

Clarifications and Answers to RFP#14150010 Think Tank Initiative External Evaluation

1) Clarification of Section 1.4: Target dates for this RFP (Page 4 of the RFP)

Closing Date and Time for RFP#14150010 Think Tank Initiative External Evaluation is Monday, September 22, 2014 at 11:00:00 A.M Eastern Daylight Time (EDT)

Event	Dates
RFP issue date	July 31, 2014
Enquiries	August 14, 2014
RFP close date	September 22, 2014
Evaluation, selection, and notification of Lead Proponent	September/October 2014
Finalize Contract with Lead Proponent	November 2014

2) Annexes A and B, referred to in the text are attached as attachments on the right side of the notice on your screen on the Buy and Sell website.

3) Clarification of Section 5.1 : General (Page 20 of the RFP)

The length of the proposal should not exceed 25 pages, excluding annexes. This refers only to the technical proposal as we have asked that the financial proposal be submitted in a separate document. Please note as stated on page 20 of the RFP document (Section 5.1: General) that elaborate or unnecessary voluminous proposals are not desired.

- a. Cover letters will not be counted in the 25 page limit
- b. Table of contents, bios, CVs/resumes of proposed personnel and project summaries of past similar projects should be included within the 25 page count, however proposals that do not include these items with the 25 page count will not be penalized and these may be included as annexes

4) Financial Proposal Clarifications: Section 7 Financial Proposal : (Page 23 of the RFP)

- a. IDRC does not have a specific budget template for the financial proposal, we ask that you include all information requested within the financial proposal as per Section 7 (Page 23)
- b. Please do not include budget for travel expenses as the IDRC will procure air tickets directly through its designated travel agency. You can find the information on the **A5. Air Travel Policy** on Page A-3 of attachment : Annex C
- c. IDRC will provide standard per-diem rates which may include (cost of accommodation, meals and local ground transportation).
- d. Per Diem rates have been added as an attachment to this posting. Please note that these are subject to change and are just to be used as reference.

- e. Per Diems will be invoiced by the chosen proponent as per the negotiated contract and follow the payment terms set forth within Section **A3. Conditions Precedent and Terms of Payment** found on Page A-2 of attachment: Annex C
- f. Technical proposal should outline the number, expected duration, and itinerary of trips to be undertaken.
- g. The proponent is asked to provide an invoicing schedule as part of their financial proposal
- h. The contract issued will be a Fixed Price Contract, which will be written after successful negotiations with the chosen proponent(s) and will reflect the information supplied within the RFP, proposals and the resulting negotiations.
- i. The contract will include a schedule to which the consultant will invoice IDRC for fees and expenses.
- j. **Section A23 of Annex C – General Terms and Conditions** of the Contract apply to the resulting Contract
- k. Taxes should be included as a separate line in the financial proposal these would include any taxes that would appear on your invoice
- l. **Section A4 of Annex C – General Terms and Conditions of the Contract**, IDRC will withhold 15% on fees for the days worked in Canada. The 15% is remitted to Canada Revenue Agency (CRA), a department of the Canadian Government, on behalf of the proponent. For the Calendar Year ended December 31, a *T4A-NR - Statement of Fees, Commissions, or Other Amounts Paid to Non-Residents for Services Rendered in Canada* slip is prepared by IDRC and mailed to the proponent prior to the last day of February. The 15% withholding is not the final tax of the proponent. CRA considers the withholding to be a payment on account of proponent's potential tax liability in Canada. Generally, the proponent would have to file a Canadian income tax return to calculate their tax liability or to get a refund of any excess withholding amounts. If the proponent can show that the withholding is more than their potential tax liability in Canada, either due to treaty protection or income/expenses, CRA may waive or reduce the withholding. The proponent may want to ask for a waiver or reduction of withholding and would have to file a waiver application to CRA directly (IDRC is not involved in the waiver process). Waiver applications and information can be found on CRA's website: <http://www.cra-arc.gc.ca/tx/nnrstdnts/cmmn/rndr/menu-eng.html> IDRC's practice is to withhold on fees and commissions only. Expense reimbursements (including per diems) are not included in the calculation of the withheld amount.

5) **Clarification of Section 2.7 : Conflicts of interest and independence** (Page 6 of the RFP)

There are two requirements described in section 2.7:

1. Proponents must provide a Statement of Independence; and,
 2. If applicable, Proponents must declare any conflict of interest that exists regardless of their Statement of Independence.
1. Statement of Independence. Proposals must include a Statement of Independence as a mandatory requirement to receive consideration by the selection committee:
 - o Proponents must not have received nor anticipate receiving TTI funding, whether Phase 1 or Phase 2. Receiving funding from another IDRC Program area does not make a Proponent ineligible for the purposes of this requirement.

- Proponents must not be in negotiation for future service contracts for the TTI Program (that is, TTI Phase 2I). TTI Phase 1 service providers, including evaluation service providers, are not ineligible based on this requirement.
2. Conflict of Interest Declaration. Proponents must avoid and, if applicable, declare in their Proposal any real, apparent or potential conflict of interest. In the event that any real, apparent, or potential conflict of interest cannot be resolved to the satisfaction of IDRC, IDRC will have the right to immediately reject the Proponent from consideration and, if applicable, terminate any Contract entered into pursuant to this RFP.
- 6) Regarding Section A6.c) Ownership of Confidential Information and Other Materials of Annex C – General Terms and Conditions of the Contract (page A-5 of 10), for the purpose of this RFP, proprietary software or a platform developed prior to entering into an agreement with IDRC will remain the property of the Proponent. The applicability of the clause of the General Terms and Conditions will be determined at the time of Contract negotiations.
- 7) Proponents are welcome to propose Co-leads however it is incumbent on the proponents to clearly describe how the relationship will work, identify any risks and risk mitigation strategies.
- 8) Adjustments to times lines and deliverables.
- a. Section 3.6 suggests the timing for the inception phase milestone is November-January 2014.
 - b. Section 6.C (page 23 of the RFP) suggests August 30, 2019 as the expected termination date of all services.
- 9) All PCS reports from 2010 and 2013 can be found on the TTI website: <http://www.thinktankinitiative.org/results>
- 10) Exception to Section A5, Air Travel Policy of Annex C – *General Terms and Conditions of the Contract*, indicates that Contract personnel must travel economy class. These would be looked at on a case by case bases and negotiated.
- 11) In Section 3.2 (p. 10), the RFP refers to “TTI Program modalities” and lists four types (“core funding, TTI Program Officer advisory support, Matching Funds, Exchanges and Learning events and workshops”). These are the primary modalities anticipated for Phase 2. Aside from core funding, there will be diversity in demand-led modalities as well as offering other approaches. There will be variance with each of the modalities, both the mix of modalities offered to sub-groups in the cohort and the intensity of treatment modalities.

- 12) Section 3.7 provides an estimate of level of effort expected for the evaluation (600-800 days). The 600-800 person day range is intended to cover both professional staff and lower-level staff involved in data collection and analysis. Based on average daily rates and split between professional and support staff, this provides proponents with indicative level of effort. The overall budget ceiling will not be published for this RFP.
- 13) The reference to “per period” in Section 3.8 refers to the three 18-month periods described in the table in Section 3.6.
- 14) The technical proposal is worth 70% of the total score, based entirely on the technical merit of the proposal, as set out in Section 6 of the RFP. The financial proposal is worth 30% of the total score, based on the formula set out in section 4.1.3
- 15) TTI convenes events that bring grantees from each region together. Typically, 1 event per region per year lasting as average of 3 days. In addition, TTI plans to have global events over the course of Phase 2 that will convene all think tanks in the cohort. Other events will take place throughout Phase 2 that will convene various sub-sets of the global cohort. Evaluators may consider attending a certain proportion of events to interact with grantees and other stakeholders.
- 16) The scope of the initiative or program level outcomes and impacts in particular the third area will dominantly focus on the think tanks as organizations. However, whilst recognizing the inherent complexity, where possible, evaluation of outcomes and impacts on how TTI has contributed to changes in policy and practice are encouraged.
- 17) The monitoring questionnaire template provided as Annex B to the RFP provides a snapshot of the type of data available in the M&E database.
- 18) The TTI cohort is the list of 43 think tanks by region in Phase 2 TTI cohort is available on the TTI website <http://www.thinktankinitiative.org/news?>