



REQUEST FOR PROPOSAL (“RFP”)

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| RFP Title: Evaluation Research Services: Improving the evaluation of global health research programming | RFP #: 13140042 |
| Issue Date: Friday, December 6, 2013 | Close Date & Time: Friday, January 3, 2014 at 2:00 p.m. Eastern Standard Time (EST) |
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Table of Contents

| | |
|--|-----------|
| SECTION 1 – INTRODUCTION | 4 |
| 1.1 IDRC OVERVIEW | 4 |
| 1.2 PURPOSE OF THIS RFP | 4 |
| 1.3 DOCUMENTS FOR THIS RFP | 4 |
| 1.4 TARGET DATES FOR THIS RFP | 4 |
| SECTION 2 – CONDITIONS | 5 |
| 2.1 ENQUIRIES | 5 |
| 2.2 SUBMISSION CLOSE DATE | 5 |
| 2.3 PROPOSAL SUBMISSION INSTRUCTIONS | 5 |
| 2.4 VALIDITY OF PROPOSAL | 6 |
| 2.5 PROPONENTS COSTS | 6 |
| 2.6 GOVERNING LAWS | 6 |
| 2.7 RIGHTS OF IDRC..... | 6 |
| 2.8 PROPOSED CONTRACT | 7 |
| SECTION 3 – STATEMENT OF WORK | 7 |
| 3.1 GHRI OVERVIEW | 7 |
| 3.2 Background..... | 8 |
| 3.3 Introduction and Project overview | 9 |
| 3.4 Description and Scope of Work..... | 9 |
| 3.5 Location of Work and Travel | 11 |
| SECTION 4 – PROPOSAL EVALUATION | 12 |
| 4.1 EVALUATION COMMUNICATION | 12 |
| 4.2 EVALUATION METHODOLOGY | 12 |
| 4.3 PRESENTATIONS/INTERVIEWS | 13 |
| 4.4 EVALUATION TABLE..... | 13 |
| 4.5 PROPONENT FINANCIAL CAPACITY | 13 |
| 4.6 PROPONENT SELECTION..... | 13 |
| SECTION 5 – PROPOSAL FORMAT | 13 |
| 5.1 GENERAL..... | 13 |

5.2 OFFICIAL LANGUAGES 14

5.3 ORGANIZATION OF RESPONSES 14

5.4 COVER LETTER 14

5.5 TABLE OF CONTENTS 14

5.6 TECHNICAL PROPOSAL 14

5.7 FINANCIAL PROPOSAL 16

ANNEX A – Resulting Contract Terms and Conditions 17

SECTION 1 – INTRODUCTION

The purpose of this section is to provide general information about the International Development Research Centre (“IDRC”), the Global Health research Initiative (“GHRI”) and this RFP.

1.1 IDRC OVERVIEW

IDRC is a Canadian Crown Corporation established by an act of Parliament in 1970.

IDRC was created to help developing countries find solutions to their problems. It encourages, supports, and conducts research in the world’s developing regions, and seeks to apply new knowledge to the economic and social improvement of those regions. IDRC aims to reduce poverty, improve health, support innovation, and safeguard the environment in developing regions.

IDRC employs about 400 people at its Ottawa, Ontario, Canada head office and at its global regional offices. For more details visit: www.idrc.ca

1.2 PURPOSE OF THIS RFP

GHRI seeks to commission a consultant¹ with demonstrated skills in evaluation research and writing to conduct and write a ‘Where do we stand?’ background paper on the following topic: *“Taking stock of current practice and ways to improve the evaluation of global health research programming”*.

The background paper will be the final output of the requirements under the Statement of Work (“Services”) described in section 3, yet it is the first step in a three-part project conducted in partnership with ESSENCE on Health Research²: the background paper will inform a workshop with funding agencies and the development of best-practices guidelines.

1.3 DOCUMENTS FOR THIS RFP

The documents listed below form part of and are incorporated into this RFP:

- This RFP document
- Annex A – Resulting Contract Terms and Conditions

1.4 TARGET DATES FOR THIS RFP

The following schedule summarizes significant target events for the RFP process. The dates may be changed by IDRC at its sole discretion and shall not become conditions of any Contract which may be entered into by IDRC and the selected Proponent.

| Event | Date |
|---|----------------------|
| RFP issue date | December 6, 2013 |
| RFP teleconference with Proponents | December 13, 2013 |
| RFP close date | January 3, 2014 |
| Evaluation, selection, and notification of Lead Proponent | January 3 – 17, 2014 |

¹ This can be an individual, a company or a partnership between individuals, researchers and companies.

² ESSENCE on Health Research (Enhancing Support for Strengthening the Effectiveness of National Capacity Efforts on Health Research) is a collaborative framework between funding agencies to scale up research capacity. It aims to improve the impact of investments in institutions and people, and provides enabling mechanisms that address needs and priorities within national strategies on research for health. For additional information about ESSENCE, please refer to the following link: <http://apps.who.int/tdr/svc/partnerships/initiatives/essence>

SECTION 2 – CONDITIONS

The purpose of this section is to inform the Proponent about IDRC's procedures and rules pertaining to the RFP process.

2.1 ENQUIRIES

No verbal enquiries or verbal requests for clarification will be accepted.

Proponents should, as much as feasible, aggregate enquiries and request for clarification, and shall submit them in writing via email by **Thursday, December 12, 2013 at 12:00pm** Eastern Standard Time.

All matters pertaining to this RFP must be referred exclusively to the **Contracting Authority** named on page 1.

Enquiries received will be responded to during a teleconference scheduled on **Friday, December 13, 2013** from **2:00pm to 3:00pm** Eastern Standard Time. Verbal enquiries may be accepted during the teleconference.

Instructions to join the call are:

- If joining from **Toronto area**, dial 1-416-644-3414
- If joining from **Ottawa area**, dial 1-613-287-8002
- If joining from **elsewhere in Canada or United States**, dial 1-800-814-4859
- If you are joining from **outside of Canada or the United States** dial 1-416-644-3414 (*local calling rates will apply*).

Once on the line, an operator will direct you to the conference call. Please quote the **Conference ID 4651526** to access the call. If you experience any difficulty during the conference, please press *0 on your phone to signal a conference specialist. During the teleconference, your line will be muted. To unmute your line and ask questions, you will have to dial *1 on your phone.

In the event that it becomes necessary to revise any part of the RFP as a result of any enquiry or for any other reason, **an amendment** to this RFP will be issued.

2.2 SUBMISSION CLOSE DATE (M)

IDRC will only accept proposals up the close date and time indicated on page 1.

Important note: Late proposals will not be accepted. No adjustments to proposals will be considered after the close date and time.

2.3 PROPOSAL SUBMISSION INSTRUCTIONS

Proposals should be submitted in accordance with the instructions in this section.

2.3.1 Method of Sending

The preferred method of proposal submission is electronic, via **email**, in **Microsoft Word** or in **PDF** format to the Contracting Authority named on page 1. Proponents *email subject line* should

cite “RFP # 13140042, *Research contract on improving the evaluation of global health research programming*” when submitting via email.

Important Note: Email messages with large attachments can be slowed down in servers between the Proponent’s email client and the Contracting Authority’s email inbox. It is the Proponent’s responsibility to ensure that large emails are sent sufficiently in advance to be at IDRC by the close date and time. Proponents should use electronic receipt confirmation and or contact the Contracting Authority to confirm receipt.

2.3.2 Number of Copies

Electronic submission should consist of **two (2) files**: one (1) for the technical proposal and one (1) for the financial proposal.

2.4 VALIDITY OF PROPOSAL (M)

Proposals must remain open for acceptance for **sixty (60) days** after the close date.

2.5 PROPONENTS COSTS

All costs and expenses incurred by a Proponent in any way related to the Proponent’s response to the RFP, including but not limited to any clarifications, interviews, presentations, subsequent proposals, review, selection or delays related thereto or occurring during the RFP process, are the sole responsibility of the Proponent and will not be chargeable in any way to IDRC.

2.6 GOVERNING LAWS

This RFP is issued pursuant to the laws of the province of Ontario and the laws of Canada.

2.7 RIGHTS OF IDRC

IDRC does not bind itself to accept any proposal submitted in response to this RFP, and may proceed as it, in its sole discretion, determines following receipt of proposals. IDRC reserves the right to accept any proposal(s) in whole or in part, or to discuss with any Proponents, different or additional terms to those envisioned in this RFP or in such a Proponent’s proposal.

After selection of preferred proposal(s), if any, IDRC has the right to negotiate with the preferred Proponent(s) and, as a part of that process, to negotiate changes, amendments or modifications to the proposal(s) at the exclusion of other Proponents.

Without limiting the foregoing, IDRC reserves the right to:

- a.** seek clarification or verify any or all information provided by the Proponent with respect to this RFP, including, if applicable to this RFP, contacting the named reference contacts;
- b.** modify, amend or revise any provision of the RFP or issue any addenda at any time; any modifications, amendment, revision or addendum will, however, be issued in writing and provided to all Proponents;
- c.** reject or accept any or all proposals, in whole or in part, without prior negotiation;
- d.** reject any proposal based on real or potential conflict of interest;
- e.** if only one proposal is received, elect to accept or reject it;
- f.** in its sole discretion, cancel the RFP process at any time, without award, noting that the lowest or any proposal will not necessarily be accepted;
- f.** negotiate resulting Contract terms and conditions;
- g.** cancel and/or re-issue the RFP at any time, without any liability whatsoever to any Proponent;

- h. award all or any part of the work to one or more Proponents based on quality, services, and price and any other selection criteria indicated herein;
- i. retain all proposals submitted in response to this RFP.

2.8 PROPOSED CONTRACT

2.8.1 Resulting Contract

Annex A has been provided as part of the RFP documents so that Proponents may review and become familiar with certain specific conditions that are expected to be adhered to in connection with the provision of services. While some of the language may be negotiated between IDRC and the successful Proponent, IDRC's flexibility to amend its standard terms and conditions may be limited.

Important note: The Proponent should outline any objections with reasons to any terms and conditions contained in this RFP and include them in its proposal. Failure to identify objections at the proposal stage may preclude Proponents from raising these objections in the course of any future negotiations.

2.8.2 Income Tax Reporting Requirement

As a Crown Corporation, IDRC is obligated under the Canadian Income Tax Act and Regulations to report payments made by IDRC to suppliers. IDRC must therefore obtain the necessary information from suppliers and will request from the Lead Proponent to complete and sign the appropriate form(s) prior to execution of any Contact.

SECTION 3 – STATEMENT OF WORK

This section is intended to provide Proponents with the information necessary to develop a competitive proposal. The Statement of Work is a complete description of the tasks to be done, results to be achieved, and/or the goods to be supplied.

3.1 GHRI OVERVIEW

GHRI is a made-in-Canada collaboration that improves health worldwide. Funded by Foreign Affairs, Trade and Development Canada, the Canadian Institutes of Health Research, and Canada's International Development Research Centre, GHRI brings researchers and decision-makers from Canada and developing countries together to support scientific breakthroughs and shared learning that helps meet critical global health challenges in areas like health system strengthening, primary health care, maternal and child health, and HIV prevention. GHRI enables funded teams to develop and implement integrated programs that combine knowledge generation with capacity strengthening and knowledge application to improve the health of populations in developing countries, especially the most vulnerable.

Established in 2001, GHRI has to date invested approximately CA\$71 million in funding research to strengthen health systems in more than 80 low- and middle-income countries. According to its 2012-16 strategic plan, GHRI will take the following directions:

Vision: The Global Health Research Initiative aims to create better health for all through evidence informed policies and programs that lead to strong, equitable health systems.

Mission: GHRI is a partnership of Canadian government agencies who are working together with researchers and decision-makers around the world to tackle global health challenges. The Initiative

promotes collaborations and shared learning across disciplines and sectors within and between low- and middle-income countries and Canada.

Priority Research Areas:

- Health systems strengthening
- Primary healthcare
- Populations living in global and local conditions of vulnerability

3.2 Background

For this project, global health research (GHR) for development has health equity as its goal and is characterised by ‘interdisciplinary responses to complex health issues, participatory action research that grounds the research in its context and research with a policy or practice impact orientation’.

Worldwide, funding agencies supporting global health research for development are increasing in number and in scope. There are more funding agencies, as well as new researchers and research organizations active in global health research in countries in high, low and middle income countries. All these actors are interested in finding out the value of their research and their funding, wanting to assess if their activities and investments generate valuable knowledge having tangible impacts and influences among relevant stakeholders such as policy makers and program developers. Evaluating the impact, influence and use of GHR knowledge pose challenges especially since programs are diverse in scope, field of study, and settings. These challenges are further amplified by the complexity of the systems influencing global health. Moreover, funding agencies and researchers are often left with limited resources and short timeframes to evaluate their impacts.

The challenge is not only in evaluating individual research initiatives or projects, but also in aggregating or making sense of these results at organizational levels for both grantees and funders.

Looking for efficient, robust and meaningful evaluation strategies to find out the impact, influence and use of GHR is critical to ensure good funding and research practices, to account for the money spent, and to show the health, economic and societal outcomes engendered from these investments in global health. Developing methodologies, including type of evidences and indicators, to implement these evaluation strategies would be valuable tools for GHR funding agencies, researchers and their organizations. Taking in consideration the needs, resources and realities of funded GHR programs/projects, which would have to provide input in the evaluation of the funding agency, when developing such methodologies will be a priority. Understanding the similarities, and perhaps differences, of the priorities and experiences of funders, researchers, and research organizations in evaluating global health research could help clarify how both practice and policy could improve, ultimately becoming more useful to all stakeholders.

Previous GHRI work involved undertaking three workshops with funders, researchers and evaluation experts in an effort to address these gaps and better clarify how to evaluate its research funding activities. It also just assembled an Evaluation Working Group formed of evaluation and technical representatives of its three Canadian government partner agencies. The current project is building on this work in order to further contribute to the field of evaluating GHR for development.

3.3 Introduction and Project overview

Reaching out to experts in the field and fostering knowledge exchange is a proven approach to generate mutual learning and solutions to the above challenge. The ESSENCE³ on Health Research collaboration offers a great platform to consolidate, bring forward and scale up the current discussion and knowledge generated on evaluating GHR program. Members of this collaboration also have strong networks with global health researchers, evaluators and decision makers who would be important contributors to the topic.

The goals of the proposed project will be to contribute to the field of evaluating GHR for development by:

- supporting on-going reflection and mutual learning,
- developing evaluation strategies, and
- contributing to the development of methods, types of evidence and indicators in order to assess the impact, influence and use of GHR.

To implement the above approach and reach the above goals, the following three activities will be implemented:

1. Production of a background paper highlighting ‘Where We Stand’ and ‘How We Are Doing’ on the topic of evaluating GHR for development (output of the current statement of work).
2. A 2-day workshop to gather perspectives from experts of GHR funding agencies, researchers, evaluators and decision makers in order to define impact, influence and use of GHR as well as to identify strategies, methods and indicators on evaluating GHR for development.
3. A commissioned good practice document based on perspectives and knowledge generated at the workshop on this topic.

3.4 Description and Scope of Work

3.3.1 Project Scope

GHRI seeks to commission a consultant⁴ with demonstrated skills in evaluation research and writing to conduct a research and write a ‘Where do we stand?’ background paper on the following topic: “Taking stock of current practice and ways to improve the evaluation of global health research programming”.

The research methods to be used to produce the background paper will be surveys, interviews, and document review with funding agencies and research grantees. The research and background paper will take account of the complex nature of health systems research undertaken within and outside of developing countries, and the challenges of evaluating the results of global health research and programming.

³ ESSENCE on Health Research (Enhancing Support for Strengthening the Effectiveness of National Capacity Efforts on Health Research) is a collaborative framework between funding agencies to scale up research capacity. It aims to improve the impact of investments in institutions and people, and provides enabling mechanisms that address needs and priorities within national strategies on research for health. For additional information about ESSENCE, please refer to the following link: <http://apps.who.int/tdr/svc/partnerships/initiatives/essence>

⁴ This can be an individual, a company or a partnership between individuals, researchers and companies.

The objective of the background paper is to generate a reference document outlining the current thinking, strategies, and challenges evaluating GHR for development. ***The paper should look at the questions from the perspectives of both funders and grantees, and consider implications for evaluation at project, program and organizational levels.*** The following questions should guide the study:

- How are research funders and research grantees evaluating global health research for development?
 - What are the current evaluation approaches and frameworks used by funding agencies and grantees to evaluate global health research programming?
 - What are the successes, best practices, challenges and solutions used by funding agencies and grantees to evaluate their work at project, program or organizational level?
 - In which ways are the evaluation approaches and frameworks used by funding agencies and grantees converging and how? In which ways are these approaches and framework less converging?
- What evaluation theories and frameworks are best suited to evaluating global health research?

The background paper will be presented at a workshop with funders and researchers involved in global health research, and will be used in future to inform the development of practical guidelines for evaluating global health research.

To apply for this statement of work, the proponent is expected to propose a methodology outlining how data will be collected, analysed and summarised for the delivery of the background paper. The methodology must include consultations with funding agencies operating in the field of GHR for development and with funded programs/projects as well as a data triangulation strategy. Due to the nature of the information of interest, qualitative methods to collect data from the funding agencies and funded programs/projects will be essential (e.g. interviews) and supporting quantitative methods accepted. Funding agencies of all types (e.g. private, governmental, ..) and different size (e.g. total value of funds) should be included in the consultation/sampling strategy. Deepened investigations with funding agencies who demonstrated examples of best practices should be included in the form of short case studies, including document reviews. A realistic consultation/sampling process with funded programs/projects should also be included in the proposal, along with data collection strategies (e.g. use of list serve, ESSENCE partners, focus groups).

Informed consent will have to be sought and recorded, electronically or in paper, with all funding agencies, funded programs/projects agreeing to participate in the study. The data collected will have to be kept securely and confidentially by the proponents.

3.3.2 Project Timeline, Outputs and Tasks

The table below outlines the tasks, output and timeline for this project. The consultant will be expected to report in writing to GHRI (*Project Authority*) on the project implementation status bi-weekly.

| Timeline | Tasks | Outputs |
|----------|---|--|
| Week 1 | Take part in an initial meeting with the GHRI secretariat to discuss the project and methodology | |
| Week 2 | Submit a first draft of the proposed methodology to GHRI secretariat, based on initial meeting outcome | First Draft of Methodology |
| Week 3 | Include (verbal and written) comments from GHRI secretariat in proposed methodology and submit to GHRI | Final Methodology |
| Week 4-7 | Implement Consultation Strategy with Funding Agencies, funded programs/projects and other data collection strategies, in addition to the literature review | |
| Week 6 | Preliminary results shared with GHRI secretariat in a short report and meeting | Preliminary Results Report |
| Week 8 | Analysis of data collected | |
| Week 10 | First draft of background paper submitted to GHRI secretariat | First draft of background paper |
| Week 11 | Meeting with GHRI and GHRI Evaluation Working Group to discuss first draft of background paper | |
| Week 12 | Inclusion of comments from GHRI secretariat and Evaluation Working Group in background paper and submit to GHRI | Final background paper |
| TBD | Present the results and background paper to workshop with funding agencies – location to be determined (may be outside of Canada). Consultant must attend the workshop in person | Presentation slides and delivery of presentation |

The background paper will be written in English and must be formatted as a research article (e.g. including sections such as abstract, background, methodology, results, discussion, and conclusion) – with a maximum of 15 pages (single-space with figures, but not references).

The final version of the paper will be translated in French by GHRI and published on GHRI website, where the consultant would maintain authorship. The consultant could pursue publication in a peer-reviewed journal at their own discretion (yet informing and acknowledging GHRI), in condition that the GHRI website publication be maintained.

3.4.5 Project Budget

The total available budget project is between \$30,000 and \$50,000 CAD (inclusive of taxes). Travel expenses are not to be included.

3.3.3 Additional Phases of Work

This project could extend into additional phases of work, which is the development of practical guidelines for evaluating global health research following the workshop with funding agencies and researchers planned in Spring 2014. The practical guidelines will be produced over Summer 2014.

3.5 Location of Work and Travel

Due to the type of Services required, the successful Proponent will be able to work from its own location. IDRC will not provide onsite facilities for the Proponent, other than providing facilities for on-site meetings.

Travel will be required by the proponent to attend the workshop. Date and location have yet to be determined (expected to be in Ottawa, Canada in spring 2014). GHRI will cover the travel expenses of the contractor for presenting and participating at the workshop. The travel budget associated with presenting at the workshop is in addition to the budget for the current statement of work.

SECTION 4 – PROPOSAL EVALUATION

This section describes the process that IDRC will use to evaluate proposals and select a Lead Proponent.

4.1 EVALUATION COMMUNICATION

During proposal evaluations, IDRC reserves the right to contact or meet with any individual Proponent in order to obtain clarification of its submission or to gain insight into the quality and scope of relevant services. A Proponent will not be allowed to add, change or delete any information during the process. IDRC is in no way obligated to meet with any or all Proponents for this purpose.

4.2 EVALUATION METHODOLOGY

4.2.1 Mandatory Requirements

Each proposal will be examined to determine compliance with each **mandatory** requirement (**M**) identified in this RFP. A mandatory requirement is a minimum standard that a proposal must meet in order to be considered for further evaluation. Mandatory is defined as having substantial compliance as assessed by IDRC in its sole and absolute discretion.

In this RFP document, words such as “must”, “shall”, and “will” denote a mandatory requirement.

Important Note: Proposals which fail, in the sole discretion of IDRC, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process. However, IDRC reserves the right to waive any mandatory requirements if it deems fit and appropriate to meet the interests of and provide best value to IDRC. This clause should be interpreted solely for the benefit of IDRC and not for the benefit of the Proponents.

4.2.2 Rated Requirements

Responses for **rated** requirements (**R**) will be evaluated according to the degree to which they meet or exceed IDRC’s requirements.

In this RFP document, words such as “may”, “can”, and “should” denote IDRC’s suggested approach.

4.2.3 Budget Evaluation

The price provided in the financial proposal will be scored based on a relative pricing formula. Each Proponent will receive a percentage of the total possible points arrived at by dividing that Proponent’s total price by the lowest submitted total price.

Travel and other expenses will not be used for scoring.

4.3 PRESENTATIONS/INTERVIEWS

Proponents may be invited to make a presentation or participate in an interview by conference call, prior to the final selection whereby the presentation will be assessed based on the same criteria noted herein, plus the ability of Proponent to effectively communicate with IDRC Staff.

4.4 EVALUATION TABLE

IDRC will score Proponent's proposals based on the following, where a detailed breakdown of the technical proposal evaluation criteria is provided in:

| Section | Description | % of Score |
|---------|--------------------|-------------|
| 5.6 | Technical proposal | 85% |
| 5.7 | Financial proposal | 15% |
| | Total Score | 100% |

4.5 PROPONENT FINANCIAL CAPACITY

IDRC reserves the right to conduct an assessment of the Lead Proponent's financial capacity. IDRC may request that the Lead Proponent provide proof of financial stability via bank references, financial statements, or other similar evidence. The Lead Proponent must provide this information upon 72 hours of IDRC's request. Failure to comply may result in disqualification.

4.6 PROPONENT SELECTION

As noted in section 2.7, acceptance of a proposal does not oblige IDRC to incorporate any or all of the accepted proposal into a contractual agreement, but rather demonstrates a willingness on the part of IDRC to enter into negotiations for the purpose of arriving at a satisfactory contractual arrangement with one or more parties.

Without changing the intent of this RFP or the Lead Proponent's proposal, IDRC will enter into discussions with the Lead Proponent for the purpose of finalizing the Contract. If at any time IDRC decides that the Lead Proponent cannot satisfy IDRC's requirements, IDRC may terminate negotiations. If at any time IDRC feels that the secondary Proponent may meet the requirements, IDRC will continue the process with the secondary Proponent and so on.

Announcement of the process and successful Proponent will be made to all Proponents only after the signing of a Contract.

SECTION 5 – PROPOSAL FORMAT

Proposal responses should be organized and submitted in accordance with the instructions in this section.

5.1 GENERAL

Proposals should be in 8 1/2" x 11" (letter) format. Elaborate or unnecessary voluminous proposals are not desired. Proposals should be no more than **8 pages** in length (excluding any stipulated attachments).

5.2 OFFICIAL LANGUAGES

Proposals may be submitted in English or French. Proponents submitting proposal in French will have to demonstrate their proficiency in English elsewhere in their application.

5.3 ORGANIZATION OF RESPONSES

Responses should be organized as follows, where the sections that follow (5.4, 5.5, 5.6 and 5.7) provide more details:

| File | Contents |
|------|--------------------|
| 1 | Cover Letter |
| | Table of Contents |
| | Technical Proposal |
| 2 | Financial Proposal |

5.4 COVER LETTER

A one (1) page covering letter on the Proponent's letterhead should be submitted and should include the following:

- a. A reference to the RFP number and RFP title.
- b. A statement confirming the validity of the proposal (refer to section 2.4).
- c. The primary contact person with respect to this RFP: the individual's name, address, phone number and email address.
- d. The letter **signed** by person(s) duly authorized to sign on behalf of the Proponent and bind the Proponent to statements made in response to the RFP.

5.5 TABLE OF CONTENTS

The Proponent should include a table of contents that contains page numbers for easy reference by the evaluation committee.

5.6 TECHNICAL PROPOSAL (M)(R)

5.6.1 General (M)

The Proponent **must** provide detailed information relative to each requirement listed in the Statement of Work and clearly outline the work that the Proponent proposes to undertake for the provision of these services to IDRC.

5.6.2 Response to the Statement of Work

| A | Company Profile and Experience | Rating | Total Points |
|---|---|--------|--------------|
| 1 | Executive Summary The Proponent should include a short executive summary highlighting the following: | R | 5 |

| | | | |
|---|---|---|-----|
| | <p>a. a description of the company outlining:</p> <ul style="list-style-type: none"> • the Proponent’s business and specializations; • the location of its head office and other offices (specify city and province only); • the total number of years the Proponent has been in business; • the number of full-time employees; and • details of any sub-contracting arrangements to be proposed <p>b. a brief summary of what makes the Proponent’s organization stand out from its competitors</p> | | |
| 2 | <p>Similar Services The Proponent must have provided similar services as described in the Statement of Work for a minimum of two (2) consecutive years preceding the closing date of the RFP.</p> | M | n/a |
| 3 | <p>Similar Services- Demonstrate In order to demonstrate that the Proponent has completed two (2) consecutive years of similar services, the Proponent’s response should include a list with the following details:</p> <ul style="list-style-type: none"> a. name and address (city and province only) of the client; b. services period, e.g. start and end dates; and c. brief description of services provided by the Proponent. | R | 10 |

| B | Personnel Profile and Experience | Rating | Total Points |
|----------|--|---------------|---------------------|
| | | | 0 |
| 1 | <p>All Proposed Resources The Proponent shall outline all proposed resources (“delivery of services personnel” and other resources) to be used in completing providing the services and include:</p> <ul style="list-style-type: none"> a. name, title, telephone #, email address, location (city and country only*); b. their roles , structure and reporting relationships; and c. CV’s of all proposed team members. <p><i>*The purpose of the knowing their location is to understand if travel may be required by certain proposed resources.</i></p> | M | n/a |

| C | Specific requirements | Rating | Total Points |
|----------|---|---------------|---------------------|
| | | | 70 |
| 1 | <p>Understanding of IDRC and Statement of Work The Proponent must demonstrate that it has a complete understanding of:</p> | R | 5 |

| | | | |
|---|--|---|----|
| | a. IDRC, GHRI; and b. the objectives and requirements in Section 3, Statement of Work. | | |
| 2 | Proponent's response should include a brief yet complete work plan. | R | 10 |
| 3 | Proponent's response should include a relevant, appropriate and scientifically sound proposed research methodology. | R | 15 |
| 4 | The Proponent should demonstrate experience in conducting evaluation research. | R | 10 |
| 5 | Proponent's should demonstrate experience in having conducted at least one evaluation project in the field of research for development | R | 10 |
| 6 | The Proponent should demonstrate proven expertise in qualitative data collection and analysis | R | 10 |
| 7 | The proponent should demonstrate capacity in conducting data collection and analysis in French | R | 5 |
| 8 | A background in Global Health research / working in developmental settings would be considered an asset, but is not mandatory | R | 5 |

5.7 FINANCIAL PROPOSAL

5.7.1 General

The Proponent should provide a *separate* response relative to the pricing of its proposed solution (reference section 2.3.2).

5.7.2 Financial Requirements

Responses **must** address the following financial requirements:

| Requirements - (refer to section 3.4.5) | Total Points |
|---|---------------------|
| | 15 |
| a. The Proponent should state the assumptions underlying its financial proposal. | |
| b. All prices should be quoted in Canadian dollars (CAD), and should be listed separate from taxes. | |
| c. All prices should include a detailed breakdown and include at a minimum the following: <ul style="list-style-type: none"> i. all inclusive daily rate applicable to proposed personnel who will do the work; ii. estimated total number of billable days to do the work; iii. estimated number of travel days, if applicable. | |
| d. The Proponent should describe its invoicing schedule if other than providing one (1) invoice upon completion of all Work. <i>Important Note:</i> IDRC's payment terms are NET 30. | |
| e. If there are any alternative Terms and Conditions for a resulting Contract to be put forth, this is the section to provide those terms (reference section 2.8.1). | |

ANNEX A – Resulting Contract Terms and Conditions

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

A1. Definitions

For the purposes of this Contract:

Administrative Representative shall mean the person designated within the main body of this Contract.

Commencement Date shall mean the date on which the services described in the Contract are to commence.

Confidential Information shall mean any and all technical and non-technical information including patent, copyright, trade secret, and proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, source codes, and formulae related to the current, future, and proposed products and services of the Centre, and includes, without limitation, the Centre's information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, and marketing plans and information.

Consultant shall mean either the individual, institution, corporation or partnership retained pursuant to this Contract, and its employees, directors, officers, partners, sub-Contractors and agents, as applicable, and any other representative for whom the Consultant is responsible at law.

Contract shall mean the main body of this contract including any and all attachments incorporated therein by reference. In the event of a conflict between the main body of the Contract and Attachment A, the main body of the contract shall prevail.

Day shall mean eight hours of work when working in the city or country of the Consultant's principal place of business and ten hours when working in a city or country away from the Consultant's principal place of business.

Termination Date shall mean the earlier of (a) the date on which the final contract outputs described in the Advance and Schedule of Payments section of this Contract have been delivered, and (b) the date on which the Contract automatically terminates by operation of the Termination provisions contained in this Contract.

A2. Entire Contract

This Contract supersedes all previous Contracts and correspondence, oral or written, between the Centre and the Consultant, and represents the whole and entire understanding between the parties.

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

A3. Conditions Precedent and Terms of Payment

- c) Proper completion of invoice(s) to set out:
- Centre Contract number contained in the subject header of the Contract;
 - Invoice number contained in the subject header of the Contract;
 - Invoice number
 - Invoice Date
 - Fees (daily rate and number of days or unit rate and number of units or fixed price);
 - Detailed expenses as stipulated in the Expenses section of the Contract;
 - GST (Goods and Services Tax) or HST (Harmonized Sales Tax), as applicable –Consultants not registered for Canadian GST purposes must itemize the taxes they paid; and
 - GST/HST registration number, if applicable.

Subject to the terms set out in the Advance and Schedule of Payments section of this Contract and the above conditions being met, the Centre will issue payment of fees and expenses according to the Centre's standard payment period of thirty (30) calendar days. The payment period is measured from the date the Centre receives the duly completed Canadian Tax Reporting form, or the date the Centre receives an acceptable invoice, or the date the work is delivered in acceptable condition as required in the Contract, whichever is latest. If the content of the invoice or the requisite form is incomplete or the work is not acceptable, the Consultant will be notified and the payment period will be deferred until all deficiencies have been rectified to the Centre's satisfaction.

The Centre will reimburse the Consultant for any applicable GST or HST, only if the fees and expenses on which taxes are claimed are net of any input tax credit the Consultant is entitled to claim from Canada Revenue Agency.

Notwithstanding the above, if the Centre provided an advance to the Consultant for expenses, such advance must be deducted from subsequent invoice totals. If the amounts advanced are found to exceed the final invoice total, the Consultant must refund the balance to the Centre upon submitting the final invoice, which must be no later than thirty (30) calendar days following the Termination Date.

The Centre will not pay more than one day of fees per 24-hour period.

The Centre will not pay any fee nor any expenses incurred after the termination date of the contract.

Following the Termination Date, and payment of the final invoices, all taxes due and owing in relation to the provision of services pursuant to this Contract are deemed to have been paid by the Centre. The Consultant will be liable for any tax claims, debts, actions or demands in relation to the services provided pursuant to this Contract (hereinafter referred to as "Tax Claims") and the Consultant shall indemnify and hold the Centre harmless against said Tax Claims.

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

A4. Tax Implications

The Canada Revenue Agency (CRA) is responsible for the administration of the GST or HST and income tax regulations. Contact CRA to discuss questions, concerns or obtain current regulations especially with respect to refunds or credits. The main CRA website can be found at <http://www.cra-arc.gc.ca>.

a. Non-Resident Consultants

Notwithstanding anything to the contrary in this Contract, the Centre will withhold 15% of fees and non-exempt expenses of non-resident Consultants working in Canada unless they hold a contract-specific waiver from the CRA. The Centre will transmit the funds withheld to CRA, in accordance with the income tax regulations of Canada. Such funds can be reclaimed by the consultant from the CRA or from their own governments as the case may be.

b. Consultants Hired by a Centre Regional Office working in the country where the Regional Office is located.

Regional offices of the Centre issuing Contracts will apply the national fiscal regulations relevant to the hiring of local Consultants.

A5. Air Travel Policy

The Centre policy is that all air travel be prepaid. All Contract personnel must travel economy class by the most direct and economical routing (taking advantage where possible of excursion fares). The Consultant is free to reroute or upgrade at his or her own expense and settle any additional cost directly with the travel agency or airline.

Consultants will receive their ticket(s) either by courier at the address set out in this contract, from a nearby airline office (via a prepaid ticket advice), or via electronic ticketing.

Under no circumstances will the Centre entertain the Consultant making his or her own reservations and billing the Centre. When the Consultant's travel includes destinations not covered under the scope of this Contract, the Consultant must contact the Centre's Administrative Representative to exercise one of the following options:

- to prepay to the Centre's designated travel agency his or her share of the itinerary unrelated to this Contract; or
- to have the Centre prepay its share of the itinerary directly to the Consultant's travel agency.

Consultants who find significantly less expensive fares to those offered by the Centre's travel agency for the same travel parameters are also encouraged to contact the Centre's administrative representative to discuss the possibility of taking advantage of the less expensive fares, which are nonetheless to be prepaid by the Centre.

For further information or clarifications, contact the Centre Administrative Representative.

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

A6. Confidentiality of Information

a. Non-Disclosure and Non-Use of Confidential Information

The Consultant agrees that it will not, without authority, make use of, disseminate or in any way disclose any Confidential Information to any person, firm or business.

The Consultant shall take all reasonable precautions at all times (and in any event, efforts that are no less than those used to protect its own confidential information) to protect confidential information from disclosure, unauthorized use, dissemination or publication, except as expressly authorized by this Contract.

The Consultant agrees that it, he, or she shall disclose Confidential Information only to those of its, his, or her employees or subcontractors who need to know such information and certifies that such employees or subcontractors have previously agreed, either as a condition to employment or service or in order to obtain the Confidential Information, to be bound by terms and conditions substantially similar to those of this Contract.

The Consultant will immediately give notice to the Centre of any unauthorized use or disclosure of the Confidential Information. The Consultant agrees to indemnify the Centre for all damages, costs, claims, actions and expenses (including court costs and reasonable legal fees) incurred by the Centre as a result of the Consultant's failure to comply with its obligations under this section, and the Consultant further agrees to defend and participate in the defence of any claim or suit alleging that the Centre has a liability with respect to any confidential information it may have acquired from a third party; with regard to any unauthorized disclosure, provision or making available of any such Confidential Information.

b. Exclusions from Nondisclosure and Non-use Obligations

The Consultant's obligations under the preceding subsection (A6.a) with respect to any portion of the Confidential Information shall terminate when the Consultant can document that:

- i. it was in the public domain at or subsequent to the time it was communicated to the Consultant by the Centre through no fault of the Consultant;
- ii. it was rightfully in the Consultant's possession free of any obligation of confidence at or subsequent to the time it was communicated to Consultant by the Centre; or
- iii. it was developed by the Consultant, its employees or agents independently of and without reference to any information communicated to the Consultant by the Centre.

A disclosure of Confidential Information (a) in response to a valid order by a court or other governmental body, (b) otherwise required by law, or (c) necessary to establish the rights of either party under this Contract, shall not be considered to be a breach of this Contract or a waiver of confidentiality for other purposes; provided, however, that the Consultant shall provide prompt written notice thereof to enable the Centre to seek a protective order or otherwise prevent such disclosure.

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

c. Ownership of Confidential Information and Other Materials

All Confidential Information and any Derivatives thereof, whether created by the Centre or the Consultant, remain the property of the Centre and no license or other rights to Confidential Information is granted or hereby implied.

For purposes of this Contract, "Derivatives" shall mean:

- i. for copyrightable or copyrighted material, any translation, abridgement, revision, or other form in which an existing work may be recast, transformed, or adapted;
- ii. for patentable or patented material, any improvement thereon; and
- iii. for material which is protected by trade secret, any new material derived from such existing trade secret material, including new material which may be protected by copyright, patent, and/or trade secret.

The Consultant shall, on request, promptly return to the Centre all of its proprietary materials together with any copies thereof.

This section shall survive the termination of this Contract.

A7. Use of Centre Property

A7.1 Access to Information Systems and Electronic Communication Networks

During the course of this Contract, the Consultant may be provided with access to Centre information systems and electronic communication networks. The Consultant, on behalf of its/his/her employees, sub-Contractors and representatives, agrees to abide by Centre policies concerning use of such information systems and networks. The Centre will provide the Consultant with any such policies upon commencement of services pursuant to this Contract, or as such policies are put into effect, and the Consultant will make such policies known to its personnel, and will take such steps as are necessary to ensure compliance with such policies.

A7.2 Access to Centre Premises

The parties agree that reasonable access to the Centre's premises by consultant's authorized personnel and which is necessary for the performance of the services hereunder, in accordance with the terms of this contract, shall be permitted during normal business hours of the Centre. The consultant agrees to observe all Centre security requirements and measures in effect at the Centre's premises to which access is granted by this agreement.

A8. Relationship with the Centre

Nothing in this Agreement shall be deemed in any way or for any purpose to constitute the parties hereto partners in the conduct of any business or otherwise. The Consultant shall have no authority to assume or create any obligation whatsoever, expressed or implied, in the name of the Centre, or to bind the Centre in any manner whatsoever.

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

The Consultant acknowledges and agrees that, in carrying out this Contract, the Consultant is acting as an independent contractor and not as an employee of the Centre. The Contractor shall be responsible for all matters related to it or its employees, as the case may be, including but not limited to deducting or remitting income tax, Canada Pension Plan contributions, Employer Insurance contributions or any other similar deductions required to be made by law for employees. The Consultant agrees to indemnify the Centre in respect of any such remittances which may be subsequently required by the relevant authorities, together with any related interest or penalties which the Centre may be required to pay.

The Consultant is free to provide its services to others during the course of this Contract, provided however, the Consultant fully respects the commitments made to the Centre pursuant to this Contract, including all completion dates and deadlines for tasks and deliverables as may be indicated in Section 1 (Terms of Reference and Schedule) of the contract.

A9. Quality of Work

The consultant covenants that it will provide its services pursuant to this agreement in a diligent and workmanlike manner, with regard to the best interests of the Centre, and warrants that its personnel possess the skill and experience necessary to the satisfactory performance of the work contracted for.

A10. Assignment of Copyright and Waiver of Moral Rights

In consideration of the fees paid, the Consultant, its employees, sub-Contractors, successors and assignees expressly agree to assign to the Centre any copyright arising from the works (including audio-visual material, software, documents, books, pamphlets, memoranda or reports, including translations) the Consultant produces while executing this Contract. The Consultant hereby agrees to waive in favour of the Centre any moral rights in the works. The Consultant shall secure any additional waivers of moral rights in the works in favour of the Centre, from personnel and sub-contractors, as appropriate.

Furthermore, the Consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such works without the prior written consent of the Centre.

A11. Patent, Trade Mark, Trade Secret and Copyright Infringement

The consultant covenants that no services or materials to be provided to the Centre under this agreement will infringe upon or violate the rights of any third parties, including such parties' intellectual property rights. Without limiting the generality of the foregoing, the Consultant represents and warrants that no services or materials provided pursuant to this agreement will infringe any existing patent, trade mark, trade secret or copyright registered or recognized in Canada or elsewhere, with respect to or in connection with the intended use of the services or materials by the Centre.

The Consultant agrees to indemnify and hold the Centre harmless from and against any and all damages, costs, and expenses (including court costs and reasonable legal fees) incurred by the Centre as a result of the infringement or alleged infringement of any third party intellectual

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

property rights, and further agrees to defend and participate in the defence of any claim or suit alleging that the Centre has a liability in this regard.

This section will survive termination of the contract.

A12. Sub-Contractors, Successors and Assignees

The Consultant is prohibited from entering into any sub-contract, designating any successor or assigning any rights under this Contract without the express written consent of the Centre.

A13. Conflict of Interest

The Consultant must avoid participating in activities or being in situations that place it, him, or her, in a real, potential or apparent conflict of interest that has the potential of influencing the contract outputs being contemplated by this Contract.

The Consultants must not accept, directly or indirectly, for themselves or on behalf of any person or organization with whom they are in a close social, family or economic relationship, any gift, hospitality, or other benefit from any person, group, or organization having dealings with the Centre where such gift, hospitality, or other benefit could reasonably foreseeably influence the Consultant in the exercise of its, his or her official duties and responsibilities pursuant to this Contract.

A14. Insurance, Personal Safety and Health

The Consultant is responsible for taking out at its own expense any insurance (travel, hospitalization, medical or other) deemed necessary while executing this Contract.

Consultants have the exclusive responsibility for maintaining personal safety and good health during the period of this Contract. The Centre strongly suggests that they consult the diplomatic and consular authorities of the country of their nationality with a view to heed the travel recommendations applicable in the countries to be visited under this Contract. It is the responsibility of the Consultants to seek information and advice from any other reliable sources.

Should travel to the destinations of this Contract not be advised by the authorities, the Consultant must immediately upon making that determination advise one of the Centre representatives who will, at his or her option, either terminate the Contract, or with the Consultant's agreement, defer performance until such time as the restrictions on travel are removed, or propose an alternative work plan for the Consultant's agreement.

The Centre also strongly suggest that Consultants seek guidance from qualified health personnel concerning potential health risks in the areas to be visited. In preparing for a trip to a developing country, Consultants should receive all recommended immunizations and take malaria prophylaxis when travelling to an area where malaria is endemic. The Centre especially recommends that:

- a traveller's clinic be consulted if possible;
- health and accident insurance, including coverage for emergency evacuation, be obtained.

Traveller's health information is available in the public domain, including from World Wide Web

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

sites such as <http://www.tripprep.com/> or those maintained by the World Health Organization, Health Canada and the United States Centers for Disease Control and Prevention.

A15. National Legislation

In performing services under this Contract, the Consultant shall be responsible for complying with all legislation of the country (countries) in which it, he, or she must work (including but not limited to laws pertaining to immigration, taxation, customs, employment and foreign exchange control).

It is the individual's responsibility to comply with the travel visa regulations of any country visited or in transit.

The overhead (included in fees) and allowances paid under this Contract include provision for complying with national legislation of the countries the Consultant may visit (including Canada). The Centre will not entertain any claim for work visas, work permits, etc, or any other costs relating to compliance with the national legislation of any country in the world.

A16. Severability

The provisions of this Contract are severable and the invalidity or ineffectiveness of any part shall not affect or impair the validity and effectiveness of remaining parts or provisions of this Contract.

A17. Interpretation of the Contract

This Contract shall be governed and construed in accordance with the laws of the Province of Ontario, Canada. Where a dispute cannot be resolved by mutual agreement, the parties agree that any legal action or claim must be brought before the courts of the Province of Ontario, Canada, which will have exclusive jurisdiction over all such actions and claims.

A18. Non-Waiver

Failure by a party to enforce any right or to exercise any election provided for in this Contract shall not be considered a waiver of such right or election. The exercise of any right or election of this Contract shall not preclude or prejudice a party from exercising that or any other right or election in future.

A19. Notices

Any notices, requests, demands or other communication relating to this Contract shall be in writing and may be given by

- a. hand delivery,
- b. commercial courier,
- c. facsimile, or
- d. registered mail, postage prepaid.

Any notice so sent shall be deemed received as follows:

- a. if hand delivered, on delivery,
- b. if by commercial courier, on delivery,

CONSULTING CONTRACT
Attachment A
General Terms and Conditions of the Contract

- c. if by registered mail, three (3) business days after so mailing, and
- d. if by facsimile, upon receipt. The initial address and facsimile number for notice are set out in this Contract and may be changed by notice hereunder.

A20. Language

The parties have requested that this Contract and all notices or other communications relating thereto be drawn up in English. Les parties ont exigé que ce contrat ainsi que tous les avis et toutes autres communications qui lui sont relatifs soient rédigés en anglais.

A21. Force Majeure

The Consultant may interrupt any service by notice to the Centre if prevented from providing the service by reason of strikes, lockout or other labour disputes (whether or not involving the Consultant's employees), floods, riots, fires, acts of war or terrorism, explosions, travel advisories or any other cause, whether or not a superior force, beyond Consultant's reasonable control. During any such interruption, the Centre shall not be obliged to pay the rates associated with such interruption of service and may terminate this Contract as upon providing 10 calendar days' written notice or as otherwise contemplated by the Contract.

A22. Termination

In addition to the Centre's termination rights contained in the main body of this Contract, this Contract shall immediately terminate without notice if the Consultant

- a. ceases to carry on business,
- b. commits an act of bankruptcy within the meaning of the Bankruptcy and Insolvency Act (*Bankruptcy and Insolvency Act, R.S., 1985, c. B-3*) or is deemed insolvent within the meaning of the Winding-up and Restructuring Act (*Winding-up and Restructuring Act, R.S., 1985, c. W-11*) or makes an assignment, against whom a receiving order has been made under the applicable bankruptcy legislation or in respect of whom a receiver, monitor, receiver-manager or the like is appointed, or
- c. becomes insolvent or makes an application to a court for relief under the Companies' Creditors Arrangement Act, the Bankruptcy and Insolvency Act or the Winding Up and Restructuring Act (*Companies' Creditors Arrangement Act, R.S., c. C-25*) or comparable local legislation.

A23. Centre Review and Audit

The Consultant agrees, if the Centre so requests at any time up to two years following the Termination date to:

- a. submit a complete financial accounting of expenses, supported by original (or certified copies of) invoices, timesheets or other documents verifying the transactions (excluding any receipts which have been submitted at the time of invoicing as deemed necessary according to the terms of the Contract);
- b. give officers or representatives of the Centre reasonable access to all financial records relating to the work to permit the Centre to audit the use of its funds. This shall include books of account, banking records and, in the case of individuals, credit card statements.