



Procurement Procedures

Quick Reference Guide

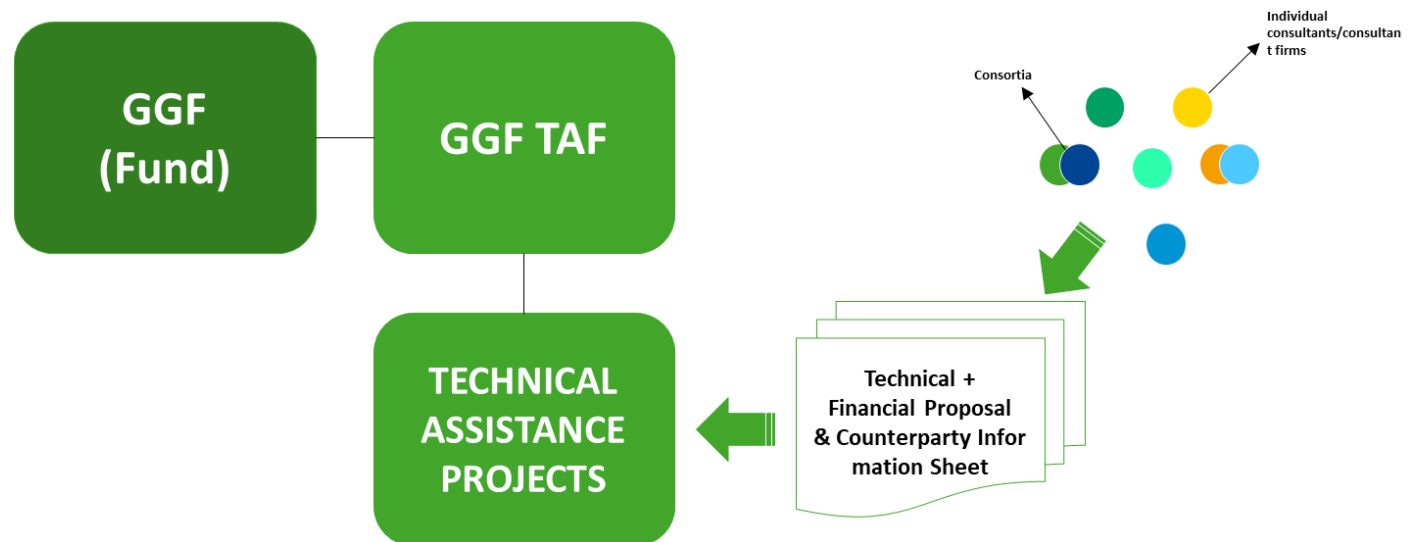
This Quick Reference Guide (QRG) will help Consultants¹ acquire a better understanding of the Procurement Procedures of the **Green for Growth Fund Technical Assistance Facility** (GGF TAF) when taking part in a Tender Process. The QRG should only be used as a supportive tool. Please always refer to the **Procurement Procedures** document on the GGF Tender Documents when taking part in a tender process.

¹ The word Consultants refers to both, individual consultants and consulting firms.



WHAT IS THE GGF TAF?

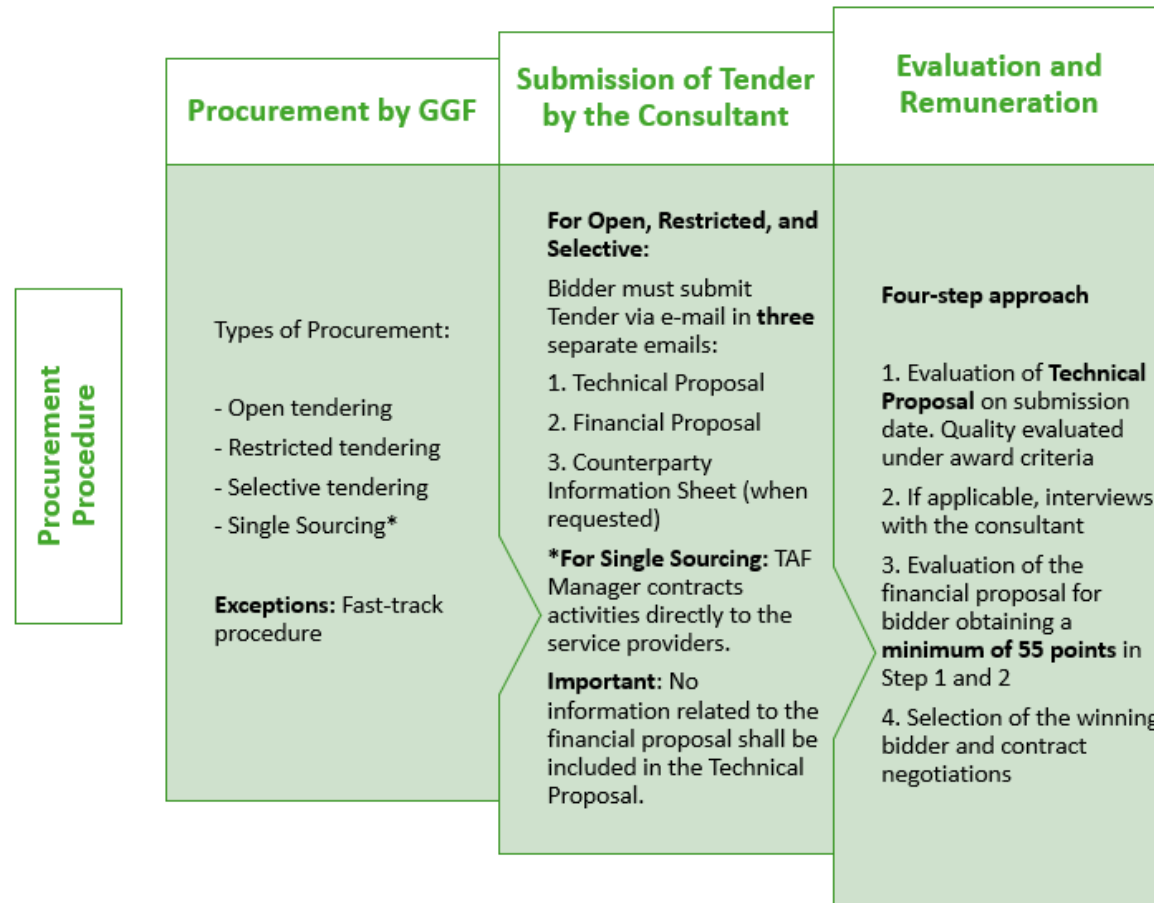
The Green for Growth Fund Southeast Europe SA, SICAV-SIF (“Fund”), aims to contribute to enhancing energy efficiency and foster renewable energies, predominantly through the provision of dedicated financing to businesses, households and public entities via partnering with financial institutions and direct financing. Recognizing the diverse spectrum of development of the EE/RE industry and the need to raise awareness and knowledge of EE/RE in the Fund’s Target Partners, provision of **targeted technical assistance** is key to the success of improved energy efficiency and expanded renewable energy delivery in the region. The TA Facility’s activities and projects shall support the Fund in achieving its goal to contribute to enhancing energy efficiency and foster renewable energy and are therefore closely linked to the investment process.



The TAF and GGF partner institutions carefully select consultants and/or further service providers with international and/or local expertise in a joint vetting process.



GENERAL PROCESS DESCRIPTION



For more details on each individual part, please refer to the following pages.

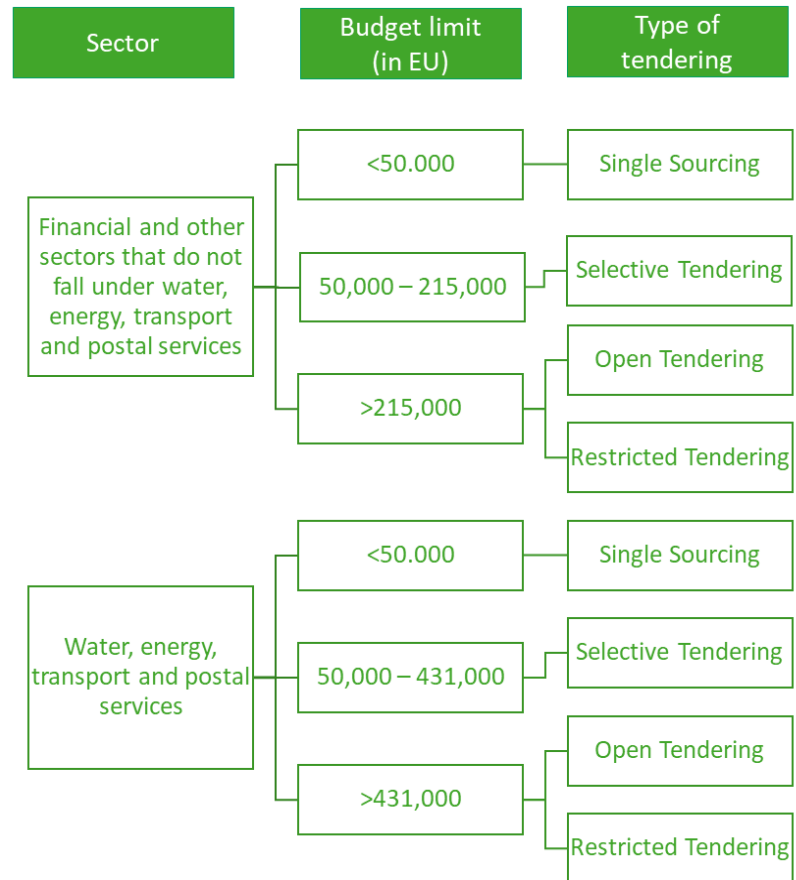


SUBMISSION OF A PROPOSAL

1. Identifying the type of process based on budget range

Please pay close attention to the 'type of project' (*open, restricted, selective, single sourcing*), which is directly aligned to the budget proposed.

Exception:
Fast-track Procedure
(For more information please refer to Procurement Procedures document)





2. Procurement procedure based on tendering process

Open tendering

Publication of **RfP** on GGF Website and other relevant platforms

Restricted tendering

1. Publication of EOI
2. Establishment of shortlist
3. Approval of shortlist
4. Submission of RfP to candidates

Selective tendering

1. Establishment of a shortlist based on the consultant database
2. Approval of shortlist
3. Submission of **RfP** to candidates

Single Sourcing

The GGF TAF Manager contracts activities **directly** to the service providers. The criteria match the given project requirements in terms of professional expertise, specific technical abilities, regional experience and languages among others.

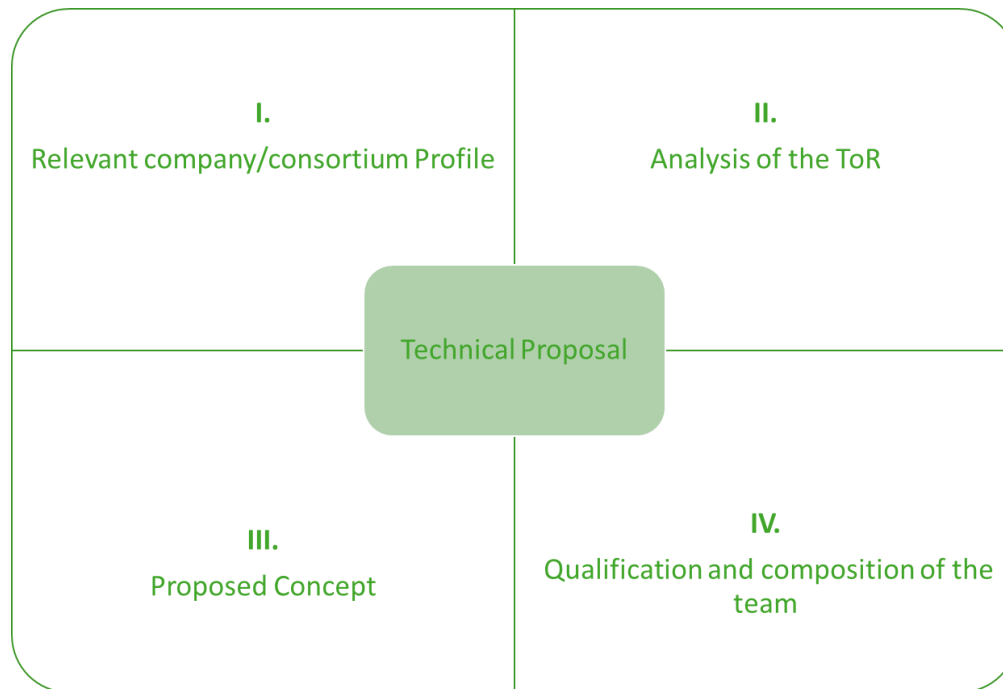
For more details please refer to the document **Procurement Procedures**.



3. Content preparation

Technical Proposal

The Technical Proposal should address the requirements of the **project specific Terms of Reference (TOR)** and comprise the following:



For specific details please refer to the document **Procurement Procedures**.



Financial Proposal

The Financial Proposal shall be structured using the **Budget Template**, which can be download [here](#):

There are two types of budget templates:

- A.** For impact assessment services
- B.** For other services

YOU ARE HERE: Technical Assistance » Tender Documents

Tenders

The GGF Technical Assistance Facility (GGF TAF) works with consultants to ensure successful implementation of technical assistance programs and projects. The TAF and GGF partner institutions carefully select consultants and/or trainers with international and/or local expertise in a joint vetting process.

Procurement Documents of GGF TAF

Bidders who have been invited to submit a proposal may download the procurement documents here:

- [Procurement Procedures](#)
- [Counterparty Information Sheet](#)
- [Budget Template](#) ←
- [CV Template](#)

GGF TAF Budget Templates

A – Budget template for impact assessment services

*All figures in EUR**

1. Expert Fees (Remuneration)			
Name	Total days	Expert Rate	Total
Help-desk support to the Financial Institution**			
Staff training***			
Sub-total Fees			
2. Impact Assessment Rates (Remuneration)			
Type of Impact Assessment (IA)	No. of IA, up to:	Rate per IA	Total
Simple confirmatory IA			
Detailed confirmatory IA			
Ex-post Verification			
Holistic Impact Assessment			
Sub-total IA Rates			
TOTAL			

*excluding VAT and withholding tax; if VAT or other tax is applicable, please define its amount separately

** estimated number of expert days per quarter will be defined in the ToR

*** if required in the ToR

B – Budget template for other services

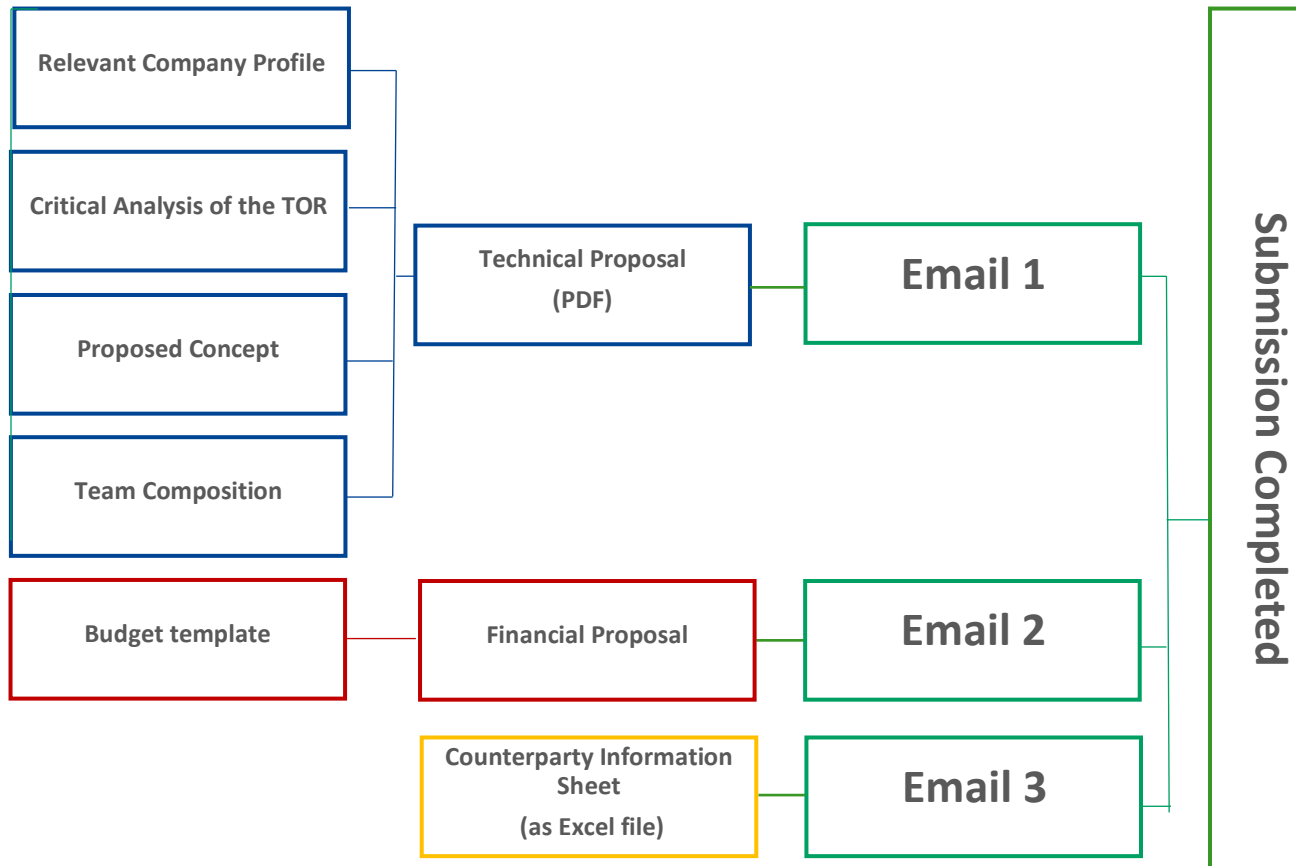
All figures in EUR*

1. Expert Fees (Remuneration)					
Name, Job Title	Days in the field	In home office	Total	Expert rate	Total
Total Expert Fees					
2. Per Diems					
Place	Number	Amount	Total		
Total Per Diems					
3. Accommodation					
Place	Number	Amount	Total		
Total Accommodation					
4. Travel					
Routing	Number	Amount	Total		
<i>- International-</i>					



4. Submitting the proposal

Content of the proposal:

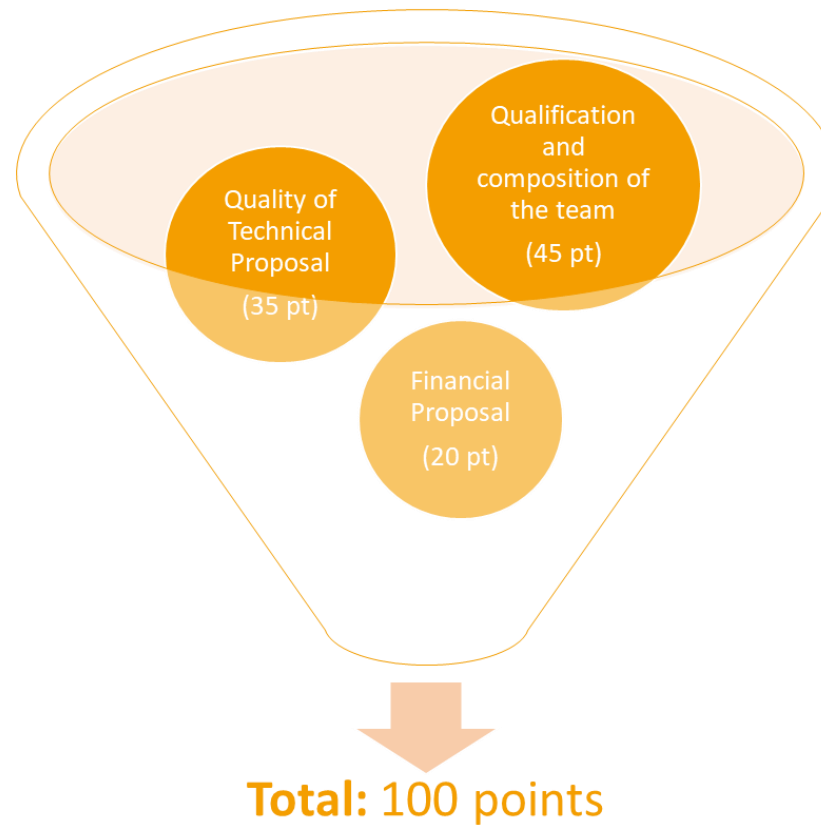


For specific details please refer to the document **Procurement Procedures**.



5. Tender Evaluation

Weight of the content



For specific details please refer to the document **Procurement Procedures**.



Steps of evaluation

