



## REQUEST FOR PROPOSAL (“RFP”)

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| <b>RFP Title:</b><br>Monitoring & Evaluation Database<br>(Upgrades)   | <b>RFP #:</b><br><br>13140076  |
| <b>Issue Date:</b><br><br>Monday, March 31, 2014  | <b>Close Date &amp; Time:</b><br><br>Monday, April 28, 2014 at 11:00 a.m.<br>Eastern Daylight Time (EDT) |
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## SECTION 1 – INTRODUCTION

The purpose of this section is to provide general information about the International Development Research Centre (“IDRC”) 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](http://www.idrc.ca)

### 1.2 PURPOSE OF THIS RFP

IDRC requests proposals for the provision of Database Upgrade Services (virtual machine environment - data repository and web application), where requirements are described in section 3, the Statement of Work (“Services”).

### 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
- Annex B – Example Database Screen Shots

### 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  | March 31, 2014 |
| Question and Answer Period                                | April 9, 2014  |
| RFP close date  | April 28, 2014 |
| Evaluation, selection, and notification of Lead Proponent | May 2014       |
| Finalize Contract with Lead Proponent                     | May 2014       |

## 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 (M)

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

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

Proponents should, as much as feasible, aggregate enquiries and requests for clarifications and shall submit them **in writing via email** to the **Contracting Authority** by Wednesday, April 9, 2014, at 11.a.m EDT in order to receive a response prior to the close date.

The Contracting Authority will provide simultaneously to all Proponents, all answers to significant enquiries received without revealing the sources of the enquiries.

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 provided **by email** to each Proponent to whom IDRC has issued this RFP.

### 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.

### 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 # 13140076, Monitoring & Evaluation Database (Upgrades)**" 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 MULTIPLE PROPOSALS**

Proponents interested in submitting more than one proposal may do so, providing that each proposal stands alone and independently complies with the instructions, conditions and specifications of this RFP.

## **2.6 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.

## **2.7 GOVERNING LAWS**

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

## **2.8 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;
- g.** negotiate resulting Contract terms and conditions;
- h.** cancel and/or re-issue the RFP at any time, without any liability whatsoever to any Proponent;
- i.** 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;
- j.** retain all proposals submitted in response to this RFP.

## **2.9 PROPOSED CONTRACT**

### **2.9.1 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.

### **2.9.2 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 Contract.

## 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 BACKGROUND

#### **About Agriculture and Food Security**

[Agriculture and Food Security](#) (AFS) is a program of the International Development Research Centre (IDRC) that funds research to enhance food security. AFS currently has 33 projects (working with about 40 institutions) in Africa, Asia, Latin America and the Caribbean, and the Middle East. Of these projects, 19 have been funded under an initiative called the [Canadian International Food Security Research Fund](#) (CIFS RF), which is a partnership started in 2009 between IDRC and Foreign Affairs, Trade and Development Canada (DFATD). The CIFS RF projects are larger and more complex than typical AFS projects and involve partnerships between Canadian and developing-country research organizations.

In 2013, two new programs were launched under AFS which will have their own sets of projects approved in 2014-15: CIFS RF phase II and Cultivate Africa's Future (CultiAF) programs.

#### **About the Think Tank Initiative**

The [Think Tank Initiative](#) (TTI) is a multi-donor program dedicated to strengthening the capacity of independent policy research organizations in the developing world. Launched in 2008 and managed by Canada's International Development Research Centre (IDRC), the Initiative is a partnership between five donors. TTI team members are based at IDRC headquarters in Ottawa, as well as in three regional offices (Montevideo, Nairobi, and New Delhi).

The Initiative currently provides 48 think tanks ("grantees") in 22 countries with core, non-earmarked funding. This core funding is combined with dedicated capacity development in three broad areas: research methods and skills, policy engagement and communication, and general organizational effectiveness. The Initiative also supports peer-to-peer learning and exchange.

#### **The AFS and TTI Monitoring and Evaluation Databases**

Given their size, complex project structure, and requirements from co-funding donors, both AFS and TTI have demanding program monitoring and reporting needs. To meet these needs AFS and TTI supported the development of two databases, with shared structure, in 2012 and 2010 respectively.

The database system environment comprises a Virtual Linux OS system (Red Hat 5.0) using Ruby on Rails and Non SQL (MongoDb). The web interface (see Annex B for screenshot examples) allows for access to AFS and TTI team members at headquarters, in regional offices, and while on travel. AFS access is open to anyone with an IDRC email account, but AFS grantees do not have access. TTI access is restricted to members of TTI, and certain other members given special access. Grantees have access to certain data related to their own institution, but not that of other grantee institutions.



## Users

There are five main users of the AFS and TTI databases.

1. IDRC Staff:
  - a. Database administrators: individual members of the AFS and TTI teams, typically only 1-2 people per team (full admin rights)
  - b. Members of the AFS and TTI teams (contribute only access)
  - c. Staff in IDRC's Information Management and Technology Division (IMTD) (full admin rights)
2. Outsider users:
  - a. Grantees of TTI (restricted access)
  - b. TTI's donors (Hewlett Foundation, Gates Foundation, Department for International Development - UK, and Norad – Norway) (restricted access)

## Data

The database houses two types of data – quantitative and qualitative – organised within a framework of meta-data.

### Quantitative data

At the heart of the database is the quantitative data collected from three primary sources:

#### 1. Grantee monitoring questionnaires (AFS and TTI)

Each grantee or project completes a baseline and final monitoring questionnaire, as well as shorter annual monitoring questionnaires, which contain a subset of the questions in the baseline and final questionnaire. Questionnaires are administered and completed in Excel. AFS/TTI staff then validate the information, transfer the data to Stata format, clean the data and add Stata meta-data, and upload the finalised dataset in Stata format to the database.

#### 2. Peer review data (TTI)

Grantees submit a number of publications to TTI's peer review process at the beginning and the end of the grant period.

#### 3. Policy community surveys (TTI)

TTI hires a consulting firm to conduct large-scale surveys amongst members of the policy community in the countries where grantees are based. The survey assesses the general policy environment as well as stakeholders' knowledge of, and attitude toward, TTI grantees. The survey is conducted once at the beginning and once at the end of the funding period in each geographical region where grantees are located.

All data is uploaded to the database in Stata format, and it may be downloaded in CSV or Stata format. All datasets are organised into (i) columns, or "variables," representing individual questions from each survey or questionnaire, and (ii) rows, representing the unique unit of observation. The unit of observation is specific to the data type:

TTI dataset:

For grantee monitoring questionnaires, it is the grantee and the monitoring year; for peer review data, it is the ID of the document under review; and for policy community surveys, it is the individual survey respondent and the year.

AFS dataset:

For the monitoring questionnaires the unit of observation is the project (that can have one or more grantees) and the monitoring year.

In order for a dataset to be uploaded to the database, it must include at a minimum the variables necessary to identify the unique unit of observation (e.g. grantee ID and year in the case of grantee monitoring data). Once it has been uploaded, data may be modified by uploading a new Stata dataset which includes the variables containing the data to be modified in addition to the required identifying variables.

### Qualitative data

The database also houses qualitative data, in the form of “stories.” There are two types of stories:

#### 1. Stories related to database processing

Stories are automatically generated when certain actions are taken by AFS and TTI team members – for example, creating new meta-data and uploading quantitative data.

#### 2. Arbitrary monitoring stories

AFS and TTI team members may generate stories containing arbitrary information useful to monitoring the progress of a grantee, or making a general note related to any piece of meta-data (see below for a description of meta-data).

### Meta-data

The quantitative and qualitative data are all organised under a framework of meta-data. The four key types of meta-data are the following:

#### 1. Grantees (TTI) / Projects (AFS)

The most important meta-data consists of the grantees/projects themselves. Each grantee/project has a page within the database, where all of the stories and data associated with the grantee/project appear. Any story may be tagged with one or more grantees/projects, and it will then appear on all of those grantees/projects’ pages.

#### 2. Objectives

The objectives framework is a hierarchical “tree” of goals that are taken from AFS/TTI’s results framework, on which the program must report back to its donors. Any variable in the quantitative datasets may be linked to an objective, and any story may be tagged with an objective.

#### 3. Topics

Topics are similar to objectives, but they are not hierarchical, and they do not come from the results framework. They are issues that AFS/TTI team members wish to track, but which are not part of the formal monitoring requirements. Only stories, and not quantitative data, may be tagged with topics. Examples of topics are “Red flags,” “Institutional profile,” and “Leadership.”

#### 4. Tailored objectives (TTI)

The success of each grantee is ultimately gauged against its tailored objectives, agreed upon at the beginning of the grant period. Tailored objectives are specific to each grantee, and as such, they appear only on individual grantee pages, and only stories generated on that grantee's page may be tagged with that grantee's tailored objectives. Quantitative data may not be tagged with tailored objectives.

### 3.2 DESCRIPTION AND SCOPE OF WORK

#### 3.2.1 Project Scope

The overall objective of the Agriculture and Food Security and Think Tank Initiative Monitoring and Evaluation database, Phase 2 project ("Phase 2") is to increase both the utility and the reach of the database for AFS/TTI, within IDRC, and with IDRC's partners such as grantees and donors.

This objective will be achieved through efforts in four broad areas (not in any particular order)<sup>1</sup>:

1. Immediate needs and fixes for AFS database
2. Improving quantitative data management
3. Improving qualitative data management
4. Integrating the TTI and AFS databases

Any requirement preceded by # is a mandatory component within the Scope of Work; all others are not mandatory. Depending on the cost and time required for each component, AFS/TTI may choose not to pursue all non-mandatory requirements. The successful bidder will work closely with AFS and TTI staff and a project manager from IMTD to ensure that all security, information management, and access issues are fully aligned with IDRC policy and procedures.

#### 3.2.2 AFS Requirements

##### Immediate needs and fixes for AFS database

##### Objectives

General objective: Expand the database to incorporate CIFS RF Phase 2 and CultiAF programs.

##### Requirements

1. #Add "CultiAF" as a project identifier, with a filter on the home page, similar to what current exists for CIFS RF
2. #Add new Objectives (tags for stories):
  - i. "water" under Impact
  - ii. "governance" under Cross-cutting

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<sup>1</sup> The order in which the four broad areas should be completed will be discussed with the successful bidder, and be proposed with the Project Plan.

- iii. Add a function that enables IDRC database administrators to add new objectives as needed

### 3. #Fix current glitches with database

- i. Organizational drop down menu glitch on homepage
- ii. Individual technology datasets on the project pages cannot be downloaded (error message “page does not exist”).
- iii. Other programming updates as identified once the CultiAF and CFSRF Phase 2 monitoring frameworks are finalized, which will be done at the start of the contract.
- iv. Other small technical fixes as identified at the start of the contract.

### 3.2.3 TTI Requirements

#### Improving quantitative data management

##### Objectives

General objective: Increase the utility of the database for monitoring and evaluating programs by improving the manner in which quantitative data is managed.

Specific objectives:

- a) Facilitate the accumulation of quantitative data
- b) Increase the value and quality of quantitative data accumulated
- c) Increase the ability of TTI team members, grantees, and donors to extract useful quantitative data from the database

##### Requirements

#### 1. #Enable grantees to enter some of their own quantitative data in cooperation with program officers.

- i. The database must provide forms for entering data directly.<sup>2</sup> Forms must have the following characteristics:
  - Forms may have multiple pages, with grantees able to move back and forth between pages while entering data.
  - Grantees must be able to save partially completed forms, log out of the database, and resume form entry later.
  - Program officers or other authorized TTI team members must be able to monitor the completion of forms and assist, remotely if necessary.

*Example:* A funding recipient is having trouble understanding how to answer a question and phones the program officer. The PO opens the partially completed form on his computer and assists the grantee. Both can edit the form and both can see each other’s edits in real time.

- ii. Completed forms must be accepted by program officers before the quantitative data is formally added to the database.<sup>3</sup>

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<sup>2</sup> Forms will be integrated with the meta-data, e.g. If the meta-data for a gender variable includes M, F, I, the form will provide a choice list with these options.

<sup>3</sup> There will be some workflow for the acceptance of quantitative data.

- iii. The database currently permits grantees and donors to read relevant data via a “secret” URL. In Phase 2, grantees and donors will be authenticated with identities like internal TTI team members.<sup>4</sup>
- iv. Program staff must have the ability to change the content of each form, to add additional forms, and to add new objectives as required.

**2. Enable TTI team members to enter quantitative data more easily.**

- i. Quantitative data will be accepted in Excel, in forms, and in CSV text files as well as the current proprietary format (a specific release of Stata).
- ii. Meta-data will be managed by database administrators within the web application, enabling data to be uploaded without embedded meta-data.

**3. #Integrate with and/or provide an ad hoc report feature that permits team members and donors to download arbitrary data sets and/or create written reports and tables to include in external documents.**

- i. The database will permit the specification of reports with choice of columns, aggregations, and grouping. Reports will be available on screen, saved in .pdf and .csv formats.
- ii. Reports will support charts, graphs, and tables.

The reporting feature would be ideally implemented by embedding a reporting and charting library within the database. The interface for this library will then be part of the database design.

**4. Provide a simple mechanism for defining and using standard charts, graphs, and/or tables.**

- i. Team members and donors will be able to save report formats for re-use.

### **3.2.4 Combined TTI and AFS Requirements**

#### **A. Improving qualitative data management**

##### **Objectives**

General objective: Increase the utility of the database for monitoring and evaluating programs by improving the manner in which qualitative data is managed.

Specific objectives:

- a) Increase the utility of the database for exchanging qualitative data between users
- b) Increase the utility of the database for extracting qualitative data through search and reporting

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<sup>4</sup> Grantees and donors will be managed by database administrators, not IMTD.

### Requirements

1. **#Support full-text search including features such as word stemming and synonym matching.**
  - i. Team members and donors must be able to perform a full-text search of qualitative data in:
    - Stories and comments
    - Text fields
    - Variable labels
    - Documents in the repository that are associated with database records
  - ii. The search must accommodate some “fuzzy” or “imprecise” matching such as stemming (“start,” “starts,” or “started”) or synonym matching (“start” vs. “begin”).
2. **Support qualitative data reporting, such as collecting and exporting selected stories or comments from a search session.**
  - i. When browsing database records, the database must allow team members and donors to aggregate qualitative data for review or export. For example, a user should be able to search for stories including the words “achievement” or “accomplishment,” then mark some or all of those stories to be included in the report.
  - ii. Team members and donors must be able to reorganize and cull the aggregated qualitative data.
  - iii. Team members and donors must be able to export the aggregated qualitative data as text or .pdf.
3. **Support a newsfeed page for team members and donors displaying changes and updates likely to be of interest.**
  - i. The database must provide team members and donors, through an application, with a newsfeed page showing updates to items of interest.
  - ii. The newsfeed will display stories and comments on stories.
  - iii. The newsfeed will filter stories based on the user’s recent activities. For example, it will display recent comments on stories created by the user, and if the user updates quantitative data for a grantee, the newsfeed will display recent stories about that grantee.

### B. Integrating the TTI and AFS database

#### Objective

General objective: Integrate the TTI and AFS code bases into a single database platform both teams may share

#### Requirements

1. **#Contain a single code base with sufficient features for the needs of both TTI and AFS, with data from each system being stored in database records appropriate for that system. However, ensure that none of the TTI requirements are implemented on the AFS database.**

- i. The Agriculture and Food Security (AFS) and TTI teams currently have different versions of the database running different versions of Ruby, different databases, different libraries, and different code bases. They have slightly different database schema. With the current “protocol,” accommodating a new team would require setting up a third database. In Phase 2, the database must have a single code base with configuration options to accommodate the differences between TTI and AFS. The database may either run as a single server instance that presents a different “skin” to each team, or run as separate instances, one per team.
- ii. Adding a third team should be possible with no additional coding, just configuration (presuming they have no feature requirements beyond those already available to TTI or AFS).
- iii. All new features added to the AFS database must be supported by the single code base and thus available to TTI and any other team(s) using the database.
- iv. All bug fixes and new features added to the database in the future must be available to all teams.
- v. Ensure the database is compatible with different versions of Stata (Stata 11, 12, 13).

### 3.2.5 #Training

Once the changes to the databases are complete, the AFS and TTI teams will require training on the use of the changes.

- Work will be done with full transparency to AFS and TTI. All documentation, issue tracking and source code repositories will be fully visible to AFS/TTI throughout the project. Although third party services and tools may be used for project management and development purposes, confidential data will always reside on the consultant’s systems or AFS/TTI’s systems and will never be hosted by third parties.
- The consultant and AFS/TTI will conference call no less often than weekly to discuss progress.
- All design and architecture decisions will be shared with TTI/AFS in a timely fashion and feedback from AFS/TTI will be incorporated into the development direction as appropriate.
- 2-3 days (not necessarily consecutive) of training to be done onsite at IDRC 150 Kent St. Ottawa address, with options to connect virtually with 1 person in Montevideo, Uruguay. Training will be provided to database administrators, and at least two IMTD system maintenance staff (English only is required for the training);
- Training to be conducted over a series of sessions so that IDRC can test, and then follow up with more questions in further training session;
- Documentation to be provided for AFS/TTI covering all aspects of the work completed to the databases.

### 3.2.6 #Post Implementation Support and Warranty

TTI and AFS will require a form of warranty for **three months** after the changes are implemented and staff are trained, whereby support is provided for any bugs or other technical problems arise after the implementation of the changes.

The Proponent will agree to respond to all requests within 24 hours, and provide extended email, online, and/or phone support for AFS/TTI.

### 3.3 SYSTEM REQUIREMENTS

As a quick guide the proponent should have installed and working correctly:

- Virtual Linux OS system (Red Hat 5.0).
- Ruby on Rails (and/or appropriate components).
- RVM, Git, and Bundler
- Database - Non SQL (MongoDb, or other to be specified)

In addition, the proponent should have:

- A terminal program, such as PuTTY on Windows or Terminal on Mac OS X
- A Bitbucket account with access permissions on the AFS code repository.

### 3.4 SCHEDULE

|                   |  |
|-------------------|--|
| March 31, 2014    | Launch Request for Proposals (RFP)   |
| April 28, 2014    | RFP closed   |
| Early May 2014    | Decision made on lead proponent/contract negotiations  |
| Late May 2014     | Consultant to travel to Ottawa to meet with TTI and AFS staff to clarify and finalize needs and information.                               |
| June, 2014        | Consultant to implement and complete testing of Requirement 3.2.2. "Immediate needs and fixes for AFS database" by June 30, 2014 (4 weeks) |
| July – Aug, 2014  | Consultant to implement Requirement 3.2.4.(A) "Improving qualitative data management" (for both AFS and TTI) by August 15, 2014 (6 weeks)  |
| Aug – Sept, 2014  | Consultant to implement Requirement 3.2.3. "Improving quantitative data management" (for TTI), a by September 30, 2014 (6 weeks)           |
| Sept– Oct, 2014   | Consultant to implement Requirement 3.2.4. (B) "Integrating the TTI and AFS database" by October 15, 2014 (6 weeks)                        |
| Nov - Dec, 2014   | Documentation to be provided to AFS/TTI  |
| Jan – March, 2015 | Post Implementation Support and Warranty provided to AFS/TTI until March 31, 2015  |

#### 3.4.1 Additional Phases of Work

The Proponent who successfully completes the initial phase of work would more than likely have the necessary qualifications to complete these anticipated additional phases.

### 3.5 LOCATION OF WORK AND TRAVEL

Work is expected to take place at the Proponent's site, with the possibility of meetings or training on-site at IDRC – to be indicated by IDRC's **Project Authority**.



## 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. Words such as “may”, “can”, and “should” denote IDRC’s suggested approach.

**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.

#### 4.2.3 Pricing

**Pricing** 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. For example, if the lowest total price is \$120.00, that Proponent receives 100% of the possible points ( $120/120 = 100\%$ ), a Proponent who submits \$150.00 receives 80% of the possible points ( $120/150 = 80\%$ ), and a Proponent who submits \$240.00 receives 50% of the possible points ( $120/240 = 50\%$ ).

### 4.3 SHORT LIST AND PRESENTATIONS/INTERVIEWS (R)

Proponents may be invited to participate in an informal interview to support their proposals at their own expense prior to final selection.

#### 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 5.6.2:

| Section | Description        | % of Score  |
|---------|--------------------|-------------|
| 5.6     | Technical proposal | 70%         |
| 5.7     | Financial proposal | 30%         |
|         | <b>Total Score</b> | <b>100%</b> |

#### 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 2.8, 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 successful Proponent will be made to all Proponents following 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.

### 5.2 OFFICIAL LANGUAGES

Proposals may be submitted in English or French.

### 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:

| Volume | Contents           |
|--------|--------------------|
| 1.0    | Cover Letter       |
|        | Table of Contents  |
|        | Technical Proposal |
| 2.0    | 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 pages numbers for easy reference by the evaluation committee.

### 5.6 TECHNICAL PROPOSAL (M)(R)

#### 5.6.1 General

- i. In this section, the Proponent **must** provide detailed information relative to each requirement listed in the Statement of Work (refer to Section 3) and clearly outline the work that the Proponent proposes to undertake for the provision of these services to IDRC.

ii. It is suggested that the Proponent follow the format outlined below (reference section 5.6.2 Response to the Statement of Work) for its technical proposal.

### 5.6.2 Response to the Statement of Work

| A | Company Profile and Experience   | Rating | Total Points<br>20 |
|---|--|--------|--------------------|
| 1 | <p><b>Executive Summary</b><br/>The Proponent shall include a <b>short executive summary</b> highlighting the following:</p> <p><b>a.</b> a description of the company outlining:</p> <ul style="list-style-type: none"> <li>• the Proponent’s business and specializations</li> <li>• the location of its head office and other offices (specify city and province only)</li> <li>• the total number of years the Proponent has been in business</li> <li>• the number of full-time employees</li> <li>• details of any sub-contracting arrangements to be proposed</li> </ul> <p><b>b.</b> a brief summary of what makes the Proponent’s organization stand out from its competitors</p> | M      | n/a                |
| 2 | The Proponent must have acquired <b>experience</b> similar to the services requested in the Statement of Work for a minimum of five (5) consecutive years preceding the closing date of the RFP.   | M      | n/a                |
| 3 | <p>In order to demonstrate that the Proponent has <b>completed five (5)</b> consecutive years of <b>similar services</b>, the Proponent’s should provide two (2) references for which the Proponent has done similar work within the last five (5) years.</p> <p>For each reference, the following should be provided:</p> <p><b>a.</b> name and address (city and province only) of the client;</p> <p><b>b.</b> services period, e.g. start and end dates; and</p> <p><b>c.</b> brief description of services provided by the Proponent.</p>   | R      | 20                 |

| B | Personnel Profile and Experience  | Rating | Total Points<br>20 |
|---|---|--------|--------------------|
| 1 | <p><b>All Proposed Resources</b><br/>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> <p><b>a.</b> name, title, telephone #, email address, location (city and province only*)</p> <p><b>b.</b> their roles , structure and reporting relationships</p> | M      | n/a                |

|          |  |   |    |
|----------|--|---|----|
| <b>2</b> | <p><b>All Proposed Resources Experience</b></p> <p>The Proponent's response should demonstrate the quality and level of expertise of its proposed team by providing the following:</p> <p>- a one to maximum two page up-to-date bio of each proposed resource (including proposed sub-contractors) that includes relevant work experience, education, and all relative professional designations and certifications. Highlight the specific skills and experiences related to:</p> <ul style="list-style-type: none"> <li>• Ruby (and other open source programming language);</li> <li>• JavaScript (programming language);</li> <li>• Database development; and</li> <li>• Project management.</li> </ul> | R | 20 |
|----------|--|---|----|

| <b>C</b>  | <b>Solution / Methodology / Approach / Schedule</b>  | <b>Rating</b> | <b>Total Points</b> |
|-----------|--|---------------|---------------------|
| <b>30</b> |  |               |                     |
| <b>1</b>  | <p><b>Project Plan</b></p> <p>The Proponent should describe the approach for a Project Plan (including all phases: implementation, testing, training, and post implementation support). The Project Plan should include:</p> <p>a. a description and detailed schedule of requirements;</p> <p>b. quality control method(s) used to ensure high quality of work is being delivered; and</p> <p>c. identify any risks, and mitigation strategies.</p>   | R             | 25                  |
| <b>2</b>  | <p><b>System Requirements</b></p> <p>The proponent should have installed and working correctly:</p> <ul style="list-style-type: none"> <li>- Virtual Linux OS system (Red Hat 5.0)</li> <li>- Ruby on Rails (and/or appropriate components)</li> <li>- RVM, Git, and Bundler</li> <li>- Database - Non SQL (MongoDb, or other to be specified)</li> </ul> <p>In addition, the proponent should have:</p> <ul style="list-style-type: none"> <li>- A terminal program, such as PuTTY on Windows or Terminal on Mac OS X</li> <li>- A Bitbucket account</li> </ul> | R             | 5                   |

## 5.7 FINANCIAL PROPOSAL (M)

### 5.7.1 General

The Proponent shall 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:

| Requirement   | Total Points<br>30 |
|---|--------------------|
| <p><b>a.</b> The Proponent is to state the assumptions underlying its financial proposal.</p>   |                    |
| <p><b>b.</b> All prices are to be quoted in Canadian dollars (CAD) and taxes (i.e. 13% HST) are to be provided as a separate item. If taxes are not to be charged, provide an explanation as such.</p>  |                    |
| <p><b>c.</b> All prices must include a detailed breakdown for each requirement and include at a minimum the following:</p> <ul style="list-style-type: none"> <li>i. all inclusive daily rate applicable to proposed personnel who will do the work;</li> <li>ii. estimated total number of billable days to do the work;</li> <li>iii. estimated number of day to be spent in at IDRC's Ottawa office, if applicable.</li> </ul> |                    |
| <p><b>d.</b> The Proponent shall describe its invoicing schedule if other than providing one (1) invoice upon completion of all Work.</p> <p><i>Important Note:</i> IDRC's payment terms are NET 30.</p>  |                    |

**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.



### A3. Conditions Precedent and Terms of Payment

The following sets out the conditions precedent that the Consultant must comply with to ensure payment for services pursuant to this Contract:

- a) Completion and delivery of the information requested in the Supplier, Tax and Bank Information form appended to this Contract.
- b) Satisfactory delivery of all Contract outputs, as per the Terms of Reference and Schedule section of this Contract.
- c) Proper completion of invoice(s) to set out:
  - Centre Contract 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 Supplier, Tax and Bank Information 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.

#### **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's 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, where possible, 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.

## **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.

**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.

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 the Terms of Reference and Schedule sections 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 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, trip cancellation or other) deemed necessary while executing this Contract. The Centre's travel agency will not advise the Consultant of the availability of insurances unless specifically requested by the Consultant at the time of booking travel. Any insurance acquired by the Consultant from the Centre's travel agency shall be at the expense of the Consultant.

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 traveler'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 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,
- 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.

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## Annex B Examples of the web interface of the AFS Database

### 1. Homepage

The screenshot shows the homepage of the IDRC-AFS database. At the top, there is a navigation menu with the following items: IDRC-AFS, Upload Spreadsheet, Projects, Project Data, Organizations Data, Technologies Data, Objectives, Topics, Users, and Spreadsheets. Below the menu is a blue banner that reads "WELCOME TO THE AGRICULTURE AND FOOD SECURITY DATABASE". Underneath the banner is a flow diagram consisting of four icons connected by arrows: a globe, a document, a server rack, and a stack of papers. Below the flow diagram is a large blue button labeled "BROWSE PROJECTS". At the bottom of the page, there is a copyright notice: "Copyright © 2014 Canada's International Development Research Centre (IDRC)." and a link to "End Current Session".

### 2. Login page

The screenshot shows the login page of the IDRC-AFS database. At the top, there is a navigation menu with the following items: IDRC-AFS, Upload Spreadsheet, Projects, Project Data, Organizations Data, Technologies Data, Objectives, Topics, Users, and Spreadsheets. Below the menu is a blue banner that reads "LOGIN TO YOUR ACCOUNT". Underneath the banner is a yellow warning box that reads "You need to login before you can view this page." Below the warning box is a login form with the following fields: "Login" (Your Full IDRC Email Address), "Password" (Your IDRC Network Password), and a blue "LOGIN" button. Below the login form is a dashed box containing the following text: "General database: The information contained in this database is sensitive. All users must log in to access the data. By logging in, the user agrees to the following conditions: Not to share the data with anyone other than Agriculture and Food Security team members, or consultants hired by the Agriculture and Food Security who require access to the data to do their job. Not to log in to the database using a public computer (for example, in an internet café or a library), or when using a public wi-fi network even if using your own laptop (for example, in a coffee shop). To log out before navigating away from the site, or before closing the browser tab or window, by clicking on 'End Current Session' at the bottom of the page." At the bottom of the page, there is a copyright notice: "Copyright © 2014 Canada's International Development Research Centre (IDRC)." and a link to "End Current Session".

3. Project page

IDRC-AFS

Upload Spreadsheet **Projects** Project Data Organizations Data Technologies Data Objectives Topics Users Spreadsheets

### ALL PROJECTS

FILTER ACTIONS [Select All](#) [Select None](#) [Hide Unselected](#) [Show All](#) [VIEW STORIES](#)

DOWNLOAD [Project Questionnaire Data](#) [Organization Data](#) [Technology Data](#)

[Stats](#) [CSV / Excel](#) [Stats](#) [CSV / Excel](#) [Stats](#) [CSV / Excel](#)

Organization:  Country:  Region:  Responsible PO:  Collaborating POs:  M&E Objective:

University of British Columbia University of Calgary University of Guelph

| NUMBER                          | TITLE   | LATEST STORY        |
|---------------------------------|---|---------------------|
| <input type="checkbox"/> 102005 | <a href="#">CBNRM and the Farmer-Centered Research Network (China) - Phase II</a>   | 8 months ago        |
| <input type="checkbox"/> 103275 | <a href="#">Community Based Natural Resource Management in the Greater Limpopo Trans Frontier Conservation Area</a>   | 3 months ago        |
| <input type="checkbox"/> 102612 | <a href="#">Scaling-up Rural Innovations (Peru)</a>   | 1 year 5 months ago |
| <input type="checkbox"/> 103710 | <a href="#">ECOPOLIS Graduate Research and Design Competition (Global)</a>  | -                   |
| <input type="checkbox"/> 102946 | <a href="#">Coastal and Marine Resource Governance in the Eastern Caribbean</a>   | 2 months ago        |
| <input type="checkbox"/> 104383 | <a href="#">Improving and Securing Women's Access to Land in Senegal</a>  | 8 months ago        |
| <input type="checkbox"/> 104430 | <a href="#">Collaborative Governance Models for Managing Aquatic Resources and Fisheries in the Peruvian Amazon</a>   | -                   |
| <input type="checkbox"/> 104512 | <a href="#">RIMSP Core Support for Rural Development Research (Latin America and the Caribbean)</a>   | 1 week ago          |
| <input type="checkbox"/> 104649 | <a href="#">Promoting Good Governance of Natural Resources in Post Conflict Societies</a>   | 8 months ago        |
| <input type="checkbox"/> 104866 | <a href="#">Enhancing the Action Research Capacity of the International Model Forest Network</a>  | -                   |
| <input type="checkbox"/> 105186 | <a href="#">Economic Dimensions of Urban Agriculture in the Context of Urban Poverty Reduction Strategies</a>   | -                   |
| <input type="checkbox"/> 105333 | <a href="#">Shifting Cultivation : Promoting Innovative Policy and Development Options in the Eastern Himalayas</a>   | 11 months ago       |
| <input type="checkbox"/> 105347 | <a href="#">Regional Synthesis and Dissemination of Research Results in Eastern and Southern Africa</a>   | 7 months ago        |
| <input type="checkbox"/> 105421 | <a href="#">Building Livelihood Resilience to Alleviate Poverty in Semi-arid Areas of West Africa</a>   | 3 months ago        |
| <input type="checkbox"/> 105495 | <a href="#">Going to Scale : Sustainable Land Management in the Highlands of Eastern Africa</a>   | 5 months ago        |
| <input type="checkbox"/> 105565 | <a href="#">Because Gender Matters : Strengthening Social and Gender Analysis in ERM in MENA</a>  | 2 months ago        |
| <input type="checkbox"/> 105566 | <a href="#">Joint Management of Transboundary Watersheds : Promoting Peace and Collaboration</a>  | -                   |
| <input type="checkbox"/> 105568 | <a href="#">Participative and Adaptive Experimentation of Management Models of Forest Resources in the Atlas Mountain Chain (Morocco, Algeria, Tunisia)</a> | -                   |
| <input type="checkbox"/> 105706 | <a href="#">Knowledge Access in Rural Inter-connected Areas Network (Cambodia) - Phase II</a>   | -                   |

4. Objectives page

IDRC-AFS

Upload Spreadsheet **Projects** Project Data Organizations Data Technologies Data **Objectives** Topics Users Spreadsheets

### ALL M&E OBJECTIVES

**Canadian partnerships**

- Coordination and sharing
  - Coordination mechanisms
  - Sharing events and activities
- Capacity of partnerships
  - Satisfaction w/ sharing in partnership
  - Satisfaction w/ implementation by partnership
- Partnerships continue

**Grantee capacity building**

- Graduate students
- Organizational capacity
  - Outside funding
  - New networks
  - Ability to implement technologies
- Grantees' skills
  - Perception of capacity

**Development & implementation of technologies**

- Technologies developed
  - Participatory approach
- Knowledge transferred to beneficiaries
  - Knowledge transfer tools
  - Knowledge transfer events
  - Beneficiaries trained
- Technologies implemented
  - Plan/strategy developed
  - Technologies implemented by grantees
  - Technologies implemented by others

**Awareness of research**

- Advocacy/comms plan
  - Dissemination to dev., res., & private sec.
    - Publications
    - Research orgs use knowledge
  - Dissemination to public
    - Media references
    - Public events
  - Dissemination to policy actors
    - Interaction with policymakers
- Active interest from audiences
  - Inquiries
  - Public comms referring to projects

<https://afs-database.idrc.ca/#/objectives/5023d68d72d905200037>