REQUEST FOR QUOTATIONS (RFQ)

RFQ Information Table

<table>
<thead>
<tr>
<th>Issued Date:</th>
<th>&lt;27/02/2024&gt;</th>
<th>RFQ Closing Date: &lt;06/03/2024&gt;</th>
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<tbody>
<tr>
<td>Quotation Submission Address:</td>
<td>By E-mail to:</td>
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<tr>
<td></td>
<td>- Tsuguki Ishio</td>
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<td><a href="mailto:tsuguki.ishio@theglobalfund.org">tsuguki.ishio@theglobalfund.org</a></td>
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<td></td>
<td>- Ryosuke Shimazu</td>
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<td><a href="mailto:ryosuke.shimazu@theglobalfund.org">ryosuke.shimazu@theglobalfund.org</a></td>
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Global Fund Contact and Contact Information:

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Subject: Request for Quotations - External Consultancy for Carbon Footprint Evaluation

1. The Global Fund to Fight AIDS, Tuberculosis and Malaria (the “Global Fund”), invites quotations for external consultancy for the purpose of Carbon Footprint Evaluation, as fully described in Attachment A (Terms of Reference) of this RFQ.

2. This RFQ consists of the following sections:
   a. Attachment A: Terms of Reference;
   b. Attachment B: Quotation Requirements; Terms & Conditions
## ATTACHMENT A: 
Terms of Reference

### Scope of Work

<table>
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<tr>
<th><strong>Title</strong></th>
<th>External Consultancy, Carbon Footprint Assessment</th>
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<tr>
<td><strong>Division</strong></td>
<td>Finance &amp; Administration (F&amp;A)</td>
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### Introduction

The consultant(s) will work directly with the Strategy & Policy Hub (SPH) and the Finance & Administration (F&A) Departments to calculate and evaluate the Global Fund Secretariat's carbon footprint in 2023.

### Background

The Global Fund to Fight AIDS, Tuberculosis and Malaria (“the Global Fund”) was established in January 2002 as a new public-private partnership to address the HIV/AIDS, tuberculosis and malaria epidemics. The Global Fund is also committed to building resilient and sustainable systems for health, protecting human rights and promoting gender equality. Through the mobilization of resources from public, private and philanthropic donors, the Global Fund disburses and manages grants in over 100 countries.

Although the Global Fund was established in the era of the Millennium Development Goals (“MDGs”), the Global Fund fully aligns itself with the Sustainable Development Goals (“SDGs”) adopted by all Member States of the United Nations in September 2015. The Global Fund supports this ambitious agenda and is dedicated to addressing the broader determinants of development, which includes taking action to encourage climate-friendly and environmentally sustainable approaches.

The Global Fund recognizes that its operations have an impact on the climate and environment, at both the Secretariat level and at the country level. In recent years several steps have been taken to reduce the Secretariat’s environmental impact, including greenhouse gas (“GHG”) emissions. The Global Fund Secretariat in Geneva is currently looking at ways to further minimize its climate and environmental impact. In the Global Fund’s Statement on Climate Change and Environmental Sustainability (2021), the Global Fund committed, amongst a suite of other measures, to conducting yearly carbon footprint.

### Scope/ Objective

The objective of this consultancy is to support a project team of the Global Fund (“the Project Team”) in conducting a carbon footprint assessment of Global Fund Secretariat operations using internationally recognized reporting methods. The consultant(s) will provide accurate information, including showing their working.

The scope is focused on Secretariat operations in Geneva, Switzerland and does
not include country grant investments.

Tasks
- Conduct a thorough and meticulous calculation according to the ISO standards and evaluation of the Global Fund Secretariat’s GHG emissions using data provided by the Secretariat.
- Provide a detailed analysis on the main sources of the Secretariat’s GHG emissions, including feasible and actionable recommendations to reduce GHG emissions within these categories.
- Complete the analysis including a description and evaluation of the different data sources, and recommendations for improvement, where applicable.

Deliverables
- **Detailed work plan by 5 April 2024:** The consultant(s) shall deliver a comprehensive work plan for the entire planned period of work that includes information collection methods, information synthesis methods and a detailed timeline.
- **Preliminary report by 17 May 2024:** The consultant(s) shall submit a report with preliminary findings for comment and steering from the Global Fund Secretariat.
- **Final report by 1 July 2024:** Following review by the Global Fund Secretariat, the consultant shall incorporate suggested revisions and submit the final report which will be solely for internal use of the Global Fund. The consultant(s) shall share key assumptions and relevant factors for the carbon footprint assessment. The consultant(s) may be requested to virtually attend an internal meeting on the topic and be asked to briefly present the findings.

Place of Performance
The consultant(s) is/are expected to perform the proposed program of work remotely.

Period of Performance
The Global Fund is proposing this contract to be awarded for a period of up to three (3) months, dependent on the start date. The expected start date will be 25 March 2024 or as soon as possible thereafter. The contract may be renewed, subject to the internal rules and regulations of the Global Fund and the availability of resources, and upon agreement of the parties.

Qualifications
**Essential:**
- The consultant(s) should have demonstrable experience conducting thorough and meticulous carbon footprint assessments using internationally recognized methods.
- The consultant(s) should have demonstrable expertise in advising organizations, preferably international organizations or private companies, in this area.

Competencies
**Essential:**
- In-depth understanding of carbon footprint calculation, climate neutrality, carbon offsets, emission reductions and project development.
- Experience in providing advice on climate neutrality to similar organizations.
• Excellent numeracy and literacy skills for analyzing and interpreting quantitative and qualitative data, carrying out research, writing reports and making recommendations.
• Excellent ability in distilling and synthesizing the key strategic points of research, analysis or extended discussions.
• Excellent communication skills, especially in writing.
• Organized and diligent, with close attention to detail.
• Strong results orientation, with a high degree of personal initiative
• Strong analytical skills.
• Written and spoken fluency in English.

Desirable:
• Knowledge of the Global Fund’s strategy and business model.
A. Submission

1. The quotation must be submitted no later than the Closing Date, and by email to the Quotation Submission Address, indicated in the RFQ information table. Quotations which are submitted late or are incomplete may not be considered in the selection process. Any question should be sent to the Global Fund Contact as indicated in the RFQ information table.

2. The quotation must be denominated in USD exclusive of tax and submitted in English, in its original version in Portable Document Format (PDF). The cost proposals must include administration costs (if any) and estimated travel and accommodation costs (if any); the total should reflect the total cost of delivery of the project. If the use of any tool, platform or portal is proposed, please clarify their cost implications if any.

3. The Global Fund may award one or more contract(s) on the basis of the quotations received, without discussions or negotiations. Therefore, each quotation should contain the bidder's best terms from a technical and cost standpoint. The Global Fund reserves the right (but is not under obligation to do so) to enter into discussions with one or more bidders in order to obtain clarifications or additional detail or negotiate the cost quotation.

4. The bidders are requested to indicate the earliest start date and to hold the price quotation for 90 days from the RFQ Closing Date. The Global Fund will make its best effort to finalize selection within this period.

B. Evaluation Criteria

Supplier selection will be based on the methodology and following criteria:

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<th>SELECTION CRITERION</th>
<th>WEIGHTAGE (Total = 100)</th>
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<tr>
<td>Technical expertise</td>
<td>20%</td>
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<td>Extent to which the proposal is responsive to and meets the criteria detailed in the scope of work</td>
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<td>Qualifications</td>
<td>15%</td>
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<td>Demonstration of sufficient capability with the necessary education,</td>
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<td>Experience and capabilities</td>
<td>15%</td>
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<td>Ability to demonstrate successfully performed similar work</td>
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<td>to the terms of reference</td>
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<tr>
<td>Cost</td>
<td>50%</td>
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“A quotation may be considered within the competitive range if it receives at least 35 out of 50 maximum technical points available.” Therefore, if a quotation received 35 or above, it is deemed Technically Acceptable otherwise Technically Not Acceptable. Technically Not Acceptable quotations are eliminated and only those that that are Technical Acceptable will undergo cost evaluation. Contract is typically awarded to the supplier that obtains the highest combined technical and cost score.

C. Legal Matters

1. This RFQ is in line with and subject to the following documents:

a) The Global Fund’s Procurement Policy (2008, as amended from time to time) and the Procurement Regulations (2020, as amended from time to time), which may be found at https://www.theglobalfund.org/en/business-opportunities/.

b) The Code of Conduct for Suppliers (2021, as amended from time to time), which may be found at https://www.theglobalfund.org/media/3275/corporate_codeofconductforsuppliers_policy_en.pdf;

c) The Sanctions Panel Procedures Relating to the Code of Conduct for Suppliers (2020, as amended from time to time), which may be found at https://www.theglobalfund.org/media/6015/corporate_sanctionsprocedures_policy_en.pdf;

d) The Global Policy on Conflict of Interest (2020, as amended from time to time), which may be found at
e) The Global Fund Terms and Conditions for the Purchase of Goods and Services, (May 01, 2023, as amended from time to time), as applicable, which will also be an integral part of any contract resulting from this RFQ, and which may be found at https://www.theglobalfund.org/media/3269/corporate_globalfundservices_termsconditions_en.pdf.

2. Submitting a quotation in response to this RFQ constitutes an acceptance of the terms indicated herein and of the terms of each of the above documents. If a bidder has any reservation with regard to the documents mentioned in Section C.1, including to the Global Fund Terms and Conditions of Purchase of Services or the Global Fund Terms and Conditions of Purchase of Goods, as applicable, the bidder must raise such reservations during the RFQ process. The Global Fund reserves the right to reject the quotation of any entity or individual that fails or refuses to comply with, or accept, such terms.

3. The Global Fund makes no offer of a contract by posting this RFQ or evaluating any quotations submitted in response to it, and there is no legal agreement or relationship, whether in contract (express, implied or collateral) or tort, created by this RFQ process between the Global Fund and any bidder, with the sole exception of the provisions of this Section C. This RFQ in no way obligates the Global Fund to award a contract.

4. The bidder shall bear all costs associated with the preparation and submission of its quotation, and the Global Fund shall not be responsible or liable for those costs, whether direct or indirect, regardless of the conduct or outcome of the RFQ, nor if the RFQ is cancelled, altered or postponed for any reason. This includes, but is not limited to, any and all costs incurred for the oral presentations, site visits, visits to the Global Fund, functional demonstrations, and subsequent meetings and negotiations.

5. The Global Fund may, at its discretion, amend the RFQ, change the Closing Date for the submission of quotations or revise the Terms of Reference, by issuing an amendment to this RFQ.

6. The Global Fund may invite bidders to make oral presentations in English or to participate in a pre-proposal conference. The date, time and place of such presentation or pre-proposal conference will be formally communicated by the Global Fund to all bidders or pre-qualified bidders, as relevant. Any statement made during these meetings shall not in any way amend or modify the RFQ, unless it is issued as an amendment to the RFQ.
7. Contract award will be on the basis of obtaining best value for money whilst ensuring the requirements of the Global Fund are effectively met. At any time prior to contracting the Global Fund may (a) reject any or all quotations, (b) accept other than the lowest priced quotations, (c) accept more than one quotation, (d) accept alternate quotations, (e) accept parts of a quotation (f) waive informalities and minor irregularities in quotations received, and (g) withdraw an award in case of changed circumstances.

8. The Global Fund will not reveal or discuss with any bidder, how a quotation was assessed, or to provide any other information relative to the selection process. Bidders whose quotations are not selected may be notified in writing of this fact and shall have no claim whatsoever for any kind of compensation.

9. The bidder acknowledges and agrees that pursuant to the Global Fund policies and procurement procedures, the Global Fund may publish certain information consistent with its public status and commitment to transparency. As such, should the bidder be awarded a contract, the bidder acknowledges and agrees that the Global Fund may publish certain information relating to procurement contract awards, including without limitation the service provider’s name, as disclosed on its website.

10. The Global Fund conducts integrity due diligence on its suppliers as a matter of course, including screening against international watchlists and adverse media databases. By responding to this RFQ, the bidder acknowledges that risk-based due diligence measures, including personal data processing, where relevant, form a part of the Global Fund supplier selection and management. Integrity issues identified through due diligence may be raised during selection or subsequently and will normally be managed by requesting departments with support of Ethics Office, e.g. through mitigation measures. Global Fund may not retain suppliers that have been sanctioned by the UN, international financial institutions and major donors.

11. Personal data (i.e. any information relating to an identified or identifiable natural person) will be treated in compliance with Global Fund’s policies, the Terms and Conditions of Purchase of Services or Terms and Conditions of Purchase of Goods, as applicable, and the Privacy Statement for the Global Fund Procurement Process (as amended from time to time) https://www.theglobalfund.org/en/business-opportunities/.

12. Through its participation to the RFQ process, the bidder acknowledges and warrants that it complies with internationally recognized standards for human rights, labor, the environment, anti-money laundering and anti-corruption. The bidder also acknowledges and warrants that they will neither use or engage in, nor allow their
employees or other persons engaged by them to use or engage in sexual exploitation and abuse, and sexual harassment.

13. The investigative, decision-making, and sanctions policies and processes of the Global Fund, including the activities of its Inspector General, the Global Fund’s Code of Conduct for Suppliers, and consideration of any findings of fraud or abuse by the Global Fund Sanctions Panel, should the Global Fund in its sole discretion choose to refer the matter to the Sanctions Panel, shall apply to this RFQ and any resulting contract, and these processes may include, without limitation, public disclosure at the Global Fund’s full discretion of any findings and/or decisions.

14. Any dispute, controversy, claim, or issue arising out of this RFQ or surrounding this process, shall be finally settled by arbitration conducted in accordance with the United Nations Commission on International Trade Law (UNCITRAL) Arbitration Rules in force at the time of the commencement of the arbitration. The appointing authority shall be the Secretary-General of the Permanent Court of Arbitration. The case shall be administered by the International Bureau of the Permanent Court of Arbitration. There shall be one arbitrator. The place of arbitration shall be Geneva, Switzerland. The language to be used in the arbitral proceedings shall be English. All awards of the arbitral tribunal shall be final and binding upon the Parties.

15. The bidder acknowledges that, by virtue of its status as an international organization, the Global Fund benefits from privileges and immunities provided under international and national laws. Nothing contained in this RFQ may be construed as a waiver, express or implied, of the privileges and immunities accorded to the Global Fund, whether as of the date of this RFQ or thereafter.