

TNC-GCF Procedure Granting and Awarding GCF Funds

PURPOSE:

To ensure that grants awarded in the context of GCF-funded projects comply with applicable laws and GCF requirements and are awarded pursuant to an open competitive selection process, when required.

A. Applicability:

This Procedure governs **subawards** (also known as **Grants**) to third parties in which (a) TNC grants GCF funds, (b) TNC uses private funds as TNC match for GCF funds received by TNC in the context of a GCF-majority-funded project, (c) in the context of a GCF-minority funded project, the specific GCF award or agreement explicitly requires the application of this procedure, or (d) both TNC and GCF contribute money or other resources to a project under an agreement (all of them "**GCF-Funded Projects**").

B. Exclusions:

This Procedure does not apply to on-lending, blending, equity or other impact investment operations performed with GCF Funds or under GCF sponsorship.

Contracts, as defined in the **Agreements SOP** are subject to that SOP as applicable to public funds.

This specific TNC-GCF procedure does not govern grants, contracts or expenditures made with funds from sources other than the GCF, unless the circumstances described in A hereinabove apply.

If TNC is required to comply with this TNC-GCF procedure and another funder procedures or requirements, TNC will apply the more stringent procedure and requirements; however, any decision that requires Grant Evaluation Committee review, as described herein, shall be subject to such review.

C. Applicability and Integration of TNC SOPs and Manuals:

The **Agreements SOP**, the **Purchasing SOP**, and the **Grants Manual** shall be applicable, *mutatis mutandi*, to any Grant and Subaward governed by this Procedure.

This Procedure does not exclude the applicability of other TNC SOPs, Manuals and Guidelines that are required by TNC and that are not inconsistent with this Procedure, any other GCF-TNC specific procedures, or the GCF-TNC Performance Standards.

D. General Principles

No pre-award recognition or retroactivity. The GCF does not permit the payment or recognition of pre-award costs or expenditures.

No double funding. A specific project activity may be awarded to one grantee only.

All agreements in writing. Any grant or subaward, independently from the value or risk factor, shall be in writing.

E. Requirements for Competitive Selection Process

TNC and the GCF require competition to the maximum extent practical and reasonable for the value of the grant/subaward. For this purpose, when selecting and granting grants or awards to grantees or subawardees in a GCF Funded Project, TNC shall follow the “TNC Purchasing Requirements” set forth in the **Purchasing SOP** and, based on the values listed, conduct competitive processes, if required. It shall also conduct this type of awarding process when required pursuant to this Procedure.

When structuring a Competitive Selection Process, the Award Manager should follow the recommendations listed in the **Annex to TNC-GCF Procedure – Guideline on Dispute Resolution during the procurement phase.**

The “Exceptions to Competition Requirements” listed in the **Purchasing SOP** shall not be applicable to this Procedure.

F. Grant Evaluation Committee composition:

For each GCF-Funded Project, the Business Unit shall create a Grant Evaluation Committee.

The members of the Grant Evaluation Committee will be:

- a) The Award Manager
- b) The GCF Purchasing Delegate
- c) the Grants Specialist assigned to the GCF Funded Project
- d) The Business Unit director, the deputy director, or any person with a managerial role within the Business Unit that is not part of the core project team.

Special Conditions

1. Persons listed above can be members of various Grant Evaluation Committees, provided that the GCF Funded Projects do not overlap, have interconnected activities, or the same key (existing or potential) grantees.
2. Person d) will be appointed by the Business Unit director or the deputy director.
3. Time and expenditures related to the functions of the Grant Evaluation Committee should be budgeted into project proposal and project budgets.
4. Members of the Committee act in their individual capacity and shall be neutral and objective in their review, notwithstanding their roles in the Business Unit or for the project. There shall be no retaliation or harassment derived from member decisions or comments made in the context of the Grant Evaluation Committee.

G. Grant Evaluation Committee Review:

When in the context of a GCF-Funded Project and pursuant to the **Purchasing SOP**, TNC is required to conduct a quote documentation *Competitive Proposals*, or a *Sole Source Justification* is applicable, the Grant Evaluation Committee will perform the evaluation and assessment of the proposals, the applicability and viability of the sole source justification, or the due fulfillment of the quote documentation procedure.

The Business Unit will be responsible for leading and conducting the competitive process, when required pursuant to the **Purchasing SOP**.

For GCF-Funded Projects, prior Grant Evaluation Committee review and approval will also be required for:

1. The granting of any Subaward that, as pursuant to contract or donor policies, specifically requires a request for proposal, bidding or competitive process;
2. [Internal TNC];
3. Any Subaward granted for activities categorized as “High Risk” by the TNC GCF Safeguards Coordinator;
4. Any Subaward or activity for which the applicable Environmental and Social Management System explicitly recommend Grant Evaluation Committee review;
5. The granting of a subaward involving substantial risk of “Relocation”, as defined under the GCF TNC Performance Standards;
6. Any Subaward granted to an entity that, after due diligence and review, does not fulfill adequate performance or financial risk requirements, being the Subaward necessary and compelling for the achievement of project purposes;
7. Any Subaward that entails a Conflict of Interest, even if the conflict has been reviewed by the Conflict Committee pursuant to the **Conflicts of Interest SOP**.

H. Meetings and Decisions

The Grants Evaluation Committee shall meet in person or virtually at the request of the Award Manager, the GCF Purchasing Delegate, Grants, Legal, or the TNC GCF Safeguards Coordinator. The GCF Purchasing Delegate will act as the meeting’s secretary and will draft and keep the meeting minutes, which shall include the time, date, manner of the meeting, a brief description of discussion and considerations and final determinations. The Committee may reach decisions by email exchange.

The Grants Evaluation Committee shall assist the Award Manager in the preparation of the competitive process, request for proposal documents, and bid review.

Any decision shall require the affirmative vote of at least 3 members of the Committee. Grants, Legal, Finance or any other relevant employee or TNC division may be invited to the meetings. The Committee may allow the participation and voting of other TNC staff that, based on knowledge, expertise or SOP requirements, should have an input in the decision (e.g., IT for , Marketing, HR .)

I. Information and Notification

To Participants: In the context of competitive proposal or quote documentation processes, TNC will notify in writing its decision to participants/proponents as soon as practicable. To the extent that it does not affect confidentiality or data privacy obligations, that it does not affect the project, subaward, TNC’s negotiating position, and to the extent it does not unnecessarily affect the reputation of a proponent, TNC will communicate to all proponents the total scores and, if appropriate, the per-category scoring. TNC will make reasonable efforts to respond to follow-up inquiries and provide feedback to proponents.

In case a proposal has been rejected for not meeting basic/minimal or other general criteria, TNC will (a) make reasonable efforts to permit cure of any defect, provided it does not affect the fairness and efficiency of the process, and (b) communicate to the proponent the reasons for disqualification or rejection.

To the Public: For any Grant exceeding USD\$50,000, TNC shall include in the TNC GCF dedicated website, a general description of the award including (a) beneficiary identifiers (name, address, nationality), (b) amount of the award (including any match or co-financing), (c) general purpose of the award, (d) term. This publication shall be made, at the latest, within the ten (10) business days following the execution of the agreement.

J. Grants Specialists, Legal and Finance and Operations roles:

In addition to any requirement under the Agreements SOP, the Purchasing SOP, the Grants Manual and the Financial Management Handbook, Grants, Legal and Finance shall verify prior to any disbursement (for Finance and Grants) and prior to the execution of any agreement or amendment (for Legal and Grants) that there was a proper Grant Evaluation Committee review (when applicable).

K. Non-Exclusion

An approval by the Grant Evaluation Committee does not imply approval of the Subaward. Other TNC employees or divisions may deny the granting of the Subaward as pursuant to their own roles and responsibilities, including Legal, Grants, Finance, the Business Unit director, a person whose authority or delegation of authority is required to execute the Subaward, or any person having such authority and powers pursuant to the TNC GCF Performance Standards or the Environmental and Social Management System.

L. Notes

The TNC-GCF Coordination Unit will appoint the GCF Purchasing Delegate and a deputy.

The GCF Purchasing Delegate is responsible for maintaining uniform templates and formats across the organization. Decision documents will follow the form and template provided in Annex I.

The TNC-GCF Coordination Unit will keep a list of live Grant Evaluation Committees and its members.

ANNEX / TEMPLATE FOR DOCUMENTATION AND COMMUNICATION OF DECISIONS

CONFIDENTIAL – FOR INTERNAL USE ONLY
 For Competitive Selection Processes (CSP)
Grant Evaluation Committee – [BU]
GCF Project: [add]
 Date: [add]

Members:

Project Manager: [add]
 GCF Purchasing Delegate: [add]
 Grants Specialist: [add]
 Business Unit Appointee: [add]

Guests: [add]

Re: [Include name of proposed subaward or CSP / If other type of decision, include name of awardee and general descriptor of topic]

INSTRUCTIONS

For decisions other than the awarding of a Grant or an CSP review please use the following outline:

- Issue:
- Factual background:
- Summary of discussion:
- Recommendations:
- Member approvals:

For the awarding of a Grant or CSP please use the following outline:

Purpose of Award: [Describe the general purpose of the award, need for the award, and how it is aligned with the prime GCF award or project]

RFP or selection process background: [Describe history and background of CSP or selection decisions including main dates, milestones, extensions, changes, etc.]
 [If pursuant to applicable TNC-GCF Procedure and other TNC Policies, there was no CSP, include reasons for inapplicability of CSP as required under Purchasing SOP]

RFP local specificities: [Include any specific element of the local jurisdiction or market that merits specific changes to the CSP process]

Invited Proponents	
[Include names of all proponents that were invited to the RFP. If Open invitation, include "OPEN". If no RFP, include "N/A."]	
Participants	
[Include names or participants in RFP]	[Date of submission]

General Comments	
Participant	Comment
[Name of Participant]	[Include any general comment about the participant and proposal – different to comments]

Specific comments to individual items [Include, if any, specific comments related to the different items, grading decisions]							
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Decision: [Specify name of potential awardee based on results. A decision may include not awarding the award, reopening the RFP, amending the CSP]

Recommendations: [Include any specific recommendation, including recommendations related to the contractual terms of the award, recommendations about improvements of proposal, etc. This may include recommendations by non-committee members]