



**Request for Quotation (RFQ) Title** Green Climate Fund Operational Architecture Support

**RFQ Issue Date:** Monday, February 2, 2026

**RFQ Issuing Office:** The Nature Conservancy (TNC)

**RFQ Submission Due Date and Time:** Tuesday, February 17, 2026 6:00pm Eastern Standard Time (US EST)  
11:00pm Universal Time Coordinate (UTC)

**RFQ Submission Email Address:** TNC Green Climate Fund Unit, Policy and Public Funding  
**Email:** [PPFFinOps@tnc.org](mailto:PPFFinOps@tnc.org)

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Disclose and distribute solely to employees of The Nature Conservancy needing to know and to potential Contractor employees with a need to know.

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## **1.0 Instructions to Contractors**

### **1.1 Request for Quotations (RFQ) Purpose**

The Nature Conservancy (“TNC”) intends to solicit quotes for a Contractor/Contracts Team who can support the development of specific aspects of TNC’s internal architecture, processes and tools for successfully mobilizing and implementing GCF funding. The consultant will assess existing fiduciary and due diligence systems, co-financing guidance, and disclosure requirements. The consultant will assess existing fiduciary and due diligence systems, review several documents, help develop budgeting and co-financing guidance, and help translate the disclosure into operational requirements.

### **1.2 The Conservancy’s Procurement Process**

Procurement activities will be carried out without discrimination, with Contractors treated in an open, fairly, and transparent manner.

The Conservancy reserves the right to reject any or all offers for any reason, waive technicalities, and pursue purchasing in a manner that is in the organization’s best interest.

### **1.3 The Conservancy's Obligations**

The Conservancy has no obligation or liability arising from the issuance of this RFQ or any actions taken in connection with it.

### **1.4 Contractor's Obligations**

The Contractor, by submitting its information, agrees that any costs incurred in responding to this RFQ are to be borne by the Contractor and may not be billed to The Conservancy.

### **1.5 Restricted Communications**

All inquiries or other communications regarding this RFQ must be directed exclusively to the person listed on the cover page of this RFQ. Contractors are explicitly instructed not to communicate with The Conservancy’s officers or employees about this RFQ in any other way. This restriction also applies to Contractors’ affiliates, officers, employees, agents, consultants, and subcontractors.

## **1.6 Confidentiality**

If The Conservancy discloses any confidential data, documentation, or other business information, the Contractor will be required to submit a completed Mutual Non-Disclosure Agreement (**Section 4 Appendix A**).

## **1.7 Request for Clarifications**

The Conservancy may request additional information from a Contractor at any point before awarding the contract, and the Contractor is expected to supply this information within the given timeframe.

## **1.8 Required Forms, Screening and Certificate of Insurance**

In addition to the signed and completed forms from **Section 4** of the RFQ, the Contractor shall provide a copy of its current certificate of insurance showing the types and limits of business insurance in effect as of the Proposal submission date (**Section 4 Appendix D**). If selected for contract award, the Contractor will then be required to add the Conservancy to its certificate of insurance before signing the contract. Additional screening(s) may be required dependent upon the requested Services of this RFQ and the content of the Contractor's Proposals (e.g. TNC's Artificial Intelligence Review and Security Privacy Review).

### **1.8.1 Conflict of Interest Disclosure**

To eliminate any actual or perceived conflict of interest, each Contractor must disclose names and information in accordance with the Conflict Inquiry Form. If the Contractor is an individual, sole proprietorship, partnership, or Limited Liability Company (LLC), the Conflict Inquiry Form requires the owner who will be working, directly or indirectly, to respond to this RFQ. For joint ventures or consortia, each party must submit a completed Conflict Inquiry Form (**Section 4 Appendix B**).

### **1.8.2 TNC's Standard Contractual Clauses**

Contractor shall review the clauses and indicate whether they "accept" or "accept with revision". If any are "Accepted with Revision", Contractors are required to send those revisions in a red-line format as part of the Technical Proposal submission. Final Contractual Terms may vary slightly based on the selected Contractor's geography (**Section 4 Appendix C**).

### **1.8.3 Artificial Intelligence (AI) Disclosure**

Contractor must complete the AI disclosure from **Section 4 Appendix F** of the RFQ and disclose the intent to use Artificial Intelligence Technology in the performance of the Services and/or creation of the Products or Deliverables. Contractors using AI will be subject to TNC's Artificial Intelligence Review.

**Definition**

"AI Technology" includes any and all machine learning, deep learning, and other artificial intelligence ("AI") technologies, including statistical learning algorithms, models (including large language models), neural networks, and other AI tools or methodologies, all software implementations of any of the foregoing, and related hardware or equipment capable of generating various types of content (including text, images, video, audio, or computer code) based on user-supplied prompts.

**1.8.4 Security and Privacy Review (SPR) Questionnaire**

Contractor must complete the SPR Questionnaire from **Section 4 Appendix G** of the RFQ. Shortlisted Contractors will be subject to TNC's complete Security Privacy Review due to the nature of the data collection being performed as part of the requested Services.

**1.9 Evaluation Process**

In general, the RFQ responses will be evaluated based on the following evaluation criteria:

- Contractor's demonstrated ability to meet minimum required experience as indicated in **Section 2.3** of the RFQ
- Overall quality and relevance of the RFQ response
- Contractor's experience in similar assignments, preferably for a different Accredited Entity (**Section 3.1** of the RFQ)
- Competitiveness of the pricing from **Section 3.0** of the RFQ

**2.0 Assignment**

The Assignment will be 2-3 months in duration beginning the date of contract signing, and with an end date no later than July 2026. The budget range for the Assignment is \$18,000-\$25,000 USD.

**2.1 Objective**

The objective of this consultancy is to support TNC to develop its internal architecture and tools for successfully mobilizing and managing GCF funding.

**2.2 Assignment Scope**

For a detailed Description of Services, please see the Terms of Reference included in **Section 5** of the RFQ.

### 2.3 Qualifications and Experience

The Contractor will be required to demonstrate they are adequately and sufficiently experienced in the areas outlined in the *Qualifications* subsection from the Terms of Reference included in **Section 5** of the RFQ.

### 3.0 Pricing

The Conservancy requests firm-fixed pricing structure for this assignment. Please refer to the definition below:

- **Firm-Fixed Price:** The Contractor agrees to deliver a specific product or service at a pre-determined price, i.e., the price remains constant, regardless of the actual costs incurred by the Contractor. Payments will be made upon approval of intermediate and final Deliverables on a payment schedule agreed to by TNC and the Contractor.

### 3.1 RFQ Response Requirements

Contractors must provide a quote for all items described in the RFQ. Partial quotes will not be accepted. If a quotation lists items but does not include prices, it will be assumed that their prices are included in the prices of other items.

Contractor must provide a detailed breakdown of the costs, fees (if any), and any taxes related to delivery of the Services and Deliverables. These costs should cover the entire duration of the contract. All prices must be quoted in United States Dollar and will be valid for a period of 90 days after the submission deadline.

In addition to the quote, Contractor shall submit document(s) and/or cover letter detailing relevant experience and expertise with at least one reference for similar work.

### 4.0 RFQ Appendices

**Instructions:** As a part of the RFQ Response, Contractor must include signed and completed forms and/or required certificates from each of the Appendices: Appendix A - Appendix G.

#### 4.1 Appendix A: Mutual Non-Disclosure Agreement

**Instructions:** Contractor must complete and sign the mutual NDA. Return to TNC as part of the RFQ Response.

[Link to Download Appendix A: Mutual NDA](#)

[end of Appendix A instructions]

#### 4.2 Appendix B: Conflict Inquiry Form

**Instructions:** Contractor must complete and sign the Conflict Inquiry Form. Return to TNC as part of the RFQ Response.

[Link to Download Appendix B: Conflict Inquiry Form – For Profit Organizations](#)

[Link to Download Appendix B: Conflict Inquiry Form – Non-Profit Organizations](#)

[end of Appendix B instructions]

#### 4.3 Appendix C: TNC’s Standard Clauses

**Instructions:** TNC requires a set of clauses to be incorporated into any agreement executed with Contractors. Contractor shall review the clauses and indicate whether they “accept” or “accept with revision”. If any are “Accepted with Revision”, Contractors are required to send those revisions in a red-line format as part of the RFQ Response. Final Contractual Terms may vary slightly based on the Contractor’s geography.

[Link to Download Appendix C: TNC’s Standard Clauses](#)

[end of Appendix C instructions]

#### 4.4 Appendix D: Certificate of Insurance

**Instructions:** Contractor shall provide a copy of its current certificate of insurance showing the types and limits of insurance in effect as of the Proposal submission date, the Contractor will then be required to add the Conservancy to its certificate of insurance before signing the contract. Please state presence or absence of Insurance in this section and include the Certificate of Insurance as Appendix D for the RFQ Response.

[Link to Download Appendix D: Certificate of Insurance](#)

[end of Appendix D instructions]

#### 4.5 Appendix E: IRS W9 or W8 Form

**Instructions:** Please complete and sign the IRS W9 Form (US-based Contractors) or IRS W8 Form (Contractors based outside the US). This form is required for TNC in order to meet US Internal Revenue Service (IRS) tax reporting requirements. The Nature Conservancy must gather certain information about its vendors and must maintain this documentation in a way that can be examined by the IRS. Return Appendix E as part of the RFQ Response.

[Link to Download Appendix E: IRS W8 Form](#)

[Link to Download Appendix E: IRS W9 Form](#)

[end of Appendix E instructions]

#### 4.6 Appendix F: Artificial Intelligence Disclosure

**Instructions:** Contractor must complete the AI disclosure and disclose the use Artificial Intelligence Technology in the delivery of the assignment (e.g. performance of the Services, creation of the Products and/or Deliverables, etc.). Contractors using AI will be subject to TNC’s Artificial Intelligence Review. Return Appendix F as part of the RFQ Response.

**Will Contractor use Artificial Intelligence in the delivery of the assignment?** (yes/no)

If yes, Contractor is required to respond to additional requirements if using Artificial Intelligence.

If no, Contractor to indicate “No” response and include with Appendix F as part of the Technical Proposal.

[Link to Download Appendix F: Artificial Intelligence Disclosure](#)

[end of Appendix F instructions]

#### 5.0 Terms of Reference

[Link to Download Terms of Reference](#)