



Issue Date: 10 June 2025

Addendum No. 01

GCA-PR-25-748- Request for Proposals.

Dissemination for impact: Scaling Investments in NbS for Climate-Resilient Infrastructure.

This addendum addresses and/or clarifies the following:

The deadline for submissions has been extended until the 20 June 2025 at 16:00:00 CET.

Questions & Answers:

Question 1: We would want to allocation 2-3 weeks of team time to do research on market trends and understand your research in context. We think this is important as it allows us to build a proper narrative.

Response 1: This RFP request is to purchase services from an individual consultant to support the development of communication-friendly materials and stakeholder engagement strategies, and provide the development of a User-Friendly "Investment Guide" on Nature-based Solutions for Infrastructure Resilience Draft by week 3, translating technical findings from GCA materials into accessible, action-oriented insights. The consultant's proposal should clearly outline how this research phase supports timely delivery and aligns with GCA's requirements.

Question 2: How long / detailed are the current set of findings that we need to summarize?

Response 2: The individual consultant will need to translate technical findings from five country case studies (Bangladesh, Tanzania, Ghana, Senegal, Kenya) into accessible, action-oriented insights. Key resources can be found below, with 2 of the investor briefs added for reference:

- Scaling investments in NbS: [Scaling investments in Nature-based Solutions for Climate Resilient Infrastructure - Global Center on Adaptation](#)
- Global Tool on NbS: [Infrastructure Risk Assessment](#)
- [Financing NbS for Adaptation-GCAOxford2023-finalv2-1.pdf](#)
- Investor Brief from Tanzania: https://gca.org/wp-content/uploads/2025/02/Global-Tools-for-NbS-Investor-Brief-Tanzania_3.pdf
- Investor Brief from Bangladesh: <https://gca.org/wp-content/uploads/2025/04/Global-Tools-for-NbS-Investor-Brief-Bangladesh.pdf>

Question 3: Is there a need to do any in person travel?

Response 3: The main tasks of the assignment are to be carried out from the office (worldwide). All travel related costs, including accommodation, will be covered by GCA. The individual consultant is not expected to travel, however in the case of need all travel related costs, including accommodation, will be covered by GCA.

Question 4: What budget window are you working within? do you have a maximum budget envelope in mind?

Response 4: An indicative estimated Level of Effort is approximately 15 to 20 person days, that will be finalized at contract signature with a fixed contract value primarily focused on:



- Translating technical findings on Nature-based Solutions (NbS) into accessible materials (Investment Guide, Insight Briefs, slide deck) for public and private stakeholders.
- Supporting stakeholder engagement, including identifying and targeting key audiences, and preparing materials for up to 2 flagship events.
- Coordinating with GCA and partners to ensure outputs are aligned with program goals and maximize uptake among non-technical audiences.

Question 5: We have a personal event happening during the proposed project time and may need to pause the project for one (possibly 2) weeks. Will that be an issue?

Response 5: The consultancy is scheduled over a 2-month period to align with GCA's programmatic milestones and potentially support announcements ahead of COP30. Limited flexibility may be accommodated based on clear evidence of progress and sustained engagement. The individual consultant should outline a realistic timeline and propose risk mitigation measures in the proposal to ensure all deliverables are completed on time.

Question 6: On the design element

- Do you have a brand guideline and a style guide to follow?
- Do you have a specific format that you need to work within?
- Will you have a communications / design person that we are working with on your team?
- Can you tell us what format the content currently is in?

Response 6: GCA has a brand and style guide, and a specific format that needs to be followed and will be provided at the beginning of the consultancy. Materials must translate technical findings into simpler, accessible messages. GCA has a communications focal point that can support you. Outputs are expected mainly in Word and PowerPoint, but the consultant may propose also alternative design formats to enhance clarity and impact.

Question 7: Will the final stakeholder guide be print ready or are we expected to deliver a PDF only?

Response 7: The deliverable should be a print-ready PDF (and also, they need to be submitted in a Word Doc), suitable for both digital and physical dissemination.

Question 8: Do the briefs need to be publication ready (including print ready) or simply ready for use in discussions?

Response 8: The briefs should be publication-ready, with professional formatting suitable for stakeholder events.

Question 9: For any of the deliverables do we need to account for online publication? Or only print?

Response 9: Deliverables should be suitable for online and print publication.

Question 10: I am currently in the process of setting up an LLC in the United States. While it may not be finalized by the time of submission, I wanted to confirm whether that would be acceptable from an eligibility or contracting perspective, particularly in the section requesting a company description.

Response 10: This consultancy is intended for individual consultants. You may submit your proposal as an individual and indicate that your LLC is in the process of being established. This will not affect eligibility.

Question 11: I noticed that the RFP references two different experience requirements—one section states 7 years of strategic communications experience, while another mentions 10 years. Could you please confirm the correct minimum requirement?

Response 11: At least 7 years' experience in technical issues related to communication and dissemination of results are expected. Experiences on similar assignments in Africa, designing or advising on Nature-based Solutions (NbS) or climate adaptation projects is necessary.



Question 12: Would it be possible to clarify the level of French language fluency required for this consultancy, as mentioned in preparing the report and presentation ability?

Response 12: Reports and presentations are requested mainly in English. French is an asset and not mandatory.

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