain valid and open for acceptance for a period of 90 calendar days after the date specified for receipt of proposals. A proposal valid for a shorter period may be rejected. In exceptional circumstances, the GCF may solicit the proposer's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
- 2.7 Effective with the release of this solicitation, all communications must be directed only to the Head of Procurement by email at procurement@gcfund.org. Proposers 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:
http://www.greenclimate.fund/documents/20182/574763/GCF_policy_-_Administrative_Guidelines_on_Procurement.pdf/b767d68e-f8b7-46d1-a18c-b6541f3dc010

3. Request for Clarification of RFP Documents

- 3.1 A prospective proposer requiring any clarification of the solicitation documents may notify the GCF in writing at the GCF mailing or to the email address procurement@gcfund.org by the specified date and time mentioned in Annex 6. **If sent via email, the subject line of the email must have the reference number and title of the RFP i.e. RFP 2019/S/023 – Training and Facilitation Services.** The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published on Annex 6. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be posted on the GCF website. They will also be sent to all prospective proposers that have received the solicitation documents.

4. Amendments to RFP Documents

- 4.1 At any time prior to 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 proposer, modify the RFP documents by amendment. All prospective proposers that have received the RFP documents will be notified in writing of all amendments to the RFP documents. The amendments will also be posted on the GCF website.
- 4.2 In order to allow prospective proposers 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 proposal.

5. Language of Proposals

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

6. Submission of Proposals

- 6.1 **Format and form of submission of bids:** Bidders are requested to send a Bid preferably² through the GCF Supplier portal at <https://gcf.supplier.ariba.com> (a supplier manual can be found on the

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

² Suppliers shall note that GCF will be phasing out e-mail submission in the near future, therefore suppliers are encouraged to register and submit their Bid/Proposal through the GCF Supplier portal (SAP Ariba)



GCF website <https://www.greenclimate.fund/who-we-are/procurement> as an attachment under this RFP) **or** via email to procurement@gcfund.org.

i) Submission through the Supplier Portal (SAP Ariba)

1. Open <https://gcf.supplier.ariba.com/>
2. Click Register Now
3. Fill in Company Information, Fill in User account information and details under ‘Tell us more about your business’
4. Check ‘I have read and agree to the Terms of Use and ‘I have read and agree to the SAP Ariba Privacy Statement’ then click ‘Register’
5. Check your email and click the activation link.
6. Fill in additional information required, click Save and Close.
7. Your company information will be submitted to GCF and will be reviewed and approved. Once you register, please send an email to procurement@gcfund.org with the RFP number and title as the email reference and confirm that you are interested in submitting a bid. You will then be invited to participate in the RFP. You will receive the RFP event notification email from the Green Climate Fund with a link to access the RFP. This link can be used only once. If you require to access the portal after you have activated the link, you can log in on <https://gcf.supplier.ariba.com> with your user name and password.
8. Review Prerequisites and Click ‘I accept the terms of this agreement’
9. Open the Technical Section of the RFP section and download the RFP document and technical proposal submission forms
10. When ready to submit your bid, upload the technical bid under the TECHNICAL section
11. Click ‘Submit Entire Response’ to submit bid.

(For detailed instructions on how to access and submit a bid, see the supplier manual)

ii) Submission via email

The Technical Proposal should be attached to the email as below.

The Technical file should be named as follows:

RFP 2019/S/023 – TECHNICAL PROPOSAL - (name of proposer)

The subject line of the email should be as follows:

RFP 2019/S/023 – Training and Facilitation Services (name of proposer).

- 6.2 All prospective proposers are kindly requested to return the completed Acknowledgement Letter of RFP receipt (Appendix 5) by the date indicated in Appendix 6, duly signed by an authorized representative, via email, advising whether it intends to submit a proposal by the designated closing date/time. Please also notify the Procurement Specialist immediately if any part of this RFP is missing and/or illegible.

7. Late proposals

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

8. Opening of Technical Proposals

- 8.1 Technical Proposals will be opened on the date indicated in Annex 6. The purpose of this public opening is to record the names of proposers having submitted proposals by the due date and time. Only technical proposals will be opened at the public opening. Proposers submitting proposals are



welcome to send one (1) representative, with proper authorization from their company, to observe the opening and recording of proposals received.

9. Corrupt, Fraudulent, Coercive, Collusive and other Prohibited Practices.

- 9.1 The GCF requires that all GCF staff, proposers/bidders, 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 proposers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

10. Conflict of Interest

- 10.1 In their proposal, proposers must (i) confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF, and (ii) set out their policy on dealing with conflicts of interest should these arise.

11. Confidentiality

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

Annex 1

Terms of Reference

Training and Facilitation Services

1.0 Background

The Green Climate Fund supports the development of knowledge, skills and competencies of its staff that enable them to effectively achieve the mandate of the Fund. In this regard, the Fund seeks to enter into Long Term Agreements with qualified firms that offer training and development services in any of the following areas of specialty:

- 1.1 Climate Change Economics
- 1.2 Climate Finance
- 1.3 Carbon/Greenhouse Gas (GHG) Accounting and Reporting
- 1.4 Climate Change Governance and Policy
- 1.5 Communications
- 1.6 Organizational development and change management
- 1.7 Management and leadership development
- 1.8 Coaching services
- 1.9 Facilitation of various activities e.g. team retreats/building

2.0 Objectives and scope of work

The purpose of this RFP is to solicit proposals from training firms that have the capacity to develop and deliver the respective trainings for the GCF.

General objectives for this assignment are:

- a) To develop a specific training curriculum and content in the relevant area of expertise; and
- b) To deliver training when requested at a time and venue determined by the GCF.

Specific scope of work:

When an actual training or facilitation activity is planned for one of the mentioned topics, the firms/LTA contractors will be requested to submit a proposal for the assignment.

3.0 Expected Deliverables

- 3.1 The Firm shall deliver the training(s) in compliance with the requirements listed below:
 - GCF approved training curriculum and content to be used for the specific training
 - An agreed agenda detailing how the assignment will be delivered
- 3.2 Supply training and learning resources for purposes of reference during and or after training

4.0 Qualification of Firms

Firms must have a proven record of experience (at least 10 years) in developing training and conducting learning events and should have significant experience in delivering the learning/trainings events specifically in any of the aforementioned topics. The proposed team members should have at least an advanced degree in related fields and a minimum of 5 years professional experience.

5.0 Qualifications of the Proposed Personnel

- 5.1 Advanced degree/Professional Certifications in the relevant subject area;
- 5.2 5 years developing and delivering training programs;
- 5.3 Proven experience developing and delivering bespoke training programs to similar organizations.

6.0 Procurement Process and Modalities of Engagement

Overall procurement structure is summarized as follows:

6.1 1st Stage – Selection of the Long-Term Agreement (LTA) Contractors

The present procurement (Request for Proposals) is for the first stage to select the LTA contractors. The Fund's standard RfP process will be used, and the evaluation will be based on technical aspects. A technical proposal should be prepared, following respective templates provided by the Fund.

All the selected firms may be awarded to sign an LTA for the duration of 2 years, subject to successful contract finalization. However, it should be noted that establishment of an LTA does not imply any financial obligation on the part of the Fund to appoint the firm with an assignment.

6.2 2nd Stage – Mini-tender and Issuance of Work Order (Work Order)

When the need for a specific assignment arise, a mini-tender will be carried out among the LTA contractors who have been selected for the relevant training topic. The invited LTA contractors will submit both technical and financial offers for the specific assignment under the mini-tender.

The assignment will be awarded to the LTA contractor whose offer is considered to be best value for money for the organization, based on the terms and conditions of the LTA contract.



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Annex 2

Requirements for Firms' Proposals Technical Proposal

The technical proposal will be submitted in a separately sealed envelope 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 proposer shall fill in the technical Forms (TECH Forms) which follow in this annex and which must be filled in accordingly.



TECH Forms

Form TECH-1: Technical Proposal Submission Form

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant if submitting as an association]

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, we undertake to negotiate on the basis of the proposed staff, methodology and approach. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____



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Form TECH-2: Organizational Profile and Experience

A – Organizational Profile

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



B – Experience of the Firm/Organization

[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.]

Assignment name:	Approx. value of the contract (in current US\$ or Euro):
Country: Location within country:	Duration of assignment (months):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your firm under the contract (in current US\$ or Euro):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your firm involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

Firm's Name: _____



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Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Client

On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

Form TECH-4: Area of Expertise and Proposed Trainers

Please specify the Area of Expertise and the Proposed Pool of Trainers as per below tables.

Area of Expertise	Does your organization/firm have capacity to offer training in this area of expertise? (Please respond in Yes/No)	Comments
Climate Change Economics		
Climate Finance		
Carbon/Greenhouse Gas (GHG) Accounting and Reporting		
Climate Change Governance and Policy		
Communications		
Organizational development and change management		
Management and leadership development		
Coaching services		
Facilitation of various activities e.g. team retreats/building		

Proposed Trainers			
*Please attach copies of CVs/Resumes for the Proposed Trainers.			
Name	Firm	Area of Expertise (based on the Areas of Expertise listed above and in the TOR)	Position

Annex 3

Evaluation Criteria

A. Evaluation and Comparison of Proposals

1. The proposals will be evaluated in a two-stage procedure, starting with administrative compliance to ensure the proposals includes all necessary required documents and is duly signed by the authorized representative. Evaluation of the technical proposal will follow.

B. Acceptance of Submissions

2. 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:
 - Full compliance with the formal requirements for submitting a proposal
 - Submission of all requested documentation
 - Acceptance of the GCF Model contract – Where the proposer notes issues, these must be raised as part of the technical proposal for consideration during evaluation

C. Evaluation of Technical Proposal

3. A reviewing committee shall be established to evaluate technical proposals. The technical proposal is evaluated individually on the basis of 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.

Evaluation Criteria

Category		Maximum Sub-score	Maximum Score
1	Expertise of Firm / Organization submitting Proposal		60
1.1	The firm's training profile and capability	35	
1.2	Track record of providing similar trainings to other organizations	25	
2	Proposed Trainer(s)		40
2.1	Professional and/or academic background in any areas linked to this expertise (ie. international relations, communication, social sciences, or related fields, climate finance, economics)	20	
2.2	Demonstrated successful experience and past performance in similar undertakings	20	
Total Score			100

Technical proposals that score at least 75 points out of 100 will be considered as qualified.

D. Award

GCF reserves the right to conduct negotiations with the Proposer regarding the contents of their offer. The award will be in effect only after acceptance by the selected proposer of the terms and conditions



and the technical requirements. The successful proposer will be invited to sign a non-exclusive LTA for the relevant training topic(s).

Annex 4

Company Profile Form

Please respond to all questions.

Company details - vendor's name

Name:

General Information

Primary contact for sales/client services	
Address	
	Postal Code: Country:
Telephone:	Fax:
E-mail:	Web site:
Parent company, if any	
Subsidiaries, Associates, and/or Overseas Rep(s), if any	
Year established	
Registration Number	
Type of organization	Public enterprise () Private company () Organization sponsored (assisted by Government) () Other (please specify): ()
Type of Business	Manufacturer () Retailer () Authorized Agent () Consulting Company () Other (please specify): ()
Summary of main business activities	
No. of employees (by location)	
Staff turnover rate	
In-house working language (s)	
Bank Name: Bank Address: Account Holder: Account Number: IBAN: SWIFT:	

Prior experience with international organizations

List contracts with international organizations in the last three years BRIEFLY list recent contracts that used relevant tools, technologies, and techniques: Attach additional sheets if necessary.
1
2
3



Environmental Policy

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

Contract disputes

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

References

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

Partners

If this is a part bid, list relevant recent experience of working with partners. Are there already formal or informal preferred partnership agreements in place?
1
2
3

Conflict of interest

Are there any likely circumstances or contracts in place that may introduce a conflict of interest with the parties to this contract? If so, explain how this will be mitigated
1
2

Certification

I, the undersigned, confirm that the information provided in this annex is correct. In the event of changes, details will be provided.

Name: _____ Title: _____

Signature: _____ Date: _____



**Annex 5
Acknowledgment Letter**

Dear Sir/Madam,

We, the undersigned, acknowledge receipt of your Request for Proposal (RFP) No. RFP/2019/S/023 dated 9 May 2019, 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 10 June 2019 at 17:00 hrs, and that we:

INTEND DO NOT INTEND

to send one (1) authorized representative to observe the public opening procedure on 10 June 2019 at 17:00 hrs, Korean Time.

We acknowledge that this RFP is confidential and proprietary to the secretariat, and contains privileged information. Upon request, we will return this RFP or any part thereof, and all copies thereof, to the secretariat.

Name of Authorized Representative: _____

Signature: _____

Title: _____

Name and Address of Vendor: _____

Telephone: _____

Facsimile: _____

If you do not intend to submit a proposal to the secretariat, 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

NOTE: Due to current security arrangements, your authorized representative must present a completed copy of this letter in order to observe the public opening procedure.

**Annex 6
Timeline**

The Green Climate Fund will follow the timeline below for this RFP. Any changes to this timeline will be posted on the GCF website. Please note that the target dates and may be adjusted.

	Event	Responsible Party	Date (and time, KST*)
1	Issuance of RFP	GCF	9 May 2019
2	Last day to send completed Acknowledgement Letter of RFP receipt	Tenderer	6 June 2019
3	Last date for requests for clarification of the RFP	Tenderer	30 May 2019
4	Last date to reply to questions received/ Last date for amendment	GCF	3 June 2019
5	Date by which proposal must be received in Korea by GCF	Tenderer	10 June 2019; 17:00 Hrs Korean Time

* KST: Korean Standard Time (Seoul Time)



Annex 7

GCF Model Contract

By submitting a proposal to this RFP, Bidders are considered to have carefully reviewed the GCF Model Contract attached and be in agreement 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 of amendments to GCF Model Contract and terms and conditions must be accompanied by detailed and compelling justification for review and consideration by GCF. It should be noted that request of amendments to GCF Model Contract and terms and conditions may negatively affect 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.