



Issue Date: 14 October 2024

Addendum No. 5

Request for Proposals (RFP) GCA-PR-24-579

Scaling Adaptation Finance Through Banks and the Private Sector

(Previous title: *Unlocking Climate Finance through Banks*)

This addendum addresses and/or clarifies the following:

Question and Answer

Question 1: Based on our reading of the RFP (particularly section 5.4), we understand that the technical proposal WILL NOT include the approach and methodology for the two workstreams. Instead, the bidding firms will be evaluated on their previous relevant experience and proposed key personnel. Please confirm if this is correct.

Response 1: Proposals do not need to include detailed methodology, but should include a short explanation of any specific tools or organizational ability related to conducting the suggested activities as this will help the evaluators determine the capacity of the firms for inclusion in the Framework agreement.

Question 2: Under section 5.3 of the RFP, key personnel who will be evaluated under the two workstreams do not include optional team roles. Please confirm if profiles for optional team roles will be evaluated or otherwise affect the technical scores

Response 2: While the optional roles will not be evaluated negatively against the technical proposal, demonstration of the capacity to fill these roles increases the overall quality of the firm bidding and can increase the overall technical score.

Question 3: Regarding the call from the title, we would like to inquire about the number of CVs that we should propose for each expert position. Do you expect to receive one CV per position or it will have additional value if we propose more CVs for one position (pool of experts)?

Response 3: The main purpose of the call is to identify firms capable of conducting the work that will be planned. As such a pool of experts will be to a firm's benefit, so long as the minimum requirements are met.

Question 4: The ToR states that the technical proposal shall not exceed 15 pages (not inclusive of CVs, references, other documentation) - is this 15 page limit applicable for the combined methodological inputs for both Workstream 1 and 2? Or is it only applicable per workstream?

Response 4: Please find the answer to this question in Addendum no. 4 (Question 4).



Question 5: Can you please confirm that the CVs we will submit in our bid should serve as an example of the expertise we can mobilise and that these expert positions will not necessarily be fixed for the individual assignments under this framework contract?

Response 5: So long as firms are able to fill these roles with their staff or consortium, they will be deemed technically acceptable for joining the framework.

Question 6: Could we mobilize our Project Manager as a climate expert if needed for an assignment?

Response 6: Yes, as long as they have adequate experience a member of the team can fill multiple roles.

Question 7: In the case of a bidder combining proposals for work streams 1 and 2, is it acceptable to provide one set of all bid documents (including Annexes 1-3) as referred to in the RfP document, or should any of these documents be submitted separately?

Response 7: So long as the documents are available for the firm, a single submission is acceptable.

Question 8: Do you have a specific template you would like us to use for the power of attorney (i.e. the power of attorney all partners in a joint proposal need to submit to show that the lead partner is authorized to represent them)?

Response 8: There is no specific template for the Power of Attorney. However, it should clearly mention all partners involved, be signed by an authorized representative of each partner, and explicitly authorize the lead partner to represent the joint venture/consortium and sign the contract on behalf of all parties in relation to this Request for Proposals.

Question 9: What documents do you require from partners (e.g. sub-contractors)?

Response 9: For joint ventures or consortia, please include the following documents:

- The Power of Attorney designating the lead partner.
- A clear description of the legal status and role & responsibilities of each entity in delivering the services outlined in the RFP.
- The Declaration of Honor (Annex 2) and company registration documents for each partner.

For sub-contractors, it is sufficient to provide a detailed description of their legal status, role, and responsibilities in the proposal. Additionally, please ensure that any other documents or information mentioned in the RFP document are also included, as failure to do so could impact the evaluation of your proposal.

Question 10: Do you have a specific template you would like us to use for the proposal including the CVs, the references, company profile, etc.?

Response 10: There is no required template for the proposal. However, please refer to Section 5.4 of the RFP, which outlines the structure and required content for the technical proposal, including CVs, references, and company profiles. Please ensure all information requested in the RFP is clearly presented.



Question 11: What is the maximum number of references we can include in our proposal?

Response 11: There is no maximum. However, given the page limit firms should be strategic in how many references they share.

Question 12: Could you provide us with information on how the call down process for the framework will work?

Response 12: The Work-Order process under the Framework Agreement will operate through a mini-competition procedure. As outlined in Article 6 of the Framework Agreement (Annex 4 of the RFP document), GCA will issue specific Requests for Proposals (RFPs) to the Framework Agreement holders, who will then submit their (1) technical and (2) financial proposals. The successful bidder will be selected based on predefined criteria, and a formal Work Order will be executed to initiate the work.

Question 13: For this framework, is there a set of country focus?

Response 13: For workstream 1, the work is initially expected to be conducted for countries in East Africa, namely Tanzania and Kenya. However, this work may be expanded beyond this region based on the success and ongoing conversations. For workstream 2, there is no country focus as much of the work may be linked with upcoming IFI investment projects which determine the location of the work.

Question 14: Do you have a pipeline of beneficiaries, both from the financial institutions and the entrepreneurs?

Response 14: Yes, there are initial beneficiaries to work with for financial institutions. For the enterprises there are IFI investment projects within the GCA portfolio where technical assistance from this framework will help identify and support specific beneficiaries.

Question 15: What is the contribution of AfDB in this framework and are they going to be involved in the governance of the framework?

Response 15: AfDB is our convening partner for the AAAP, which is the program through which GCA conducts its work in Africa. They will not be directly involved in the governance of this framework as their involvement is at the overall program level rather than the specific project level. There is a possibility that some of the future work will be conducted for AfDB investment projects.

Question 16: Can we include more than one expert for some of the positions? Would their combined overall experience be evaluated?

Response 16: Yes, so long as the requirements are met multiple experts may be included for a single position as this demonstrates the capacity of the firm or consortium.

Question 17: In the case of sub-contracting (not a joint proposal), does the sub-contractor need to provide any of the professional as well and financial and economic standing?



Response 17: In the case of sub-contracting, only the lead company is required to submit the documentary evidence under the selection criteria. However, for joint proposals, all partners must provide the necessary documentation.

Follow-up questions to Addendum No. 4:

Question 1: Can an expert fulfil several of the positions outlined in the ToR?

Response 1: Yes, so long as the roles are adequately covered.

Follow-up Question: *Alternatively, can two individuals be nominated as coverage for a single role to combine their skills/experience to satisfy the requirements?*

Response 1.1: Yes, multiple individuals can fill a single role as this demonstrates overall capacity to conduct the work as required.

Question 3: 5.2 Selection Criteria

In the table on Team Roles and Descriptions, can GCA explain how GENERAL REQUIREMENTS are scored/evaluated?

Response 3: The general requirements are skills/capacities that do not need to be connected to a specific role. The evaluation committee will simply determine if the criteria is met by the proposed team through their provided CVs, as well as the organizational experience provided for similar work. This is scored in binary (Yes/No) format to determine the minimum requirements have been met and requisite documentation provided.

Follow-up Question: *Do consultants named/nominated in the Optional Roles count toward the Yes/No determination that the GENERAL REQUIREMENTS are covered?*

Response 3.1: Yes, optional roles can fill the general requirements as it demonstrates the firm or consortium's overall capability.

All other requirements regarding the Request for Proposal remain the same.