



GLOBAL
CENTER ON
ADAPTATION

REQUEST FOR PROPOSALS (FIRMS)

For

Sierra Leone Climate Vulnerability Maps:
Climate data compilation and dissemination
platform development

RFP Ref: GCA-PR-26-901

CLOSING DATE: 3 August 2026

CLOSING TIME: NOT LATER THAN 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)

PROPOSALS RECEIVED AFTER THE CLOSING DATE AND TIME SHALL BE REJECTED

Issued on: **21 July 2026**



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Acronyms and Abbreviations

Acronym	Description
AAAP	Africa Adaptation Acceleration Program
AfDB	African Development Bank
ADB	Asian Development Bank
AU	African Union
CapEx	Capital Expenses
CET	Central European Time
COP	Conference of the Parties to the United Nations Climate Change Framework Convention (United Nations Climate Change Conference)
CPP	Climate Prosperity Plan
CRA	Climate Risk Assessment
CV	Curriculum Vitae
CVF	Climate Vulnerable Forum
CSDAT	Climate Smart Digital Agricultural Technologies for Food Security
DAE	Direct Access Entity
EOI	Expression of Interest
EU	European Union
FWA	Framework Agreement
GCA	Global Center on Adaptation
IFI	International Finance Institutions
IPCC	Intergovernmental Panel on Climate Change
IPDC	International Panel on Deltas and Coastal Areas
LLA	Locally Led Adaptation
LMA	Labour Market Assessment
MDBs	Multilateral Development Banks
N/A	Not Applicable
NAP	National Adaptation Plan
NBS	Nature-based Solutions
NDP	National Development Plan
NTP	National Transport Policy
R4I	Research for Impact
RFP	Request for Proposal
VAT	Value Added Tax



1. Introduction

1.1 Global Center on Adaptation

The Global Center on Adaptation (GCA) is an international organization that works as a solutions broker to catalyze action and support for adaptation solutions, from the international to the local, in partnership with the public and private sector, to ensure we learn from each other and work together for a climate-resilient future. Adapting to the impacts of climate change provides a “win-win” for health, livelihoods, food security, water supply, human security, and economic growth. The work of the GCA elevates the visibility and political importance of climate adaptation and facilitates solutions, such as smarter investments, new technologies and better planning to become more resilient to climate-related threats.

The GCA’s strategy have three pillars:

- **Programs and Action:** Food Security; Using Nature for more resilient infrastructure; Water for Urban Growth and Resilience; Climate Finance; Youth Leadership
- **Knowledge Acceleration:** Building adaptation knowledge globally through cutting-edge products such as the State and Trends in Adaptation Report and the Knowledge Exchange Platform
- **Agenda Setting and Advocacy:** Formulating policy messages to move the global, regional, and local adaptation agendas forward.

1.2 Program Background Information

The Government of Sierra Leone, Ministry of Finance, has requested the GCA to provide technical assistance for the development of a National Vulnerability Maps and Dissemination Platform in the context of the Resilience and Sustainability Facility (RSF) approved by the IMF Board on June, 2026.

The present services will be part of GCA technical assistance to the Government of the Sierra Leone for the preparation, publication and dissemination of Climate Vulnerability Maps in Sierra Leone. GCA is coordinating these activities with Governmental Focal Points at the National Disaster Management Agency (NDMA),

2. Description of Services

2.1 Purpose of this Assignment

Within this context, GCA is seeking a qualified firm to support with Sierra Leone Climate Vulnerability Maps: Climate data compilation and dissemination platform development.

The Government of Sierra Leone requires a robust, standardized and sustainable system for compiling, managing, analysing and disseminating climate hazard, exposure and vulnerability information.

The purpose of this assignment is therefore to develop a comprehensive national climate information system comprising:

- national climate hazard datasets and maps;
- exposure datasets and maps;
- vulnerability datasets and maps;



- derived climate risk indicators;
- an interactive web-based Climate Vulnerability Dissemination Platform; and
- supporting technical documentation, user manuals and training materials to facilitate long-term operation and maintenance by the Government of Sierra Leone.

The assignment is intended to establish a scalable platform that can be expanded over time as additional datasets, analytical tools and sector-specific applications become available.

The detailed Terms of Reference and Deliverables for this assignment are presented in **Annex 3**. The total duration of this assignment is estimated at up to 7 Months.

Bidders shall respond to the strategic requirements of GCA with a strong emphasis on responsiveness to GCA technical requirements and performance, substantive progress reports, achievement of tasks and activities to match the Scope of Services/Terms of Reference and the production of the deliverables on time, to highest applicable standards. For further information See Annex 3 – Terms of Reference.

2.2 Information about the Contract Package

GCA intends to enter into a contract that covers the Terms of Reference and Deliverables described in Annex 3.

3. Preparation of Proposals

3.1 RFP Indicative Schedule

The timetable for the procurement process presented below is indicative and, while GCA does not intend to depart from the timetable, it reserves the right to do so at any time respecting the GCA/EU/Donor Procurement Regulations.

Activity	Estimated date
Request for Proposals published/issued	21 July 2026
Deadline for sending a request for clarification to GCA	27 July 2026
Deadline for submission of proposals	3 August 2026
Proposal opening	3 August 2026
Evaluation of the proposals	10 August 2026
Notification of the award and the evaluation results sent to bidders	17 August 2026
Signature of Contract	24 August 2026

3.2 Communications, Clarifications and Amendment of RFP

The point of contact for all questions or requests for additional information is procurement@gca.org. All contact with personnel employed by the Global Center on Adaptation with respect to this RFP is prohibited, except for messages to the above email address. Improper contact may constitute grounds for rejection of your proposal. All inquiries regarding this RFP must be submitted in writing. Interest to bid and questions shall be sent to



the above email address before the date mentioned in the timeline and must be labelled **“Clarification Request - GCA-PR-26-901 – Sierra Leone Climate Vulnerability Maps: Climate data compilation and dissemination platform development ”**. Each inquiry must include the inquirer’s name, firm and telephone number. The Global Center on Adaptation will share the answers to all questions of a reasonable nature with all the parties that have expressed their interest.

Bidders are encouraged to consult the Frequently Asked Questions (FAQ) Sheet available on the GCA website procurement Page [Procurement - Global Center on Adaptation](#). This FAQ provides general guidance for bidders participating in GCA procurement processes. If your question is not addressed in the FAQ sheet, please submit your inquiries via email to Procurement@gca.org

Clarifications by GCA will be communicated, in a suitably anonymous form, to all bidders on the GCA website and/or by email. No approach of any kind in connection with this request for proposal should be made to any other person within, or associated with, GCA. Failure to adhere to this requirement may result in exclusion from this Request for Proposals. Please note that GCA will not enter a detailed discussion on the requested services at this stage.

The closing date for clarification requests concerning this Request for Proposal is **27 July 2026, 16:00:00 hours (04:00:00 p.m. o’clock), Central European Time (CET)**.

Bidders are cautioned that the timing of submitting a clarification request is based on when the proposal is received by the GCA, not when a clarification request is submitted by a bidder. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, bidders should plan to submit clarification requests well in advance of the clarification Deadline to avoid submitting late due to technical issues. Bidders submitting near the clarification Deadline do so at their own risk.

All clarifications from each bidder must be placed in one consolidated request.

3.3 Language

The proposals, all correspondence and documents related to the RFP exchanged by the bidder and GCA, must be written in **English**.

Supporting documents and printed literature that the bidder provides may be in another language, provided they are accompanied by an accurate translation into English.

3.4 Cost of Submitting Proposals

GCA will not reimburse any costs incurred by interested bidders with connection with preparation and submission of their responses to this RFP.

3.5 Alteration or Withdrawal of Proposals

Bidders may alter or withdraw their proposals by written notification to GCA prior to the deadline for submission of proposals referred to in Section 4.1. No submission may be altered after this deadline. Withdrawals must be unconditional and will end all participation in the RFP procedure.



3.6 Signature of the Proposal

The signature of the authorized representative of the bidder (single bidder or lead partner in case of a joint proposal) in Annex 1 will be considered as the signature of the proposal, binding the bidder to the terms included in the proposal.

3.7 Validity of Proposals

The proposals submitted in response to this RFP must be valid for the period of 60 days as of the deadline for submission indicated in Section 4.1. The bidder shall provide a statement confirming the period of validity of its proposal when submitting the required documents for this RFP.

GCA shall endeavor to conclude the RFP process within the validity period of the RFP. If, however, there are any circumstances that require GCA to request for validity extension from bidders, GCA shall do so in writing. Bidders have the right to accept or reject the request. In the latter case, the bidder's proposal shall not be evaluated.

3.8 Currency

Proposals must be presented in EUR.

3.9 Content of this RFP

The package of this RFP comprises the following:

- a) Instructions to bidders (this RFP document)
- b) Annex 1: Proposal Submission/Identification Form
- c) Annex 2: Declaration on Honor
- d) Annex 3: Terms of Reference
- e) Annex 4: Financial Proposal Form
- f) Annex 5: Contract for Services

3.10 Joint Proposals and Subcontracting

An interested bidder may submit a proposal as a single entity or collaborate with other service providers to present a proposal either by submitting a joint proposal or through subcontracting. Proposals may also combine both approaches. The legal status and role of each legal entity shall be clearly described in the proposal, as well as the responsibilities of each entity in providing the services required by this RFP.

Joint proposals will be evaluated on a consolidated basis. Joint bidders/ventures must appoint a lead firm/organization and a point of contact authorized to act on their behalf in connection with the submission of the proposal and all relevant questions, clarification requests, notifications, etc. that may be received during the evaluation and award phases, and until signature of the contract.

In case of a joint proposal, all the partners (except the lead partner) shall submit a **power of attorney**, signed by an authorized representative of each partner, designating the lead partner to represent them and to sign the contract on their behalf in relation to this procurement.



If the joint proposal is successful, the GCA will sign the contract with the lead firm/organization, authorized by the other members to sign the contract on their behalf. All members of the joint proposal assume joint and several liability towards the GCA for the performance of the contract. Changes in the composition of the group after the proposal submission deadline and before the contract signature may lead to the rejection of the proposal except in case of a merger/takeover of a member of the group, in which case all Eligibility, Selection and Award Criteria must still be fulfilled by the new group.

3.11 Supplier Code of Conduct

GCA subscribes to the [UN Supplier Code of Conduct | UN Procurement Division](#). By participating in this RFP, bidders agree to comply with this code.

4. Submission and Opening of Proposals

4.1 Submission of the Proposal

If you are interested in participating in this Request for Proposal, you are requested to submit your proposal in **PDF format** to the link: [GCA-PR-26-901 Request for Proposals](#) no later than **7 August 2026, 16:00:00 hours (04:00:00 p.m. o'clock), Central European Time (CET)** (hereinafter referred to as “the closing date and time”).

Bidders are cautioned that the timing of submission is based on when the proposal is received by the GCA, not when a proposal is submitted by a bidder. As transmission can be delayed due to file transfer size, transmission speed or other technical factors, bidders should plan to submit proposals well in advance of the Submission Deadline to avoid submitting late due to technical issues. Bidders submitting near the Submission Deadline do so at their own risk.

Proposals received after the closing date and time will be rejected. GCA will confirm receipt of proposals within 24 hours from the closing date and time. Bidders that do not receive this confirmation must contact GCA within 48 hours from the closing date and time. After 48 hours from the closing date and time, GCA shall not respond to any queries related to whether a bidder's proposal was received.

Submissions requesting GCA to click on links to download documents shall not be accepted. When uploading the Proposal, the first and last name must be the name of the organization submitting the Proposal as shown in the screenshot below.



GCA-PR-23-338 - Submit Proposal

RFP-GCA-PR-23-338-TECHNICAL Propos... ×

RFP-GCA-PR-23-338-FINANCIAL Proposa... ×

[+ Add more files](#) Total 2 files 685 KB

First name *

Global Center

Last name *

on Adaptation

Upload

Please adhere to the following instructions, unless otherwise provided in the relevant Bid Documents. The Submission must be drafted in **English** and contain:

- Proposal Submission/Identification Form (Annex 1)
- A signed **Declaration on Honor** (Annex 2)
- A **Technical Proposal**: Shall contain the “Technical Proposal” and supporting documentation, with clear and concise description of your proposed actions to execute the Scope of Work/Terms of Reference and Deliverables (Annex 3). The Technical Proposal **should not exceed 15 pages (excluding supporting documentation, CVs, and company profile) and 25MB in size for successful delivery**. The GCA will not be held responsible for non-delivery of proposals exceeding 25MB.
- A **Financial Proposal**: Shall contain the “Financial Proposal Form” (Annex 4). The Financial Proposal **should not exceed 10 pages and 25MB in size for successful delivery**. The GCA will not be held responsible for non-delivery of proposals exceeding 25MB.
- **All the supporting documentation** in relation to the evaluation criteria.
- Proposals must be uploaded in **two separate documents**. One containing the Technical Proposal and the other containing the Financial Proposal.
- The Technical Proposal must be named **RFP-GCA-PR-26-901-TECHNICAL Proposal** and no other characters or spacing should be included in the file name.
- The Financial Proposal must be named **RFP-GCA-PR-6-901-FINANCIAL Proposal** and no other characters or spacing should be included in the file name.
- All financial information must **ONLY** be included in the Financial Proposal. No Financial proposals, quotes or any other related financial information should appear in the Technical Proposal.
- Proposals which do not comply with these requirements, e.g. combining the financial and technical proposals in one submission or submitted in any way, other than outlined above, will be rejected.
- In case of a joint proposal, all the partners (except the lead partner) shall submit a **power of attorney**, signed by an authorized representative of each partner, designating



the lead partner to represent them and to sign the contract on their behalf in relation to this Request for Proposals.

Late submissions shall be rejected. Non-compliance with the above requirements regarding the presentation of the RFP may lead to the exclusion from the RFP process for this contract.

4.2 Opening of Proposals

The opening of proposals is for the purpose of checking and registering the content of each bid and to determine whether the proposal is complete and meet the minimum content requirements.

There will be no public opening session for the proposals received. Offers will be opened privately by GCA after the closing time specified for the receipt of proposals. No public announcement of the contents of any offer will be made at any time.

5. Evaluation of Proposals and Bidders

The evaluation of bidders and proposals will be done in accordance with the following subsequent steps:

- Verification that the bidder fulfils the Exclusion Criteria in Section 5.1 and that it is not in one of the situations covered by the exclusion criteria listed in EU Directive 2014/24/EU.
- Verification that the bidder has the appropriate capacities to perform the contract based on the Selection Criteria described in Section 5.2 (only for those bidders that were not excluded based on the Exclusion Criteria).
- Evaluation of the bidder based on the Award Criteria described in Section 5.3 (only for those bidders that have met the Selection Criteria). Scoring for each Award Criterion will be conducted using the following scale:
 - Excellent
 - Good
 - Average
 - Below average
 - Poor
- The Evaluation Committee shall evaluate the technical proposals first and shall thereafter open and evaluate the financial proposals of only those bidders whose technical proposals meet the minimum technical score.
- Where individual scoring is adopted, the Evaluation Committee shall discuss scores where there are significant discrepancies prior to computing the average score for each criterion.
- During financial evaluation, where there is a discrepancy between the amounts in figures and in words, the amount in words shall govern. Where there is a discrepancy between the unit rate and the line-item total resulting from multiplying the unit rate by the quantity, the unit rate shall govern, unless in the opinion of the Evaluation Committee there is an obviously gross misplacement of the decimal point in the unit rate, in which case the line-item total shall govern, and the unit rate shall be corrected.



The proposal must comply with the GCA strategic requirements set in this RFP as a precondition to be assessed. In a case of non-compliance with the Exclusion Criteria, the bidder will be informed of the grounds for rejection without being given feedback on the content of the proposal other than on the non-compliant elements.

The evaluation of proposals shall be carried out by an Evaluation Committee made up of representatives of GCA. Any attempt by a bidder to influence the Evaluation Committee in the process of examination, clarification, evaluation, due diligence checks, etc., to obtain information on how the procedure is progressing or to influence GCA in its decision concerning the award of the contract, will result in the immediate rejection of the bidder's proposal.

In the interest of transparency and equal treatment, without being able to modify their proposals, bidders may be required, at the sole written request of the Evaluation Committee (via Procurement), to provide clarifications within 48 hours. Requests for clarification will only seek minor clarifications of information already submitted by the bidder. No modifications to a proposal can be sought or accepted through a request for clarification (except for the correction of arithmetical errors discovered during the evaluation of the proposal).

5.1 Exclusion Criteria

Participation in this RFP is open on equal terms to any natural and legal companies not in any of the situations listed in Article 57 of the EU Directive 2014/24/EU.

Bidders shall provide a Declaration of Honor (see Annex 2), duly signed and dated, including a statement that they are not in any of the situations listed in Article 57 of EU Directive 2014/24/EU. In case of a joint proposal such declaration shall be submitted for each partner. The declaration shall also be submitted for the subcontractors, when relevant.

Besides the submission of the signed Declaration of Honor, the bidder undertakes to inform GCA, without delay, of any changes to their situation in this regard.

Bidders may be excluded from participation in this RFP if they are found to be in one of the situations for exclusion or fail to submit the above-mentioned declaration.

GCA technical supplier who directly contributed to drafting, advising, or assisting in the preparation of the Terms of Reference for this procurement process is ineligible to participate in this RFP.

5.2 Selection Criteria

Bidders will be evaluated against each Selection Criterion based on the documentary evidence submitted by the bidder. Failure to submit the evidence requested will lead to a rejection of the proposal. Bidders will be evaluated against the Selection Criteria on a **pass/fail basis**. Bidders who meet the Selection Criteria will be put on an equal footing for the next stage of the evaluation process based on the Award Criteria.

Bidders shall be evaluated against the following Selection Criteria

- (1) Professional and Legal Capacity
- (2) Financial and Economic Standing
- (3) Technical Standing



(1) Professional and Legal Capacity

Criterion	• Bidders must be a registered entity in their home country regulatory agency, as and where applicable, for a minimum of 1 year. • All Bidders must have a current team of at least 6 staff members.
Documentary evidence	• Provide a copy of the statutes/registration of the legal entity (in In case of a joint proposal the company registration shall be submitted for each partner) and evidence concerning the appointment of the persons authorized to represent the Bidder in dealings with third parties and in legal proceedings.

(2) Financial and Economic Standing

Criterion	• Have financial resources and overall financial capabilities to perform with sufficient financial and economic standing to guarantee continuous and satisfactory performance throughout the envisaged lifetime of the contract. • Financial capability tests will be run. Liquidity: Current assets/Current liabilities for the last 1 year must be ≥ 1.
Documentary evidence	• Audited financial statements signed by registered auditor(s), annual reports, or other management approved statements/reports showing the liquidity (assets/liabilities) of the bidder for 1 year in the last 2 fiscal years, which must be submitted in English.

(3) Technical Standing

Criterion: Qualification of staff and minimum team structure	• At least 5 years' experience supporting large firms, institutional bodies, and/or governments in the development of spatial climate hazard, risk, and/or vulnerability data interfaces for IT and web-based projects. • Bidders must propose a highly qualified, multidisciplinary team that satisfies the core technical competencies required for this deployment. The team structure must include, at a minimum, five key expert roles: a Project Manager/Team Leader to oversee project milestones, a Senior Climate Risk and Spatial Analysis Specialist for hazard and vulnerability mapping, a Senior WebGIS Architect & UI/UX Specialist, a WebGIS Developer to build out the technical backend, and a Training and Knowledge Transfer Specialist to handle manuals and handovers. Individual experts are permitted to cover multiple roles provided they satisfy the qualification requirements for each. • To optimize local engagement and ensure institutional sustainability, the inclusion of qualified national experts from Sierra Leone is highly encouraged within the proposed team. These national experts should primarily support GIS functions, stakeholder engagement, and institutional coordination with ministries, departments, and agencies (MDAs). They must possess technical qualifications and professional experience comparable to international experts to ensure seamless alignment with GCA and NDMA objectives.
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Criterion: Relevant subject-matter and project experience	• The Technical Proposal contains a summary table highlighting a selection of completed projects demonstrated the experience above. • Bidders must demonstrate a long-term corporate track record by highlighting at least three comparable assignments completed within the last seven years. The firm must possess at least 10 years of professional experience in developing GIS and web-based geospatial platforms, alongside at least 7 years of experience supporting climate change adaptation or disaster risk management. Critically, at least one prior assignment must have involved developing a national or regional climate information platform directly for a government institution. • The evaluation will heavily weigh the bidder's regional capability and familiarity with multilateral environments. Bidders must have successfully implemented at least two assignments in Sub-Saharan Africa, specifically demonstrating experience working within Low-Income Countries (LICs) or Fragile and Conflict-Affected States (FCS). Prior experience delivering complex spatial projects financed by international financial institutions and development organizations (such as the IMF, World Bank, UNDP, or GCA) will be evaluated as a significant competitive asset. •
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The bidders who do not meet all the Selection Criteria shall not proceed to the next evaluation stage and their proposals shall not be evaluated further based on the Award Criteria.

5.3 Award Criteria

Proposals will be rated on both technical and financial bases, using the best value for money approach. The selection method will choose the highest rated proposal using the combined scoring method, which assigns the weight distribution between the technical and financial proposals. The overall combined score will be 100 points; the weight distribution shall be 80 points for the technical proposal and 20 points for the financial proposals.

It is important to note that the required Minimum Technical Score for the Technical Proposal is 60 points on each of the main technical criteria (TC1, TC2, TC3). Only proposals obtaining the Minimum Technical Score or more in each main technical criterion of the Technical Evaluation will progress to the Financial Evaluation.

Technical Proposals scoring less than the Minimum Technical Score will be considered of insufficient quality and shall be rejected. The contract shall be awarded to the top ranked bidder who submitted the most economically advantageous tender based on the best price quality ratio in accordance with the following criteria:

Award Criterion	Max. Tech. Score	Min. Tech. Score to pass
TC.1. Specific experience of the firm	20	12



TC.1.1. Experience supporting large firms, institutional bodies and/or governments on IT and web development projects, preferably in the context of spatial data interfaces and climate.	10	
TC.1.2. Ability to innovate in the design and development of a tailored IT solutions to display geospatial data	10	
TC.2. Responsiveness to the TORs and proposed methodology	50	30
TC.2.1. Degree of innovation/ Level of detail of the proposed approach and methodology to fulfil the scope of work	20	
TC.2.2. Proposed workplan including to secure project's milestones and critical timeline	20	
TC.2.3. Clarity and presentation of the proposal	10	
TC.3. Key personnel (qualifications and skills as per TOR)	30	18
TC.3.1. Key Expert 1: Project manager / Team leader	8	
TC.3.2. Key expertise 2 : Climate Risk and Spatial Analysis experience and skills within the project team	6	
TC.3.3. Key Expertise 3: Web Design and development experience and skills within the project team	6	
TC.3.4. Key Expertise 4: GIS specialisation within the project team	6	
TC.3.5. Key Expertise 5: Training and knowledge transfer within the project team	4	
Total Technical Score	100	
Minimum Technical Score		
Technical Weight	80/100	
Total Financial Score/Weight	20/100	
Combined Technical and Financial Score	100	
Contract Award: Bidder that obtains the highest combined technical and financial score		
Scoring for each Award Criterion will be conducted using the following scale:		
• Excellent • Good • Average = Minimum Technical Score • Below Average • Poor		

Proposals scoring less than the Minimum Technical Score for any main technical award criterion (TC.1, TC.2, TC.3, TC.4) will be considered of insufficient quality and shall be rejected.

For the purposes of the evaluation of the Financial Proposal, the bidder offering the lowest price shall receive the maximum total score of 30 points. The score of all other financial proposals will be calculated using the following formula:

Financial score = (Lowest bid/Current bid) x Maximum points to be awarded

After careful scoring of each bidder's proposal (technical and financial), GCA shall award the contract to the bidder that obtains the highest combined technical and financial score. The decision will be communicated by email to all bidders.



6. RFP Cancellation

GCA reserves the right to cancel this RFP process at any point. GCA shall not be liable for any compensation with respect to interested bidders whose submissions have not been accepted, nor shall it be so liable if it decides not to award the contract.

Cancellation may occur where:

- 1) The RFP procedure has been unsuccessful. For example, where no technically/financially responsive proposal has been received or there has been no response at all.
- 2) The economic or technical parameters of the project have been fundamentally altered.
- 3) Exceptional circumstances or force majeure render normal performance of the project impossible.
- 4) All technically compliant proposals significantly exceed the financial resources available.
- 5) There have been irregularities in the procedure where these have prevented fair competition.

In the event of cancellation of RFP procurement proceedings, bidders will be notified by GCA.

7. Ownership of Proposals Submitted

Any document submitted in reply to this RFP will become the property of GCA and will be regarded as confidential.

8. Liabilities for Errors

GCA, its employees and agents shall not be held liable or accountable for any error or omission in any part of this RFP or response to bidders' questions. While the GCA, and/or its employees and agents have made conscious efforts to ensure an accurate representation of information in this RFP, the information contained in the RFP is supplied solely as a guideline for bidders. The information is not guaranteed or warranted to be accurate by GCA, and/or its employees or agents, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve bidders from the responsibility of conducting their own investigations and research and forming their own opinions and conclusions with respect to the matters addressed in this RFP. Bidders will be solely responsible to ensure that their proposal meets all requirements of the RFP, to advise GCA immediately of any apparent discrepancies or errors in the RFP, and to request clarification if in doubt concerning the meaning or intent of anything in the RFP.





Annexes

Annex 1: Bidder Identification Form

GCA-PR-24-611: Tanzania Climate Vulnerability Maps: Climate data compilation and dissemination platform development

IDENTIFICATION OF BIDDER	
Full Legal Name of the Firm	
Legal Form (Partnership, LLC, Corporation, etc.)	
Date of Registration	
Country of Registration	
Registration Number	
VAT Number	
Address	
E-mail	
Authorized Signatory	
Authorized Signatory's E-mail address	

PROCUREMENT ADVERT/OPPORTUNITY	
How did you find out about this procurement? (Devex, dgMarket, GCA website, UNDB, GCA invite, etc.)	

CONTACT POINT FOR THIS PROCUREMENT	
Name	
Position	
Company	
Telephone Number	
E-mail	

BIDDER'S BANK ACCOUNT INFORMATION



Bank account holder's full name: (must match the legal name above)	
Name and address of recipient's bank:	
Recipient's account number/IBAN:	
Recipient bank's SWIFT or BIC code:	
Recipient bank's routing information:	
Bank account currency:	

SIGNATURE OF PROPOSAL

I, the undersigned, confirm:

1. The acceptance of the conditions in the Request for Proposal.
2. The acceptance of the contract terms and conditions in their entirety and without reservation.
3. That the period of validity of my proposal is 60 days from the deadline of this Request for Proposal.
4. Compliance with the requirements relating to the Scope of Work/Terms of Reference as defined in Annex 3 of this Request for Proposal, and
5. That the information given in this proposal is correct.

Place and Date	
Signature (Authorized representative)	
Full Name	



Annex 2: Declaration on Honor for Organizations

The undersigned (*insert name*),..... representing:

Full official name:
Official legal form:
Statutory registration number:
Full official address:
VAT registration number:
(‘the **Organization**’)

I – Situations of exclusion

(1) declares that the above-mentioned Organization is in one of the following situations:	YES	NO
(a) it is bankrupt, subject to insolvency or winding-up procedures, its assets are being administered by a liquidator or by a court, it is in an arrangement with creditors, its business activities are suspended, or it is in any analogous situation arising from a similar procedure;	☐	☐
(b) it has been established by a final judgement or a final administrative decision that the Organization is in breach of its obligations relating to the payment of taxes or social security contributions in accordance with the applicable law;	☐	☐
(c) it has been established by a final judgement or a final administrative decision that the Organization is guilty of grave professional misconduct by having violated applicable laws or regulations or ethical standards of the profession to which the Organization belongs, or by having engaged in any wrongful conduct which has an impact on its professional credibility where such conduct denotes wrongful intent or gross negligence, including, in particular, any of the following:		
(i) fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion or the fulfilment of eligibility or selection criteria or in the performance of a contract or an agreement;	☐	☐
(ii) entering into agreement with other parties with the aim of distorting competition;	☐	☐
(iii) violating intellectual property rights;	☐	☐
(iv) attempting to influence the decision-making process of the contracting authority during the award procedure;	☐	☐
(v) attempting to obtain confidential information that may confer upon its undue advantages in the award procedure;	☐	☐



(d) it has been established by a final judgement that the Organization is guilty of any of the following:		
(i) fraud, as defined in applicable laws and regulations;	☐	☐
(ii) corruption, as defined in applicable laws and regulations;	☐	☐
(iii) conduct related to a criminal organization;	☐	☐
(iv) money laundering or terrorist financing, as defined in applicable laws and regulations;	☐	☐
(v) terrorist offences or offences linked to terrorist activities, or inciting, aiding, abetting, or attempting to commit such offences;	☐	☐
(vi) child labor or other offences concerning trafficking in human beings as defined in applicable laws and regulations;	☐	☐
(e) it has been established by a final judgment or final administrative decision that the Organization has created an entity under a different jurisdiction with the intent to circumvent fiscal, social or any other legal obligations in the jurisdiction of its registered office, central administration, or principal place of business.	☐	☐

II – Situations of exclusion concerning natural or legal person with power of representation, decision-making or control over the legal Organization and beneficial owners

(2) declares that a natural or legal person who is a member of the administrative, management or supervisory body of the Organization, or who has powers of representation, decision, or control with regard to the above-mentioned Organization (this covers e.g., company directors, members of management or supervisory bodies, and cases where one natural or legal person holds a majority of shares) is in one of the following situations:	YES	NO	N/A
Situation (c) above (grave professional misconduct)	☐	☐	☐
Situation (d) above (fraud, corruption, or other criminal offence)	☐	☐	☐
Situation (e) above (creation of an entity with the intent to circumvent legal obligations)	☐	☐	☐

III – Remedial measures

If the Organization declares one of the situations of exclusion listed above, it must indicate measures it has taken to remedy the exclusion situation, thus demonstrating its reliability. This may include e.g., technical, organizational and personnel measures to prevent further



occurrence, compensation of damage or payment of fines or of any taxes or social security contributions. The relevant documentary evidence which illustrates the remedial measures taken must be provided in annex to this declaration. This does not apply for situations referred to in point (d) of this declaration.

IV – Evidence upon request

Upon request the Organization must provide information on natural or legal persons that are members of the administrative, management or supervisory body or that have powers of representation, decision, or control, including legal and natural persons within the ownership and control structure and beneficial owners. It must also upon request provide production of recent certificates issued by the competent authorities and/or a recent extract from the judicial record or, failing that, an equivalent document recently issued by a judicial or administrative authority in the country of establishment of the Organization showing that those requirements are satisfied. These documents must provide evidence covering all taxes and social security contributions for which the Organization is liable, including for example, VAT, income/company tax and social security contributions.

V – Final

The signatory declares that the above-mentioned Organization has truthfully provided the information herein.

The above-mentioned Organization shall immediately inform the contracting authority of any changes in the situation as declared.

The above-mentioned Organization may be subject to rejection from the contracting or selection procedure and to legal claims if any of the declarations or information provided as a condition for contracting with GCA prove to be false.

The above-mentioned Organization will comply with the UN Supplier Code of Conduct, to the extent applicable. The code is available on: <https://www.un.org/Depts/ptd/about-us/un-supplier-code-conduct>.

Full name:

Date:

Signature:
(authorized representative)



Annex 3: Terms of Reference

1. Background Information

About the Global Center On Adaptation

The Global Center on Adaptation (GCA) is an international organization that acts as a solutions broker, catalyzing action and support for climate adaptation at global, regional, and local levels. In partnership with public and private sectors, GCA fosters collaboration to build a climate-resilient future. Its work elevates the visibility and political importance of climate adaptation, facilitating solutions such as smarter investments, new technologies, and better planning to address climate-related threats.

GCA operates through three pillars:

- Programs and Action: Food Security, Nature-Based Resilient Infrastructure, Water for Urban Growth and Resilience, Climate Finance, Youth Leadership.
- Knowledge Acceleration: Building global adaptation knowledge through products like the State and Trends in Adaptation Report and the Knowledge Exchange Platform.
- Agenda Setting and Advocacy: Formulating policy messages to advance global, regional, and local adaptation agendas.

Project Context

The International Monetary Fund (IMF) established the Resilience and Sustainability Facility (RSF) to support countries in addressing longer-term structural challenges related to climate change and pandemic preparedness. The facility provides long-term concessional financing linked to the implementation of agreed policy and institutional reforms aimed at strengthening climate resilience and promoting sustainable economic development.

The RSF arrangement for Sierra Leone was approved by the IMF Executive Board in June 2026. Among the agreed Reform Measures (RMs), Reform Measure 4 (RM4) focuses on strengthening the availability and accessibility of climate-related vulnerability information.

RM4 requires the Government of Sierra Leone, through the National Disaster Management Agency (NDMA), to prepare and publish national climate-related vulnerability maps covering the country's principal climate hazards on the websites of the Ministry of Environment and Climate Change (MoECC) and/or the NDMA by June 2027.

At the request of the Government of Sierra Leone, the Global Center on Adaptation will provide technical assistance to support the implementation of RM4 through the development of a national climate hazard, exposure and vulnerability mapping system together with an interactive dissemination platform.

The assignment will contribute to:

- i. improving the availability, accessibility and quality of climate-related spatial information;
- ii. strengthening evidence-based climate adaptation planning and disaster risk management;
- iii. supporting national and sectoral planning processes through standardized climate risk information; and
- iv. facilitating the implementation of other RSF Reform Measures, including:
 - a) RM6 through the provision of spatial information supporting the Digital Social Protection Registry; RM6 requires The Social Protection Authority to establish a nation-wide digital social protection registry of eligible households that have been poverty



- assessed and ranked. The registry will ensure coverage of households in prioritized vulnerable areas, as identified under RM4 and informed by technical assistance; and
- b) RM9, through the provision of climate risk information relevant to financial sector climate risk assessments; RM9 requires The Bank of Sierra Leone (BSL) to prepare and publish a report on BSL's website identifying physical risk transmission channels to the financial sector and developing forward looking physical risk indicators, by linking the collected loan and collateral data from RM8 with climate hazard and vulnerability data from RM4.

The assignment will be implemented by GCA in close coordination with governmental Focal Points at the NDMA and the IMF.

Purpose of the Assignment

The Government of Sierra Leone requires a robust, standardized and sustainable system for compiling, managing, analysing and disseminating climate hazard, exposure and vulnerability information.

The purpose of this assignment is therefore to develop a comprehensive national climate information system comprising:

- i. national climate hazard datasets and maps;
- ii. exposure datasets and maps;
- iii. vulnerability datasets and maps;
- iv. derived climate risk indicators;
- v. an interactive web-based Climate Vulnerability Dissemination Platform; and
- vi. supporting technical documentation, user manuals and training materials to facilitate long-term operation and maintenance by the Government of Sierra Leone.

The assignment is intended to establish a scalable platform that can be expanded over time as additional datasets, analytical tools and sector-specific applications become available.

2. Objective of the Assignment

The overall objective of this assignment is to support the Government of Sierra Leone in fulfilling the requirements of RSF Reform Measure 4 (RM4) by developing and operationalizing a national climate hazard, exposure and vulnerability mapping system together with an interactive dissemination platform that enables government institutions to access, visualize, analyse and maintain climate-related spatial information.

The assignment, under the present ToR, aims to:

2.1. Objective 1 – Compile and harmonize climate-related and risk datasets:

Collect, review, quality-assure and harmonize available national and international datasets required to develop climate hazard, exposure, vulnerability and risk information for Sierra Leone, including historical observations and future climate projections.

This includes:

- i. climate and meteorological datasets;
- ii. hazard information;
- iii. socio-economic datasets;
- iv. exposure datasets;
- v. critical infrastructure information;



- vi. environmental datasets; and
- vii. other relevant spatial information required to assess climate-related vulnerability.

2.2. Objective 2 – Develop national climate hazard, exposure and vulnerability maps

Develop standardized GIS products describing:

- climate hazards;
- exposure;
- vulnerability; and
- derived climate risk indicators,

using internationally recognized methodologies consistent with the IPCC Risk Framework and applicable national standards.

2.3. Objective 3 – Develop a dissemination platform

Design, develop, test and deploy an interactive GIS-based Climate Vulnerability Dissemination Platform that enables authorized users to:

- i. visualize climate-related spatial information;
- ii. access and download datasets;
- iii. query and analyze climate information;
- iv. manage data layers;
- v. update datasets;
- vi. support evidence-based planning and decision-making.

The platform shall be based on open-source technologies, be scalable, and comply with Government hosting and data management requirements.

2.4. Objective 4 – Support institutional uptake

Engage relevant Ministries, Departments and Agencies throughout the assignment to ensure that:

- i. the developed products respond to user needs;
- ii. platform functionalities are validated by stakeholders;
- iii. institutional ownership is promoted; and
- iv. documentation required for future maintenance and expansion of the platform is available.

A single **Training-of-Trainers (ToT)** session will be conducted at the conclusion of the assignment to introduce the platform and associated documentation to designated Government representatives. Broader institutional capacity-building activities will be undertaken under a separate follow-on assignment and are therefore outside the scope of this ToR.

Note: Capacity building activities to support the Government in using and maintaining the maps and platform will be provided after this assignment and is not part of the current scope. A user manual and training materials must nevertheless be produced as part of the current scope.



3. Scope of the Services, Key Tasks and Activities to be Performed

The Service Provider shall provide all technical expertise, personnel, software development, GIS analysis, project management, stakeholder coordination, documentation, and quality assurance necessary to successfully complete the assignment.

The assignment comprises four interrelated components:

- i. Component 0 – Inception and Project Mobilization;
- ii. Component 1 – Data Collection, Compilation and Climate Risk Mapping;
- iii. Component 2 – Development of the Climate Vulnerability Dissemination Platform;
- iv. Component 3 – Knowledge Transfer and Deployment Support

Critical implementation milestones

To meet the implementation schedule for RSF Reform Measure 4, particular attention shall be given to the following milestones.

Proof of Concept (PoC)

The service provider must secure a critical path to deliver a functional pilot platform / Proof of Concept (PoC) by end of October 2026.

The PoC shall demonstrate overall platform architecture; user interface; and core functionalities.

The PoC may initially use available national datasets and publicly available open-source information while comprehensive data collection continues in parallel.

The objective of the PoC is to allow GCA and Government stakeholders to validate the platform architecture, functionality and implementation approach before completion of the final system.

Data collection responsibilities

The Service Provider shall be responsible for identifying, collecting, reviewing, organizing and integrating all datasets required for implementation of the assignment.

GCA and NDMA will facilitate access to national institutions and support stakeholder coordination; however, responsibility for data acquisition, quality assessment, harmonization and integration remains with the Service Provider.

Priority shall be given to data obtained from:

- Data from Sierra Leone Meteorological Agency (SL-MET) and Hazard and Risk Profile Information System – Sierra Leone (HARPIS-SL) (UNDP-supported).
- Open-source climate and hazard datasets (e.g., CMIP6 projections for scenarios SSP1-2.6, SSP2-4.5, SSP4-8.5).

Where important data gaps are identified, the Service Provider shall:

- document the gaps;
- assess their implications;
- propose appropriate mitigation measures;
- identify suitable proxy datasets where necessary;
- clearly communicate uncertainties associated with substitute datasets.



Needs Assessment for other Reform Measures

The Service Provider shall organize two online technical consultation workshops with the institutions responsible for:

- Reform Measure 6 (Digital Social Protection Registry); and
- Reform Measure 9 (Climate Risk Transmission Channels to the Financial Sector).

The objectives of these consultations are to:

- identify user requirements;
- determine priority datasets;
- define spatial and temporal resolution requirements;
- identify relevant indicators;
- assess interoperability needs;
- identify future opportunities for integration between Reform Measures.

A concise Needs Assessment Report summarizing findings and recommendations shall be included as part of the assignment deliverables (D0 or D1).

Component 0: Inception

Timeline: First 2 weeks of the assignment.

The service provider will confirm its approach for:

- Data collection, review and compilation.
- Platform development, leveraging existing solutions tailored for Sierra Leone's governmental agencies in a standardized, interactive format.
- Stakeholders Engagement, for, at least, data collection, feedback on PoC, final presentation of the Platform, etc.

Inception Meeting

- Validate the approach and engagement plan with MDAs and GCA.
- Ensure alignment with RM expectations and timelines.

The service provider will prepare and present:

- A description of activities to deliver the assignment.
- A concise work plan and timeline for deliverables.
- An engagement plan (objectives, audience, format, expected outcomes), with emphasis on data collection and platform use.
- A list of required input data and proposed actions for timely collection.
- A preliminary risk matrix (risks, probability, impact, mitigation measures) for project management.
- Methodology and approach assignment
- Data requirements and strategy to mitigate risk of data gaps.
- Submit a clear proposal outlining the platform's structure and functionalities

Component 1: Compiling Climate Hazards Analysis and Risk Indicators

The Service Provider shall compile, harmonize, analyse and produce climate hazard, exposure and vulnerability datasets and maps covering Sierra Leone.



Climate Data Standards

- Historical and projected hazard data/maps: Flooding, coastal flooding, drought, extreme heat, erosion, landslides.
- Downscaled appropriate CMIP6, CORDEX or equivalent datasets for relevant climate indicators, for at least 3 scenarios, across relevant horizons:
 - Near Future (2026–2050)
 - Mid Century (2051–2075)
 - Far Future (2076–2100)
- Spatial Resolution: Minimum district-level, with finer resolution where data permits.
- Temporal Resolution: Annual and monthly time frames, where appropriate.

The relevant hazards and climate indicators will be validated with GCA.

Risk Data Standards

- Adhere to IPCC standards, categorizing climate risk into Exposure, Vulnerability, and Hazards components.
- Exposure data: Areas susceptible to river flooding, coastal flooding, or landslides.
- Vulnerability data: Social, economic, and environmental vulnerability.
- Include critical infrastructure, population, economic activities, and ecological infrastructure at risk or providing resilience.

Data Quality

- Conduct rigorous quality assessments.
- Supplement missing data with external/open-source datasets, with justifications.
- Include comprehensive metadata and references for each dataset.
- Ensure public accessibility for non-national data.
- Identify the agency responsible for maintaining national-level data.

Component 2: Dissemination platform development

The Service Provider shall design, develop, test, deploy and document a web-based Climate Vulnerability Dissemination Platform to facilitate access to climate hazard, exposure and vulnerability information by Government institutions.

The platform shall serve as the Government of Sierra Leone's primary repository and dissemination mechanism for climate-related spatial information produced under this assignment and shall be designed to accommodate future expansion through the integration of additional datasets, analytical tools and sector-specific applications.

The platform shall be developed using sustainable, scalable and predominantly open-source technologies that minimize long-term operational costs while ensuring reliability, interoperability and ease of maintenance.

The detailed functional and technical requirements are provided in **Appendix A** of this Terms of Reference.

This component include the provision of user manual and training materials (e.g., platform guides, GIS tutorials) for using, maintaining and updating the platform and the information and hazard risk maps.



Conceptual Design Requirements

The platform shall enable Government institutions to:

- access standardized climate hazard, exposure and vulnerability information;
- visualize and compare spatial datasets through an interactive GIS interface;
- support evidence-based planning and investment decisions;
- facilitate data sharing between Ministries, Departments and Agencies;
- improve public accessibility to approved climate information where appropriate; and
- establish a scalable national platform capable of supporting future climate information services.

Platform Development

The Service Provider shall be responsible for the complete software development lifecycle, including:

- system architecture;
- user interface and user experience design;
- GIS application development;
- database design;
- integration of spatial datasets;
- testing and debugging;
- documentation;
- deployment support;
- knowledge transfer.

The platform shall comply with Government requirements relating to hosting, cybersecurity, data ownership and accessibility.

Proposed Functional Requirements

The Climate Vulnerability Dissemination Platform shall provide the Government of Sierra Leone with a secure, scalable and user-friendly web-based Geographic Information System (WebGIS) for storing, managing, analysing and disseminating climate hazard, exposure and vulnerability information.

The platform shall support evidence-based planning, disaster risk management, climate adaptation and future expansion through the integration of additional datasets and analytical tools.

The platform shall be developed using sustainable technologies that minimize long-term operational costs and facilitate future maintenance by the Government of Sierra Leone.

1. Intuitive design and user experience, including:
 - 1.1. Interactive Climate Change Hazard, Exposure, and Vulnerability Web Maps (GIS Interface):
 - 1.1.1. Standard Mapping Interface:
 - 1.1.1.1. Layers: Multiple climate indicators and/or vulnerability layers (geotiff, shapefiles, CSV for time-series data).
 - 1.1.1.2. Map capabilities:
 - 1.1.1.2.1. Toggle layers on/off.
 - 1.1.1.2.2. Adjust layer transparency.
 - 1.1.1.2.3. Reorder layers.
 - 1.1.1.2.4. Query layers and time-series data (CSV export).
 - 1.1.1.2.5. Multiple base layer options (license-free imagery, topography).
 - 1.1.1.2.6. Download layers with metadata.
 - 1.1.1.2.7. Export color mapping and symbology.
 - 1.1.1.2.8. Zoom in/out, legends, scales, north arrow, grids/graticules.



- 1.1.1.2.9. Download maps.
 - 1.1.2. Custom Interface (Advanced Users):
 - 1.1.2.1. All standard interface features.
 - 1.1.2.2. Upload sensitive data
 - 1.1.2.3. Add non-standard sectoral data.
 - 1.1.2.4. Customize and save map views.
 - 1.1.2.5. Control data visibility (public/custom).
 - 1.1.2.6. Archive outdated layers.
 - 1.2. Feedback button for data requests or bug reports.
 - 1.3. Document data especially Climate change vs meteorology information
 - 1.4. Links to other resources (visibility configurable for all or selected users).
 - 1.5. Data access to shared content.
 - 1.6. Data updating instructions (documented in the end-user manual).
 - 1.7. Data custodian contact information.
 - 1.8. Easy content updates by the portal administrator.
 2. Security Features:
 - 2.1. User-level authentication.
 - 2.2. Data protection via a permissions model managed by the Government of Sierra Leone (NDMA).
 3. Performance and Operations:
 - 3.1. Built on scalable technology for future enhancements.
 - 3.2. Optimized for fast loading times and enhanced user experience.
 - 3.3. High uptime capability.
 - 3.4. No software license fees.
 - 3.5. Easy data updates.
 - 3.6. Include a dedicated procedure documentation in the end-user manual.
 4. Modularity and Robust Design:
 - 4.1. Developed as a backbone for future expansion by governmental stakeholders.
 - 4.2. Support adding functionalities and data layers over time.

The functional requirements will be discussed with NDMA and GCA during the inception phase and shall be flexible to integrate end-user / stakeholder feedback.

Sierra Leone hosting and data compliance requirements

The Service Provider needs to take into consideration the following aspects in the development of the platform, in coordination with the NDMA Communication Department :

- Domain Name
- Hosting
- Backup
- Security
- Usability and Accessibility
- Discoverability
- Browser Compatibility
- Content Management System: Languages
- Open Government Data
- Information Accuracy and Currency
- Data Ownership and Licensing



Pilot Platform (Proof of Concept)

A functional Proof of Concept (PoC) shall be delivered by the end of October 2026.

The PoC shall demonstrate the proposed platform architecture and core functionalities using representative datasets available at that stage of the assignment.

The objective of the PoC is to obtain validation from GCA and Government stakeholders before development of the operational platform.

Following presentation of the PoC, the Service Provider shall document all comments received and prepare an implementation plan describing how stakeholder feedback will be incorporated into the final system.

Platform Validation

Following completion of the operational platform, the Service Provider shall organize a validation workshop involving GCA, NDMA and other relevant Government stakeholders.

The workshop shall:

- demonstrate all platform functionalities;
- verify compliance with the agreed requirements;
- validate datasets and analytical outputs;
- review documentation;
- identify any remaining corrective actions prior to final acceptance.

A Validation Report summarizing comments, agreed actions and responses shall be submitted to GCA.

Component 3 – Knowledge Transfer and Deployment Support

Documentation

The Service Provider shall prepare comprehensive documentation covering both technical and operational aspects of the platform.

Documentation shall include, at a minimum:

- System Architecture Document;
- Installation and Deployment Guide;
- System Administration Guide;
- End-user Manual;
- Data Management and Update Procedures;
- Metadata Catalogue;
- Technical Maintenance Guide;
- Disaster Recovery and Backup Procedures.

All documentation shall be submitted in editable electronic format together with PDF versions.

Knowledge Transfer

To promote long-term sustainability, the Service Provider shall prepare user-oriented training materials and conduct one Training-of-Trainers (ToT) workshop for designated Government representatives immediately prior to project completion.

The workshop shall introduce:

- platform functionality;
- data management procedures;
- updating workflows;
- user administration;
- routine maintenance procedures.

This workshop is intended to familiarize Government staff with the platform prior to handover.



A broader institutional capacity-building programme is outside the scope of this assignment and will be implemented under a separate initiative.

Post-Deployment Support

Provide support during deployment and for 3 months afterward (Jan-March 2027 – subject to donor approval) to address bugs and technical issues.



4. Meetings and travels

Coordination Meetings

To ensure effective implementation, the Service Provider shall organize regular coordination meetings throughout the assignment.

As a minimum, the following meetings shall be held:

- Project Inception Meeting
- Bi-monthly technical coordination meetings
- Proof of Concept (PoC) review meeting
- Government validation workshop
- Final project presentation and handover meeting

Additional technical meetings may be organized as required.

The Service Provider shall prepare:

- meeting agendas;
- presentations;
- supporting technical documentation;
- Minutes of Meeting (MoM);
- action trackers identifying responsibilities and deadlines.

Missions to Sierra Leone

The assignment shall include two in-country missions to Freetown, Sierra Leone.

Mission 1 – Project Initiation and Data Collection

Timing: September 2026

Level of Effort: 2 persons, 5 days on-site

Objectives:

- launch the assignment;
- conduct stakeholder consultations;
- identify data custodians;
- initiate data collection;
- undertake the needs assessment for RM6 and RM9;
- confirm institutional arrangements;
- validate the implementation methodology.

Mission 2 – Platform Validation and Handover

Timing: December 2026

Level of Effort: 2 persons, 5 days on-site

Objectives:

- demonstrate the operational Climate Vulnerability Dissemination Platform;
- validate final datasets;
- conduct the Training-of-Trainers workshop;
- hand over documentation;
- obtain final stakeholder feedback prior to project closure.

Mission 2 shall take place following submission of the final operational platform (Deliverable D3) and prior to commencement of the post-deployment support period.

All meetings with stakeholders and missions will be organized by the service provider, in coordination with NDMA and GCA.



5. Expected Deliverables

The overview of deliverables is provided below. All are to be delivered in **English**.

Table 1. Overview of deliverables with timeline and deadlines

Deliverables	Timeline
Assignment start	September 1, 2026 (target)
D0. Inception Report (updated platform design, critical path)	September 14, 2026
Mission 1	September 2026
D1. Early data collection and spatial overlays (GIS files: climate hazards, exposure, vulnerability) + needs assessment report for others RMs	End of September 2026
D2. Pilot dissemination platform / Proof of Concept (Vulnerability Maps + indicators)	End of October 2026
Government Validation Workshop	Early November 2026
D3. Final data collection and Final platform, including updated data	Mid-December 2026
Mission 2	Mid-December 2026
D4. Documentation and Knowledge Transfer (End-user manual and training materials)	End of December 2026
D5. Post-delivery support (hosting, deployment, bug fixes)	January–March 2027
Assignment completion	31 March 2027

Bidders are expected to include in their proposed work plan a more detailed breakdown of the timeline in weeks or days, as appropriate.

6. Institutional and Organization Arrangements

The assignment will be managed by the Global Center on Adaptation (GCA) in close coordination with the Government of Sierra Leone.

The National Disaster Management Agency (NDMA) will serve as the principal Government counterpart and will facilitate coordination with the Ministry of Environment and Climate Change (MoECC), the Ministry of Finance, and other relevant Ministries, Departments and Agencies. The Service Provider shall report directly to GCA.



7. Qualifications

Firm Qualifications

The Service Provider shall be a legally registered consulting firm, consortium, or joint venture with demonstrated experience in the design and implementation of climate information systems, GIS applications and web-based geospatial platforms.

The firm shall demonstrate, at a minimum:

General Experience

- At least 10 years of professional experience in the development and implementation of GIS, spatial information systems, environmental information systems, or web-based geospatial platforms.
- At least 7 years of experience supporting climate change adaptation, disaster risk management, environmental information systems, or climate services.
- Demonstrated experience working with government institutions in developing countries.
- Demonstrated experience delivering assignments financed by international development organizations (e.g. GCA, World Bank, UNDP, UNEP, AfDB, EU, GCF, IMF or similar) will be considered an asset.

Technical Experience

The firm shall demonstrate successful completion of at least three (3) comparable assignments during the last seven (7) years, involving a combination of the following:

- Development of interactive WebGIS platforms;
- Climate hazard, exposure or vulnerability mapping;
- Climate risk assessment;
- Spatial database development and management;
- Development of online environmental or climate information portals;
- Integration of multiple geospatial datasets into decision-support systems;
- GIS-based visualization of climate indicators;
- Development of interactive dashboards and mapping applications.

At least one assignment should have involved the development of a national or regional climate information platform for a government institution.

Regional Experience

The firm shall demonstrate:

- Experience implementing at least two assignments in Sub-Saharan Africa;
- Experience working in Low-Income Countries (LICs) or Fragile and Conflict-Affected States (FCS);
- Experience working with multiple government agencies and coordinating complex stakeholder processes.

Technical Capacity

The firm shall demonstrate institutional capacity in:

- Climate science;
- GIS and remote sensing;
- Climate modelling and climate data processing;
- Spatial database management;
- Web application development;
- User interface and user experience (UI/UX) design;



- Cloud or server deployment;
- Cybersecurity for web applications;
- Data management and metadata standards.

Minimum Key Personnel

The proposed team shall include, at a minimum, the following key experts :

- Project Manager / Team Leader
- Senior Climate Risk and Spatial Analysis Specialist
- Senior WebGIS Architect & UI/UX Specialist
- WebGIS Developer
- Training and Knowledge Transfer Specialist

The Service Provider may propose additional experts where considered necessary for successful implementation.

One or more experts may cover multiple roles provided they meet all qualification requirements.

The Client encourages the inclusion of qualified national experts from Sierra Leone within the proposed team, particularly for GIS, stakeholder engagement and institutional coordination. National experts shall possess qualifications and experience comparable to those required for international experts.



Staff Qualifications

Position	Minimum Education	Professional Experience	Specific Technical Expertise	Regional Experience
Project Manager / Team Leader	Master's degree or higher in Project Management, Environmental Management, Geography, Engineering, Climate Change, Information Systems, or related discipline.	Minimum 12 years of relevant professional experience managing multidisciplinary technical projects, including climate adaptation, GIS, software development, or environmental information systems. Experience leading international consulting assignments.	Project management, stakeholder coordination, contract management, quality assurance, work planning, risk management, reporting, and coordination of multidisciplinary teams.	Experience in at least three assignments in Sub-Saharan Africa, including experience in Low-Income Countries (LICs). Experience working with Government institutions is required.
Senior Climate Risk and Spatial Analysis Specialist	Master's degree or PhD in Climate Science, Meteorology, Environmental Science, Geography, Environmental Modelling, Remote Sensing, Geomatics, or a related discipline.	Minimum 10 years of relevant professional experience in climate risk assessment; climate hazard assessment; vulnerability assessment; spatial analysis; climate adaptation planning; development of climate information products.	Demonstrated experience with CMIP6, CORDEX, ERA5 or equivalent climate datasets; application of IPCC risk assessment methodologies; development of hazard, exposure and vulnerability maps; spatial analysis using ArcGIS Pro and/or QGIS.	Participation in at least three climate risk mapping assignments in Africa, preferably supporting national governments.



Position	Minimum Education	Professional Experience	Specific Technical Expertise	Regional Experience
Senior WebGIS Architect & UI/UX Specialist	Master's degree or higher in Computer Science, Software Engineering, Geoinformatics, Information Systems, Human-Computer Interaction, or a related discipline.	Minimum 10 years of professional experience in the design and development of enterprise WebGIS platforms, geospatial information systems and interactive web applications.	Demonstrated experience designing and deploying WebGIS platforms using technologies such as GeoServer, PostgreSQL/PostGIS, Leaflet, OpenLayers, MapLibre, REST APIs and cloud/server deployment. Proven experience in user-centred design, information architecture, responsive web interfaces and usability testing. Experience developing at least two national or regional WebGIS platforms for government institutions is required.	Experience implementing geospatial information systems in Sub-Saharan Africa, including assignments for government institutions in Low-Income Countries, is required.
WebGIS Developer	Master's degree or higher in Computer Science, Software Engineering, Web Development, Information Systems, or related discipline.	Minimum 7 years of experience developing web applications and interactive GIS platforms.	Proficiency in HTML5, CSS, JavaScript, Python, Node.js, React, Angular or Vue.js, GIS APIs, database integration and responsive web design. Experience integrating spatial services and interactive mapping applications.	Experience working on at least two assignments in Sub-Saharan Africa is desirable.
Training and Knowledge Transfer Specialist	Master's degree in Education, Information Systems, GIS, Environmental Management, Communication, or related discipline.	Minimum 7 years of experience developing training programmes, user manuals, technical documentation and institutional capacity-building activities.	Development of training materials, preparation of technical manuals, facilitation of workshops, adult learning methodologies and knowledge management.	Experience delivering training programmes for Government institutions in Africa is desirable.

General Requirements for Key Personnel

All proposed experts shall:

- demonstrate excellent written and spoken English;
- have previous experience working with multidisciplinary and multicultural teams;
- have demonstrated experience working with government institutions;
- have experience working in Sub-Saharan Africa, with experience in Low-Income Countries considered essential for key experts;
- be available for the duration of the assignment;
- participate in the missions to Sierra Leone, as appropriate to their role.

8. Location

Primarily remote, with two in-person missions to Freetown, Sierra Leone, as indicated in the section 4. Meetings and travels.

9. Duration/Period

The assignment is expected to be completed within 7 months, with a hard deadline for final deliverables after 4 months as indicated in Table 1, and a 3-months post-delivery availability to address technical IT issues after the platform launch.

10. Services and Facilities to be provided by GCA

GCA will support data collection activities as described in the detailed activities (section Scope of the Services, Key Tasks and Activities to be Performed) by facilitating connection with stakeholders and ensuring the coordination with the Government of Sierra Leone Focal Point for the implementation of Climate Vulnerability Maps.

No facilities or equipment/software are expected to be provided by the GCA.

11. Services and Facilities to be provided by the Consultant

The selected service provider is expected to provide all means required to achieve the scope of services and deliver the assignment, including their own office space, laptops, and software.

Annex 4: Financial Proposal Form

The Financial Proposal must include two parts, otherwise it will be deemed as non-compliant:

Part 1 - The exact template provided below, including the declarations underneath (without any changes to the wording) and the signature of the authorized representative.

Part 2 - A separate itemized cost breakdown of the firm fixed price covering the entire Scope of Work (SOW)/Terms of Reference (TORs).

The abovementioned two parts (Part 1 and Part 2) **must** be sent in one consolidated document.

Part 1:

Bidders are required to complete this Financial Proposal Form. No other forms are accepted by the GCA. Failure to submit the Financial Proposal using this Financial Proposal Form is deemed to be **non-compliant** and the bidder's Financial Proposal **shall not** be considered for further evaluation.

[Bidder's Name]	
Description	Total Lump Sum Fee
Sierra-Leone Climate Vulnerability Maps: Climate data compilation and dissemination platform development	
Total Firm Fixed Price (EUR)	

Proposed Payment Schedule

1. **First payment:** 30% of the Fee after completion of Deliverables D-0 and D-1 by the Consultant and acceptance by GCA;
2. **Second payment:** 30% of the Fee after completion of Deliverables D-2 by the Consultant and acceptance by GCA;
3. **Third payment:** 30% of the Fee after completion of Deliverables D-3 and D-4 by the Consultant and acceptance by GCA;
3. **Final payment:** 10% of the Fee after completion of Deliverable D-5 and all Deliverables and the final result are achieved by the Consultant and accepted by GCA.

I, the undersigned, declare and confirm that the submitted Total Firm Fixed Price is:

1. In Euros,
2. Fixed and not subject to revision,
3. Economical, in line with prevailing market rates and/or the approved professional charges,
4. Independent of exchange rates,
5. Inclusive of all costs directly and indirectly related to the performance of the contract (e.g. taxes, management fees, travel costs, per diem allowances/DSA, International flights, airport transportation, insurance, profit, training expenses, communication costs, social costs, overheads, administrative costs, printing, rent, office expenses, shipment of personal effects, contract management costs, etc.), and
6. Exclusive of VAT.

Furthermore, I declare that should the Global Center on Adaptation (GCA) discover any contravention of this declaration before contract award, during contract execution, or after contract completion, I (the undersigned) hereby give the Global Center on Adaptation full authority to:

- Reject our offer and withdraw from awarding us a contract without financial consequences to GCA;
- Terminate the contract without further communication;
- Exclude us/me from participating in future procurement opportunities.

Bidder's Authorized Representative:

Position:

Date:

Signature (authorized representative):

Part 2:

Please submit a separate itemized cost breakdown of the firm fixed price in Part 1 above using the template below, including the details of key personnel hourly rates and associated tasks, travel costs and all associated overheads and related cost items covering the entire Scope of Work (SOW)/Terms of Reference (TORs).

For joint proposals, where the lead partner indicates the costs/prices of other partners/subcontractors in the breakdown below, such costs/prices shall be inclusive of all taxes where applicable. The lumpsum amount submitted by the lead partner in Part 1 above shall be exclusive of VAT.

Categories	Unit of Measure	Quantity	Unit Rate	Total Fee (EUR) Excl VAT	Local sub-contractor where applicable (outside EU)	Total Fee Incl VAT (outside EU only)
Remuneration						
Team Leader	Day					
Xxxx	Day					
Xxxx	Day					
Total						
Reimbursables						
Total						
Other Expenses						
Total						

Failure to submit a financial proposal or submission of an incomplete or ambiguous financial proposal may lead to rejection of the proposal without further evaluation.

Examples of reimbursable/other expenses that may be related to the execution of the services.

S/N	Reimbursable/Other Expenses
1.	Taxes, social costs
2.	Management fees
3.	Travel/Transportation costs (flights, rental cars, taxis, etc.)
4.	Airport transportation
5.	Per diem allowances/DSA
6.	Insurance (all types)
7.	Training, certification expenses
8.	Communication costs; phone calls, video conferencing, fax and mailing
9.	Overheads
10.	Administrative costs, office supplies and equipment, shipping and courier services
11.	Utilities (electricity, water, internet, phone)
12.	Printing, photocopying and stationery

13.	Hotel/accommodation, rent
14.	Shipment of personal effects
15.	Contract management costs
16.	Software licenses, software development, cloud services, Data Storage Costs
17.	Conferences, workshops and seminars
18.	Costs associated with data collection
19.	Subscription fees for industry reports or databases
20.	Organizing client meetings or events
21.	Venue rental and catering expenses
22.	Fees for subcontractors or specialists hired for specific tasks
23.	Costs associated with third-party services
24.	Legal fees related to the assignment
25.	Translation services
26.	Market research
27.	License and Permit Fees
28.	Health and Safety Compliance
29.	Environmental Impact Studies, Survey and Geotechnical Reports
30.	Government fees
31.	Security clearance costs

Annex 5: Contract for Services

CONTRACT NO. [INSERT NUMBER]

BETWEEN

THE GLOBAL CENTER ON ADAPTATION

AND

[CONTRACTOR]

FOR

[CONTRACT TITLE]



**GLOBAL
CENTER ON
ADAPTATION**

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CONTRACT NO. [INSERT NUMBER]
BETWEEN
THE GLOBAL CENTER ON ADAPTATION
AND
[CONTRACTOR]
FOR
[CONTRACT TITLE]

This Contract is entered into between the **Global Center on Adaptation**, a foundation, incorporated under Dutch law, having its headquarters at Antoine Platekade 1006, 3072 ME Rotterdam, The Netherlands (hereinafter referred to as the “**GCA**”) duly represented by Prof. Dr. Patrick Verkooijen and **[Contractor]**, registered at [Contractor’s address] and duly represented by [Contractor’s authorized representative] (hereinafter referred to as the “**Contractor**”). The GCA and the Contractor are collectively referred to herein as the “Parties”, and individually as a “Party”.

WITNESSETH

WHEREAS:

- a) The GCA acts as a solutions broker, bringing together governments, the private sector, civil society, intergovernmental bodies, and knowledge institutions that can accelerate adaptation action;
- b) Related to the above-mentioned mission, the GCA indicated a necessity for services related to **[Contract title/description of the services]**;
- c) The Contractor represents that it possesses the requisite knowledge, skill, personnel, resources and experience, and that it is fully qualified, ready, willing and able to provide such services in accordance with the terms and conditions set forth in this Contract;
- d) The Parties elect to enter into a contract only on the basis of a contract for services within the meaning of Article 7:400 and further of the Dutch Civil Code (*BW*);
- e) The Parties explicitly acknowledge that they do not elect to enter into an employment agreement within the meaning of Book 7610 and further of the Dutch Civil Code;
- f) The Parties explicitly acknowledge that a fictitious employment (*"fictieve dienstbetrekking"*) of homeworkers (*"thuiswerkers"*) or equivalent workers (*"gelijkgestelden"*) as referred to in Articles 2b and 2c of the Implementing Decree Wage Tax Act 1965 (*Uitvoeringsbesluit Loonbelasting 1965*) and Articles 1 and 5 of the Decree of December 24, 1986, Stb. 1986, 655 are out of scope and therefore agree upon this contract before payment;

- g) This Contract is consistent with the model contract ("*modelovereenkomst*") published by the Dutch Tax Authorities (DTA) on 29-02-2016 under number 9015550000-06-2;
- h) The Parties wish to set out the terms and conditions of their agreements in this contract (hereinafter referred to as the "**Contract**").

NOW THEREFORE, in consideration of the mutual promises and covenants herein contained, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the Parties agree as follows:

ARTICLE 1

Contract Documents

- 1.1 This document, together with the Annexes attached hereto and referred to below, all of which are incorporated herein and made part hereof, constitute the entire contract between the GCA and the Contractor for the provision of **[Contract title/description of the services]** (the "Contract" or this "Contract"):

Annex 1	Statement of Acknowledgment
Annex 2	Declaration on Honor
Annex 3	Terms of Reference/Statement of Work/Specifications
Annex XX	Xxxx (Other necessary Annexes)

- 1.2 The documents comprising this Contract are complementary of one another, but in case of ambiguities, discrepancies or inconsistencies between or among them, the following order of priority shall apply:

- 1.2.1 This document,
- 1.2.2 Annex 1 – Statement of Acknowledgment,
- 1.2.3 Annex 2 – Declaration on Honor, and
- 1.2.4 Annex 3 – Terms of Reference/Statement of Work/Specifications
- 1.2.5 Annex XX – Xxxx (Other necessary Annexes)

- 1.3 This Contract embodies the entire agreement between the Parties regarding the subject matter hereof and supersedes all prior representations, agreements, contracts and proposals, whether written or oral, by and between the Parties on this subject. No promises, understandings, obligations or agreements, oral or otherwise, relating to the subject matter hereof exist between the Parties except as herein expressly set forth.

- 1.4 Any notice, document or receipt issued in connection with this Contract shall be consistent with the terms and conditions of this Contract, and in case of any ambiguity, discrepancy or inconsistency, the terms and conditions of this Contract shall prevail.

1.5 The following documents are referred to in this Contract only as aids in interpretation of the rights and obligations of the Parties under the Contract but shall not be construed, for any purposes or under any circumstances, as creating any such rights or obligations:

1.5.1 Request for Proposal GCA-PR-2X-XXX dated DD MMM YYYY,

1.5.2 Addenda No. XX, XX dated DD MMM YYYY, DD MMM YYYY respectively,

1.5.3 The Contractor's proposal/bid in response to Request for Proposal GCA-PR-2X-XXX.

1.6 The documents referred to in Article 1.5 above are not attached hereto but are known to, and in the possession of, the Parties.

ARTICLE 2

The Services

2.1 Contractor is obliged to provide the services as referred to in the preamble sub b and further specified in **Annex 3** (hereinafter referred to as the "**Services**").

2.2 The output of the Services to be provided by the Contractor to the GCA is hereinafter referred to as "**Deliverables**".

ARTICLE 3

Execution of Services

3.1 The GCA instructs the Contractor to perform the Services and the Contractor accepts the full responsibility to perform the Services, according to the terms and conditions of this Contract, correctly and in time as per the starting date.

3.2 The Contractor shall be at liberty to perform the Services to its sole discretion, subject to the terms and conditions under the Contract. Where applicable, the GCA will facilitate Contractor in the needed cooperation with others in order to perform the agreed Services.

3.3 The Contractor shall execute the Services autonomously. The Contractor is fully independent in performing the Services without supervision or guidance of the GCA and shall be entitled to perform the Services as it sees fit. The Contractor is an independent contractor, and not an employee of the GCA, within the meaning of all applicable laws and regulations. The Contractor shall determine the method, details, and means of performing the Services in accordance with this Contract. The GCA can only give directions and instructions concerning the results and deliverables of the Services.

3.4 The Contractor shall diligently and faithfully, to the best of its ability, perform the Services and shall exercise all necessary skill, care and diligence to be expected from a properly qualified, competent and professional contractor experienced in performing services in the nature similar to the Services to be performed under this Contract. The

Contractor shall be available to the GCA for the duration of the Services and the term of this Contract.

- 3.5 The Services will be performed at the Contractor's office or at the residential address of any of its employees. Progress meetings will take place remotely or at GCA's office as outlined in the description of the Services.
- 3.6 The Contractor shall arrange for his/her own office facilities and arrangements which are necessary for efficiently performing the Services, including but not limited to desk space, ICT hardware, communications equipment, telephone subscription, internet connection, etcetera and shall supply all labor, tools, materials, and equipment needed to perform the Services at its own expense.
- 3.7 The Contractor shall inform GCA's contact person about the progress of the Services and about any relevant development and/or irregularity in relation thereto.
- 3.8 The Contractor undertakes to inform GCA as soon as it becomes aware of any facts or circumstances that may entail that it is not available to (partly) perform the Services. In case of inability to perform the Services, Contractor shall inform GCA promptly about the reasons and the expected duration thereof. No fee or any (other) reimbursements or compensation will be due by GCA in case (i) no Services have been carried out by Contractor (over the subject period), or (ii) Services do not comply with the terms and conditions of this Contract. Prepayments, if any, paid by GCA to the Contractor for Services not performed, will be duly paid back by the Contractor to GCA at its first request.
- 3.9 The GCA will provide Contractor with the mandate to use the information needed to perform the agreed Services satisfactorily.

ARTICLE 4

Duration of the Contract

- 4.1 The Services will start on **[Date]** (hereinafter referred to as the "Effective Date") and finish on **[Date]**. Time is of the essence for the performance of the Services which shall be performed in strict accordance with the schedule of delivery as provided in Annex 3.
- 4.2 The Contractor will be explicitly allowed to enter into service contracts and/or perform activities for other third parties.

ARTICLE 5

Fee, Invoice and Payment

- 5.1 Subject to the terms of this Contract, GCA will pay the Contractor a fixed fee of € **[amount] exclusive of VAT** (hereinafter referred to as the "**Fee**") for the satisfactory performance of the Services. The Fee shall be deemed to be inclusive of (i) compensation for performing the Services and complying with all requests, including

professional fees, and (ii) all costs incurred by the Contractor during the performance of Services, including reimbursable costs. The Contractor undertakes to pay all applicable taxes, duties, fees, levies and other impositions and will indemnify GCA against any cost, claim, expense, damage or liability in respect of any failure by the Contractor to do.

- 5.2 Invoicing for the Services will be carried out by the Contractor in accordance with the following schedule:
- 5.2.1 **First payment:** [XX] % of the Fee after the acceptance of GCA as per Article 6 of this Contract of the delivery of Deliverable 1 as laid out in **Annex XX**;
- 5.2.2 **Second payment:** [XX] % of the Fee after the acceptance of GCA as per Article 6 of this Contract of the delivery of Deliverable 2 as laid out in **Annex XX**;
- 5.2.3 **Final payment:** The remaining amount of the Fee after all deliverables and the final result as described in **Annex XX** are successfully achieved by the Contractor and accepted by GCA as per Article 6 of this Contract.
- 5.3 All invoices shall bear a clear description of activities performed and deliverables achieved. Evidence of deliverables shall be attached to the invoice, if applicable.
- 5.4 The GCA retains the right to request additional details related to the performance of the Services by the Contractor if it deems this necessary. The Contractor agrees to provide all reasonable information.
- 5.5 In case of an audit of GCA's expenses related to the Services, the Contractor shall cooperate fully and shall respond to all of the GCA's and the auditor's requests for information truthfully and timely. The Contractor shall grant the auditor access to its premises if this is necessary to conduct the audit.
- 5.6 All invoices must be addressed to: The Global Center on Adaptation, Antoine Platekade 1006, 3072 ME Rotterdam and shall be sent by email to finance@gca.org.
- 5.7 Subject to the approval by the GCA, the invoices of the Contractor shall be paid by GCA within thirty (30) calendar days of receipt.
- 5.8 The GCA will transfer the payments to the following Contractor's bank account:

Bank account holder's full name:	
Name and address of recipient's bank:	
Recipient's account number/IBAN:	
Recipient bank's SWIFT or BIC code:	
Recipient bank's routing information:	
Bank account currency:	

- 5.9 Without prejudice to any other rights or remedies to which GCA may be entitled under this Contract, in the event of delayed delivery of Services or insufficient or inadequate

performance by the Contractor of its obligations under this Contract, GCA shall be entitled to adjust the Fee, the respective dates of payment and the schedule of the Deliverables to reflect the actual progress of the Services.

ARTICLE 6

Deliverables

- 6.1 Upon the delivery of the Deliverables or any portion thereof in accordance with Article 2, GCA will evaluate the same whether to accept or reject.
- 6.2 If the Deliverables or any portion thereof fails GCA's acceptance test, the GCA will inform the Contractor of the reasons for such failure. The Contractor will endeavor to identify and remedy the cause for any such defects within the due dates as set out in the description of the Services, or another such period as may be agreed between Parties. The Contractor will re-deliver the Deliverables or any portion thereof to GCA. GCA will repeat the acceptance test and will inform the Contractor of the result thereof.
- 6.3 If following the procedure set out in Article 6.2 any Deliverables or portion thereof fails in a material respect to pass any repeated acceptance test, then Parties may agree:
 - 6.3.1 To repeat the procedure set out in Article 6.2; or
 - 6.3.2 To engage a third party with equivalent industry experience to identify and rectify any defects, the costs of which shall be borne by the Contractor; or
 - 6.3.3 To terminate this Contract on immediate written notice and the GCA shall owe the Contractor no further payments in respect of the rejected Deliverables and any prepayments relating to these undelivered Deliverables shall be paid back by the Contractor to GCA.

ARTICLE 7

Representations and Warranties

- 7.1 The Contractor shall complete and sign the Declaration on Honor attached to this Contract as **Annex 2**.
- 7.2 Contractor warrants that none of the situations of exclusion, as described in Sections I and II of the Declaration on Honor (**Annex 2**), applies.
- 7.3 Contractor warrants that all relevant contributions for national and employees' insurance and other taxes to which it is (or: could be held) liable in the Netherlands and/or in any other country will be paid within the relevant time-limits set.
- 7.4 Parties warrant that at the date of this Contract there exists no fact or event which would preclude the Party from entering into this Contract or carrying out its obligations under this Contract.
- 7.5 Contractor warrants that for a 90-day period from the final payment under this Contract (hereinafter the "**Warranty Period**"), the Deliverables shall be free from material defects. If, during the Warranty Period, the GCA believes that there is a breach of this

Article 7.5, then GCA will notify the Contractor in writing, setting forth the nature of such claimed breach. The Contractor shall, at no additional charge to GCA, promptly take such action as may be reasonably required to correct such breach within the period of time that GCA determines at its sole discretion.

- 7.6 Contractor warrants that the Services provided hereunder, and the Deliverables delivered to GCA shall not infringe or violate the intellectual property rights or any common law right or any personal, proprietary, or other right of any kind whatsoever of any person, firm or third party.
- 7.7 Contractor warrants that the Services will be provided in accordance with all applicable laws, regulations and industry guidelines as applicable from time to time.
- 7.8 Contractor warrants that it shall only process GCA's data in order to perform its obligations under this Contract and shall only process the data in accordance with the General Data Protection Regulation (GDPR) and other applicable privacy regulations.
- 7.9 The Contractor shall not, and shall procure that its employees, agents, subcontractors and representatives shall not offer, solicit, make or accept any payments or advantages of any kind whatsoever or transfer anything of value, whether directly or indirectly, to any government official, person or entity in order to influence any decision, obtain or retain business, secure any improper advantage and/or otherwise in connection with this Contract.
- 7.10 The Contractor warrants that it shall not commit any other act which shall be unlawful under, and/or in contravention of, applicable anti-bribery laws and international anti-corruption treaties.

ARTICLE 8

Indemnification

- 8.1 The Contractor shall indemnify, defend, to the fullest extent possible under applicable law, including reasonable attorney's fees and expenses, and hold harmless the GCA against all claims, fines, suits, losses, costs and damages in connection with and/or resulting from any default in relation to Article 7.
- 8.2 The Contractor shall further indemnify, defend, to the fullest extent possible under applicable law, including reasonable attorney's fees and expenses, and hold harmless the GCA against all claims, fines, costs, suits, losses, and damages in connection with or arising from (i) any act or omission to act in relation to the Services, unless such act or omission to act directly results from any act of the GCA for which it can be seriously blamed, or (ii) any breach of this Contract or any applicable national or international law by the Contractor or by those for whom it is responsible. The Contractor waives any entitlement pursuant to article 7:658 sub 4 (BW) Dutch Civil Code.

- 8.3 Without prejudice to any other rights set out in this Contract, each Party (hereinafter the “**Indemnifying Party**”) hereby agrees to indemnify, defend and hold harmless the other Party (hereinafter the “**Indemnified Party**”) from and against any and all losses arising out of or in relation to third-party claims of any kind which, if proven by a non-appealable decision by the courts, would constitute a breach of the warranties made by the Indemnifying Party.
- 8.4 If a claim is made that may give rise to a claim for indemnity under this Article 8, then the Indemnified Party shall notify the Indemnifying Party of such claim immediately, give the Indemnifying Party all reasonable co-operation and shall not negotiate the claim without the consent of the Indemnifying Party in writing.
- 8.5 Should changes occur during the term of this Contract that are (or could be) relevant to the assessment of the legal relationship between the Parties for tax purposes, national insurance and/or civil law, the Contractor shall inform GCA immediately in writing.

ARTICLE 9

Confidentiality and Marks

- 9.1 The Contractor shall keep confidential and shall not, during the performance of the Services or at any time after the expiry or termination of this Contract, disclose to any person or make use of (i) any agreements, financial information, correspondence, documents or other information relating to the GCA which the Contractor has obtained during the course of this Contract or the provision of the Services, or (ii) any other confidential information which the Contractor has obtained in the course of this Contract or the provision of the Services, or (iii) any information contained in this Agreement, in each case without the prior written consent of the GCA. The Contractor undertakes to take sufficient measures to ensure confidentiality with respect to all business data and information of GCA and/or of its business partners, unless (i) the use or disclosure of this information and data is necessary for the proper performance of the Services, or (ii) such information and data have become generally known without this being due to breach of the duty of confidentiality, or (iii) the disclosure of such information is required by court order or any other legal process.
- 9.2 The Contractor undertakes to use the data and information referred to in Article 9.1 only to perform the Services.
- 9.3 If the Contract is terminated or dissolved, or upon any reasonable request of the GCA, the Contractor must ensure that all materials, electronic media, documentation and other information that includes data and/or information made available by the GCA shall be returned to the GCA immediately and all digital or other copies are destroyed, deleted and removed.

ARTICLE 10

Intellectual, Industrial and Proprietary Rights

- 10.1 All right, title and interest in the Deliverables, including any products, methods, works and/or materials developed by the Contractor, in whole or in part, during or in connection with this Contract, shall automatically vest in the GCA upon creation and the GCA shall be the sole and unlimited owner thereof and of rights therein throughout the world perpetually. GCA shall retain all such rights therein, including but not limited to statutory copyrights, and all renewals thereof, as a copyright author and proprietor.
- 10.2 The Contractor agrees to execute and deliver, and to use maximum endeavors to cause any subcontractor to execute and deliver, to GCA any and all materials, instruments, source documents, designs, instructions and codes reasonably required by the GCA in connection with the use, adaption, execution and enjoyment of the Deliverables and of the GCA's rights therein and thereto.
- 10.3 Contractor undertakes to do everything necessary to ensure that all existing and any future Intellectual and/or Industrial Property Rights pertaining to the Deliverables are (and remain) vested with GCA or with third party designated by the GCA. The Fee or rates that Contractor charges to GCA in the context of the Contract shall be deemed, in as far as necessary, to include payment for these Intellectual and/or Industrial Property Rights. To effect this transfer, the following acts must at any rate be performed: by signing the Contract, Contractor transfers to GCA all existing and future Intellectual and/or Industrial Property Rights to existing and future Deliverables and the results of the Services.
- 10.4 Insofar as these acts prove not to ensure that all Intellectual and/or Industrial Property Rights are transferred to the GCA, the Contractor undertakes, if the situation arises, to do everything possible to effect the transfer, without the Contractor being allowed to attach further conditions to its cooperation. As long as this has not been done, Contractor hereby gives the GCA: an irrevocable authorization to exercise and protect the powers arising from the relevant Intellectual and/or Industrial Property Rights in and out of court; an exclusive, royalty-free, transferable, irrevocable, perpetual, and worldwide license, to use all Deliverables and all Intellectual and/or Industrial Property Rights pertaining thereto.
- 10.5 Notwithstanding the foregoing, insofar as Contractor has made any material available to GCA, to which material Contractor has Intellectual and/or Industrial Property Rights, Contractor states that it shall grant GCA a non-exclusive and non-transferable right to use this material.
- 10.6 The Contractor shall hold or obtain all consents, permissions and/or clearances in third-party intellectual property rights necessary to enable it to perform the Services. The Contractor shall be liable for any violation of legal provisions or rights of third parties in respect of all rights used in the Deliverables or during the performance of the Services. The Contractor, to the extent permitted by law, agrees to indemnify and hold harmless the GCA from all claims and causes of action asserted by third parties based on (alleged) Intellectual and/or Industrial Property Rights or on any other basis.

- 10.7 It is acknowledged and agreed by the Parties that GCA owns all property rights and may use, adapt, add to and subtract from the Deliverables and combine these with other artistic or literary material and to publish the result by any means, it being understood that the Contractor (including its employees and subcontractors) hereby waives and agrees not to exercise or enforce any so-called “moral rights” which may now or may hereafter be recognized.
- 10.8 GCA grants Contractor a non-exclusive, non-transferable, non-assignable and limited right and license to use the following only to perform the Services in accordance with this Contract: The GCA’s trademarks, trade names, tag lines logos or service marks and any information made available to the Contractor by the GCA.

ARTICLE 11

Termination of the Contract

- 11.1 In addition to the statutory provisions pertaining to termination, in the cases below, without judicial intervention or further notice of default, whole or partial termination of this Contract shall be possible, with immediate effect, by:
- 11.1.1 Either Party, if the other Party becomes insolvent, has applied for a suspension of payment, or that other Party has been adjudicated bankrupt;
 - 11.1.2 Either Party, if the other Party is prevented by force majeure from complying with its obligations wholly or in part for a period of three months or more;
 - 11.1.3 Either Party, if the other Party discontinues its business operations;
 - 11.1.4 The GCA, if the Contractor, after a written demand from the GCA allowing a reasonable time for compliance, still fails attributable to comply promptly, properly or at all with any obligation under this Contract;
 - 11.1.5 The GCA, if there is any doubt about the reliability and/or integrity of the Contractor, resulting from the screening process including but not limited to, for example, the condition that it has been determined that the Contractor has been involved in serious incidents or irregularities with previously contracted persons, clients, employers and/or on previous assignments;
 - 11.1.6 The GCA, if one or more of the exclusion criteria mentioned in section I or section II of the signed Declaration on Honor becomes true for the Contractor.
- 11.2 Termination of this Contract shall not affect the other rights and/or recovery possibilities of the Party terminating it.
- 11.3 In the event of termination by GCA due to the fault of the Contractor, the GCA shall withhold and deduct from payment to Contractor the amount reasonably deemed necessary to complete the Services and deliver the Deliverables.
- 11.4 Unless and to the extent otherwise specified in this Contract, on the termination of this Contract for any reason, the GCA shall be responsible for paying the part of the Fee for Deliverables that have been accepted by the GCA up to and including the effective date of termination.

- 11.5 In the event that either Party wishes to terminate this Contract, a 30-day notice period will be taken into account by both the Contractor and the GCA, except for the situations mentioned in Article 11.1 above.
- 11.6 The following Articles shall survive any termination, cancellation or expiration of this Contract, together with any other provisions herein that by their nature shall survive: Article 7 (Warranties), Article 8 (Indemnification), Article 9 (Confidentiality and Marks), Article 10 (Intellectual, Industry and Proprietary Rights), Article 14.8 (Notice) and Article 15 (Applicable Law).

ARTICLE 12

Liability

- 12.1 In case the Dutch Tax Authorities and/or the Implementing Authority with regard to social security (*Uitvoeringsinstelling, "UWV"*) decide(s) that one or more of the invoices paid under this Contract are subject to wage tax and / or social security contributions, GCA shall levy the statutory deductions due and these shall be borne by Contractor, except for the premiums in respect of employees' insurances (*premies werknemersverzekeringen*) and the income dependent contribution pursuant to the Act on Insurance for Care (*inkomensafhankelijke bijdrage Zorgverzekeringswet*). From that moment all the fees involved will be considered as (gross) wages including holiday allowance and be reduced to the level where payment without wage taxes and/ or social security contributions can take place.

ARTICLE 13

Sickness and Inability to Work

- 13.1 The Contractor agrees to bear the risks pertaining to the Services, including sickness and inability to work, and if the Contractor takes out insurance to cover such risks, the Contractor shall bear the cost of such insurance.
- 13.2 The Contractor shall not invoice the GCA any days on which the Contractor was unable to perform the Services due to illness, leave or any other reason.

ARTICLE 14

Final Provisions

- 14.1 The Contractor shall sign the GCA's Statement of Acknowledgment in **Annex 1** which forms part of this Contract.
- 14.2 Amendments to this Contract shall be valid only insofar as they have been explicitly agreed in writing by both the signatories of this Contract, or any of their successors. The persons mentioned in Article 14.8 below, other than authorized representatives/signatories, are not legally representing any of the Parties and cannot amend this Contract verbally or in writing.

- 14.3 Contractor hereby declares that it has not offered or given GCA staff any benefit in order to obtain this Contract.
- 14.4 Contractor shall not be entitled to assign or otherwise transfer this Contract nor any of its rights or obligations under this Contract without the prior written consent of the GCA.
- 14.5 If at any time one or more of the provisions of this Contract becomes invalid, illegal or unenforceable under any law, the validity, legality and enforceability of the remaining provisions of this Contract shall not in any way be affected or impaired.
- 14.6 The Contractor and the GCA must always inform each other about:
- 14.6.1 Possible problems arising in the performance of this Contract;
 - 14.6.2 Relevant changes that can be expected in the relation to the Services or this Contract.
- 14.7 Both Parties consent that this Contract, together with its amendments, may be signed electronically and such electronic signature shall be deemed valid.
- 14.8 The contact persons and contact details regarding the content and delivery of the Services are:
- For GCA (Technical):** [name], [email], [telephone]
 - For GCA (Contract Management):** Procurement Team, procurement@gca.org
 - For Contractor:** [name], [email], [telephone]

ARTICLE 15

Applicable Law

- 15.1 This Contract and any agreement resulting from this Contract shall be governed by and construed in accordance with the laws of the Netherlands. Any dispute shall be settled exclusively by the competent courts in the Netherlands.

IN WITNESS WHEREOF, the Parties have, through their authorized representatives, signed this Contract on the date herein below written.

For and on behalf of:
Stichting The Global Center on Adaptation

For and on behalf of:
[Insert Contractor's Name]

Name: Rindra Hasimbelo
Position: Chief Executive Officer
Date:

Name:
Position:
Date:

Annex 1 – Statement of Acknowledgment

I acknowledge that I have received a copy of the **Code of Conduct**, which describes the standards of behavior expected by GCA and I agree to act in accord with those standards as a condition of my agreement with GCA.

I have read and understood the **Anti-Fraud Policy**, which describes acts or omissions that are considered as fraud or corruption and that are not permitted by GCA. I agree to act in accord with the Anti-Fraud Policy as a condition of my agreement with GCA.

I also acknowledge that I understand the reporting process for complaints and any suspicions of misconduct, illegal actions, or violations of the Code of Conduct or any other GCA policies and rules. I will use the webform on GCA's website at <https://gca.org/about-us/contact-us/> to report such incidents. In case I encounter difficulties accessing the online complaint form, I will send an email to speakup@gca.org to report integrity violations or to safeguarding@gca.org to report incidents of Sexual Exploitation, Abuse, and Harassment. If I need to report anything urgently, I will call or use WhatsApp to contact the Whistle Officer at **+31 643147051**. I understand that it is my duty to speak up immediately if I witness an incident, suspect an integrity violation, suspect a breach of a policy, feel harassed, or have a complaint regarding GCA or its associated parties or individuals.

I understand that if I have questions at any time about any of these documents, I will consult the GCA contact person or the Human Resources staff for clarification.

Finally, I understand that the contents of the documents may change at any time at the sole discretion of GCA, which relevant changes GCA informs me of. Changes are effective as of the date of their publication.

Signature:

Name:

Date: