

Green Climate Fund Invitation to Tender Explanatory Cover Sheet

Background

Procuring consulting services to complete a Green Climate Fund (GCF) Proposal is a large, time-consuming, and expensive process. The final submission is likely to reach over 500 pages in more than 20 annexes.

To increase the likelihood that project teams procure the best consultants and ensure that the requirements of the procurement align with GCF requirements, the SC GCF Team has created a template Invitation to Tender (ITT) for countries to use.

As with any template, the GCF Proposal ITT Template is a starting point that project teams will need to review, update, and finalise to ensure that the ITT meets a project's specific needs. At the same time, many of the basic and advanced requirements for the tender are already included. Our goal is to increase the speed for which teams can procure a high-quality consultant and ensuring that the outputs will meet GCF's requirements.

The packet is composed of three template documents:

- **Invitation to Tender (ITT)** –Describe, in detail, the process for submission including timelines and contacts, core requirements, response formats, and basic scoring criteria.
- **Terms of Reference (ToR)** –Describe, in detail, the expected deliverables their format, timeline, acceptance criteria for payment, and payment schedule
- **Competitive Bid Analysis worksheet (CBA)** – Describe how all aspects of the submission package will be scored. Bidders do not see this document in detail but a summary of the criteria is included in the IIT document. The example CBA links directly to the proposed 'standard response template' – for each section we are asking respondents to complete the CBA includes a score.

Project Teams should review these documents in detail, add details where necessary, and adapt to any local or regional needs.

The document divides the work into two lots: 1) Lot 1 – Completed pre-feasibility and feasibility studies, funding proposal, and additional funding proposal annexes; and Lot 2 – Financial Systems and Governance Analysis.

What's not included in the ITT?

SC Proposal Team

What's important to recognise is that there is a significant amount of work that the bidding consultants will not complete. Most of the additional work will be completed by the proposal team itself, made up of country office and Member technical experts like a traditional proposal.

Additional Consultants procured by SC GCF Team

In addition to this work, the SC GCF Team are working on retainer contracts for expert consultants for two additional pieces of work. These are the economic and financial analysis (GCF Annex 3) and the environmental and social safeguards (ESS) documents (GCF Annex 6).

Both annexes are specific enough to GCF that specialty consultants are required. The SC GCF Team have developed relationships with high quality consultants in these two areas that we trust to complete work that will meet GCF requirements, are affordable, and have a basic familiarity with Save the Children processes and tools. During ITT preparation, please contact the SC GCF Team to discuss how best to contract these consultants. They will need to be engaged early in the process but will primarily work separately from the rest of the proposal team.

FOR SC GCF Team during ITT development

Key Decisions

- *Finance Systems Analysis vs. Finance & Governance Systems Analysis?*
- *Lot 2 Standard response outline/format?* We have included an outline (based on Vanuatu) for Lot 1. How best to draft for Lot 2?
- *Environmental Impact Criteria?* Do we have any criteria for scoring environmental impact? Perhaps a list with a few points each for different kinds of sustainability strategies? These need to be included in the CBA and described in the Lot 1&2 outline in the ToR.
- *Capability scoring criteria.* We need to have a more thorough pass (a 'swag' as they say in the IT world) at a more detailed version of these.
- *Budget Format?* I dislike SCI's standard budget format but can live with it. Someone save this section!
- *Remaining Detailed Annexes for ToR.* The TOR includes long-form theme-specific annexes. The SLE RFP includes three of these based on their design. Based on the table below (see next page) we need to develop 4-5 more: Adaptive governance (?), DRR/early warning, Education, Health, WASH, Social Protection.

Country	Climate-based Adaptation	Adaptive governance	Food Security	Livelihoods	Ecosystem-based adaptation	DRR / Early warning	Education	Health	WASH	Social protection
Vanuatu	✓	✓	✓	✓	✓	✓				✓
Solomon Islands	✓	✓	✓	✓		✓	✓			
Lao PDR								✓	✓	
Sierra Leone	✓	✓	✓	✓	✓	✓	✓		✓	
Malawi	✓	✓	✓	✓		✓	✓	✓	✓	
Ethiopia	✓	✓	✓	✓	✓					
Somalia	✓	✓	✓	✓		✓	✓		✓	
Senegal		✓		✓				✓	✓	✓
Nepal	✓	✓	✓	✓	✓	✓				✓
Mali	✓	✓	✓	✓	✓					
Indonesia										
Mozambique	✓	✓	✓	✓		✓	✓			✓
Myanmar	✓	✓	✓				✓			

Drafted

- Drafted
 - Nature-based solutions (ecosystem-based adaptation)
 - Food Security and Livelihood sector analysis
 - Market, technology and agricultural value chains analysis (livelihoods?)
- Needs to be Drafted
 - Adaptive governance (?)

- DRR/early warning
- Education
- Health
- WASH
- Social Protection