



## REQUEST FOR PROPOSAL (“RFP”)

<b>RFP Title:</b> Safe and Inclusive Cities-Mid-term Formative Evaluation	<b>RFP #:</b>  14150032
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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 an evaluation consultant or pair of consultants to undertake a mid-term formative evaluation, where requirements are described in section 2, the Statement of Work. The evaluation is expected to focus on (1) the call for proposals process and related program implementation arrangements; (2) mechanisms in place for assuring research quality (3) strategies in place for enhancing research accessibility and for positioning research for uptake by scholarly, practice and policy communities; and (4) application of ethical research practice and integration of gender analysis.

## **SECTION 2 – 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.

### **2.1 BACKGROUND**

Safe and Inclusive Cities (SAIC) is a global research program that documents the links between urban violence, poverty, and inequalities. Jointly funded by the International Development Research Centre (IDRC) and the UK’s Department for International Development (DFID), the program supports experts from around the world to find out what works — and what doesn’t — to reduce violence in urban centers.

The primary objective of this program is to generate high quality evidence on the priority connections between violence and poverty reduction in urban the Global South. It also aims to identify and inform policy on the most effective strategies to tackle the serious challenges posed by lethal and non-lethal violence to the well-being of individuals and communities, as well as to the legitimacy and accountability of public authorities.

The initiative’s specific objectives are to:

1. Generate a better understanding of the relationship between violence and inequalities in urban areas, and identify the most effective strategies for tackling these challenges;

2. Contribute to the shaping of theoretical and conceptual frameworks that will guide future research on these issues;
3. Support a cadre of researchers, particularly in the Global South, in enhancing their skills to design and execute cutting edge, policy relevant, rigorous, and gender sensitive research projects in urban areas affected by violence in Latin America and the Caribbean, South Asia and Sub-Saharan Africa; and
4. Widely disseminate project- and program-level research results among local, regional, and international stakeholders with a view to influencing policy.

As a result of a competitive call for proposals, fifteen research teams have been chosen to undertake research in 40 cities across 16 countries in sub-Saharan Africa, South Asia, and Latin America and the Caribbean. These projects are mandated to address key gaps in knowledge and to test the effectiveness of violence reduction theories, strategies and interventions. These include strategies to promote social cohesion and capital, fight gender-based violence, encourage urban renewal and regeneration, and enhance the protection of the most vulnerable groups. SAIC will build on knowledge gained from a range of interventions to address urban violence, such as pacification and community policing, community interventions, and slum upgrading. These projects will also produce new data that has been rigorously tested to provide concrete results.

## **2.2 DESCRIPTION AND SCOPE OF WORK**

### **2.2.1 Project Scope**

This mid-term evaluation will serve accountability and learning purposes for IDRC, SAIC project grantees and other external stakeholders interested in SAIC-generated research.

The evaluation will provide important evidence and suggestions for improvement on the program's effectiveness and processes in place for research quality assurance and for positioning research for uptake and use. It will also document learning and good practice on issues of ethics and gender analysis and offer expert advice to inform program and research improvements in these areas in future.

The primary users of this evaluation are IDRC/SAIC and SAIC project grantees. Secondary users are researchers, research organisations and research funders working on and in SAIC focus areas and contexts.

### **Evaluation Questions**

1. Program Effectiveness: How effective and appropriate has IDRC's implementation of the program been, relative to the purpose and objectives of the program?
  - How could the call for proposals and other implementation processes be improved for greater effectiveness currently and in future?

- What role if any has IDRC's grant-plus model<sup>1</sup> played in contributing to the program's effectiveness?
  - To what extent are the SAIC Logframe and M&E Strategy contributing to the program's effectiveness?
2. Research Quality: How well have peer review mechanisms been established and applied in the program's first year of implementation?
    - What are some examples of good practice?
    - How could SAIC peer review mechanisms be strengthened?
  3. Research uptake: To what extent have SAIC projects and the program put in place strategies and practices to position research for use by target audiences, such as influencing government policy or modifying practice by implementing agencies?
    - What are some examples of good practice?
    - How could positioning for use be enhanced?
  4. Ethical practice: How successfully are SAIC grantees applying acceptable research ethics and security practices in the implementation of their research projects?
    - What are some examples of best practice? What should be avoided?
    - How should the particular concerns and needs of vulnerable groups be taken into consideration by SAIC projects or the program?
    - How can ethical research practice in SAIC be strengthened?
  5. Gender analysis: How successful have the SAIC program and project grantees been in integrating meaningful gender analysis into the design, implementation and communication of research?
    - To what extent does gender differentiated analysis at the project and program level include men and masculinities?
    - How can gender analysis in SAIC be strengthened?

### **2.2.2 Tasks and Responsibilities**

The evaluator will elaborate an evaluation design and evaluation workplan which will be shared with and approved by IDRC. The evaluator will then engage in data collection and analysis and will produce draft report for revision and discussion by IDRC and a possible external advisory group (TBD). Preliminary findings will be shared and validated by the evaluator with IDRC and with SAIC project grantees and other stakeholders in a workshop that will take place in Cape Town, South Africa, in early April of 2015. Findings will then be finalized and a final evaluation report will be submitted to IDRC in May 2015. The final evaluation report will be a publically accessible document.

The evaluation will be managed by SAIC's senior program officer with advisory support from staff in IDRC's Policy, Strategy and Evaluation Division. SAIC will: provide the relevant SAIC

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<sup>1</sup> IDRC's grants-plus approach sees program staff working closely with grantees throughout the life cycle of a project, focusing on support in things like framing research problems, improving research design, and choosing methodologies.

documents, including program-level documents, project documentation and other documentation to the consultant as needed; facilitate contact with relevant grantees, staff at IDRC, other donors, and other relevant stakeholders; and will interact closely with the evaluator and provide input and feedback as needed.

### 2.2.3 Methodology

SAIC expects that the methodology will include the following elements, although we welcome additional suggestions from candidates who are applying:

**Document Review:** Review of SAIC core documents (SAIC program documents, SAIC annual report, call for proposals document, guidelines and criteria for peer reviewers, etc.); Review of SAIC project documentation including (project proposals, grantee technical reports, IDRC project monitoring reports, etc.); Communications Strategy; Monitoring and Evaluation Strategy; SAIC Logframe and any data collected against the logframe for reporting to DFID; and IDRC annual reports to DFID.

**Interviews:** with IDRC program staff, SAIC peer reviewers and other key external stakeholders.

**Field site visits and/or focus groups** with select SAIC grantees and research participants.

**Surveys or other data collection methods:** to solicit input from additional stakeholders both internal and external to the program.

### 2.2.4 Requirements and Timeline

Activity	Description	Milestone
Submit an Evaluation workplan	Evaluation workplan and design documentation including methodology, evaluation framework and initial list of informants to be consulted	March 15, 2015
Submit a revised detailed Evaluation workplan	Modified based on feedback for IDRC	March 23, 2015
Submit Draft outline	Submit a draft outline of the structure of the report	April 30, 2015
Participate in Midterm Workshop	Participate in the SAIC Midterm Workshop as a data collection opportunity	Cape Town, South Africa, April 20-23, 2015
Presentation and Submit Draft report	Present preliminary findings to the external advisory group and submit a draft report	May 29, 2015
Submit Final Evaluation Report	Final report 25 page maximum (excluding annexes) that responds to questions outlined in the Statement of Work and that incorporates feedback from IDRC and executive summary (no more than 4 pages)	June 15, 2015

### 2.3 LOCATION OF WORK AND TRAVEL

Work is expected to take place primarily at the Proponent's site.

Travel will be required by the proponent, and will be coordinated with IDRC's Project Authority.

Travel expenses must **NOT** be included in price estimates as IDRC will provide standard per-diem rates, and will procure all air tickets directly through its designated travel agency.

## 2.4 DURATION / PERIOD OF A RESULTING CONTRACT

A resulting Contract is expected to be for a period of approximately six (6) months, ending August, 2015.

## SECTION 3 – PROPOSAL EVALUATION

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

### 3.1 EVALUATION TABLE

IDRC will score Proponent's proposals based on the following, where a detailed breakdown of the technical and financial proposal evaluation criteria is provided in Section 4.3 and 4.4:

Section	Description	Score
4.3	Technical proposal	85
4.4	Financial proposal	15
	<b>Total Score</b>	<b>100</b>

### 3.2 EVALUATION METHODOLOGY

The following methodology will be used to evaluate Proposals:

#### 3.2.1 Mandatory Requirements

Each Proposal will be examined to determine compliance with all Mandatory Requirements (M) as laid out in Section 4.3 of the RFP. Non-compliant Proposals will receive no further consideration.

#### 3.2.2. Rated requirements

Compliant Proposals will be evaluated based on the Rated Requirements (R) as laid out in Section 4.3 of the RFP.

#### 3.2.3. Financial Rating

Financial Proposals will be evaluated as follows: the lowest compliant Financial Proposal will be assigned a percentage of the total possible points arrived at by dividing that Proponent's total price by the lowest submitted total price.

Travel expenses will not be used for scoring.

#### 3.2.4. Final Score

Total points will be calculated and IDRC may select the Lead Proponent or Proposals achieving the highest total points, subject to IDRC's reserved rights.

### 3.3 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.

### 3.4 PRESENTATIONS/INTERVIEWS

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

## SECTION 4 – PROPOSAL FORMAT

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

### 4.1 GENERAL

Proposals should be in 8 1/2" x 11" (letter) format. Proposals may be submitted in English or French.

Responses should be organized as follows, where the sections that follow (4.2, 4.3 and 4.4) provide more details:

Volume	Contents
1.0	Cover Letter
	Technical proposal : Consisting of 2-page draft work plan summarizing the proposed methodology
	CV(s)
2.0	Financial Proposal

### 4.2 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 outlining interest in this assignment.
- 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.

### 4.3 TECHNICAL PROPOSAL

In this section, the Proponent **must** provide detailed information relative to each requirement listed in the Statement of Work (refer to Section 2) and clearly outline the work that the Proponent proposes to undertake for the provision of these services to IDRC.

It is suggested that the Proponent follow the format outlined below for its technical proposal.

A	Mandatory Requirements	M
1	<b>Executive Summary</b> The Proponent shall include a <b>short executive summary</b> highlighting the following:	

	<p>a. a description of:</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>• details of any sub-contracting arrangements to be proposed</li> </ul> <p>b. a brief summary of what makes the Proponent's organization stand out from its competitors</p>	M
2	<p><b>All Proposed Resources</b> The Proponent shall outline all proposed resources to be used in providing the services and include:</p> <p>a. name, title, telephone #, email address, location; and b. CV (s) - maximum 6 pages for each.</p>	M
3	<p><b>Similar Services- Demonstrate</b> In order to demonstrate that the Proponent has <b>completed similar services</b>, the Proponent's response must include up to <b>two (2) examples</b> of similar services.</p> <p>For each example, the following should be provided:</p> <p>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.</p>	M

B	Personnel Profile and Experience	Rating	Total Points 60
1	In order to demonstrate that the Proponent has <b>completed similar services</b> requested in the Statement of Work, and as specified within Section 2, the Proponent must have the following skills and experience :		
a)	The ability to engage and excel in an iterative work process	M	
b)	The ability to give and receive constructive feedback	M	
c)	Excellent oral and written communication skills in English or French	M	
d)	Working knowledge of English or French (depending on the language identified in c), above) and Spanish	R	10
e)	Experience working in multi-cultural, multi-disciplinary context	R	5
f)	Proven strong report writing and presentation skills	R	5
g)	Ability to communicate complex technical ideas using non-technical language to diverse audiences	R	5
h)	Sound understanding of the constraints of conducting research in low and middle income countries and in contexts of violence	R	5
i)	Experience evaluating research aimed at developing evidence to alleviate poverty, address inequalities and /or reduce urban violence	R	10
j)	Basic knowledge of existing evidence on poverty, inequalities and violence in urban areas	R	5

k)	Knowledge of program level evaluation of research and innovations for development	R	5
l)	Specialist knowledge of the challenges and complexities of ethical and gender differentiated research in low and middle income countries and in contexts of violence	R	10

C	Proposed Evaluation Approach	Rating	Total Points 25
1	The Proponent should <b>demonstrate its Approach</b> to successfully deliver the requirements detailed Section 2 - Statement of Work.	M	
a)	Methodology: <ul style="list-style-type: none"> <li>• description of sources of data and how they will be used;</li> <li>• outline of an initial analytical framework;</li> <li>• feasibility of design;</li> <li>• references made to relevant literature and evaluation design approaches;</li> <li>• a detailed timeline (including proposed travel); and</li> </ul>	R	20
b)	<i>Risk Management Plan</i> - Describe any contingencies that may hinder the progress or outcome of the evaluation and suggest how you would mitigate them.	R	5

#### 4.4 FINANCIAL PROPOSAL

The Proponent must submit a Financial Proposal including a cost summary of the Services. Financial Proposals must be provided as follows:

Requirement	15
a. The Proponent is to state the assumptions underlying its financial proposal.	
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.	
c. All prices must include a detailed breakdown for each requirement and include at a minimum the following: <ol 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 days to be spent in at IDRC's Ottawa office, if applicable.</li> </ol>	
d. The Proponent shall 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, and IDRC will make no advance on fees.	

#### SECTION 5 – RFP CONDITIONS

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

<b>Proposal Submission Procedure</b>	<p>1. Submissions must be made <b>electronically</b> to the Contracting Authority noted on page 1.</p> <p>2. Proponent's email subject line should cite: <b>"RFP# 14150032, Safe and Inclusive Cities- Mid-term Formative Review"</b></p> <p><b>Important note:</b> Late proposals will not be accepted. No adjustments to submission will be considered after the close date and time.</p>
<b>Enquiries</b>	<p>Proponents should aggregate requests for clarifications and shall submit them <b>in writing via email</b> to the <b>Contracting Authority</b> noted on page 1, by <b>December 22, 2014 at 14:00:00 EST</b>.</p> <p>The Contracting Authority will provide all Proponents, all answers to significant enquiries received without revealing the sources of the enquiries.</p> <p>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 to all proponents.</p>
<b>Proposal Validity</b>	<p>Proposals must be valid for sixty (60) days following the close date of the RFP.</p>
<b>Proponent Financial Capacity</b>	<p>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.</p>
<b>Incurring of Costs</b>	<p>All costs and expenses incurred by the Proponent in any way related to its response to the RFP, including but not limited to any clarifications, interviews, presentations, 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.</p>
<b>Governing Laws</b>	<p>This RFP is issued pursuant to the laws of the province of Ontario and the laws of Canada.</p>
<b>Rights of IDRC</b>	<p>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.</p> <p>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.</p> <p>Without limiting the foregoing, IDRC reserves the right to:</p> <p>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;</p>

	<p><b>b.</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;</p> <p><b>c.</b> reject or accept any or all proposals, in whole or in part, without prior negotiation;</p> <p><b>d.</b> reject any proposal based on real or potential conflict of interest;</p> <p><b>e.</b> if only one proposal is received, elect to accept or reject it;</p> <p><b>f.</b> 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;</p> <p><b>g.</b> negotiate resulting Contract terms and conditions;</p> <p><b>h.</b> cancel and/or re-issue the RFP at any time, without any liability whatsoever to any Proponent;</p> <p><b>i.</b> 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;</p> <p><b>j.</b> retain all proposals submitted in response to this RFP.</p>
<p><b>Proponent Selection</b></p>	<p>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.</p> <p>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.</p> <p><b><u>Announcement of the process and successful Proponent will be made to all Proponents only after the signing of a Contract.</u></b></p>
<p><b>Resulting Contract: General Terms and Conditions, and Tax Requirements</b></p>	<p>The 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.</p> <p><a href="#">Terms and Condition of a Resulting Contract</a></p> <p><b><i>Important note:</i></b> 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.</p>

	<p>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.</p>
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