Date: [*insert date*]

Reference: [ *RFP number*]

### Mini-Tender no. Xx (under RFP xxxxxxxxxx)

**[ *Title of Mini-Tender*]**

1. **BACKGROUND**
   1. As a result of the captioned RFP conducted by the Green Climate Fund (“GCF” or the “Fund”), Long Term Agreements (LTAs) were signed with [*number]* companies/consortiums (the “LTA Contractors”). The present Mini-Tender is carried out among these companies which were qualified to sign an LTA. All the legal terms and conditions are as defined in the LTA.
   2. The Mini-Tender under this project is exclusively open to the [*number*] LTA Contractors and therefore is not transferable to any other firms / organizations. However, the LTA Contractor is allowed to sub-contract a part of the Terms of Reference (TOR) to local operators as long as justification is provided, and the sub-contractor does not have an actual or appearance of conflict of interest.
2. **INVITATION**
   1. Through this Mini-Tender, the GCF is seeking to contract an LTA Contractor to provide consultancy services for the [ *Title*]:
   2. The Specific Terms of References included in Annex 1 provides the details of the specific assignments and expected deliverables.
   3. Sealed Proposals for **each Lot** must be **received by the GCF** no later than [***Date and time Korean Standard Time (KST)*].**
   4. This Invitation Letter includes the following documents:

Annex 1: Cover Page for Annex 1

* + - **Annex 1.1: Country Readiness Terms of Reference or Direct Access Entities (DAE) Readiness Terms of Reference, depending on the window under which support is requested**
    - **Annex 1.2: [*List any other supplemental information related to the Terms of Reference*]**

Annex 2: Requirement for Firm’s Proposals

Annex 3: Evaluation Criteria

Annex 4: Timeline

Annex 5: Reporting Requirements

* 1. The terms set forth in this Mini-Tender, 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. 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 Tenderers.
  3. Tenderers 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 after 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.
  4. 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 Tenderer’s consent to an extension of the period of validity. The request and the responses thereto shall be made in writing.
  5. Effective with the release of this invitation, all communications must be directed only to the Procurement officer responsible for this Mini-Tender by email at [procurement@gcfund.org](mailto:procurement@gcfund.org) and copy to [email from procurement focal point] Tenderers must not communicate with any other personnel of the GCF regarding this RFP.
  6. This Mini-Tender is issued under the GCF Administrative Guidelines on Procurement. Information regarding the guidelines can be found at <https://www.greenclimate.fund/document/corporate-procurement-guidelines>.

### REQUEST FOR CLARIFICATION OF THE MINI-TENDER DOCUMENTS

* 1. A prospective Tenderer 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](mailto:procurement@gcfund.org) and copy [*email from procurement focal point*] by the specified date and time mentioned in Annex 4.
  2. Please send any queries via email; the subject line of the email must have the reference number and title = **Mini-Tender No. xx – Lot 1/Lot n** (under RFP xxxxxxxxxxx)”.
  3. The GCF will respond in writing to any request for clarification of the solicitation documents that it receives by the due date published in Annex 4. Written copies of the GCF response (including an explanation of the query but without identifying the source of inquiry) will be circulated among all the invited LTA contractors.

### AMENDMENTS TO MINI-TENDER DOCUMENTS

* 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 Tenderer, modify the Mini-Tender documents by amendment. All prospective Tenderers that have received the documents will be notified in writing of all amendments to the Mini-Tender documents.
  2. In order to allow prospective Tenderers 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.

### LANGUAGE OF PROPOSALS

* 1. The proposals prepared by the Tenderer and all correspondence and documents relating to the Proposal exchanged by the Tenderer and the GCF, shall be written in English. Supporting documents and printed literature furnished by the Tenderer 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 Tenderer.

### SUBMISSION OF PROPOSALS

* 1. Tenderers shall submit their proposals **via email** to the following email address: [procurement@gcfund.org](mailto:procurement@gcfund.org), with a copy to [*email from procurement focal point*]
  2. In sending via email, two (2) separate files (Technical and Financial Proposals) shall be sent for each project.
* The technical files shall be named as follows:

### Mini-Tender no.x (under RFP xxxxxx) [indicate Lot number] – TECHNICAL PROPOSAL- (name of Tenderer)

* The Financial files shall be named as follows:

### Mini-Tender no. x (under RFP xxxxx) [indicate Lot number] – FINANCIAL PROPOSAL- (name of Tenderer).

* The subject line of the email shall be as follows: -

### Mini-Tender no.xx (under RFP xxxxxxx) [indicate Lot number] (name of the Tenderer).

The Financial Proposal **MUST** be password protected. The authorized procurement officer will contact the Tenderers that pass the qualifying technical score for the password to open the Financial Proposal. Financial Proposals that are submitted without password protection may be rejected for non-compliance.

### LATE PROPOSALS

* 1. Any proposals submitted by the Tenderer after the deadline for submission of proposals prescribed in Annex 4 of this document may be rejected.

### OPENING OF TECHNICAL PROPOSALS

* 1. Technical Proposals will be opened on the date indicated in Annex 4.

### OPENING OF FINANCIAL PROPOSALS

* 1. After the technical evaluation is completed, the GCF may notify those Tenderers whose Proposals did not meet the minimum qualifying technical score that their Financial Proposals will be kept unopened with password protection. GCF shall simultaneously notify in writing those Tenderers that have achieved the minimum qualifying technical score and request them to inform the password to open the Financial Proposal.

### CORRUPT, FRAUDULENT, COERCIVE, COLLUSIVE AND OTHER PROHIBITED PRACTICES

* 1. The GCF requires that all GCF staff members, tenderers/proposers/bidders, vendors, 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 proposals put forward by Tenderers, or where applicable, terminate their contract, if it is determined that they have engaged in corrupt, fraudulent, coercive, collusive or other prohibited practices.

### CONFLICT OF INTEREST

* 1. In their Proposal, Tenderers must do the following:

1. Confirm that, based on their current best knowledge, there are no real or potential conflicts of interest involved in rendering Services for the GCF. Specifically, any organisation providing 'upstream' capacity-building support to countries or DAE under the Readiness Programme must declare their involvement and recuse themselves from consideration as a service provider to the Project Preparation Facility in cases where there is an actual, potential, or perceived conflict of interest; and
2. Set out their policy on dealing with conflicts of interest should these arise.

### CONFIDENTIALITY

* 1. Information relating to the evaluation of proposals and recommendations concerning selection of Delivery Partners will not be disclosed to Delivery Partners that submitted proposals.

### REPORTING REQUIREMENTS

* 1. The successful Tenderer will be required to submit reports which are outlined in the attached Annex 5 herein.

We look forward to receiving your proposals by the Mini-Tender closing date/deadline mentioned in paragraph 2.5 above. If you have any questions regarding the Mini-Tender package, please contact the responsible procurement officer mentioned in paragraph 3 above.

Yours Sincerely,

Dragoljub Kelecevic

Procurement Manager

# ANNEX 1 – Terms of References

***Country Readiness TOR or DAE Readiness TOR will be placed here.***

# Annex 2 –

# Requirements for Technical and Financial 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 Tenderer shall fill in the technical Forms (TECH Forms) which follow in this annex, and which must be filled in accordingly.

### The total Technical Proposal package inclusive of annexes must not exceed 50 pages.

1. The Technical Proposal shall be efficiently concise, **having max 20 pages covering proposed methodology, approaches, schedule, and team organisation and management (Form TECH-1, 3, 4 and 5).** The technical proposals shall avoid duplicating the Terms of Reference included in the Readiness Service application. Related CVs, staffing schedule, work schedule (Form TECH 6, 7 and 8) and any annexes, if applicable, are to be added on top of this without exceeding 50 pages. CVs are not expected to exceed 1 page for each expert.
2. The technical proposals shall demonstrate that the Delivery Partner, through the proposed team, possesses the required core competencies, experience and expertise to deliver this specific assignment only. **Please leave out any general information about Delivery Partner’s experience and expertise in developing climate projects and other multilateral climate finance documentation that is not in direct relation with this specific assignment** (country, region, sector, types of activities).

Due to the remote locations of this project and the requirement of local support consultants (please see details in Annex 1.1: Readiness service application), Delivery Partners are encouraged to recruit their own local consultants in each country.

For Delivery Partners that are unable to secure local consultants before the deadline of this Mini-Tender, it is allowed to include local consultants as a placeholder in the Technical Proposal at associate expert level. If successfully selected, the Accredited Entity (AE) can support the firm in identifying qualified local consultants to support fieldwork required.

# TECH Forms

### Form TECH-1: Technical Proposal Submission Form

*(To be printed on your company letterhead)*

Company Name & Address

[Location, Date]

To: Green Climate Fund (the Client)

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal/Mini-Tender no. \_\_\_\_\_\_\_ dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and one Financial Proposal.

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

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 2.10 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 may receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Delivery Partner: Address:

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***\* Form TECH-2: Firm’s Organisation and Experience (Not Applicable)***

## Form TECH-3: Comments and Suggestions on the Terms of Reference and on Counterpart Staffers 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 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. It is suggested to present your Technical Proposal divided into the following three chapters:

1. Technical Approach and Methodology
2. Work Plan
3. Organisation and Staffing
4. Technical Approach and Methodology.

Theory of Change (TOC). The first step in articulating the programme’s objectives as well as the logic behind the delivery of its intended results is the formulation of a TOC. Please provide a TOC which highlights the key challenges being addressed, as well as the step-by-step pathways to achieving the expected results. Key steps to designing a TOC are outlined in the RRMF Handbook linked to here.

Logical Framework. In this section of the template, please provide a logical framework based on the TOC developed above and which has been devised in accordance with “Revised RRMF”. Ensure its alignment with the Country Results Framework, as outlined in Section 7 of the Country TOR. Please download the “Logframe for Direct Access and Mini Tender Proposal template and attach it to this proposal.

1. 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 results/deliverables. The proposed work plan shall be consistent with the technical approach and methodology, showing understanding of the Terms of Reference and the 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-7.
2. 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 including their past experience related to this particular assignment. \*You may wish to nominate staff members who are not listed in your LTA as long as their rates are based on those captured in the LTA or lower. Please provide CVs for all team members based on the TECH-5 below.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Professional Staff | | | | | |
| Name of Staff | Organisation | Area of Expertise | Position Assigned | Task Assigned | Base country during assignments |
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| --- | --- |
| **1. General Information** | |
| **Proposed Position:** | **Name of Delivery Partner:** |
| **Name of Staff:** | **Date of Birth:** |
| **Nationality:** | **Languages:** |
| **Education:** | |

**2. Related readiness support experience**

(Please provide a summary of work undertaken by this expert that can best illustrate capability to handle the tasks assigned. Information should include the name of the assignment or project, year and location of the assignment, information of the client, position held as well as the main activities performed. )

click here to enter text

**3. 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.

Date:

[Signature of staff member or authorized representative of the staff] Day/Month/Year Full name of authorized representative:



### Form TECH-7: Staffing Schedule1 *(Not Applicable)*



|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Name of Staff** | Staff input (in the form of a bar chart)2 | | | | | | | Total staff-week input | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** | **Home** | **Field**3 | **Total** |
| **Foreign** | | | | | | | | | | | |
| 1 |  | [Home] |  |  |  |  |  |  |  |  |  |
| [Field] |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
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| 3 |  |  |  |  |  |  |  |  |  |  |  |
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|  |  |
|  | | | | | | | **Subtotal** | |  |  |  |
| **Local** | | | | | | | | | | | |
| 1 |  | [Home] |  |  |  |  |  |  |  |  |  |
| [Field] |  |
| 2 |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
| n |  |  |  |  |  |  |  |  |  |  |  |
|  |  |
|  | | | | | | | **Subtotal** | |  |  |  |
| **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.).



* 1. Weeks are counted from the start of the assignment. For each staff indicate separately staff input for home and fieldwork.
  2. Fieldwork means work carried out at a place other than the Consultant's home office. Full-time input

Part-time input





### Form TECH-8: Work Plan

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **N°** | **Activity**1 | **Months and Years**2 | | | | | | |
| **1** | **2** | **3** | **4** | **5** | **6** | **7** |
| 1 |  |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |  |
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| n |  |  |  |  |  |  |  |  |

1. Indicate all main activities of the assignment, including deliverables and reports and other benchmarks such as Client approvals.
2. Outline the planned activities per month for the first year and per year each subsequent year. At the beginning of each new year, create a monthly workplan for that year. Present this information in a bar chart format as provided in the Excel template.
3. The overall schedule shall include no more than two rounds of feedback from the GCF Secretariat and DAE/ National Designated Authority (NDA)/focal points for all deliverables to be incorporated in the final products. For each round of feedback, 2-3 weeks response time shall be expected.

# Financial Proposal

The Tenderer is required to prepare and submit the Financial Proposal in a Word and Excel document with password protection.

The Financial Proposal must provide a detailed cost breakdown that shall be based on the price rates fixed under the LTA or lower. It also must provide a payment schedule that must be linked to the schedule of deliverables presented in Annex 1. Provide separate figures for each functional grouping or category including fees and cost-reimbursable expenses. The Financial Section shall provide details of unit /daily fee rate per proposed team member and total consultancy fees based on the time proposed for performance of the services. Any estimates for cost-reimbursable expenses shall be listed separately and capped.

The Financial Proposal must also have the total consultancy fee summarized in addition to the breakdown covering the lump-sum amount for the purposes of determining the financial score and contract price. Financial Proposal Standard Forms (FIN Forms) shall be used for the presentation of the Financial Proposal.

### FIN Forms

**Form FIN-1: Financial Proposal Submission Form**

*On Tenderer’s Company Letterhead*

Name and Address

[Location, Date]

To: [Name and address of Green Climate Fund]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your invitation for Request for Proposal/ Mini-Tender no. \_\_\_\_\_ dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures1]. This amount is exclusive of local taxes. The remuneration part of this Proposal is based on the unit prices fixed under the LTA signed by both GCF and our organisation.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e., before the date indicated in paragraph 2.10 of this RFP.

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

We remain,

Yours sincerely,

Authorized Signature [In full and initials]:

Name and Title of Signatory:

Name of Delivery Partner:

Address:

1. *Amounts must coincide with the ones indicated under the Total Cost of Financial Proposal on Form FIN-2*
2. *If applicable, replace this paragraph with: “No commissions or gratuities have been or are to be paid by us to agents relating to this Proposal and Contract execution”*

### Form FIN-2: Summary of Costs

1. **Total Cost of Financial Proposal**

|  |  |
| --- | --- |
| *Item* | ***TOTAL COST (Indicate with Currency)*** |
| **Total Costs of Financial Proposal 1** |  |

* 1. *Indicate the total costs, net of local taxes, to be paid by the GCF in each currency, preferably USD.*

### Breakdown of Fees and Expenses per Cost Component

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Unit of measure ( workday)** | **Total Period for the Project** | **Daily Staff Rate (in USD)** | **Total Cost for the Period in USD** |
| **I. Remuneration Costs** |  |  |  |  |
| Staff 1 |  |  |  |  |
| Staff 2 |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |  |  |  |
| **Description** | **Unit of Measure** | **Total for the Project** | **Unit Rate** | **Total Cost (in USD)** |
| **II. Travel Costs (specify, if applicable)** |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |  |  |  |
| **III. Costs related to workshop/ consultation, if any (specify - e.g., venue, catering, if applicable)** |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |  |  |  |
| **IV. Other Related Costs (Please specify)** |  |  |  |  |
|  |  |  |  |  |
| **Sub-Total** |  |  |  |  |
| **TOTAL** |  |  |  |  |

1. **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) in USD** |
| 1 | Deliverable 1 |  |  |
| 2 | Deliverable 2 |  |  |
| 3 |  |  |  |
| Nth |  |  |  |
|  | Total | 100% |  |

Important notes for Mini-Tender:

* + 1. All the unit rates in Table B (Breakdown of Fees) as well as in Form FIN-3 shall be based on the rates fixed under the LTA or lower.
    2. The Budget must include a payment schedule linked to deliverables and aligned with the work plan. Each deliverable should be tied to a detailed breakdown of costs as outlined in the template, clearly indicating built-in costs. Use the Budget narrative to explain and justify the figures as needed.
    3. The detailed breakdown of costs includes the unit/daily fee rates for each proposed team member, along with the total consultancy fees based on the estimated time required for service delivery. Any estimates for cost-reimbursable expenses should be included as part of the deliverables-based payment structure.

## Form FIN-3: Breakdown of Remuneration1 (Lump-Sum)

(Information to be provided in this Form shall only be used to establish payments to the Consultant for possible additional services requested by the Client)

|  |  |  |
| --- | --- | --- |
| **Name**2 | **Position**3 | **Staff-daily Rate**4 |
| **Foreign Staff** | | |
|  |  | [Home] |
| [Field] |
|  |  |  |
|  |
| **Local Staff** | | |
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1. Form FIN-3 shall be filled in for the same Professional and Support Staff listed in Form TECH-7
2. Professional Staff shall be indicated individually; Support Staff shall be indicated per category (e.g.: draftsmen, clerical staff)
3. Positions of the Professional Staff shall coincide with the ones indicated on Form TECH-5
4. Indicate separately staff-month rate and currency for home and fieldwork that are based on the unit rates fixed under the LTA

## Annex 3 –Evaluation Criteria and Award

### Evaluation and Comparison of Proposals

The proposals will be evaluated in a two-stage procedure: technical and financial. Evaluation of the Technical Proposal will follow and will be completed prior to any financial proposal being opened and evaluated. The Financial Proposal will be considered only if the submissions fulfil the minimum technical requirements.

### Evaluation of Technical Proposal

A review committee shall be established to evaluate each Technical Proposal. The Technical Proposal is 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.

### B.1. Evaluation Criteria

The following evaluation criteria will be used in evaluation of technical proposals from Tenderers invited to participate in the tender.

| **SN** | **Description of Evaluation Criteria** | **Sub-score** | **Score** |
| --- | --- | --- | --- |
| **1** | **Overall Delivery Partner’s Understanding of TOR** |  | **30** |
| 1.1 | Proven track record, experience and capacity in preparing projects and/or providing technical assistance in the country, region and area of activities as outlined in the TORs and. Local presence in the project region and/or country is a plus. | 15 |  |
| 1.2 | Demonstrated understanding and knowledge of the required assignment and deliverables. | 15 |  |
| 2 | **Technical Approach and Methodology** | | **30** |
| 2.1 | The approach and methodology suggested demonstrating logical and realistic planning and organisation of activities to maximize the efficiency and effectiveness of the execution of service to be provided. | 10 |  |
| 2.2 | The Technical Proposal and work plan are well defined, detailed, relevant and correspond to the TORs of this assignment in a concise and clear manner | 10 |  |
| 2.3 | The approach proposed ensures sufficient and efficient communication with the National Designated Authority/Focal Point/DAE of this assignment for feedback and revision. | 10 |  |
| **3** | **Team and Personnel Capacity** | | **40** |
| *3.1* | *Lead expert/Team leader* |  |  |
| 3.1.1 | Strong technical experience and expertise of the team leader in the project region/country and area of activities. | 10 |  |
| 3.1.2 | Proven capacity to lead and manage a technical team for the preparation of projects or providing technical assistance. | 10 |  |
| *3.2* | *Project Team* |  |  |
| 3.2.1 | The proposed team is appropriately composed. Expertise and experience of the experts proposed in providing the required deliverables is fully validated for the given objective, scope, nature and expected outcome of the assignment. | 10 |  |
| 3.2.2 | The team structure clearly demonstrates strategy and scheme to produce required deliverables most efficiently. | 10 |  |
| **TOTAL** | | | **100** |

Technical proposals that score at least **75 points out of 100** 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 and its Financial Proposal shall be returned unopened following the award of the Contract.

### Evaluation of Financial Proposal

The Financial Proposal of all Tenderers 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 follows:

Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” is the price of the Proposal under consideration.

### Consolidated Evaluation

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

T = 0.70, and P = 0.30

Proposals will be ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; P = the weight given to the Financial Proposal; T + P = 1) as following: S = St x T% + Sf x P%.

The firm achieving the highest combined technical and financial score will be invited for contract negotiations.

### Award of Mini-Tender

1. The Award will be made to the responsive Tenderer who achieves the highest combined technical and financial score, following negotiation of an acceptable contract, if necessary. The GCF reserves the right to conduct negotiations with the Tenderer regarding the contents of their offer. The Award will be in effect only after acceptance by the selected Tenderer of the terms and conditions and the technical requirements.
2. In the event one Tenderer achieves the highest combined technical and financial scores for both lots/projects, the following will be applied:
3. The winning Tenderer will be informed and will be requested to re-confirm availability of capacity to deliver both projects
4. In case the winning Tenderer has capacity to contract/deliver one lot/project only, the Fund will decide at its own discretion for which lot/project contract will be awarded, based on the scoring results, quality of the Proposal, etc.

In case Tenderers would be submitting the Proposal for both lots but will have capacity to deliver only one project if awarded the Contract, it is important to emphasize it in submitted documents.

It is important for Tenderers to clearly indicate in their submitted documents if they are bidding for both projects but have the capacity to deliver only one. This transparency helps the evaluating committee make informed decisions and avoids misunderstandings during the tendering process.

Overall, the process aims to ensure fairness, transparency and efficiency in awarding contracts while considering the capabilities and capacities of the Tenderers.

## Annex 4 - Timeline

The Green Climate Fund will follow the timeline below for this Mini-Tender.

|  |  |  |  |
| --- | --- | --- | --- |
| **SN** | **Event** | **Responsible Party** | **Date (and time, KST\*)** |
| 1 | Issuance of Mini -Tender | GCF |  |
| 2 | Last date to confirm participation to the Mini-Tender | Tenderer |  |
| 3 | Last date for requests for clarification of the Mini - Tender | Tenderer |  |
| 4 | Last date to reply to questions received/ Last date for amendment | GCF |  |
| 5 | Date by which proposals must be **received** in Korea by GCF (Closing Date/Deadline) | Tenderer |  |
| 6 | Date for opening of Technical Proposals | GCF |  |
| 7 | Notice to successful Tenderer | GCF |  |
| 8 | Contract (SOW - STATEMENT OF WORK) Signing | GCF/ Tenderer |  |

\*KST: Korean Standard Time (Seoul Time)

## Annex 5 – Reporting Requirements

The successful Tenderer must adhere to the reporting requirements specified in the Country TOR. While alternative suggestions are welcome in this section, they must meet or exceed the following minimum requirements:

1. *Progress Report(s)* to be submitted by month(s) Choose an item. [;Choose if applicable.; Choose if applicable.; Choose if applicable. and Choose if applicable.] of the Assignment;
2. *Completion Report* to be submitted close to Assignment’s completion and process the final invoice.
3. *Audited Financial Report(s)* to be submitted by month(s)Choose an item. [;Choose if applicable.; Choose if applicable.; Choose if applicable.] of the Assignment.

Reporting templates are available for download on the GCF website:

<https://www.greenclimate.fund/readiness/resources>