

REQUEST FOR PROPOSALS

Procurement of Consulting and Professional Services

**DEPARTMENT OF FOREIGN AFFAIRS, TRADE AND
DEVELOPMENT
(DFATD)**



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Summary Description

The Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for a Canadian Executing Agency for the Technical Assistance Facility (TAF) Project. The Consultant will be responsible for the identification and deployment of technical assistance to respond to requests from partner developing countries in the Asia Pacific region. This technical assistance will contribute to reducing poverty in Asia Pacific developing countries through support to the enabling environment for pro-poor trade and investment-related economic activities. During the period of the Contract, the Consultant will promote a participatory and proactive approach through consultation and coordination activities to ensure that all stakeholders actively participate in achieving the TAF's expected results.

As necessary or upon the DFATD's request, the Consultant will provide information sessions on project-related themes open to all direct beneficiaries, with a view to facilitate reflection and preparation towards the development of mandate proposals for the TAF.. The Consultant and affiliated organizations will not be permitted to deliver mandates. Additional information related to the requirement is detailed in section 4, Terms of Reference.

The services are expected for a period of seven (7) years from the date of contract award.

Section 1: Instructions to Bidders

This section provides relevant information to help Bidders prepare their Proposals. Information is also provided on the submission, opening, and evaluation of Proposals and on the award of Contracts.

Data Sheet

This section consists of provisions that are specific to each Request for Proposal (RFP) and that supplement the information or requirements included in Section 1, Instructions to Bidders.

Section 2: Technical Proposal - Standard Forms

This section contains the checklist. It also contains the Technical Proposal Forms to be submitted as part of the Technical Proposal.

Section 3: Financial Proposal - Standard Forms

This section contains the Financial Proposal Forms to be submitted as part of the Financial Proposal.

Section 4: Terms of Reference

This section contains the description of the consulting and professional services required.

Section 5: Evaluation Criteria

This section contains the description of the evaluation criteria and the evaluation grid.

Section 6: Standard Form of Contract

I. General Conditions

This section contains the general clauses of the resulting Contract.

II. Special Conditions

This section contains clauses specific to the resulting Contract. The contents of this Section supplement the General Conditions.

REQUEST FOR PROPOSALS

RFP # SEL.: 2017-D-003045-1

*For the provision of consulting and professional services
in relation to*

***Project Title* Asia Pacific Trade and Investment
Technical Assistance Facility (TAF) Project**

Section 1. Instructions to Bidders (ITB)

This section provides relevant information to help Bidders prepare their Proposals. Information is also provided on the submission, opening, and evaluation of the Proposals and on the award of the Contract.

Mandatory Procedural Requirements

There are mandatory procedural requirements associated with this Request for Proposal (RFP). Any Proposal that fails to meet any mandatory procedural requirements will be rejected. Only requirements identified in the RFP, Instruction to Bidders (ITB), with the word “must” are considered mandatory procedural requirements. No other procedural requirements can be introduced/ modified/ removed through any other Sections of the RFP.

Definitions

- (a) **“Aboriginal Person”** as referred to by Aboriginal Affairs and Northern Development Canada (AANDC) means an Indian, Métis or Inuit person who is a Canadian citizen and a resident of Canada.
- (b) **“Applicable Taxes”** means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, as of April 1, 2013, the Quebec sales Tax (QST).
- (c) **“Approved Financial Institution”** means:
 - (i) any corporation or institution that is a member of the Canadian Payments Association; or
 - (ii) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law; or
 - (iii) a credit union as defined in paragraph 137(6) b) of the *Income Tax Act*; or
 - (iv) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory ; or
 - (v) the Canada Post Corporation.
- (d) **“Bidder”** means the person or entity (or, in the case of a consortium or joint venture, the persons or entities) submitting a Proposal to perform the resulting Contract for Services. It does not include the parent, subsidiaries or other affiliates of the Bidder, its Sub-consultants or its Contractors.
- (e) **“Bidder’s Employee”** means an individual who is, on the date of submission of the Proposal, an employee of the Bidder, whether full-time or part-time.
- (f) **“Consultant”** means the person or entity or, in the case of a consortium or joint venture, the Members whose name(s) appears on the signature page of the Contract and who is responsible to provide the Services to DFATD under the Contract.
- (g) **“Contract”** means the written agreement between the Parties to the Contract, the General Conditions, any supplemental Special Conditions specified in the written agreement, Annexes and every other document specified or referred to in any of them as forming part of the Contract, all as amended by written agreement of the parties from time to time.
- (h) **“Contractor”** means an entity or entities, other than a Sub-consultant, which contracts with the Consultant to perform specific services that the Consultant is required to provide under the Contract. A Contractor cannot be an individual. The Contractor is not part of the Personnel.
- (i) **“Data Sheet”** means part of the ITB used to reflect specific conditions of the RFP.
- (j) **“Day”** means calendar day, unless otherwise specified.
- (k) **“DFATD”** means the Department of Foreign Affairs, Trade and Development.
- (l) **“Evaluation Team”** means a team established by DFATD to evaluate the Proposals.
- (m) **“Fees”** mean an all-inclusive firm daily rate, which can be specifically identified and measured as having been incurred or to be incurred in the performance of the Contract.
- (n) **“GETS”** means Canada’s Government Electronic Tendering Services

<https://buyandsell.gc.ca/>

- (o) **“Her Majesty”** or **“Government of Canada”** means Her Majesty the Queen in right of Canada.
- (p) **“Irrevocable Standby Letter of Credit (ISLC)”** means a document from a bank, or other Approved Financial Institution, which irrevocably and unconditionally undertakes and guarantees to pay on demand the Receiver General for Canada:
 - (i) any sum demanded to meet obligations incurred, or to be incurred, by the Consultant;
 - (ii) where the Consultant, in the sole opinion of DFATD, is in default of its contractual obligations;
 - (iii) up to a maximum dollar amount specified;
 - (iv) on sight, on first request by DFATD to the bank and without question.
- (q) **“Licensed professional”** is an individual who is licensed by an authorized licensing body, which governs the profession of which the individual is a member, whether it be the practice of law, medicine, architecture, engineering, accounting, or other similar profession.
- (r) **“Local Professional”** means Personnel engaged in the Recipient Country by the Consultant for the provision of Services under the Contract, who is a citizen or permanent resident of the Recipient Country, and who has specific professional/technical expertise in a field of work, excluding those defined as Local Support Staff.
- (s) **“Local Support Staff”** means, unless otherwise specified in the Data Sheet, the following positions in the Recipient Country:
 - (i) Driver;
 - (ii) Office cleaner;
 - (iii) Security guard;
 - (iv) Gardener.
- (t) **“Member”** means any of the persons or entities that make up a consortium or joint venture; and **“Members”** means all these persons or entities.
- (u) **“Member in charge”** is the Member authorized to act on behalf of all other Members as the point of contact for DFATD in regard to this RFP. Any communication between DFATD and the Member in charge is deemed to be communication between DFATD and all other Members.
- (v) **“National Joint Council Travel Directive and Special Travel Authorities”** mean the directives that govern travelling on Canadian government business. These directives can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and <http://www.tbs-sct.gc.ca/>
- (w) **“Parties”** means the Bidder and DFATD.
- (x) **“Personnel”** means any employee or Sub-consultant of the Bidder (except Local Support Staff) assigned to perform professional, technical or administrative services under the Contract.
- (y) **“Place of Business”** means the establishment where the Bidder conducts activities on a permanent basis that is clearly identified by name and accessible during normal working hours.
- (z) **“Point of Contact”** means DFATD officer responsible for coordinating communication between Bidders and DFATD during the RFP.
- (aa) **“Proposal”** means the technical and financial proposal submitted by a Bidder.
- (bb) **“Reasonable Cost”** means: A cost that is in nature and amount, not in excess of what would be incurred by an ordinary prudent person in the conduct of a business. In determining the reasonableness of a particular cost, consideration will be given to:
 - (i) whether the cost is of a type generally recognized as normal and necessary for the conduct of a similar business or the performance of the Contract;
 - (ii) the restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, Canadian laws and

- regulations and the laws and regulations applicable in the Recipient Country, and the Contract terms;
- (iii) the action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the government and the public at large;
 - (iv) significant deviations from the established practices of a similar business which may unjustifiably increase the Contract costs; and
 - (v) the specifications, delivery schedule and quality requirements of the Contract as they affect costs.
- (cc) **“Recipient Country”** means the developing country designated by DFATD as a project owner/ beneficiary as indicated in the Data Sheet.
- (dd) **“Reimbursable Expenses”** means the out-of-pocket expenses, which can be specifically identified and measured as having been used or to be used in the performance of the Contract.
- (ee) **“RFP Closing Date”** means the date and time specified in the Data Sheet or any extension to this date by which a Bidder’s Proposal must be submitted.
- (ff) **“Services”**, mean everything that has to be delivered or performed by the Consultant to meet its obligations under the Contract, including everything specified in Section 4, Terms of Reference
- (gg) **“Sub-consultant”** means a person or entity or entities contracted by the Consultant to perform specific services, through the use of individual resource(s), that the Consultant is required to provide under the Contract. The Sub-consultant is part of the Personnel.
- (hh) **“Terms of Reference”** mean the document included in the RFP as Section 4.
- (ii) **“Travel Status”** means travel approved in writing by DFATD directly related to the Services.

- 1. Introduction**
- 1.1 The purpose of this RFP is to select a Consultant to provide the Services and enter into the resulting Contract.
- 1.2 Bidders are invited to submit a technical proposal and a financial proposal in response to this RFP.
- 1.3 Bidders who submit Proposals agree to be bound by the instructions, clauses and conditions of the RFP and accept the clauses and conditions of the resulting Contract, as is, in their entirety.
- 1.4 The successful Bidder will be required to provide all Services.
- 1.5 Bidders are requested to familiarize themselves with local conditions and consider them in preparing their Proposals. For this purpose, if specified in the Data Sheet, DFATD will organize a site tour and/ or a Bidders' conference that the Bidders are encouraged to attend at their own cost prior to submitting their Proposals.
- 1.6 If DFATD does not organize a site tour and if one is specified in the Data Sheet, Bidders are encouraged to undertake, at their own discretion and cost, a visit to the project area before submitting their Proposals. Bidders are requested to contact the Point of Contact named in the Data Sheet to arrange for their visit. DFATD and the Embassy/High Commission require an advance notice of at least 7 Days from any Bidder who wishes to visit the project area.
- 2. Cost of Proposal preparation**
- 2.1 No payment will be made for costs incurred for the preparation and submission of a Proposal in response to this RFP. All costs associated with preparing and submitting a Proposal are the sole responsibility of the Bidder.
- 2.2 Any costs relating to attending the Bidders' conference and/ or site tour, including but not limited to travel and video conference costs, as specified in paragraph 1.5 and 1.6 will be the sole responsibility of the Bidder and will not be reimbursed by DFATD.
- 2.3 Any costs related to negotiation of the resulting Contract will not be reimbursed by DFATD and are the sole responsibility of the Bidder. The location of the contract negotiation is indicated in the Data Sheet.
- 3. Governing Law**
- 3.1 The RFP and any resulting Contract must be interpreted and governed, and the relations between the Parties determined by the laws in force in the province of Ontario. The Parties irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts and tribunals of Canada.
- 3.2 A Bidder may, at its discretion, substitute the governing law of a Canadian province or territory of its choice without affecting the validity of its Proposal, by inserting the name of the Canadian province or territory of its choice in its Proposal (in TECH-3: Bidder's Organization). If no substitution is made, the Bidder acknowledges that the governing law specified in paragraph 3.1 is acceptable to the Bidder.
- 4. Bidders**
- 4.1 Where the Proposal is submitted by a consortium or joint venture, the Members of the consortium or joint venture together comprise the Bidder.
- 4.2 All members of a consortium or joint venture must sign the resulting Contract and will be jointly and severally liable and responsible for the fulfillment and execution of any and all of the obligations of the resulting Contract.
- 4.3 This RFP is limited to Canadian individuals and entities as described in TECH-2: Certifications.
- 4.4 Multiple proposals from the same Bidder are not permitted in response to this RFP. A Bidder must submit only one proposal in response to this RFP. Individual Members of a consortium or joint venture are not permitted to participate in another bid, either by submitting a bid alone or by submitting a bid as a Member of another consortium or joint venture. If the Bidder submits a proposal individually or as a Member of a consortium or joint venture, it must not participate as a Sub-consultant in another proposal. A Bidder who submits more than one proposal will cause all the proposals that the Bidder submitted to be rejected. A Sub-consultant, however, may participate in more than one proposal, but only in that capacity.
- One Bidder, One Proposal***

- 5. Proposal Validity**
- 5.1 A Proposal must remain valid and open for acceptance for a period of 180 Days after the closing date of the RFP.
- 5.2 DFATD may request Bidders to extend the validity period of their Proposals. Bidders who agree to DFATD's request for an extension should either confirm the availability of the Personnel listed in the Proposal or propose a replacement in accordance with paragraph 15.1.
- 6. Clarifications and Amendment of RFP Documents**
- 6.1 Bidders may request a clarification of any of the RFP elements no later than five (5) working days before the RFP Closing Date. Requests received after that date may not be answered.
- 6.2 Bidders are requested to send any request for clarifications and other communication regarding this RFP in writing, or by standard electronic means only to the Point of Contact named in the Data Sheet. Communication with other DFATD representatives may result in rejection of the Proposal.
- 6.3 If, in DFATD's opinion, a request for clarifications affects the RFP, request(s) received and replies to such request(s) will be provided simultaneously to all Bidders through a formal addendum to the RFP and will be published on GETS without revealing the source of the request.
- 6.4 A request for an extension of the RFP Closing Date will only be considered if it is received no later than seven (7) working days before the RFP Closing Date, in writing, by the Point of Contact. The revised RFP Closing Date, if granted, will be published on GETS approximately three (3) working days before the original RFP Closing Date.
- 7. Submission and Receipt of Proposals**
- 7.1 Proposals must be delivered to the following address:
 Department of Foreign Affairs, Trade and Development
 Distribution and Mail Services - AAG
 Lester B. Pearson Building
 125 Sussex Drive
 Ottawa, Ontario
 Canada
 K1A 0G2
 Attention: Bid Receiving Unit - SGD
- 7.2 Bidders are requested to deliver their Proposals in the number of originals and copies indicated in the Data Sheet. In the event of a discrepancy between the original and copies, the original will prevail. Bidders are requested to clearly identify the original on its front cover. DFATD reserves the right to identify an original if none is identified.
- 7.3 Proposals must be received by DFATD no later than the RFP Closing Date.
- 7.4 Due to the nature of this RFP, electronic transmission of a Proposal to DFATD by such means, including by electronic mail or facsimile will not be accepted.
- 7.5 Bidders are solely responsible for the timely receipt of their Proposals by DFATD. DFATD will not assume any responsibility for Proposals that are addressed to a location other than the one stipulated in the RFP and any such Proposals will not be accepted.
- Late Proposals**
- 7.6 Subject to the "Delayed Proposal" provisions of paragraph 7.7, any Proposals received by DFATD after the RFP Closing Date will not be considered and will be returned unopened.
- Delayed Proposals**
- 7.7 A Proposal received after the RFP Closing Date, but before the contract award date may be considered, provided that the delay can be proven to have been due solely to a delay in delivery that can be attributed to the Canada Post Corporation (CPC), or to incorrect handling by DFATD, after the Proposal has been received by the Bid Receiving Unit. The only piece of evidence relating to a delay in the CPC system that is acceptable to DFATD is a CPC cancellation date stamp, a CPC courier Bill of Lading, or a CPC express post label that clearly indicate that the Proposal was mailed prior to the RFP Closing Date, i.e. no later than midnight the day preceding the RFP Closing Date. The Bidder is therefore advised to request that CPC date-stamp its

envelopes. Postage meter imprints, whether imprinted by the Bidder, the CPC or the postal authority outside Canada, are not acceptable as proof of timely mailing.

- 7.8 DFATD requests that the Bidder's name and return address, RFP reference number (SEL number), project title and the RFP Closing Date are clearly visible on the envelope or parcel containing the Proposal.
- 7.9 Unless specified in the Data Sheet, Bidders are requested to present their Proposals on 8.5" X 11" or A4 paper. DFATD requests that a font size of at least equivalent to Arial 10 or Times New Roman 11 be used in Proposals.
- 7.10 The requirements with respect to the submission of Proposals are as follows:
- (a) **Technical proposal:**
Bidders are requested to place the original and all copies of the technical proposal in a sealed envelope clearly marked "TECHNICAL PROPOSAL", followed by the RFP reference number, project title and the RFP Closing Date.
 - (b) **Financial proposal:**
Bidders are requested to place the original and all copies of the financial proposal in a separate sealed envelope clearly marked "FINANCIAL PROPOSAL", followed by the RFP reference number, project title and the RFP Closing Date.
 - (c) **Financial Statements:**
If requested in the Data Sheet, DFATD requests that the Bidder's financial statements be submitted in a third sealed envelope clearly marked "FINANCIAL STATEMENTS", followed by the RFP reference number, project title and the RFP Closing Date.
 - (d) **Outer envelope:**
Bidders are requested to place the envelopes containing the technical and financial proposals, and financial statements, if applicable, in a sealed outer envelope. DFATD requests that the outer envelope bears the name of the Bidder, return address of the Bidder, submission address (refer to paragraph 7.1), RFP reference number, project title and the RFP Closing Date. DFATD will not be responsible if a Proposal is misplaced or lost after receipt of it by DFATD, if the outer envelope is not sealed and/ or marked as stipulated.
- 7.11 DFATD encourages the use of recycled paper and two-sided printing. This will contribute to DFATD's environmental initiatives and reduce waste.
- 7.12 With the exception of paragraph 7.14, all Proposals received on or before the RFP Closing Date will become the property of DFATD and will not be returned. All Proposals will be treated in accordance with the provisions of the *Access to Information Act*, the *Privacy Act* and the General Records Disposal Schedule.
- 7.13 Prior to the RFP Closing Date, a Bidder may withdraw, substitute, or modify its Proposal after it has been submitted to DFATD by sending DFATD a written notice, duly signed by an authorized representative. If the Bidder is substituting or modifying its Proposal, the substituted or modified Proposal must be submitted with the written notice. The written notice, together with the modified or substituted Proposal, if applicable, must be:
- (a) submitted in accordance with paragraph 7.1-7.10 (except that withdrawal notices do not require copies). In addition, Bidders are requested to clearly mark respective envelopes "WITHDRAWAL," "SUBSTITUTION," or "MODIFICATION;" and
 - (b) received by DFATD prior to the RFP Closing Date.
- 7.14 A Proposal that is requested to be withdrawn in accordance with paragraph 7.13 will be returned unopened.

***Withdrawal,
Substitution, and
Modification of
Proposal***

- 8.** 8.1 In preparing their Proposals, Bidders are requested to examine in detail the documents comprising this RFP and prepare a Proposal addressing all requirements of this RFP and related addendum(s), if any.

- 8.2 If additional documentation is available from DFATD to assist Bidders in preparing their Proposals, the name of the document(s), and how to obtain them, will be specified in the Data Sheet.
- Language*
- 8.3 Proposals, as well as all related correspondence exchanged by the Bidders and DFATD, will be written in one of the official languages of Canada.
- 9. Technical Proposal**
- Mandatory Forms to Be Provided*
- 9.1 A signed TECH-1: Acceptance of Terms and Conditions must be submitted with a Bidder's Proposal. If a Bidder is a consortium or a joint venture, the Bidder's proposal must include a signed TECH-1 from each Member. Bidders are requested to print TECH-1, fill it in manually, sign and attach it as page 1 of their Proposals. If TECH-1 is not submitted with a Proposal or is not signed, the Proposal will be rejected. If TECH-1 is improperly completed, DFATD will request corrections from the Bidder within the timeframe specified in the notification. If the updated TECH-1 is not submitted within the specified timeframe, the Proposal will be rejected. In this paragraph, "improperly completed" means:
- (a) There are one or more fields that are not completed; or
- (b) The content of TECH-1 is amended in any way.
- Certifications Required with the Proposal*
- 9.2 Bidders are requested to submit completed TECH-2: Certifications, and TECH-3: Bidder's Organization, including a TECH-2 and TECH 3 from each Member of a consortium or joint venture submitting a Proposal, in their Proposals. If a TECH-2 and/or TECH-3 is not submitted with a Proposal and/or is improperly completed, DFATD will request corrections and/or completion from the Bidder. Bidders, including each Member of a consortium or joint venture submitting a Proposal, must submit the updated TECH-2 and/or TECH-3 within the timeframe specified in the notification. If the updated TECH-2 and/or TECH-3 is not submitted within the specified timeframe, the Proposal will be rejected. In this paragraph, "improperly completed" means:
- (a) There are one or more fields that are not completed; or
- (b) The content of TECH-2 is amended in any way
- 9.3 Bidders, including each Member of a consortium or joint venture submitting a Proposal, must comply with the certifications in TECH-2 from the date of Proposal submission. Bidders have an obligation to disclose any situation of non-compliance with the certifications in TECH-2.
- 9.4 If any certification made by a Bidder is untrue, whether made knowingly or unknowingly, or if a Bidder failed to disclose any situation of non-compliance with the certifications in TECH-2, the Proposal will be rejected. DFATD may permit the Bidder to make representations prior to taking a final decision to reject the Proposal on these grounds. Such representation must be made within ten (10) Days of DFATD informing the Bidder that it is considering such rejection.
- 9.5 In addition to TECH-1, TECH-2 and TECH-3, Bidders are requested to submit the following Standard Forms (Section 2 of this RFP) as part of their technical proposals:
- (i) TECH-4: Bidder's Experience;
- (ii) TECH-5: Methodology;
- (iii) TECH-6: Personnel.
- Other Forms to Be Provided*
- Content presentation*
- 9.6 In order to facilitate the evaluation, Bidders are requested to submit their technical proposals using the headings and numbering system detailed in Section 5, Evaluation Criteria. If specified in the Data Sheet, to avoid duplication, Bidders may use cross-referencing by referring to specific paragraph and page numbers in different sections of their Proposals where the subject topic has already been addressed.
- 9.7 Where specified in the respective TECH forms and/or in Section 5, Evaluation Criteria, Bidders are requested to respect page limits assigned to responses to any or all RFP requirements. Evaluators will not consider or evaluate information contained in pages exceeding the specified limit.
- 9.8 As specified in the Data Sheet, Bidders are requested to:
- (a) provide a number of person-days that is equal to or higher than DFATD's

minimum level of effort by individual Personnel position; or

(b) provide a number of person-days that takes into account the number of person-days for executing the project as estimated by DFATD; or

(c) respect the fixed level of effort set by DFATD.

- 9.9 Unless otherwise expressed in the Data Sheet, alternative Personnel may not be proposed, and only one curriculum vitae can be submitted for each position. DFATD will not consider any proposed alternative Personnel in the Proposal evaluation.

**10.
Financial
Proposals**

- 10.1 All information related to Fees and costs of Contractor(s) must appear only in the financial proposal. The financial proposal must be prepared using form FIN-1.

- 10.2 FIN-1 must be provided with the Proposal. If the Bidder does not provide FIN-1 or does not comply with the provisions of paragraph 10.8, Pricing Basis, the Proposal will be rejected.

**Reimbursable
Expenses**

- 10.3 Bidders are required to estimate Reimbursable Expenses that they will incur in the realization of the project in Canada and in the Recipient Country by filling in form FIN-3. With the exception of Local Support Staff, reimbursable expenses should not contain any elements of Fees, costs of Contractor(s), if any, or overhead/ indirect costs. Bidders' budgetary estimates of Reimbursable Expenses will not be evaluated. They will be subject to negotiation prior to contract award and subject to DFATD approval prior to reimbursement, which will be at cost.

- 10.4 The following Reimbursable Expenses, if applicable, are to be provided using FIN-3:

[The National Joint Council Travel Directive, and the Special Travel Authorities serves as a ceiling for unit prices of certain Reimbursable Expenses]

- (a) Travel and Living Expenses: for the Personnel categories identified in paragraph 10.8 (b), the cost of travel while on Travel Status and the cost of other transportation, will be reimbursed in accordance with the National Joint Council Travel Directive (the "Directive") and the Special Travel Authorities Directive (the "Special Directive"), which take precedence over the Directive:
- (i) the cost of commercial transportation based on the lowest available fares, using the most direct routing and, wherever possible, the services of Canadian carriers. The Consultant will endeavour to obtain the lowest possible airfare, such as by booking the reservation as soon as possible. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares. DFATD will reimburse the Consultant the lowest airfare available at the time of reservation, but never more than the maximum of a full-fare economy airfare. DFATD will limit the reimbursement of plane tickets to the lowest fare available at the time of reservation even when the Consultant chooses not to use this fare. The Consultant will need to demonstrate with proper supporting documentation considered satisfactory to DFATD, the lowest fare available at the time of reservation. The cost of necessary changes or cancellations to flights is considered a legitimate reimbursable expense of the project and the circumstances surrounding these changes have to be documented in the Consultant's project file;
 - (ii) the cost of meals, incidentals and private vehicle usage, in accordance with the meal, incidental, and private vehicle allowances specified in Appendices B, C and D of the Directive;
 - (iii) the cost of registration, photographs, and courier services related to obtaining a visa;
 - (iv) the actual and Reasonable Cost of a single room in commercial accommodation or, when private non-commercial accommodation is used, the rate for such accommodation, in accordance with the provisions of paragraph 7.8 of the Special Travel Authorities Directive and Appendix D of the Directive;
 - (v) all other actual and Reasonable Costs considered legitimate project expenses, in accordance with the provisions of the Directive referring to

"travellers" rather than to "employees";

- (vi) the Directive is available on the National Joint Council Internet site at the following address: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and the Special Travel Authorities Directive is available on the Treasury Board Internet site at the following address: <http://www.tbs-sct.gc.ca>

- (b) project-related communication costs, including but not limited to long-distance charges, internet, fax, mailing and courier;
- (c) translation, interpreters, and word processing costs directly related to the project, project-related printing and copying costs (including printing extra copies of documents and microcopying);
- (d) bank transfer fees related to the execution of the project;
- (e) the actual cost of salaries and fringe benefits for Local Support Staff, excluding Local Professionals;
- (f) field office expenses, including:
- (i) actual and Reasonable Costs of office rental, cost to rehabilitate the office space (if necessary), purchase, maintenance of and insurance on office equipment, utilities (including telephone and internet lines) and supplies; and
- (ii) actual and Reasonable Costs of all other justifiable field office expenses as approved in advance by DFATD (normally as part of a work plan).
- (g) other Reimbursable Expenses for other Personnel and Contractors (technical experts) required to carry out the mandates as specified in the Data Sheet.
- 10.5 Any other Reimbursable Expenses required to carry out the project, which are not considered to be Fees, costs of Contractor(s) or overhead/indirect costs and that are not included in the above categories may be negotiated at the time of contract award.

10.6 DFATD will not pay for any costs associated with mobilization and demobilization of personnel based in the Recipient Country, as well as living expenses in the Recipient Country.

Available Funding

10.7 Where the available funding is specified in the Data Sheet, the financial proposal (FIN-1 + FIN-3) should not exceed the funding available.

Pricing Basis

10.8 Bidders must submit their financial proposals in accordance with the following pricing basis:

- (a) Fees: For each individual or Personnel category to be employed under the project, indicate the proposed Fees based on 7.5 hours/day. Secretarial, typing and administrative costs are considered part of overhead unless directly related to project activities.

The following cost elements, if any, must be included in the Fees:

- (i) Direct salaries - means the amounts paid to individuals for actual time directly worked under the Contract;
- (ii) Employee fringe benefits - means costs associated with employee salaries, including paid benefits. Paid benefits include: sick leave, statutory holidays, paid vacation leave, the employer's contribution for employment insurance and worker's compensation (where applicable), health and medical insurance, group life insurance and pension, time-off benefits, War Risk Accidental Death and Dismemberment insurance, vaccination, etc.;
- (iii) Overhead/ indirect costs – means the following costs originating from the Bidder's Head Office (non-project specific):
- Advertising and promotion ;
 - Amortization/ depreciation;
 - Bank charges ;
 - Board activities;
 - Business development activities;
 - Capital taxes;

- Communication;
 - Computer maintenance expenses;
 - Financing costs including but not limited to interest expenses and costs to obtain letters of credit;
 - General staff training;
 - Insurance (e.g. office, board of directors liability, Commercial general liability, and Errors and omissions liability);
 - Internal or external audits of the Bidder;
 - Memberships and subscriptions;
 - Office supplies, furniture and equipment in Canada;
 - Bidder restructuring costs;
 - Professional fees relating to the administration of the Bidder (e.g. legal, accounting, etc.);
 - Proposal preparation activities;
 - Office rent and utilities in Canada;
 - Repairs and maintenance expenses in Canada;
 - Review and negotiation of agreements;
 - Salaries and fringe benefits related to the administration of the Bidder;
 - Staff recruitment;
 - Strategic planning activities;
 - Travel ;
 - Workstations, including computers;
 - Other indirect/ overhead type of expenditures related to the Bidder's office(s) in Canada;
 - Exchange rate fluctuation.
- (iv) Profit
- (b) Personnel categories to be used:
- (i) Personnel based in Canada;
 - (ii) Personnel based in the Recipient Country; and
 - (iii) Local Professionals (excluding Local Support Staff).
- (c) Costs related to Contractor(s), if applicable.
- (d) Administrative mark-up rate, if applicable, as specified in the Data Sheet.
- Provision for Multi-year Contract**
- 10.9 The Fees and monthly rates must be expressed as fixed annual Fees and rates by year (i.e. Year 1, Year 2, Year 3, etc.).
- 10.10 The total Fees of the Personnel is calculated by multiplying the average Fees for the proposed individual and the level of effort expressed in person-days for the position occupied by such individual.
- 10.11 If the Personnel is added after Contract award, the Consultant is requested to propose fixed annual Fees for the remaining Contract period. Once DFATD accepts the proposed individual and the Fees, the fixed annual Fees will become effective on:
- (a) the Contract anniversary date; or
 - (b) if the date has passed, the date of the first workday for which the Consultant invoices DFATD after the Contract anniversary date.
- Currency**
- 10.12 Bidders must provide the price of the Services in Canadian dollars (CAD).
- Taxes**
- 10.13 Bidders are requested to exclude all Applicable Taxes from the price. Bidders, however, are requested to show the total estimated amount of Applicable Taxes in the financial proposal separately.
- 10.14 For the purpose of Proposal evaluation, all taxes are excluded.
- 10.15 Local taxes (including but not limited to value added or sales tax, social charges or income taxes on non-resident Personnel, duties, fees, levies) may be applicable on amounts payable to DFATD under the Contract. Bidders are requested to exclude all local taxes from their price. DFATD may reimburse the Consultant for any such taxes or pay such taxes on behalf of the Consultant. Reimbursement mechanism of applicable local taxes in the

Recipient Country will be determined during contract negotiations.

Costing Principles

- 10.16 Cost of the Contract is comprised of the total Fees, costs of additional Sub-Consultants and Contractor(s) and Reimbursable Expenses paid by DFATD for the provision of Services.

11. Proposal Evaluation

- 11.1 Except when responding to requests to provide additional information as specified in paragraphs 9.1, 9.2, 9.4, 11.12, 11.25, 12 and 13 from the time the Proposals are submitted to the time the Contract is awarded, the Bidders must not contact DFATD, except the Point of Contact specified in the Data Sheet, on any matter related to their technical and/ or financial proposals. In addition, any effort by Bidders to influence DFATD in the examination, evaluation, ranking of Proposals, and recommendation for award of a Contract will result in rejection of the Bidders' Proposal.
- 11.2 Except as otherwise specified in this RFP, DFATD will evaluate Proposals solely based on the documentation provided as part of the Proposals. DFATD will not take into consideration any references in a Proposal to additional information not submitted with the Proposal.
- 11.3 DFATD's Proposal selection method is described in the Data Sheet.
- 11.4 Bidders are advised that Proposals received as a result of this RFP will be evaluated by an evaluation team composed of representatives of Canada and may also include representatives of the Recipient Country and other external consultants. All Proposals will be treated as confidential, in accordance with paragraph 20, Confidentiality.
- 11.5 The Evaluation Team will assess Proposals in accordance with the entire requirement of the RFP, including the technical and financial evaluation criteria as specified in Section 5, Evaluation Criteria. There are several steps in the evaluation process, which are described below. Even though the evaluation and selection will be conducted in steps, the fact that DFATD has proceeded to a later step does not mean that DFATD has conclusively determined that the Bidder has successfully passed all the previous steps. DFATD may conduct steps of the evaluation in parallel.

Mandatory Procedural Requirements

- 11.6 Any Proposal that fails to meet any of the mandatory procedural requirements will be considered non-compliant and will be rejected.

Evaluation of Technical Proposals

- 11.7 Proposals that comply with all of the mandatory procedural requirements will be evaluated based on the evaluation criteria as specified in Section 5, Evaluation Criteria. Any Proposals not meeting the mandatory evaluation criteria will be rejected.
- 11.8 Proposals that comply with the mandatory evaluation criteria will be evaluated based on the rated criteria.
- 11.9 In their technical proposals, Bidders are requested to address clearly and in sufficient depth the rated criteria specified in Section 5, Evaluation Criteria, against which the Proposal will be evaluated. Simply repeating the statement contained in the RFP is not sufficient. Bidders are requested to provide supporting data (for example, description of past experience, degrees, description of the Bidder's facilities, when applicable), to demonstrate their capability. Not completely addressing a rated criterion may result in a score of zero for that rated criterion.
- 11.10 The Proposals that fail to achieve the minimum technical score for the rated criteria indicated in the datasheet will be rejected and the financial proposal will remain unopened.
- 11.11 Only work experience of the Bidder will be assessed. In the case of a consortium or joint venture, unless otherwise specified in Section 5, Evaluation Criteria, the experience of any Member could be included in a Proposal as work experience of the Bidder. Nevertheless, when the evaluation requirement is demonstrated through number of years / months of experience, the cumulative experience of the Members cannot be used. For example, if the RFP requires five (5) years of experience in education, and both Members independently have three (3) years each, the experience requirement will not be met. For the purposes of evaluation, listing experience with no

substantiation to describe where and how such experience was obtained may result in a score of zero.

11.12 Where Form TECH-6A, where applicable, is not provided with the Proposal, DFATD will, in its evaluation, treat the Proposal as though there was no one identified to carry out that specific element of the project. Where Form TECH-6B, where applicable, is not provided with the Proposal or is improperly completed, DFATD will request corrections and/or completion from the Bidder. Bidders must submit the completed TECH-6B within the timeframe specified in the notification. If the completed TECH-6B is not submitted within the specified timeframe, DFATD will treat the Proposal as though there was no one identified to carry out that specific element of the project. In this paragraph, “improperly completed” means:

- (a) There are one or more fields that are not completed; or
- (b) TECH-6B is not signed by the individual.

***Evaluation of
Financial
Proposals***

11.13 Financial proposals will only be opened and evaluated if the technical proposal achieves a score equal to or in excess of the minimum technical score indicated in the Data Sheet.

11.14 Fees, and costs of Contractor(s), if applicable, and the administrative mark-up cost, if specified in the Data Sheet will be considered in the financial evaluation. The Reimbursable Expenses will not be evaluated and will be subject to negotiation with the selected Bidder.

11.15 The evaluation of financial proposals will be carried out in accordance with the Data Sheet.

11.16 Unless otherwise specified in the Data Sheet, Bidders are requested to include and price in their financial proposals (FIN-1) all Personnel and Contractor(s), if applicable, identified in any manner by the Bidder in the technical proposal and not specifically mentioned to be part of the overhead. Failure to do so will result in the financial proposal being scored zero.

11.17 Where the available funding is specified in the Data Sheet and the Bidder's financial proposal exceeds the funding available, DFATD may enter into negotiation with the Bidder on Reimbursable Expenses to arrive at a resultant contract price which is equivalent or lower than the amount of available funding. Should the negotiation not result in a contract price that is equal to or lower than the amount of available funding, the Bidder's proposal may not be given further consideration and DFATD may initiate negotiations with the next highest-ranking Bidder.

11.18 Where the minimum level of effort is specified in the Data Sheet and the level of effort proposed by the Bidder is below the specified minimum, DFATD will evaluate the Bidder's financial proposal based on DFATD's specified minimum level of effort.

11.19 Where the fixed level of effort is specified in the Data Sheet and the Bidder proposes a different level of effort, DFATD will evaluate the Bidder's financial proposal based on DFATD's fixed level of effort.

11.20 When technical and financial evaluations are completed, Proposals will be evaluated for the award of additional bonus points relating to the Aboriginal Supplier Incentive specified in paragraph 11.21.

***Aboriginal
Supplier
Incentive***

11.21 DFATD supports the use of Aboriginal individuals or firms as Personnel or Contractors and has developed an Aboriginal Supplier Incentive process to encourage this practice. In this process, Bidders will be awarded evaluation points (up to a maximum of 50 points which represents 5 percent of 1,000 total evaluation points) after technical and financial proposals are evaluated and when Aboriginal direct hiring and/ or sub-contracting are proposed.

11.22 The Department of Aboriginal Affairs and Northern Development Canadian Supplier Inventory, which is accessible at <http://www.aadnc-aandc.gc.ca/>, will be used by DFATD to determine if the Personnel and/ or proposed Contractors are indeed Aboriginal persons.

11.23 A maximum of 50 points will be awarded on a pro-rata basis by using the overall total value of the Bidder's Proposal, both Fees and Reimbursable Expenses, as the basis of comparison. The bonus points will be determined by dividing the total value of the Aboriginal component as declared in FIN-2 against the overall total value of the Bidder's Proposal. For example, a Proposal which has \$100,000 value for the Aboriginal component against a total value of \$1,000,000 will be awarded 5 additional points $[(\$100,000/\$1,000,000) \times 50 \text{ points} = 5 \text{ points}]$. Only when a Proposal is entirely Aboriginal will the 50 points be awarded.

11.24 The format to be used in presenting information for this process is provided in FIN-2, Aboriginal Supplier Incentive, and should be placed in the same envelope as the financial proposal. If FIN-2 is missing, the Bidder will not be awarded any points for the Aboriginal Supplier Incentive.

**Price
Justification**

11.25 Bidders must provide price justification, on DFATD's request, and within the specified timeframe. Such price justification may include one or more of the following:

- (a) A copy of paid invoices or list of contracts for similar work, under similar conditions, provided to DFATD or other customers, including but not limited to fee history of assignments that covers at least one hundred (100) person-days billed in twelve (12) consecutive months over the last two (2) years; or
- (b) A price breakdown showing the cost of direct labour/salary, fringe benefits, overhead/ indirect costs, profit and all other cost included in the proposed Fees; or
- (c) A breakdown of the administrative mark-up rate; or
- (d) Any other supporting documentation as requested by DFATD.

**12. Clarifications
of Proposals**

12.1 In conducting the evaluation, DFATD may, but has no obligation, to do the following:

- (a) seek clarification or verification from Bidders regarding any or all information provided by them with respect to the RFP;
- (b) contact any or all references supplied by Bidders to verify and validate information submitted as fact;
- (c) request, before award of any Contract, specific information with respect to Bidders' legal status;
- (d) conduct a survey of Bidders' facilities, and/ or examine their technical, managerial, security and financial capabilities, to determine if they are adequate to meet the requirements of the RFP; and
- (e) verify any information provided by Bidders through independent research, use of any government resources or by contacting third parties, including any proposed resources.

12.2 Bidders will have the number of Days specified in the request by the Point of Contact to comply with paragraph 12.1. Failure to comply with the request will result in the Proposal being rejected.

12.3 Any clarifications submitted by a Bidder that are not in response to a request by DFATD will not be considered. No change in the financial proposal or substance of the technical proposal by the Bidder as a result of clarifications will be sought, offered, or permitted, except to confirm the correction of arithmetic errors discovered by DFATD in the evaluation of Proposals.

**Rights of DFATD
in evaluation**

12.4 In conducting the evaluation, DFATD may, but has no obligation, to do the following:

- (a) correct any computational errors in the extended pricing of Proposals by using unit pricing;
- (b) if there is an error corresponding to the addition or subtraction of subtotals in a total, the total will prevail;
- (c) in case of discrepancy between word and figures, the former will prevail;

- (d) evaluate the financial proposal to reflect the minimum or fixed level of effort specified in the Data Sheet, if applicable;
- (e) in case of discrepancy between the level of effort in the technical and financial proposal, the financial proposal will be adjusted using the level of effort specified in the technical proposal; and
- (f) in case the financial proposal does not reflect the technical proposal, the financial proposal may be given a score of zero.

12.5 At the end of the evaluation process, the Point of Contact will advise the Bidder of the actions, if any, taken pursuant to paragraph 12.4. A Bidder that disagrees may withdraw its Proposal.

13. Conditions of Contract Award

13.1 Before award of a Contract, a Bidder must meet the conditions listed below. Upon request by DFATD, a Bidder must provide, within the timeframe stated by DFATD, documentation to support compliance. Failure to comply with DFATD's request and meet the requirement within that timeframe will not delay the award of the Contract and may result in the Proposal being rejected.

(a) Financial Capability

In order to determine the Bidder's financial capability to meet the project requirements, DFATD may require access to the Bidder's financial information. If the Bidder is a consortium or joint venture, DFATD may request financial information from each Member. Such financial information may include but may not be limited to the following:

- (i) audited financial statements, if available, or the unaudited financial statements for the Bidder's last three (3) fiscal years, or for the years that the Bidder has been in business if it is less than three (3) years (including, as a minimum, the balance sheet, the statement of retained earnings, the income statement and any notes to the statements);
- (ii) if the date of the above-noted financial statements is more than three (3) months before the date on which DFATD requests this information, the Bidder may be required to provide interim financial statements (consisting of a balance sheet and a year-to-date income statement), as of two (2) months prior to the date on which DFATD requests this information;
- (iii) if the Bidder has not been in business for at least one (1) full fiscal year, the following may be required:
 - opening balance sheet on commencement of business; and
 - interim financial statements (consisting of a balance sheet and a year-to-date income statement) as of two months prior to the date on which DFATD requests this information.
- (iv) a certification from the Chief Financial Officer or an authorized signing officer of the Bidder that the financial information provided is complete and accurate.

In the event that DFATD considers that the Bidder is not financially capable of performing the RFP requirement, DFATD may require that the Bidder, at the Bidder's sole expense, provide some form of guarantee, for example, a financial guarantee from the Bidder's parent company, a ISLC from an Approved Financial Institution drawn in favour of DFATD, a performance guarantee from a Third Party or some other form of security, as determined by DFATD. If a parent company or a Third Party guarantee is considered appropriate by DFATD for the Bidder to be financially capable, DFATD may require the parent company or Third Party financial information.

When the information requested above is provided to DFATD and marked confidential, DFATD will treat the information in a manner consistent with the *Access to Information Act*.

(b) Procurement Business Number

Bidders must have a Procurement Business Number. Bidders must register for a Procurement Business Number in the Supplier Registration Information service online at the following website:

<https://srisupplier.contractscanada.gc.ca/>. In the case of a consortium or joint venture, the consortium or joint venture as a whole does not require a

Procurement Business Number but each Member must have a Procurement Business Number.

(c) Security requirements associated with this RFP and the resultant Contract are specified in the Data Sheet.

The Bidder must meet any security requirements specified in the Data Sheet. In the case of a consortium or joint venture, each Member must meet the security requirements.

(d) Proof of Insurance

Upon request by the Point of Contact, the Bidder must provide a letter from an insurance broker or an insurance company licensed to operate in Canada stating that the Bidder, if awarded a Contract as a result of the RFP, can be insured in accordance with the insurance requirements specified in the Data Sheet. In the case of a consortium or joint venture, at least one Member must meet the insurance requirements.

(e) Aboriginal status

DFATD may request Bidders to provide official certification as to the Aboriginal status of Personnel and Contractors.

(f) M-30 Compliance with the Act Respecting the Conseil Exécutif du Québec (L.R.Q., chapter M-30)

Bidders in Québec whose operations are partially or fully funded by the province of Québec may be subject to the Government of Québec *Act Respecting the Conseil exécutif* (L.R.Q., chapter M-30). Under sections 3.11 and 3.12 of this Act certain entities, as defined in the meaning of the Act, including but not limited to municipal bodies, school bodies or public agencies, must obtain an authorization, indicated by the Act, before signing any agreement with DFATD. Consequently, any entity that is subject to the Act is responsible for obtaining such authorization. In the case of a consortium or joint venture, each Member must comply with the requirement stated in this paragraph.

14. Negotiations

14.1 A time limit may be imposed by DFATD to ensure that negotiations are concluded effectively and in a timely manner. In instances where negotiations cannot be satisfactorily concluded between the selected Bidder and DFATD, the Bidder's Proposal will be given no further consideration and DFATD may initiate negotiations with the next highest-ranking Bidder.

14.2 Typical areas of negotiation may include:

(a) Fees:

In a competitive environment, Fees proposed in the selected Bidder's financial proposal, which were part of the financial evaluation, are not normally subject to negotiation. However, DFATD reserves the right to request support for the proposed Fees and to negotiate down any and all Fees to ensure that fair value is obtained.

(b) Reimbursable Expenses

All Reimbursable Expenses, listed in paragraph 10.4, are negotiable.

(c) Advances as specified in paragraph 17.

(d) Local tax payment and reimbursement mechanism.

15. Personnel Replacement prior to Contract Award

15.1 If specific individuals are identified in the Bidder's Proposal, the Bidder must ensure that each of those individuals are available to commence performance of the Services as requested by DFATD and at the time specified in this RFP or agree to with DFATD unless the Bidder is unable to do so for reasons beyond its control. For the purposes of this paragraph, only the following reasons will be considered as beyond the control of the Bidder: long-term/permanent illness, death, retirement, resignation, maternity and parental leave, dismissal for cause or termination of an agreement for default and extension of Proposal validity requested by DFATD. If, for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder must propose a replacement with equivalent or greater qualifications and experience. The replacement will be evaluated against the

original evaluation criteria specified in Section 5. For the purposes of evaluation, only the score of the individual named in the Proposal who is being replaced will be taken into account. Acceptance of the proposed replacement is not automatic and will be considered at the sole discretion of DFATD. If the proposed replacement does not, at a minimum, achieve the score of the individual named in the Proposal or is not acceptable to DFATD, DFATD may reject the Proposal and enter into negotiation with the next highest-ranking Bidder.

- | | | |
|---|------|---|
| 16. Irrevocable Standby Letter of Credit | 16.1 | To guarantee the Consultant's obligations under the Contract, within 28 Days of the signature of the Contract, the Consultant must provide an Irrevocable Standby Letter of Credit (ISLC) as specified in the Data Sheet. |
| | 16.2 | All costs related to the issuance and maintenance of the ISLC will be at the Consultant's own expense. |
| 17. Advances | 17.1 | The Data Sheet specifies whether DFATD will permit advance payments to the Consultants under the Contract resulting from this RFP. A detailed list of expenses eligible for advance payments, if any, is specified in the Data Sheet. |
| | 17.2 | Bidders are requested to indicate in their financial proposals the amount and nature of advances that will be required by them to undertake the Contract. The Bidder's request for advances will not be evaluated. However, requested advances may be subject to negotiation prior to Contract award. |
| | 17.3 | DFATD will not issue an advance until the Consultant provides DFATD with an ISLC acceptable to DFATD in form and content. An ISLC will be drawn in favour of DFATD and issued by an Approved Financial Institution and will be in place before any advance is made and remain in effect until all advances are fully liquidated. The ISLC is always for an amount equal to one hundred (100) percent of the maximum possible outstanding amount of advance payments at any given time during the execution of the Contract. |
| | 17.4 | During the negotiation stage, DFATD may request confirmation of the Bidder's ability to obtain the necessary advance security as stipulated in paragraph 17.3. Failure to do so by the date stipulated by DFATD will result in the selected Proposal being given no further consideration. DFATD reserves the right to initiate negotiations with the next highest-ranking Bidder. |
| 18. Notification/ Debriefing of unsuccessful Bidders | 18.1 | After completing negotiations and awarding the Contract to the selected Bidder, DFATD will publish the award of the Contract on GETS and on the DFATD website. |
| | 18.2 | Bidders may make a written request to DFATD to receive an oral or written debriefing on the strengths and weaknesses of the Bidder's own Proposal and to receive the marks obtained by the Bidder for each requirement of the technical component published in the evaluation grid and the marks obtained for the financial component. All costs related to oral debriefings, including but not limiting to communication and/or transportation costs, are the responsibility of the Bidder. |
| | 18.3 | Bidders may also request the name of the successful Bidder, the total marks obtained by the successful Bidder in each of the three categories of the technical component listed in Section 5, Evaluation Criteria, and the marks obtained by the successful Bidder for the financial component. Where the request involves a Bidder who is an individual, some information may qualify for protection under the <i>Privacy Act</i> . |
| 19. Commencement of Services | 19.1 | The Consultant is expected to commence provision of Services within the delay specified in the Data Sheet. |
| | 19.2 | The Bidder is not to start work or render the Services prior to signature or the effective date of the Contract. Costs incurred by the Bidder prior to the effective date of the Contract will not be reimbursed by DFATD. |
| 20. Confidentiality | 20.1 | Proposals remain the property of DFATD and will be treated as confidential, subject to the provisions of the <i>Access to Information Act</i> , the <i>Privacy Act</i> , and the <i>General Records Disposal Schedule of the Government of Canada</i> . |
| 21. Rights of | 21.1 | DFATD reserves the right to: |

DFATD

- (a) reject any or all Proposals received in response to the RFP;
- (b) enter into negotiations with Bidders on any or all aspects of their Proposals;
- (c) accept any Proposal in whole or in part without negotiations;
- (d) cancel the RFP at any time;
- (e) reissue the RFP;
- (f) if no compliant Proposals are received and the requirement is not substantially modified, reissue the RFP by inviting only the Bidders who responded to resubmit Proposals within a period designated by DFATD; and
- (g) negotiate with the sole compliant Bidder to ensure best value to DFATD.

Instructions to Bidders

DATA SHEET

Note: The paragraph numbers indicated in the left hand column refer to the related paragraphs in the previous section, Instructions to Bidders.

Paragraph Reference	
Definitions (s)	For the purpose of this RFP, the following positions are also included as Local Support Staff: Administrative Assistant
Definitions (cc)	The Recipient Country is various countries in Asia Pacific
Definitions (ee)	The RFP Closing Date is 2016-07-29 at 14:00 hrs, Eastern Daylight Saving Time (EDT)
1.5	<p>Bidders' Conference:</p> <p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>A Bidders' conference for all interested Bidders will be held on 2016-06-20 at DFATD, at 200 Promenade du Portage, Gatineau, Quebec. The session will begin at 10:00 – 12:00, in the meeting room B6009. Travel and other costs in order to attend are the responsibility of the Bidders. The session will be held to answer questions on the project and/ or on the RFP. Bidders who do not attend the conference will not be excluded from submitting a Proposal. In order to facilitate the conference, Bidders are requested to submit their questions, comments and/ or a list of issues they wish to table in advance by email, in English and/ or French, at the latest by 2016-06-15 to the Point of Contact, to allow sufficient time for DFATD to make logistical arrangements and prepare answers. Additional questions from the floor are allowed during the conference itself. If they affect the RFP, clarifications or changes resulting from the Bidders' conference will be included as an addendum to the RFP.</p> <p>Bidders are requested to confirm in advance their intention to attend by emailing the Point of Contact at the email address as per paragraph 1.6, at the latest by 16-06-2016. Bidders are requested to indicate their name, postal address, email address, telephone number, fax number as well as the name and the title of the Bidder's representative(s) who will attend in such e-mail to DFATD. DFATD reserves the right to cancel the conference and inform Bidders by means of an addendum to the present RFP, if this happens.</p> <p>Site tour: YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
1.6	<p>Visit can be arranged:</p> <p>YES <input type="checkbox"/> NO <input checked="" type="checkbox"/></p>
1.6, 6.2, 11.1 and 13.1	<p>DFATD Point of Contact is: Linda Ouellet Team Leader, Contracting Services Department of Foreign Affairs, Trade and Development</p> <p>Facsimile: 819-953-6212 Email: Linda.Ouellet@international.gc.ca</p>
2.3	Location of contract negotiation: Gatineau, Quebec
7.2	<p>Bidder is requested to submit:</p> <ul style="list-style-type: none"> • Technical proposal: the original and 4 copies and one electronic version (on a USB key or CD-ROM) • Financial proposal: the original and 2 copies

	In the event of a discrepancy between the electronic version and the paper version, the original paper version prevails.														
7.9	Page size other than 8.5" X 11" or A4 is acceptable: YES ___ NO <input checked="" type="checkbox"/>														
7.10 (c)	Financial statements are to be included in the Proposal: YES ___ NO <input checked="" type="checkbox"/>														
8.2	Additional documentation is available: YES ___ NO <input checked="" type="checkbox"/>														
9.6	Cross-referencing is recommended: YES <input checked="" type="checkbox"/> NO ___														
9.8 (c) and 11.19	A fixed number of person-days is required for the following Personnel positions: <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">Project Director</td> <td style="text-align: right;">500</td> </tr> <tr> <td style="padding-left: 20px;">Project Manager</td> <td style="text-align: right;">1540</td> </tr> <tr> <td style="padding-left: 20px;">Project Administrator</td> <td style="text-align: right;">770</td> </tr> <tr> <td style="padding-left: 20px;">Trade Expert</td> <td style="text-align: right;">770</td> </tr> <tr> <td style="padding-left: 20px;">Access to Finance and SME Development Expert</td> <td style="text-align: right;">770</td> </tr> <tr> <td style="padding-left: 20px;">Gender Equality Expert</td> <td style="text-align: right;">770</td> </tr> <tr> <td style="padding-left: 20px;">Environment Expert</td> <td style="text-align: right;">385</td> </tr> </table>	Project Director	500	Project Manager	1540	Project Administrator	770	Trade Expert	770	Access to Finance and SME Development Expert	770	Gender Equality Expert	770	Environment Expert	385
Project Director	500														
Project Manager	1540														
Project Administrator	770														
Trade Expert	770														
Access to Finance and SME Development Expert	770														
Gender Equality Expert	770														
Environment Expert	385														
9.9	The Bidder can propose alternative Personnel: YES ___ NO <input checked="" type="checkbox"/>														
10.4 (g)	In addition to the listed eligible reimbursable expenses in ITB 10.4, the Bidder will have a maximum budget of \$2,560,000 to cover the reimbursable expenses for other Personnel and Contractors (technical experts) incurred as part of the mandates including the following actual and reasonable costs: <ol style="list-style-type: none"> (a) Travel and living expenses in accordance with paragraph 10.4 (a); (b) Communication costs, including but not limited to long-distance charges, internet, fax, mailing and courier; (c) Translation, interpreters, and word processing costs directly related to the project, project-related printing and copying costs (including printing extra copies of documents and microcopying); (d) Other reimbursable expenses as approved by DFATD. 														
10.7 and 11.17	Available funding The available funding for the Contract resulting from this RFP is \$11,627,000 CAD, excluding Applicable Taxes. Of that amount, DFATD has reserved: <ol style="list-style-type: none"> a) a budget of \$4, 980,000 CAD including administrative mark-up for other Personnel and Contractors who are identified during project implementation and are required to carry out technical assistance and capacity building (Responsive Technical Assistance Fund) as well as the design and maintenance of a web site; and b) a budget of \$2,560,000 CAD for the Reimbursable Expenses for other Personnel and Contractors (technical experts) for the mandates as specified in paragraph 10.4 (g). <p>This disclosure does not commit DFATD to paying the funding available.</p>														
10.8 (d)	Administrative mark-up : Yes: <input checked="" type="checkbox"/> No : ___ The Administrative mark-up to be applied to the Sub-consultants and Contractors determined during project implementation includes : <ul style="list-style-type: none"> • Overhead expenses • Profit 														

	<p>This rate will be applied as follows :</p> <table border="1"> <thead> <tr> <th></th> <th>Application of the rate</th> </tr> </thead> <tbody> <tr> <td>Sub-consultants assigned to the project</td> <td>Fees invoiced by the Sub-consultants</td> </tr> <tr> <td>Contractors</td> <td>Costs invoiced by the Contractors</td> </tr> </tbody> </table> <p>The Consultant and affiliated organizations will not be permitted to deliver or implement the proposed or approved TAF mandates.</p>		Application of the rate	Sub-consultants assigned to the project	Fees invoiced by the Sub-consultants	Contractors	Costs invoiced by the Contractors
	Application of the rate						
Sub-consultants assigned to the project	Fees invoiced by the Sub-consultants						
Contractors	Costs invoiced by the Contractors						
11.3	<p>Selection Method:</p> <p>Best value adjusted for cost:</p> <p>The technical proposal is awarded a maximum of 700 points or 70 percent of total possible 1,000 points, and the financial proposal is awarded a maximum of 300 points or 30 percent.</p> <p>If Aboriginal direct hiring and/ or Contractors are proposed, Bidders will be awarded evaluation points (up to a maximum of 50 points, which represents 5 percent of 1,000 total evaluation points) after technical and financial proposals are evaluated.</p> <p>The Bidder whose Proposal obtained the highest combined technical and financial score will be invited for negotiations unless there is less than 10 points (1 % of 1000 total evaluation points) between that Bidder and the lower ranked Bidders. In such a case, the Bidder with the lowest financial proposal will be invited to negotiate.</p>						
11.10 and 11.13	The minimum technical score required is 490 points. Only Proposals that achieve a minimum technical score are considered compliant.						
11.14	<p>The evaluated administrative mark-up cost FIN-1B will be calculated by applying the Bidder's mark-up rate, as indicated in FIN-1B, to the budget set-aside for the cost of other personnel and contractors to be determined during project implementation using the following formula:</p> $\text{Administrative mark-up cost} = \text{budget set-aside} \$ \times \frac{\% \text{ of mark-up rate}}{(1 + \% \text{ of mark-up rate})}$						
11.15, 11.19 and 12.4 (d)	<p>Evaluation of financial proposals</p> <p>The total of the financial proposal will be calculated by adding the sub-totals of costs related to the Bidder's average Fees multiplied by DFATD's fixed level of effort for each position of Personnel identified by DFATD in the RFP in accordance with FIN-1A.</p> <p>Should the Bidder include any positions, other than those identified by DFATD, they will be deemed not included in the Bidder's financial proposal. The costs associated with these positions will not be taken into consideration in the financial evaluation nor will they be included in the resulting contract.</p> <p>Costs related to Contractors and Personnel, other than those identified by DFATD, may be determined during implementation and will not exceed the budget set-aside specified under FIN-1B.</p>						
11.15	<p>Scoring of financial proposals:</p> <p>The financial proposal with the lowest evaluated dollar value will be given the maximum number of points. The scores for all other financial proposals are calculated on a pro-rata basis based on the lowest compliant financial price. For example, if the total financial score is 300 points and if the proposed cost of Bidder A is the lowest compliant price, Bidder A will receive 300 points for its financial proposal. All other technically compliant Bidders' financial score will be calculated as follow:</p> $\text{Bidder B's financial score} = \frac{\text{Bidder A's financial price}}{\text{Bidder B's financial price}} \times 300$						
11.16	The clause is applicable: YES ___ NO <input checked="" type="checkbox"/>						
13.1(c)	The Bidder is subject to security requirements: YES ___ NO <input checked="" type="checkbox"/>						

13.1(d)	<p>1. Commercial General Liability Insurance for not less than \$2,000,000 Canadian dollars per accident or occurrence and in the annual aggregate, inclusive of defence costs.</p> <p>The insurance will include the following:</p> <ul style="list-style-type: none"> (a) Canada as an additional insured, as represented by the Department of Foreign Affairs, Trade and Development; (b) Bodily Injury and Property Damage to Third Parties; (c) Product Liability and Completed Operations; (d) Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character; (e) Cross Liability and Separation of Insured; (f) Employees and, if applicable, Volunteers as Additional Insured; (g) Employer's Liability; (h) Broad Form Property Damage; (i) Non-Owned Automobile Liability; and (j) 30 Days written notice of policy cancellation. <p>2. Errors and Omissions Liability Insurance</p> <p>If the Consultant is a licensed professional, he will carry an errors and omissions liability insurance for not less than \$1,000,000 Canadian dollars per loss and in the annual aggregate, inclusive of defence costs.</p> <p>The insurance will include the following:</p> <ul style="list-style-type: none"> a) If the policy is written on a claims-made basis, coverage will be in place for a period of at least 12 months after the completion or termination of the Contract; and b) 30 Days written notice of cancellation. <p>3. Health Insurance</p> <p>The Consultant will ensure that its Personnel assigned abroad are provided with full information on health maintenance in the Recipient Country, prior to their departure from Canada, and that they are physically capable of performing the assigned duties in that country. Subject to approval, DFATD makes available, through the Centre for Intercultural Learning, pre-departure information sessions, including health matters and foreign-language training as well as post-visit debriefing sessions. In-country briefing sessions are available to Canadian Consultants and the Recipient Country trainees. The Consultant will ensure that members of its Personnel assigned abroad are covered by adequate health insurance. DFATD will not assume any costs associated with the repatriation of the Personnel or contractors for medical reasons.</p> <p>4. Workers' Compensation Insurance for all Personnel in accordance with the statutory requirements of the Territory, Province, State of domicile or employment, having such jurisdiction. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Worker's Compensation Board or such other authority, howsoever caused, the Consultant will indemnify and hold harmless DFATD for any such liability. The Consultant will ensure that all of its Personnel performing the Services on this Contract will have the same level of Workers' Compensation Insurance throughout the Consultant's performance of the Contract.</p> <p>The insurance will include the following:</p> <ul style="list-style-type: none"> a. Canada as additional insured as represented by the Department of Foreign Affairs, Trade and Development, to the extent permitted by law; b. Cross Liability and separation of insured, to the extent permitted by law; c. Waiver of Subrogation Rights in favor of DFATD, to the extent permitted by law; and d. 30 Days written notice of cancellation.
16.1	The Irrevocable Standby Letter of Credit (ISLC) must be for the face amount of \$408,700.
17.1	Advance payments may be permitted:

	<p>YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>The following types of expenses are eligible for advance payment:</p> <ul style="list-style-type: none"> (a) Expenses associated with setting up a new local office in the Recipient Country; (b) Long-term leases for offices; (c) Costs associated with students and trainees as specified in DFATD's <i>Management of Students and Trainees in Canada: Manual for Executing Agencies</i>.
19.1	Expected date for commencement of consulting and professional services is no later than 30 days following the signature of the contract.

Section 2. Technical Proposal - Standard Forms


Guidance to Bidders:

At the beginning of each TECH, Bidders will find information that will help in the preparation of their Proposals. In addition, DFATD has developed a checklist (below) to assist Bidders in preparing a responsive Proposal. The checklist below is for information purposes only and is NOT to be included with the Bidder's Proposal.

Bidders Checklist

1. Mandatory procedural requirements


Bidder must meet the mandatory procedural requirements stated below. Failure to meet any of these requirements will lead to rejection of the Bidder's Proposal.

Mandatory Procedural Requirements	
The Proposal validity is 180 days after the closing date of the RFP.	
The Bidder has submitted only one proposal in response to this RFP. (ITB 4.4)	
The Proposal is submitted to: Department of Foreign Affairs, Trade and Development Distribution and Mail Services - AAG Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario Canada K1A 0G2 Attention: Bid Receiving Unit - SGD	
The Proposal is submitted to DFATD no later than the RFP Closing Date indicated in the Data Sheet.	
The Bidder or, in case of a consortium or joint venture, each member of a consortium or joint venture has completed, signed and included TECH-1 Form in the Proposal.	
The Bidder or, in case of a consortium or joint venture, each member of consortium or joint venture complies with the certifications of TECH-2 Form from the date of Proposal submission. The Bidder has an obligation to disclose any situation of non-compliance with the certifications in TECH-2.	
The Bidder submitted a completed TECH-2 and TECH-3 Form with its Proposal.	
The Bidder has demonstrated compliance with each of the mandatory evaluation criteria, if any, specified in Section 5, Evaluation Criteria.	
No information related to Fees, and costs of Contractor(s) appears in the technical proposal.	
FIN-1 is provided with the Proposal and contains no changes to the pricing basis (ITB 10.8).	
The Fees for Personnel are expressed on a yearly basis (i.e. Year 1, Year 2, Year 3, etc.).	
The Financial proposal is expressed in Canadian dollars (CAD).	

No contact with DFATD, except the Point of Contact specified in the Data Sheet, on any matter related to Bidder's Proposal from the time the Proposals are submitted to the time the Contract is awarded (except when responding to requests to provide additional information as specified in ITB 9.1, 9.2, 9.4, 11.12, 11.25, 12 and 13).	
The Bidder complies with the conditions of contract award stated in ITB 13.	
The Bidder maintains availability of the proposed Personnel from the RFP Closing Date as stated in ITB 15.1.	

2. Other requirements:

Compliance with the requirements below, while not mandatory, will increase the responsiveness of the Bidder's Proposal.

Proposal Presentation and Submission	
Has the technical proposal used the headings and numbering system detailed in Section 5, Evaluation Criteria?	
Has the Bidder used cross-referencing and complied with formatting requirements, if indicated in the Data Sheet?	
Has the Bidder submitted its proposal in the number of originals and copies indicated in the Data Sheet?	
Is the Original proposal clearly identified as "Original" on its cover?	
Is the Proposal presented on 8.5" X 11" or A4 paper (or as specified in the Data Sheet) and is the font size at least equivalent to Arial 10 or Times New Roman 11?	
Have the original and all copies of the technical proposal been placed in a sealed envelope clearly marked "TECHNICAL PROPOSAL", followed by the RFP reference number, project title and the RFP Closing Date?	
Have the original and all copies of the financial proposal been placed in a sealed envelope clearly marked "FINANCIAL PROPOSAL", followed by the RFP reference number, project title and the RFP Closing Date?	
If requested in the Data Sheet, have financial statements been submitted in a third sealed envelope clearly marked "Financial Statements"?	
Have the envelopes containing the technical and financial proposals, and financial statements, if applicable, been placed in an outer envelope and sealed?	
Does the outer envelope bear: <ul style="list-style-type: none"> - name of the Bidder - return address of the Bidder - submission address - RFP reference number - project title - the RFP Closing Date. 	
Have the Proposal withdrawal, substitution and/ or modification, if any, been done as per ITB 7.13?	
Technical Proposal	
In case of a consortium or joint venture, has the Member in charge been identified by checking the appropriate box in TECH-1?	
Has the Bidder or, in case of a consortium or joint venture, each Member of a consortium or joint venture provided information as requested in TECH-3 with the Proposal?	

Has the Bidder provided information as requested in TECH-4 according to the specified format?	
Has the Bidder completed and included all TECH-5 forms according to the specified format?	
Has the Bidder completed and included all TECH-6 forms according to the specified format?	
Has the technical proposal clearly and in sufficient depth addressed the rated requirements against which the Proposal is evaluated?	
Has the technical proposal conformed to the specified page limits as indicated in section 5, Evaluation Criteria?	
Financial Proposal	
If Aboriginal direct hiring and/ or sub-contracting is proposed, has the Bidder completed FIN-2?	
Has the Bidder provided estimate of Reimbursable Expenses that will be incurred in the realization of the project in Canada and in the Recipient Country by filling in the form FIN-3?	
Does the Bidder's price exclude all Applicable Taxes? Bidders are requested to exclude Applicable Taxes from the price, but to show the total estimated amount in the financial proposal separately.	
Has the Bidder indicated in its financial proposal the amount and nature of advances that it will require in undertaking the Contract, if any?	

FORM TECH-1

Acceptance of Terms and Conditions

Guidance to Bidders:

- Signed TECH-1: Acceptance of Terms and Conditions must be submitted with a Bidder's Proposal.
- If a Bidder is a consortium or joint venture, the Bidder's Proposal must include a signed TECH-1 from each Member. DFATD requests that the Member in charge be identified by checking the appropriate box below.

The Proposal to the Department of Foreign Affairs, Trade and Development is for the provision of Services in relation to: Technical Assistance Facility Project.

From (please print): Bidder's Name _____

Person authorized to sign on behalf of the Bidder:

Name (Please Print)

Title (Please Print)

The Bidder certifies that it has read the RFP in its entirety and that it accepts all terms and conditions set out in the RFP, as is without modifications, deletions or additions.

In addition, by signing this form the Bidder certifies its compliance with the certifications included in TECH-2 as completed.

Signature _____ Date _____

Member in Charge

FORM TECH-2 Certifications

Guidance to Bidders:

The Bidder is requested to complete the following certifications by filling in the appropriate spaces below. The Bidder must submit TECH-2 in accordance with the paragraph 9.2 of the RFP.

In case of a consortium or joint venture, each member must comply with the above requirement.

1. CANADIAN STATUS

The Bidder hereby certifies as to its status as a Canadian legal entity:

- (a) the Bidder is a Canadian citizen or Canadian permanent resident; or
- (b) the Bidder is a for-profit legal entity created under Canadian law and with a Place of Business in Canada;
or
- (c) the Bidder is a not-for-profit legal entity created under Canadian law and with a Place of Business in Canada.

2. CODE OF CONDUCT FOR PROCUREMENT

The Bidder must respond to the RFP in an honest, fair and comprehensive manner, accurately reflect its capacity to satisfy the requirements stipulated in the RFP and the Contract, submit its Proposal and enter into the Contract only if it will fulfill all obligations of the Contract.

The Bidder certifies that for the purpose of this RFP and subsequent Contract, it will not employ public servants in activities that might subject public servants to demands incompatible with their official duties or cast doubt on their ability to perform their duties. The Bidder also certifies that it will not hire directly, or through a third party, former public servants during their one-year cooling-off period where this would constitute a violation of post-employment measures under the Policy on Conflict of Interest and Post-Employment that complements the Values and Ethics Code for the Public Sector.

3. ANTI-TERRORISM REQUIREMENT

The Bidder hereby certifies that the Bidder's Proposal does not include delivery of goods or services that originate, directly or indirectly, from entities listed pursuant to the *Anti-Terrorism Act*.

Details of listed entities can be found at <http://www.publicsafety.gc.ca/>. The Office of the Superintendent of Financial Institutions (<http://www.osfi-bsif.gc.ca/Eng/fi-if/amlc-clrpc/atf-fat/Pages/default.aspx>) lists are subject to the Regulations Establishing a List of Entities made under subsection 83.05(1) of the *Criminal Code*, and/ or the *Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism* (RIUNRST) and/ or *United Nations Al-Qaida and Taliban Regulations* (UNAQTR).

4. INTERNATIONAL SANCTIONS

From time to time, in compliance with United Nations obligations or other international agreements, Canada imposes restrictions on trade, financial transactions or other dealings with a foreign country or its nationals. These economic sanctions may be implemented by regulation under the *United Nations Act* (R.S.C. 1985, c. U-2), the *Special Economic Measures Act* (S.C. 1992, c. 17), or the *Export and Import Permits Act* (R.S.C. 1985, c. E-19). The countries or groups currently subject to economic sanctions are listed on the Department of Foreign Affairs, Trade and Development site: <http://www.international.gc.ca/sanctions/index.aspx?view=d>.

The Bidder certifies its compliance with any such regulations that are in force on the effective date of proposal submission. In addition, the Bidder certifies such compliance by its Personnel, Local Support Staff and Contractor(s).

5. CONFLICT OF INTEREST - UNFAIR ADVANTAGE

1. In order to protect the integrity of the procurement process, the Bidders are advised that DFATD may reject a bid in the following circumstances.
 - a. if the Bidder, any of its proposed Sub-consultants, any of its proposed Contractors including any of their respective employees or former employees was involved in any manner in the preparation of the bid solicitation;
 - b. if the Bidder, any of its proposed Sub-consultants, any of its proposed Contractors including any of their respective employees or former employees was involved in any other situation of conflict of interest or appearance of conflict of interest.

- c. if the Bidder, any of its proposed Sub-consultants, any of its proposed Contractors including any of their respective employees or former employees had access to information related to the bid solicitation that was not available to other bidders and that would, in DFATD's opinion, give or appear to give the Bidder an unfair advantage.
2. The experience acquired by a Bidder who is providing or has provided the Services described in the RFP (or similar services) will not, in itself, be considered by DFATD as conferring an unfair advantage or creating a conflict of interest. This Bidder remains however subject to the criteria established above.
3. By submitting a bid, the Bidder represents that it does not consider itself to be in conflict of interest nor to have an unfair advantage. Where DFATD intends to reject a bid under this section, DFATD may inform the Bidder and provide the Bidder an opportunity to make representations before making a final decision. The Bidder acknowledges that it is within DFATD's sole discretion to determine whether a conflict of interest, an appearance of conflict of interest or an unfair advantage exists.
4. By submitting a bid, in case of contract award, the Bidder agrees that it and its affiliated organizations will be prohibited from delivering any mandates resulting from the TAF project.

6. ANTI-CORRUPTION AND FRAUD

DFATD defines, for the purpose of this paragraph, the terms set forth below as follows:

- (i) "corrupt practice" means the offering, giving, receiving, or soliciting, directly or indirectly, of anything of value to influence the action of a public official during the RFP or contract execution;
- (ii) "fraudulent practice" means any act or omission, including misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, a party to obtain financial or other benefit or to avoid an obligation ;
- (iii) "collusive practice" means an arrangement between two or more parties designed to achieve an improper purpose, including to influence improperly the actions of another party; and
- (iv) "coercive practice" means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the RFP, or affect contract execution.

The Bidder hereby certifies that it and its Personnel:

- (a) have not, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices;
- (b) were not convicted during a period of three (3) years prior to the RFP Closing Date, by a court of law in Canada or in any other jurisdiction for an offence involving bribery or corruption;
- (c) are not under sanction for an offence involving bribery or corruption, imposed by a governmental organization or development organization providing development assistance; and
- (d) were never convicted of an offence, other than an offence for which a pardon has been granted, under Section 121 (Frauds on the government and Contractor subscribing to election fund), Section 124 (Selling or Purchasing Office), or Section 418 (Selling defective stores to Her Majesty) of the *Criminal Code of Canada*.

7. LOBBYIST

The Bidder certifies that it has not, directly or indirectly, paid or agreed to pay and agrees that it will not, directly or indirectly, pay a contingency fee to any individual for the solicitation, negotiation or obtaining of the Contract if the payment of the fee would require the individual to file a return under section 5 of the *Lobbying Act*.

8. LANGUAGE CAPABILITY

The Bidder certifies that its Personnel have the language capability necessary to satisfy the RFP requirements, as stipulated in the Section 4, Terms of Reference.

9. EDUCATION AND EXPERIENCE

The Bidder certifies that all the information provided in the curriculum vitae and supporting material submitted with its Proposal, particularly information that pertains to education achievements, experience and work history, have been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that the individuals proposed by the Bidder for the RFP requirement are capable of satisfactorily providing the Services described in Section 4, Terms of Reference.

10. AVAILABILITY OF RESOURCES

The Bidder certifies that, if it is awarded a Contract as a result of this RFP, the persons proposed in its Proposal will be available to commence performance of the Services as requested by DFATD representatives and at the time specified in this RFP or agreed to with DFATD representatives.

11. FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY

By submitting a Proposal, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a consortium or joint venture, is not named on the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid" list (http://www.labour.gc.ca/eng/standards_equity/eq/emp/fcp/list/inelig.shtml) available from Employment and Social Development Canada (ESDC) - Labour's website.

DFATD will have the right to declare a Proposal non-responsive if the Bidder, or any Member if the Bidder is a consortium or a joint venture, appears on the "FCP Limited Eligibility to Bid" list at the time of contract award.

I, the Bidder, by submitting the present information to the Point of Contact, certify that the information provided is true as of the date indicated below. The certifications provided to DFATD are subject to verification at all times. I understand that DFATD will declare a Proposal non-responsive, or will declare a Consultant in default, if a certification is found to be untrue, whether during the proposal evaluation period or during the contract period. DFATD will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with such request by DFATD will also render the Proposal non-responsive or will constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit ESDC-Labour's website.

Date: _____ (YYYY/MM/DD) (If left blank, the date will be deemed to be the Proposal solicitation closing date.)

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a federally regulated employer being subject to the Employment Equity Act.
- A4. The Bidder certifies having a combined work force in Canada of less than 100 employees (combined work force includes: permanent full-time, permanent part-time and temporary employees [temporary employees only includes those who have worked 12 weeks or more during a calendar year and who are not full-time students]).
- A5. The Bidder has a combined workforce in Canada of 100 or more employees; and
 - A5.1. The Bidder certifies already having a valid and current Agreement to Implement Employment Equity (AIEE) in place with ESDC-Labour.
- OR
- A5.2. The Bidder certifies having submitted the Agreement to Implement Employment Equity (LAB1168) to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a consortium or a joint venture.
- OR
- B2. The Bidder is a consortium or a joint venture. Each Member must provide in the Proposal a completed TECH-2.

12. ABORIGINAL FIRM

For this RFP, to be considered an Aboriginal business, a firm must meet the following criteria:

- (a) at least 51 percent of the firm is owned and controlled by Aboriginal persons; and
- (b) at least one third of the firm's employees, if it has 6 or more full-time staff, must be Aboriginal persons.

If a firm is starting a consortium or joint venture, at least 51 percent of the consortium or joint venture must be controlled and owned by an Aboriginal business or businesses, as defined above.

AND

Which certifies in proposal documentation that meets the above eligibility criteria, agrees to comply with required Aboriginal content in the performance of the Contract, and agrees to furnish required proof and comply with eligibility auditing provisions.

() The Bidder is not Aboriginal.

- **OR** -

() The Bidder is Aboriginal.

If the Bidder is subject to the Aboriginal Supplier Incentive, please complete the certification below and provide the information required in FIN-2.

I/ We hereby certify _____ (*Name of individuals or firms who act as Personnel, Local Support Staff and/ or Contractors*) is/ are Aboriginal firm or individuals as defined in this TECH-2 and that _____ (*insert value of Aboriginal component*) represent the Fees/ services/ supplies that I/ We will provide to the Bidder. I/ We am/ are aware that DFATD reserves the right to verify any information provided in this regard and that untrue statements may result in the Proposal being declared non-compliant, or in any action which DFATD may consider appropriate. I/ We all certify that I/ We are in compliance with the above requirements.

13. FORMER CANADIAN PUBLIC SERVANT CERTIFICATION

Contracts with former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, Bidders must provide the information required below and certify that it is accurate and complete.

Definitions

For the purposes of this certification,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- (a) an individual;
- (b) an individual who has incorporated;
- (c) a partnership made of former public servants; or
- (d) a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"fee abatement formula" means the formula applied in the determination of the maximum fee payable during the one-year fee abatement period when the Consultant is a former public servant in receipt of a pension paid under the *Public Service Superannuation Act*.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means, in the context of the fee abatement formula, a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c. P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c. S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c. C-17, the *Defence Services Pension Continuation Act*, 1970, c. D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c. R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c. R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c. M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c. C-8.

Former Public Servant in Receipt of a Pension

Is the Bidder a FPS in receipt of a pension as defined above? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) date of termination of employment or retirement from the Public Service.

Work Force Reduction Program

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of a work force reduction program? **YES** () **NO** ()

If so, the Bidder must provide the following information:

- (a) name of former public servant;
- (b) conditions of the lump sum payment incentive;
- (c) date of termination of employment;
- (d) amount of lump sum payment;
- (e) rate of pay on which lump sum payment is based;
- (f) period of lump sum payment including start date, end date and number of weeks;
- (g) number and amount (professional fees) of other contracts subject to the restrictions of a work force reduction program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including the Applicable Taxes.

By completing this certification, the Bidder agrees that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on DFATD's website as part of the published proactive disclosure reports in accordance with Treasury Board's Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

FORM TECH-3
Bidder's Organization

Guidance to Bidders:

The Bidder is requested to provide the following information by filling in the appropriate spaces below. The Bidder must submit TECH-3 in accordance with the paragraph 9.2.

In case of a consortium or joint venture, each Member must comply with the above requirement.

1. The legal name, mailing address, telephone and fax numbers of the Bidder, including each Member if the Bidder is a consortium or joint venture:

2. The person to contact regarding the Proposal (name, title, telephone and fax numbers, and email address):

3. The person to contact regarding any resulting Contract (name, title, telephone and fax numbers, and email address):

4. Governing law of a Canadian province or territory, if different than Ontario, in accordance with the paragraph 3.2 of the RFP:

5. If available at the time of proposal submission, the Procurement Business Number of the Bidder issued by Public Works and Government Services Canada, including of each Member if the Bidder is a consortium or joint venture:

6. Is the Bidder registered for the Quebec Sales Taxes (QST)

FORM TECH- 4 Bidder's Experience

Guidance to Bidders:

Using the format below, provide information on each project where the Bidder and/ or a Member was carrying out consulting and professional services similar to the ones requested under this RFP.

Project name:		Recipient Country:	
Approximate project value:		Project location within country:	
Name of Bidder who performed services:		Personnel provided: No. of Personnel: No. of person-days:	
Name of client/ funding agency: Name of contact person: Telephone number:			
Start date (month/ year):	Completion date (month/ year):	Approx. value of services: Fees: Reimbursable Expenses:	
Name of associated firm(s), if any:		No. of person-days provided by associated firm(s):	
Senior/ key Personnel involved and functions performed:			
Detailed narrative description of the scope of the project:			
Detailed description of Bidder's experience in (i) managing and implementing international developing projects focusing on responsive programming; (ii) results-based management; (iii) integration of cross-cutting themes:			

FORM TECH-5
Methodology

Guidance to Bidders:

Bidders are required to use the following TECH forms as part of their technical proposals:

Not applicable for this RFP

**FORM TECH- 6
PERSONNEL
FORM TECH-6A
CURRICULUM VITAE FOR PROPOSED PERSONNEL**

<i>Proposed position</i>	
<i>Name and citizenship</i>	
<i>Education (degrees received and pertinent dates) and relevant professional development</i>	
<i>Present employer and position (if applicable)</i>	
<i>Length of service with current employer and status (permanent, temporary, contract employee, associate, etc.)</i>	
<i>Pertinent experience: A summary of the skills and experience in accordance with the rated criteria detailed under Proposed Personnel, in section 5</i>	
<i>A history of employment and assignments, including dates and duration (in reverse chronological order)</i>	
<i>List of publications/ presentations, (if applicable)</i>	
<i>References (name, title, phone and email)</i>	

FORM TECH- 6B
COMMITMENT TO PARTICIPATE IN THE PROJECT

Guidance to Bidders:

A copy of this Form is requested to be completed and signed by each proposed candidate who is named in the Proposal and who is not, on the RFP Closing Date, a Bidder's employee. Only the proposed resource is requested to complete and sign this Form as per the "Availability of Resources" Certification of TECH-2.

1 REFERENCE

Project Title	Bidder's name
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2 GENERAL INFORMATION REGARDING INDIVIDUAL NAMED IN THE PROPOSAL

Family name	Given name
Address	
Field of expertise	
Specify (in print or type) the activities and the component of this RFP in which you will participate	
(If the space provided is insufficient, attach the requested information to this declaration)	

3 DECLARATION OF INDIVIDUAL

I certify that I consent to my curriculum vitae being submitted by the Bidder in response to this RFP and that I will be available as required by DFATD to provide the Services under the Contract awarded as a result of this RFP.	
Name (print or type)	
Signature	Date

Section 3. Financial Proposal - Standard Forms

FORM FIN-1

TOTAL COST

Guidance to Bidders:

The Bidder must quote its financial proposal in Canadian currency (CAD). All-inclusive firm daily Fees include salary, benefits (paid and time-off), overhead and profit, excluding Applicable Taxes. The Bidder is requested to show the amount of Applicable Taxes, separately.

Note: DFATD will not pay for any costs associated with mobilization and demobilization of personnel based in the Recipient Country, as well as living expenses in the Recipient Country.

FORM FIN-1A COST OF PERSONNEL

Guidance to Bidders:

The Bidder must provide a firm all-inclusive daily Fee **for each year** for the positions of Personnel identified below only. The Bidder cannot add any other positions.

Fees for Personnel Positions Identified by DFATD										
Personnel Resource Name	Personnel Position	Year 1 Firm all-inclusive daily Fees \$	Year 2 Firm all-inclusive daily Fees \$	Year 3 Firm all-inclusive daily Fees \$	Year 4 Firm all-inclusive daily Fees \$	Year 5 Firm all-inclusive daily Fees \$	Year 6 Firm all-inclusive daily Fees \$	Year 7 Firm all-inclusive daily Fees \$	(LOE) Fixed by DFATD (Days)	Sub-Total Estimated Cost = Average of (year 1, 2, 3, 4, 5, 6 and 7) x Total LOE
	Project Director								500	
	Project Manager								1540	
	Project Administrator								770	
	Trade Expert								770	
	Access to Finance and SME Development Expert								770	
	Gender Equality Expert								770	
	Environment Expert								385	
										TOTAL COST for FIN-1A (exclusive of any taxes)

FORM FIN-1B
ADMINISTRATIVE MARK-UP COST OF ADDITIONAL SUB-CONSULTANTS AND CONTRACTORS

Guidance to Bidders:

The Bidder must provide its administrative cost for the management of the Sub-consultants and Contractors determined during project implementation.

Administrative mark-up rate	_____ %
Evaluated administrative mark-up cost $X \text{ million} \times \frac{\% \text{ of mark-up}}{(1 + \% \text{ of mark-up})}$	FIN-1B = \$ _____
BUDGET SET-ASIDE FOR OTHER PERSONNEL* AND CONTRACTORS	\$4,980,000 million, including the administrative mark-up.

*The Consultant and affiliated organizations will not be permitted to deliver or implement the proposed or approved TAF mandates.

For example, see the table below:

	Base for applying the Mark-up rate	SAMPLE Administrative mark-up rate proposed by the Consultant (%)	Fees Billed to DFATD
Sub-consultants assigned to the project	Fees billed by the Sub-consultant	3%	Fees billed to Consultant by the Sub-consultant multiplied by 1.03
Contractors	Costs billed by the Contractor	3%	Costs billed to Consultant by the Contractor multiplied by 1.03

TOTAL OF THE FINANCIAL PROPOSAL = FIN-1A + FIN-1B

FORM FIN-2
ABORIGINAL SUPPLIER INCENTIVE

Identification of Aboriginal Person(s) to be employed by the Bidder

Individual's Name, Position and Address	All-inclusive Firm Daily Fees, \$	Number of Person-days	Total Fees (Fees x Person-days), \$
Total, \$			

Aboriginal Contractors to be utilized

Aboriginal Contractor's Name and Address	Service to be Provided	Fees only, \$
Total, \$		

**FORM FIN-3
REIMBURSABLE EXPENSES**

Guidance to Bidders:

The Bidder is requested to fill in the table below using ONLY the cost line items detailed below. Any costs that fall outside the line items below are not to be included and may be considered at the time of negotiation. The breakdown of the cost line items may be modified in accordance with the project. The Bidder is not to include any fees, cost of contractor(s) or overhead in the reimbursable expenses (except for Local Support Staff). The Bidder is requested to include a provision for inflation, if any, in the total cost

Indicative Reimbursable Expenses

#	Description	Units	\$, Per Unit	Sub-total, \$
2.1	Consultant's Reimbursable Expenses			
a	Travel and Living Transportation Meals, incidentals and private vehicle Visa costs Accommodation Other*			
b	Communication costs			
c	Translation and Reproduction costs			
d	Bank Charges			
e	Local Support Staff			
f	Field Office Expenses Office Equipment Other			
Subtotal Bidder's Expenses \$				
2.2	Cost of Reimbursable Expenses for the Mandates			2,560,000
Total Reimbursable Expenses \$				

* All other actual and Reasonable Costs considered legitimate project expenses, in accordance with the provisions of the Directive referring to "travellers" rather than to "employees". The Bidder is requested to provide a breakdown of these costs by identifying the nature and the estimated value.

SECTION 4. TERMS OF REFERENCE

Annex A – Project Description

Asia Pacific Trade and Investment Technical Assistance Facility (TAF)

1. Project Description and Context:

Sustained economic growth has lifted many countries in Asia into the ranks of lower middle-income economies. And yet, two-thirds of the world's poor still live in Asia¹ Although extreme poverty has been declining throughout Asia, it has been accompanied by rising income and social inequality. This highlights the need for economic growth to be inclusive, ensuring that all people have the means to reach their full economic potential.

Asia is a leading investment hub accounting for a third of global foreign direct investment inflows, with export-led trade being a critical dimension of Asia's economic dynamism. Several factors prevent the poor, especially women, from accessing the gains from trade and investment including limited access to markets, limited access to finance and lack of physical and institutional infrastructure.

Increased trade, along with economic growth, is a necessary but not sufficient condition to ensuring poverty reduction. Asian economies have some of the highest trade barriers in the world with limited intra-regional economic integration, and continue to depend heavily on external demand for their exports. Policies that seek to regulate and protect vulnerable groups from the negative impacts of trade liberalization, address inequalities, increase productivity and competitiveness, and capture the gains of trade must be in place if increased openness is to lead to sustained poverty reduction. Additionally, border procedures need to be sufficiently predictable and transparent in order to improve flow of goods, and sustain growth.

Small and Medium-Sized Enterprises (SMEs) are a significant source of employment in developing Asia; however, access to finance is a major impediment to improved growth and job creation, and poverty reduction. The SME financing gap in East Asia totals \$250 - \$310 billion, and in South Asia it is \$30 - \$40 billion² SMEs can face a shortage of investment capital due to regulations that limit foreign investment, or because they are too weak to attract investment. Even profitable SMEs can lack access to capital due to poorly developed domestic capital markets and weak banking systems. For economic activity to expand, the investment environment in Asia must be strengthened, to enable Asians to expand investment using local capital resources.

Infrastructure development has not kept pace with economic growth and urbanization in recent decades, resulting in serious infrastructure deficits across much of Asia. The Asian Development Bank estimates that the region needs to invest US\$8 trillion in infrastructure between 2010 and 2020 to maintain current levels of economic growth and poverty reduction, an average of \$730 billion per year.³ Lack of infrastructure development is not only impeding inclusive growth and competitiveness, but it is also affecting overall access to basic services in remote parts of developing Asia. Throughout the region, 1.7 billion people lack access to sanitation and 680 million are without access to electricity.

Despite the need for urgent investment, the sheer scale of the infrastructure financing needs means that governments alone are not capable of raising the financial resources required to fill the gap. As a result, governments and multilateral organizations have turned to an increasing number of innovative financing instruments, such as Public-Private Partnerships (PPPs) as a way to address these challenges.

Technical assistance can help create the enabling environments for trade and investment that helps to reduce non-tariff barriers, liberalize and protect foreign investments, strengthen trade facilitation measures for SMEs, reform financial services and strengthen public-private partnerships in support of infrastructure development.

The Asia-Pacific Technical Assistance Facility (TAF) will support priority trade and investment related capacity building and policy reforms that have a high potential to reduce poverty in developing countries in the Asia Pacific. The TAF is a demand-driven mechanism that will respond to local partners' needs. Regional institutions and government and non-government actors, will be able to request TAF assistance through Canadian Embassy / High Commission staff in Asia Pacific who will be responsible for coordinating and transmitting mandate proposals to DFATD Headquarters for review and approval. These requests will be made through the submission of mandate proposals, for amounts of up to CAN\$500,000 each. Technical assistance will be delivered in several ways including through the deployment of experts, study tours, joint research, exchanges and conferences. Individual mandates will be implemented over a period of typically a few months, and up to two years, on an exceptional basis. While the vast majority of technical assistance will be provided by Canadian experts, third-country experts could be sourced when Canadian expertise is not available.

Examples of possible themes for mandates under the TAF include:

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¹ Statistical yearbook for Asia and the Pacific, 2012. UNESCAP.

<http://www.unescap.org/resources/statistical-yearbook-asia-and-pacific-2013>

² See Stein et al. Two trillion and counting: Assessing the credit gap for micro, small, and medium-size enterprises in the developing world, IFC and McKinsey, 2010.

- a. Technical assistance to regional organizations and/or partner governments to design and implement policy, legal and regulatory frameworks designed to improve conditions for inclusive trade and investment activities;
- b. Technical assistance to government and non-government partners in support of innovative financing instruments that leverage private sector participation in development, including initiatives that promote social entrepreneurship;
- c. Technical assistance to governments to harmonize regulations in key sectors (e.g. agribusiness) with regional trading partners in support of, for example, expanded supply chain arrangements;
- d. Technical assistance to non-government entities, such as the private sector (including female-owned businesses), to engage with government institutions on trade and investment issues; and,
- e. Support innovative approaches, such as responsible business challenge mechanisms, to promote women's economic empowerment, as well as positive corporate behavior, including the adoption of internationally recognized environmental, occupational health and safety standards

The TAF will consider DFATD's cross-cutting themes of governance, environment and gender equality. In compliance with the requirements of the *Official Development Assistance Accountability Act* (ODAAA), TAF activities will maintain a central focus on poverty reduction, take into account the perspectives of the poor and uphold international human rights standards.

Human Rights and Governance

Economic growth through increased trade and investment does not automatically benefit the poor or lead to strengthened governance or greater promotion and protection of human rights. In some cases, increased trade and investment can exacerbate poor human rights conditions. For example, greater export opportunities might lead to the reallocation of land and other resources away from domestic food production, with possible adverse consequences for household food security. Without the introduction of appropriate safeguards and transitional measures, trade and investment rules, policies and practices could, therefore, have adverse effects on workers' rights and other rights of small farmers and the rural poor⁴.

Effective governance influences the capability of countries to attract and host foreign investment, create a predictable base for domestic business growth, create sustainable employment opportunities, including skills for employment, lower environmental and political risk, capitalize on emerging opportunities, and share equitably the benefits of these investments among their populations.

The TAF presents opportunities to promote sound governance systems and practices and where appropriate, the introduction of appropriate safeguards and transitional measures to ensure that trade and investment rules, policies and practices do not have an adverse effect on human rights. Where legal and/or regulatory frameworks need to be improved to introduce appropriate safeguards, the TAF could help build the capacity of country stakeholders to conduct context specific governance analysis, such as the potential impact trade and investment policies on sectors / regions / industries where the poor are concentrated (i.e. textiles, agriculture).

To enable a 'do no harm' approach, safeguards should be built into trade and investment agreements, policies and regulations to ensure consistency with international human rights standards. Under the TAF, a 'do no harm' approach means ensuring that governance and human rights expertise is made available to developing country stakeholders involved in trade and investment issues.

Environment

An increase in trade and investment activities (such as resource extraction, transportation, infrastructure development, energy consumption and waste production) can result in negative environmental effects that include: depletion of natural resources; air and water pollution; increased land clearing; increased greenhouse gas emissions; intrusion into natural habitats; and risk of invasive species.

The TAF offers significant opportunities for environmental integration and risk reduction, with the objective of assisting developing countries to preserve their ability to protect their environment and well-being. The TAF also presents opportunities to promote sound environmental management principles through facilitation of appropriate trade readiness and investment practices that are socially and environmentally responsible. Areas of potential environmental benefits (and possible skill and technology transfer) include renewable energy, alternative fuels, and energy efficiency, 'green' transportation systems, innovative waste management, improved indoor air quality, climate change adaptation, and environmental management. The TAF could be used to pilot technical assistance that maintains a sharp focus on socially and environmentally responsive regulatory and policy practices.

The TAF will:

- a. Ensure that appropriate environmental safeguards are in place;
- b. Ensure that mandates are reviewed for environmental considerations, including climate change mitigation opportunities and adaptation needs that reflect current and future expected conditions;

The TAF follows the new Environmental Integration Process (EIP)⁵, which integrates and streamlines the DFATD's environmental policy and legal requirements into a single process.

Gender Equality

Trade and investment liberalization impacts women and men differently. If women are disproportionately excluded from the benefits of trade liberalization, or bear a heavier burden of the costs of adjustment, the results will be an increase in gender inequality. This is not only costly for women, but it further complicates the challenge of poverty reduction.

The economic empowerment of women continues to lag in the Asia-Pacific region. Although employment has been increasing, female employment has not increased at the same rate as male employment. Regional disparities exist, with South and Southwest Asia experiencing greater female unemployment at higher rates than neighboring sub-regions. Moreover, women are overrepresented in sectors and positions that are vulnerable to layoffs, poorly paid, and, across the region, women continue to earn less than men. For example, women on average only earn 76% of the salaries of their male counterparts; and, in South Asia, women represent only 19% of full-time workers, one of the lowest percentages globally.

Trade and investment promotion and policy reform initiatives are more effective when they address the different needs of women and men. The TAF will contribute to implementing the DFATD's Gender Equality Policy⁶ by promoting women's equal participation with men as decision-makers, supporting the realization of women's and girls' rights, and reducing gender inequalities in access to and control over development resources and benefits.

It will aim to extend opportunities to both women and men living in poverty to access the benefits of trade and investment, and include mitigating measures to address gender inequalities that will improve the poverty reduction potential of trade and investment initiatives in Asia Pacific. The TAF will work with partners to identify opportunities to integrate gender equality issues as part of each mandate, and to ensure that trade and investment issues are viewed through a gender responsive lens, towards achieving tangible gender equality results.

The TAF also offers significant opportunities to mainstream gender equality in trade and investment policies, regulations and practices. In order to facilitate this, the TAF application guidelines will integrate gender equality considerations and DFATD will consider, as part of its assessment of proposed mandates, how the proposed mandate contributes to one or more of the following gender equality results:

1. To advance women's equal participation with men as decision-makers in shaping the sustainable development of their societies;
2. To support women and girls in the realization of their full human rights; and
3. To reduce gender inequalities in access to and control over the resources and benefits of development.

2. Expected results for the project:

It is expected that mandates carried out under the TAF will contribute to reducing poverty in Asia Pacific developing countries through support to the enabling environment for trade and investment-related economic activities. The expected ultimate outcome of the project is improved contribution of trade and investment to inclusive⁷ growth in Asia Pacific. At the intermediate level, the expected results are: i) improved performance of regional and national institutions to support inclusive and sustainable trade and investment; ii) increased equitable access to markets and finance by responsible⁸ businesses, especially those led by women.

3. Project Organization / Governance:

Direct beneficiaries

Regional Institutions

Institutions such as the Association of South East Asian Nations (ASEAN) and Asia Pacific Economic Cooperation (APEC).

Recipient Governments

All developing countries in Asia Pacific eligible for Official Development Assistance (including countries where Canada does not have a bilateral development assistance program).

Non-Government actors

Business development service providers, business incubators, chambers of commerce and industry or trade associations; and local businesses. Civil society organizations working on trade and investment-related issues with poor and vulnerable groups, such as women, as well as indigenous, and rural populations; cooperatives, research & development and academic institutions.

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⁵ <http://www.international.gc.ca/development-developpement/priorities-priorites/enviro/eipdp-piepd.aspx?lang=eng>

⁶ <http://www.international.gc.ca/development-developpement/priorities-priorites/ge-es/policy-politique.aspx?lang=eng>

⁷ An **Inclusive** approach involves advancing equitable opportunities for economic participants with benefits incurred by every section of society. It requires analyzing the different needs, interests of women and men, as well as the different impact of policies and initiatives on women and men, and developing interventions that respond to these.

⁸ **Responsible businesses** are committed to behaving ethically and contributing to economic development while improving the quality of life of the workforce and their families as well as the local community and society at large. It entails application of best practices and compliance with laws, such as those on respecting human rights, environmental protection, labour relations and financial accountability, even where these are poorly enforced. (OECD)

Roles and Responsibilities

DFATD

DFATD has the responsibility to monitor the Consultant's contract; analyze the Consultant's implementation and annual work plans, comment on and approve progress, narrative and financial reports; provide the Consultant with approvals and feedback to ensure that the project runs smoothly and achieves results; and authorize project-related disbursements.

DFATD will promote the TAF with partner governments, private sector and non-government actors in Asia Pacific. Promotion activities undertaken by the Department will complement those conducted by the Consultant.

Embassy / High Commission staff in Asia Pacific will be responsible for coordinating and transmitting mandate proposals to DFATD Headquarters for review and approval. The Consultant will deliver information sessions to interested direct beneficiaries on the application process and requirements.

The Technical Authority will assess and approve mandate proposals and will communicate the approval to the Consultant for identification and deployment of appropriate technical assistance.

Consultant

The Consultant's specific mandate is described in Annex B.

The Consultant will have the primary responsibility of fulfilling the terms of reference which are focused on the identification and deployment of technical assistance to implement the proposal mandates and deliver on the project results. Throughout the assignment, the Consultant will promote a participatory and proactive approach through consultation and coordination activities to ensure that all stakeholders actively participate in achieving the TAF's expected results.

As necessary or upon DFATD's request, the Consultant will provide information sessions on project-related themes open to all direct beneficiaries, with a view to facilitate reflection and preparation towards the development of mandate proposals for the TAF. The Consultant will also be responsible for broader analytical work in recipient countries, providing insights to DFATD on the country's trade and investment environment, and identifying specific areas for attention from a poverty reduction and cross-cutting theme standpoint. In addition, the Consultant will be responsible for creating information and communication tools for the TAF along with templates and guidelines for mandate proposals and assessments. The Consultant and affiliated organizations will not be permitted to deliver or implement the proposed or approved TAF mandates.

Description of Decision-Making Structures

Project Management Committee (PMC)

A Project Management Committee (PMC) will be chaired by DFATD Technical Authority and will include representatives of DFATD and the Consultant. The PMC will oversee the effective implementation of the Project through the approval of annual work plans and progress reports. The PMC does not approve mandates.

The Consultant will have three roles within the PMC. First, given that there is no single local implementing partner, the Consultant will express the needs of partners to the other PMC representatives. Second, the Consultant will report on the progress of TAF activities, including results achieved and challenges encountered and provide a rationale for the proposed workplan. Third, the Consultant will act as Secretariat at the PMC, organize the meetings, take minutes of the discussion and implement recommendations and decisions of the PMC.

The PMC will meet at least once per year.

4. Risks and Constraints

Several broad risks have been identified with the establishment and implementation of the project.

Risks

Risks Due to the Regional Nature of the Project: There is a risk that the wide variation in trade/investment needs throughout the eligible countries in Asia Pacific could make communication and determining appropriate interventions difficult.

Strategic Risks: There is a risk that partner governments, civil society organizations and the private sector may not be able to identify the most strategic trade and investment needs.

Financial and Contractual Risks - Timing: There is a risk that funding decisions will not be made or carried out in a timely manner, which would have an impact on development results or relations with partners.

Financial and Contractual Risks – Use of Funds: There is a risk that funds for mandates and associated deployments will not be used for their intended purposes.

Political Risks – Developing Country Context: There is a risk that the political situation may change in a given country or with developing country civil society or private sector organizations (such as a coup d'état, election, civil unrest) which may affect the achievement and sustainability of development results.

Political Risk – Canadian Priorities: There is a risk that Canadian priorities for countries of focus and thematic priorities could change, affecting the achievement and sustainability of development results.

Human Resource Risk – Capacity: There is a risk that the Consultant may not have the institutional capacity to carry out all of its responsibilities.

Human Resource Risk - Availability: There is a risk that the specialization and/or quality of resources needed to achieve particular outcomes may not be available in sufficient quantity when demand arises due to their engagement in other project activities.

Constraints

Official Development Assistance Accountability Act (ODAAA) Constraint: There is a constraint that the investments made by the project must abide by the Official Development Assistance Accountability Act.

Official Development Assistance Eligibility Constraint: There is a constraint that the list of countries eligible for ODA funding are limited by those on the official Organization for Economic Co-operation and Development – Development Assistance Committee (OECD-DAC) list of ODA eligibility.

Funding Constraint: There is a constraint in that the maximum contribution over the length of the project must be within the approved project budget.

Project Governance Constraint: There is a constraint that project decisions take place within project governance mechanisms that involve members of DFATD.

Annex B – Specific Mandate of the Consultant

1. Project title: Asia Pacific Trade and Investment Technical Assistance Facility (TAF)

2. Objective:

The Consultant must implement and manage the project toward the attainment of the project expected results as described in the Project Description.

3. Description of Services to be provided:

3.1 General Description

The Consultant will be the overall implementer of the project and will manage, administer and coordinate the various resources required to execute the project. The Consultant will be responsible for carrying out activities required for the financial and operational administration of the project. More specifically, the Consultant must undertake tasks under the four following broad categories outlined below:

- *Strategic Planning and Mandate Design*
- *Identification and Deployment of Technical Assistance per approved mandates*
- *Management and Administration*
- *Reporting and Communications*

3.2 Project Phases

The project will be implemented in two phases:

3.2.1 Inception Phase:

The inception phase will take place within the first three (3) months after contract signature and will include the development of an Inception Workplan and a Project Implementation Plan (PIP) as described in section 5, Reporting.

Following the approval of the Inception Workplan, the Consultant must:

1. Establish an office in Southeast Asia dedicated to undertaking technical analysis on proposed mandates and broader analytical work, and to assist with the monitoring of mandates and with logistics in Asia Pacific;
2. Develop procurement and financial procedures;
3. Produce a PIP.

3.2.2 Implementation Phase:

Upon approval in writing of the PIP by DFATD, the Consultant will commence implementation of the project based on participatory methods for both mandate planning and implementation. The Consultant must:

Strategic Planning and Mandate Design

1. Upon DFATD's request, provide information sessions on project-related themes open to all direct beneficiaries, with a view to facilitate reflection and preparation towards the development of mandate proposals;
2. Undertake an initial assessment of mandate proposals, in accordance with pre-established guidelines for assessment of proposed mandates, and make a recommendation, with rationale, to DFATD on whether to move forward with proposed mandates or not;
3. After receiving written indication from DFATD that a proposed mandate has been approved, work with local partners to draft mandate-level terms of reference and associated workplans;
4. Produce technical papers / briefs on areas of relevance to the work of the project.

Identification and Deployment of Technical Assistance per approved mandates

1. Develop and maintain a network of experts and procure resources including Canadian and international experts, for the implementation of approved mandates;
2. Develop procedures for cost-effective and timely selection, sub-contracting, administration and performance review of appropriate and qualified expert and procurement resources, including a procurement plan as listed under the requirement for the PIP under 5.1 Reports;
3. Supervise implementation of approved mandates including (*inter alia*) identifying, recruiting, deploying, and managing contracts of qualified technical expertise; ensuring the consistency of approved mandates with DFATD's mandate and policies; developing mission workplan guidelines and ensuring workplan consistency with approved mandates; monitoring implementation and collecting and analyzing results of mandates. Mandates will be implemented over a period of a few months, and up to two years on an exceptional basis. The Consultant may be asked to deploy resources with as little as two (2) weeks' notice of receiving a request for technical assistance, although the average turnarounds will be expected to range from four (4) to six (6) weeks;

4. Undertake debriefings of technical experts, and output and outcome-level monitoring of mandates.

Management and Administration

Administer and oversee the project:

1. Providing financial services including administration, disbursement, monitoring and control of DFATD funds;
2. Developing and maintaining functional and effective systems for the management and control of project expenses and disbursements;
3. Managing an office in Southeast Asia that provides technical analysis on proposed and approved mandates and broader analytical work, and assists with coordination, monitoring and logistics in Asia Pacific;
4. Acting as the Secretariat for the Project Management Committee (PMC);
5. Updating the PMC on progress made with TAF activities;
6. Reporting on results and provide rationale for the workplan;
7. Organizing PMC meetings (procedures and minutes);
8. Following-up on PMC decisions and recommendations;
9. Developing templates and guidelines, as required, including but not limited to: templates for mandate proposals, guidelines for assessment of proposed mandates, and guidelines for mandate-level terms of reference and workplans;
10. Defining and overseeing the roles and responsibilities of individuals or firms sub-contracted for any aspect of project work.

Reporting and Communications

1. Inform DFATD officials in recipient countries in a timely manner of upcoming deployments;
2. Produce reports as specified in section 5 in a timely manner;
3. Complete and update the Performance Measure Framework (PMF), as detailed in section 5;
4. Report on the progress of the overall project as per the approved PMF, using results-based management tools and report to the DFATD Technical Authority;
5. Ensure the DFATD Technical Authority is promptly informed of notable achievements, significant challenges and mitigation strategies to address them;
6. Assist DFATD in mid-term reviews, evaluations and audits;
7. Develop and maintain a TAF website, including general information on the mechanism and a portal for enquiries; and
8. Develop marketing and pre-mandate briefing material / sessions, including toolkits, for TAF, as required.

3.3 Management for Results

The Consultant will use DFATD's results-based management (RBM) policy, guidelines and practices to manage and monitor the TAF and its progress towards results. RBM is a project life-cycle approach to improve decision-making, transparency, and accountability and is integral to the DFATD's management philosophy and practice. The RBM approach focuses on managing for development results (outcomes), implementing performance measurement systems, reporting, and learning and adapting as the project progresses.

DFATD uses three main RBM working tools. These include the Logic Model (LM), the PMF, and the Risk Register which will be shared with the Consultant at signature of the contract.

The Consultant must report against the PMF on progress towards, and achievement, of the outcomes and outputs through the semi-annual progress reports (see section 5 below).

3.4 Integration of cross-cutting themes

3.4.1 Gender Equality

Given both the Government of Canada's commitments and DFATD's standards on Gender Equality, the Consultant must be particularly attuned to supporting DFATD's development programming objectives in this regard. The Consultant must provide professional, technical expertise and advice, including strategic advice to local partners to help ensure gender equality is well-integrated in all of TAF's mandates, with a focus on gender equality results. In addition to specific local technical advice, the Consultant must integrate gender equality in its monitoring and reporting, with a focus on gender equality results.

The Consultant must familiarize itself with DFATD's Gender Equality (GE) Policy (see <http://www.international.gc.ca/development-developpement/priorities-priorites/ge-es/index.aspx?lang=eng>).

3.4.2 Environment

1. The Consultant shall explicitly and systematically implement the environmental measures identified below. The Consultant shall submit an Environmental Management Plan at the PIP stage, in order to ensure that the project is not likely to cause significant adverse environmental effects, and to enhance positive environmental effects where feasible.
 - a) Ensure that appropriate environmental safeguards are in place;
 - b) Ensure that mandates are reviewed for environmental considerations, including climate change mitigation opportunities and adaptation needs that reflect current and future expected conditions;
2. As part of its regular reporting, the Consultant shall report to DFATD on the application of the above provision.
3. DFATD may evaluate the application of this clause.

3.4.3 Governance

The Consultant must integrate DFATD's approach to governance at all stages of the project, including:

1. supporting local participation and ownership in all stages of program and project implementation;
2. analyzing the local context, the needs of partners, opportunities for action, and the capacity of DFATD partners to intervene effectively; and,
3. integrating governance analysis in the provision of technical assistance and in the design and implementation of mandates.

The Consultant must familiarize itself with the DFATD's definition of governance and the criteria of the Official Development Assistance Accountability Act, as applicable to the thematic mandate: <http://www.international.gc.ca/development-developpement/priorities-priorites/governance-gouvernance/index.aspx?lang=eng>.

3.5 Provision of professional services

The Consultant:

1. Must provide an individual for each of the core positions in 3.5;
2. During implementation of the project, the Consultant will provide professional resources to ensure the integration of governance in all aspects of the project;
3. During implementation of the project, the Consultant will identify and procure technical assistance to carry out approved mandates; and,
4. Will review and assess the performance of contracted expertise to ensure that professional standards are met.

3.5.1 Core positions

Project Director

The Project Director will be based in Canada and have overall management responsibility for the project. She/he will represent the Consultant at the highest level. She/he will oversee the strategic direction for the project.

The specific responsibilities of the Project Director include the following:

1. Provide overall management and strategic direction to ensure that project results in the Logic Model are being achieved on time and within budget;
2. Establish and maintain good working relationships with key senior-level stakeholders, inter alia: DFATD, Asia Pacific national and sub-national governments, regional development and governance institutions, relevant Canadian government entities, private sector organizations, and non-government actors;
3. Provide overall direction to the project team, including the Project Administrator, Project Manager (based in the field), Trade Expert, Access to Finance and SME Development Expert, Gender Equality Expert, and Environmental Expert;
4. Coordinate and liaise with relevant stakeholders including DFATD and Canadian mission staff to ensure complementarity of mandates;
5. Oversee the preparation of the PIP, Performance Measurement Framework, risk register, annual and semi-annual reports, annual workplans, mandate and deployment workplans;
6. Anticipate high-level risks and issues, and address them in a timely and effective fashion to ensure the achievement of results;

7. Represent the Consultant in senior-level project meetings (such as Project Management Committee meetings) or delegate as appropriate;
8. Oversee the implementation of effective and transparent financial practices, procedures and reporting;
9. Liaise and report to the DFATD Technical Authority on a regular basis and as required for the successful implementation of the project and its mandates;
10. Oversee any relevant procurement processes.

Project Administrator

The Project Administrator will be based in Canada and will have day-to-day administrative responsibility for the project.

The specific responsibilities of the Project Administrator include the following:

1. Ensure that all logistical arrangements are in place for the project team and deployed experts;
2. Ensure that project expenditures are properly documented and prepare project-level financial reports;
3. Maintain electronic and paper project files;
4. Respond to inquiries from stakeholders within a defined time period;
5. Process daily/monthly accounts for expenditures from project bank accounts;
6. Monitor the financial aspects of the project including petty cash, daily/monthly journals, and financial reports;
7. Process cash, bank and travel advance reconciliations;
8. Monitor bank balances in the project bank accounts and ensure invoices are prepared accurately and on a timely basis;
9. Review expenditures and develop budget control mechanisms which will enable the project to adequately monitor performance according to budget allocation by result;
10. Ensure that project financial accounting systems are followed;
11. Prepare for annual project financial audits;
12. Develop and administer processes and procedures for identifying, recruiting, deploying, monitoring technical assistance, and as necessary, management of unforeseen human resource issues (e.g. medical leave, poor performance);
13. Provide administrative services necessary to generate reports required under the Project Reporting Requirements (section 5);
14. Administer procurement of good and services; and
15. Establish and maintain efficient administrative systems including filing and inventory.

Project Manager

The Project Manager will be based in the project office in Southeast Asia.

The specific responsibilities of the Project Manager include the following:

1. Establish and maintain good working relationships with key senior-level stakeholders, and with Canadian missions, Asia Pacific national and sub-national governments, regional development and governance institutions, private sector organizations and, non-government actors in Asia Pacific;
2. Source and contract appropriate technical assistance according to approved mandates and DFATD's request for technical assistance services;
3. Develop, or oversee development of mandate level terms of reference and workplan as well as workplan guidelines, proposal templates and assessment guidelines;
4. Coordinate and implement the provision of information sessions to local partners interested in submitting a mandate proposal for TAF;
5. In collaboration / consultation with the Project Director and Project Administrator, and using trade, investment, gender equality and environmental expertise, assess mandate level proposals against proposal assessment guidelines and provide a recommendation to DFATD as to whether the proposal should move forward, requires further refinement or development, or should not be implemented;
6. Maintain technical oversight of contracted technical assistance expertise in a multitude of developing countries from the project office in Southeast Asia;
7. Maintain a high-level awareness of the political, social and economic realities in developing countries in the Asia Pacific region and ensure that all recommendations and advice are based on the most recent socio-economic analysis;

8. Maintain an awareness of the activities of other bilateral, regional and multilateral donors undertaking similar activities and make recommendations for joint implementation and analysis, where appropriate. Ensure that the DFATD is apprised of potential complementarities and / or duplications of effort;
9. Identify and develop solutions to challenges in implementing mandates as they arise;
10. Liaise, negotiate and coordinate activities with multilateral stakeholders and partners such as regional institutions, Asia Pacific national and sub-national governments, private sector, and civil society entities;
11. Collect and share lessons learned on mandate implementation with the DFATD, experts and implementing partners;
12. Facilitate coordination and collaboration among Personnel under his/her supervision;
13. Maintain an accurate database of key beneficiaries to support follow-up activities;
14. Ensure that marketing and pre-mandate briefing material/sessions, including toolkits are developed for TAF, as required;
15. Ensure that a TAF website is developed and maintained, including general information on the mechanism and a portal for enquiries;
16. Collect, analyze and synthesize results and ensure reporting and results-based management requirements, as outlined in section 5, Reporting, are met and submitted to the DFATD in a timely manner;
17. Ensure project-level gender equality, environment, governance objectives are met and integrated into project reporting in accordance with section 5, Reporting.

Trade Expert

The Trade Expert will be based in Southeast Asia, working part-time on an as needed basis.

The specific responsibilities of the Trade Expert include the following:

1. In collaboration / consultation with the Project Manager, assess mandate level proposals against proposal assessment guidelines from a technical perspective and make recommendations concerning whether the proposal should move forward, requires further refinement or development, or should not be implemented;
2. Maintain technical oversight on the provision of technical assistance related to trade issues.
3. Ensure that deployed experts are fully debriefed and that recommendations for future action following deployments are compiled and documented;
4. Keep an up-to-date inventory of relevant country-specific trade-related assistance in Asia Pacific provided by Canada and other developed country partners to be provided upon request by the DFATD in order to facilitate implementation and delivery of expected results for this project;
5. Ensure that deployed experts are fully vetted for their technical competence and are given appropriate technical briefings prior to mandate delivery;
6. Maintain a strong awareness of international trade developments, especially in Asia Pacific; and
7. Produce technical papers / briefs on trade issues of relevance to the work of the project.

Access to Finance and SME Development Expert

The Access to Finance and SME Development Expert will be based in Southeast Asia, working part-time on an as needed basis.

The specific responsibilities of the Access to Finance and SME Development Expert include the following:

1. In collaboration / consultation with the Project Manager, assess mandate level proposals against proposal assessment guidelines from a technical perspective and make recommendations concerning whether the proposal should move forward, requires further refinement or development, or should not be implemented;
2. Maintain technical oversight on access to finance and SME development-related issues with contracted technical expertise;
3. Ensure that deployed experts are fully debriefed and that recommendations for future action following deployments are compiled and documented;
4. Keep an up-to-date inventory of relevant country-specific access to finance and SME development - related assistance in Asia Pacific provided by Canada and other developed country partners to be provided upon request by the Department in order to facilitate implementation and delivery of expected results for this project;
5. Ensure that deployed experts are fully vetted for their technical competence and are given appropriate technical briefings prior to mandate delivery;

6. Maintain a strong awareness of the enabling environment for SMEs, especially in Asia Pacific; and
7. Produce technical papers / briefs on SME-related issues of relevance to the work of the project.

Gender Equality Expert

The Gender Equality Expert will be based in Southeast Asia, working part-time on an as needed basis.

The specific responsibilities of the Gender Equality Expert include the following:

1. Produce a gender equality strategy to be included in the Project Implementation Plan;
2. In collaboration/consultation with the Project Manager, assess gender equality issues related to proposed mandates;
3. In collaboration/consultation with the Project Manager, draft recommendations to facilitate the integration of gender equality issues into mandate proposals and to ensure that trade and investment issues are viewed through a gender responsive lens, towards achieving tangible gender equality results;
4. Prepare project-level gender equality reporting in accordance with section 5, Reporting
5. Keep an up-to-date inventory of relevant country-specific trade and investment-related women's economic empowerment issues in Asia Pacific related assistance provided by Canada and other developed country partners to be provided upon request by the Department in order to facilitate implementation and delivery of expected results for this project;
6. Produce guidance documents and tools to assist proponents in integrating gender equality considerations in their mandate proposals, as well as identify experts and implementing partners to integrate gender equality and governance in their technical assistance; and
7. Produce technical papers/briefs on Gender Equality related with a lens on trade and investment of relevance to the work of the project.

Environmental Expert

The Environmental Expert will be based in Southeast Asia, working part-time on an as needed basis.

The specific responsibilities of the Environmental Expert include the following:

1. Produce an environmental management plan to be included in the Project Implementation Plan;
2. In collaboration / consultation with the Project Manager, assess environmental issues related to proposed mandates;
3. In collaboration / consultation with the Project Manager, draft recommendations to facilitate the integration of environmental issues into mandate proposals;
4. Prepare project-level environmental reporting in accordance with section 5, Reporting;
5. Keep an up-to-date inventory of relevant country-specific trade and investment-related environmental issues in Asia Pacific assistance provided by Canada and other developed country partners to be provided upon request by the Department in order to facilitate implementation and delivery of expected results for this project;
6. Produce guidance documents and tools to assist proponents in integrating environmental considerations in their mandate proposals, as well as identify experts and implementing partners to integrate environmental considerations in their technical assistance.

3.6 Language Requirements

All individuals for the aforementioned positions must have the following language proficiencies:

English:

Oral = 4 – Advanced Professional Proficiency

Reading = 4 – Advanced Professional Proficiency

Writing = 4 – Advanced Professional Proficiency

The description associated with the language requirement can be found at the following website.

http://www.international.gc.ca/ifait-iaeci/test_levels-niveaux.aspx?lang=eng

3.7 Procurement of Goods and hiring of ad hoc professional resources

The Consultant must procure goods and hire ad hoc professional resources required for the project in accordance with the approved procurement plan described in the PIP.

The Consultant must carry out procurement activities adhering to the following principles:

1. Competition for supply of goods and services. A competitive process means when solicitation of bids enhances access, competition and fairness and assures that a reasonable and representative number of suppliers are given an opportunity to bid and in which the combination of price, technical merit, and/ or quality, are considered in the evaluation;

2. Pre-determined, clear evaluation of selection methods to ensure best value for money;
3. Prompt and transparent notification to winning and losing bidders; and
4. Justification, including evidence of fair price in the event of non-competitive procurement, recorded on file.

Any exception to competition must be justified, documented and will be subject to audit.

4. Role of the Consultant in Project Management Committee

The Consultant will have three roles within the Project Management Committee (PMC). First, given that there is no single local implementing partner, the Consultant will be responsible for coordinating feedback from local country partners on activities that have taken place in the past year and present this feedback to the PMC. Second, the Consultant will report on the progress of TAF activities through semi-annual and annual progress reports, including results achieved and challenges encountered, and provide a rationale for the proposed annual work plan. For the completion of the annual work plan, the Consultant will be responsible for ensuring that it has collaborated and consulted with the appropriate stakeholders (both DFTAD and local partners) to ensure it has the necessary information to provide a forward-looking annual work plan. Third, the Consultant will act as the PMC Secretariat, organize the meetings, take minutes of the discussion and implement recommendations and decisions of the PMC.

5. Reporting Requirements

The Consultant must forward to DFATD the reports set out below, in section 5.1, in accordance with the standards established for content, presentation, language, number of copies and timelines. Unless otherwise stated, the Consultant will, to the extent possible:

1. use both sides of the page when producing documents, reports, etc.; and
2. use recycled paper to print and produce reports and other documents.

5.1 Reports

REPORT TITLE	DESCRIPTION OF CONTENTS	DUE DATE
Project Implementation Plan (PIP)	<p>The PIP must include but is not limited to the following:</p> <ol style="list-style-type: none"> 1) Executive Summary 2) Introduction 3) Project Design <ul style="list-style-type: none"> • Context and Rationale • Methodology • Project Outputs (updated) • Cross-cutting themes (Gender Equality, Environment and Governance Analyses) • A Risk Register (using the Risk Register format as per DFATD's RBM policy) 4) Project Management and Governance <ul style="list-style-type: none"> • Management Approach and Structure • Human Resources Management • Roles and Responsibilities of the Project Stakeholders • Procurement 5) Project Implementation <ul style="list-style-type: none"> • Strategy to achieve Canada-Asia Trade and Investment for Growth Program (TRIGR)'s objectives • Gender Equality Strategy • Governance Strategy • Procurement Plan • Sustainability approach and exit strategy • Budget per input (by line item at a minimum) 6) Environmental Management Plan <ul style="list-style-type: none"> • Environmental Sustainability Strategy 7) Project Monitoring and Reporting <ul style="list-style-type: none"> • Logic Model • Performance Measurement Framework (as defined below) • Performance Reporting Framework including results collection strategy and schedule • Communications Plan, including a communication strategy to promote the project to relevant stakeholders, including potential applicants, publicize project achievements and to acknowledge DFATD's Contribution. 8) Appendices <ul style="list-style-type: none"> • First Annual Workplan and budget 	<p>Draft within 60 days of the effective date of the Contract</p> <p>Final within 30 days of receiving DFATD comments on PIP</p>

REPORT TITLE	DESCRIPTION OF CONTENTS	DUE DATE
	<ul style="list-style-type: none"> • Templates and Guidelines, as required, including but not limited to: templates for mandate proposals, guidelines for assessment of proposed mandates, and guidelines for mandate-level terms of reference and workplans <p>Performance Measurement Framework (PMF):</p> <p>For each level of the Logic Model (Output, Immediate Outcome, Intermediate Outcome, Ultimate Outcome), the PMF must include, as minimum, of the following elements:</p> <ol style="list-style-type: none"> a) Indicators b) Baseline data, disaggregated by sex c) Targets, disaggregated by sex d) Data sources e) Data collection methods f) Frequency g) Responsibility 	
Annual Workplans and Detailed Budget Forecasts	<p>The Consultant will prepare Annual Workplans to outline work to be performed and budget requirements for the upcoming year, based on anticipated activities following consultations with partners. Annual Workplans will include:</p> <ol style="list-style-type: none"> a) Identification of results to be achieved during the year and the corresponding activities and schedule to achieve these results; b) Forecast of likely requests and associated level of effort based on analysis of previous trends and upcoming negotiations; c) Description of how the Gender Equality, Governance and Environmental strategies will be implemented; d) Description of how aid effectiveness principles will be furthered through the project; e) Update on planned allocations of Personnel and other resources by activity; f) Accounting of contextual changes, issues, assumptions, risks, problems and constraints, and associated implementation challenges and strategies to address these; and g) Detailed annual budget by quarter and by contract budget line item, with explanations of deviations from the budget in the PIP and with updated budgetary projections by year for subsequent fiscal years to the end of the project; 	<p>First Annual Workplan: As appendix to PIP</p> <p>Subsequent Annual Workplans: March 15th of each year.</p>
Mandate workplans and budgets	<ol style="list-style-type: none"> a) Based on approved mandate proposals, the Consultant will oversee the preparation of mandate workplans and associated detailed budgets in collaboration/consultation with the partner. b) The Consultant ensures consistency with workplan guidelines and submits finalized workplan to the DFATD's Project Team Leader. 	<p>Within ten days following the approval of a proposal from DFATD</p>

REPORT TITLE	DESCRIPTION OF CONTENTS	DUE DATE
Narrative reports on mandates	Narrative report to be drafted by the technical assistance expert(s) that should describe the activities, results, lessons-learned and expenses incurred for each mandate. The report must be approved by the Consultant prior to submission to DFATD.	Within thirty days of the conclusion of the mandate. In cases where the conclusion of the mandate exceeds one-year in duration, reporting on progress should be provided annually.
Semi-Annual Narrative Progress Report	<p>The Consultant will prepare semi-annual progress reports to provide an update of activities undertaken and progress achieved against the Annual Workplan. Semi-annual reports will include:</p> <ol style="list-style-type: none"> Executive Summary; Narrative description of progress made towards achieving results in relation to planned activities; Detailed explanation of variances between planned and actual results; Description of results achieved in implementing the Gender Equality, Governance and Environmental strategies; Explanation of progress made in integrating principles of aid effectiveness into the project, including country ownership, harmonization with other DFATD and donor projects, and alignment with partner government priorities; Analysis of factors which have assisted or impeded project implementation, planning and resource allocation and an update on risks that occurred and how they were addressed; A summary of key events, major meetings and decisions taken during the period; Proposed changes to project activities or schedules with rationale/justification; Appendix using DFATD results-based management tools report on each indicator included in the approved PMF as per the frequency identified in PMF; Appendix listing the participants in key project activities for the period; and Appendix listing technical experts sub-contracted and equipment purchased, with brief explanation of procurement process followed. 	September 15 th of each year. The March 15 th semi-annual report to be replaced by the Annual Report
Annual Narrative Progress Report	The Consultant will prepare and submit annual progress reports reporting against the Annual Workplan. Annual reports will include the same information as outlined above for semi-annual reports but cover the period of one year. In addition, annual reports will include an analysis of the status of the project given the progress made over the reporting year and an assessment of progress towards achieving expected development outputs and outcomes. It will also include a summary of actual project disbursement, by activity, during the year.	March 15 th of each year

REPORT TITLE	DESCRIPTION OF CONTENTS	DUE DATE
Quarterly Financial Reports	<p>The Consultant will prepare quarterly financial reports to account for project disbursements during the quarter. Reports will provide financial accounting (tabular form) by contract budget line item as follows:</p> <ol style="list-style-type: none"> Budget amount approved overall and revised amount if updated later in Annual Workplans; Disbursements for prior years, current year-to-date, and project-to-date; Actual disbursements for the previous quarter and forecast disbursements for remaining quarters of the current fiscal year; and Explanation of variances (over 10%) between budget and actual disbursements for the current year; Total estimated expenditure at end of project and variance; and Balance of project funds remaining. 	Quarterly Financial Reports: 45 calendar days after the end of each fiscal year quarter, i.e., by mid-January, July and October.
Annual Financial Reports	<p>The Consultant will prepare an annual financial report to account for project disbursements during the year. The report will provide the same information as outlined above for the quarterly financial reports but will take a full-year perspective on the Project and shall be tied closely to the workplan and the costs of the activities. The Annual financial Report will replace the Quarterly financial report for the final quarter in the fiscal year.</p>	Annual financial Report: 45 calendar days after the end of the fiscal year.
Minutes of PMC meetings	<p>The Consultant, in its function as Secretariat to the PMC, will take minutes of annual PMC meetings, highlighting conclusions, recommendations and actions to be taken.</p>	Within 14 calendar days following the PMC meeting
Exit Strategy	<p>The Consultant will prepare a plan and schedule for phasing out and closing down the project. The plan will include information related to the closure of project offices, release of Personnel, disposal of assets and a distinct Sustainability Strategy outlining measures that will be taken to further the sustainability of results.</p>	9 months before end date of contract
Project Completion Report	<p>The Consultant will prepare and submit to DFATD a project completion report that provides a synthesis of information contained in the semi-annual and annual progress reports over the duration of the project. The completion report will include:</p> <ol style="list-style-type: none"> Description of actual results achieved compared with initial expected results and baseline; Assessment of results achieved for cross-cutting issues of equality between women and men, environment and governance; Explanation of progress made in integrating principles of aid effectiveness into the project; Analysis of problems, constraints or issues that affected the project and how they were addressed; Assessment of future sustainability; Lessons learned for future projects of a similar nature; Conclusions and recommendations; Detailed review of all financial accounting for the project including summary of actual annual and total expenditures by contract budget line item compared to estimated expenditure, with explanation of variance; List of project assets (depreciated value identified) disposed of; List of any publications that resulted from the project; and Summary of all procurement activities undertaken during project implementation. 	<p>Draft report three (3) months before end date of contract</p> <p>Final report (incorporating DFATD and stakeholder comments) one (1) month before end date of contract</p>

REPORT TITLE	DESCRIPTION OF CONTENTS	DUE DATE
Special/Other Reports	The Consultant will submit to DFATD on an ad hoc basis various reports (e.g. briefing materials, communication texts, input to annual DFATD project reporting such as Information Management Reporting Tools and Initiative Performance Reports, presentations, action plans) as requested by DFATD.	To be determined

Section 5. Evaluation Criteria

Guidance to Bidders

If more projects/assignments are included in the Proposal than the number stipulated in the criteria, DFATD will only consider the specified number in order of presentation.

MANDATORY EVALUATION CRITERIA	
Not applicable	

RATED EVALUATION CRITERIA	Score
<p>Technical Component</p> <p><u>Guidance for Bidders:</u></p> <p>The Rated Evaluation Criteria will be awarded a maximum of seven hundred (700) points. The pass mark is seventy percent (70%) or four hundred ninety (490) points and represents the minimum that will be accepted by DFATD.</p> <p>For the purpose of the Rated Evaluation Criteria, the following applies:</p> <p>The terms “at least” or “minimum” reflect the minimal expectation for a requirement. No points will be given if the expected minimum requirement is not demonstrated.</p> <p>“Countries in transition” is defined as countries moving from centrally planned to market-oriented economies. (World Bank glossary).</p> <p>“Developing countries” are those listed at the following website: www.oecd.org/dac/stats/daclist.htm</p> <p>“Failed and fragile states” is defined as countries where there is a fundamental failure of the state to perform functions necessary to meet citizens’ basic needs and expectations.</p> <p>“International development” relates to a mandate to support sustainable development in developing countries in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.</p> <p>“Project” is defined as a contract or a contribution signed individually or in a consortium where the bidder has provided project management and implementation services.</p> <p>Information about “Results Based Management (RBM)” can be found in the following: http://www.international.gc.ca/development-developpement/partners-partenaires/bt-oa/rbm_tools-gar_outils.aspx?lang=eng</p> <p>“Responsive Programming” is defined as an umbrella mechanism that provides access to expert resources in response to the expressed needs of ODA eligible partner governments, industry associations and civil society organizations.</p> <p>“Small and medium-sized enterprises” (SMEs) are defined as registered businesses with less than 300 employees (World Bank).</p> <ul style="list-style-type: none"> · If more projects/assignments/resources are included in the proposal than the number required as indicated in each criterion, DFATD will only consider the specified number in order of presentation. 	
Bidder’s Experience	138
<p>Requirement 1: Experience in managing and implementing international development projects (up to 69 points for each project presented, for a maximum of 138 points)</p> <p><i>Page limitation: maximum 3 pages per project for a total of 6 pages</i></p> <p>Using form TECH-4, the Bidder should demonstrate its experience in managing and implementing international development projects focussed on responsive programming of a similar scope and complexity as described in the Terms of Reference – Section 4. The Bidder should describe 2 projects.</p> <p>To be deemed eligible a project has to:</p> <ul style="list-style-type: none"> • have a start date within the last ten (10) years at the Request for Proposals (RFP) Closing Date . • be at least fifty percent (50%) completed in terms of project duration at the Request for Proposals (RFP) Closing Date. <p>If the project presented is deemed ineligible, the Bidder will be awarded zero (0) points for that project.</p>	138

Each project will be scored as described in 1.1, 1.2 and 1.3, below.

1.1. The project demonstrates the Bidder's experience in managing and implementing international development projects focusing on responsive programming of similar scope and complexity (up to 55 points per project):

110

For the purpose of this criterion:

- i) **“Similar scope”** means (up to 37 points per project):
 - a. Managing relationships with and addressing the capacity development needs of multiple stakeholders through technical assistance as listed below (up to 6 points per stakeholder group to a maximum of 18 points per project):

Stakeholder groups:

 1. Multiple levels of government or regional organizations, with a preference for those institutions responsible for customs, border management, food safety, financial services; (1 point per institution, to a maximum of 3 points for institutions not related to customs, border management, food safety, financial services, and 2 points per institution related to customs, border management, food safety, financial services, to a maximum of 6 points)
 2. Private sector, with a preference for export-oriented small and medium-sized enterprises and the finance industry (1 point per entity, to a maximum of 3 points for private sector entities who are not export-oriented small and medium-sized enterprises and the finance industry and 2 points per entity for export-oriented small and medium-sized enterprises and the finance industry, to a maximum of 6 points); and
 3. Civil society stakeholders, with a preference for trade and industry associations (1 point per stakeholder, to a maximum of 3 points for stakeholders not related to trade and industry associations and 2 points per stakeholder points for trade and industry associations, to a maximum of 6 points)
 - b. Experience analyzing, managing, and disseminating large volumes of information consistent with this project's anticipated volume of mandates and technical assistance as described in Annex A, Project Description, of the Terms of Reference (up to 6 points per project)
 - c. Experience in delivering responsive programming, preferably in the field of trade and investment within the context of an international development project (up to 5 points per project)
 - d. Experience in sourcing Canadian and international technical expertise to meet identified partner organization requirements (up to 8 points per project)
- ii) **“Similar complexity”** means (up to 16 points per project):
 - a. Value: At least \$2M Canadian dollars, full points for \$10M or more (up to 8 points per project)
 - b. Duration: At least 2 years, full points for 5 years or more (up to 5 points per project); and
 - c. Location: Experience in at least one of the following. Full points for all three locations:
 - i) developing countries (other than countries in transition and failed and fragile states),
 - ii) countries in transition, or
 - iii) failed and fragile states (up to 3 points per project)
- iii) Points will be awarded if the project includes at least 1 person in a core position being proposed by the Bidder in its proposal under “Personnel” (2 points per project)

1.2. The project demonstrates the Bidder's experience using results-based management tools and techniques, identifying risks, and taking corrective measures in implementing and managing projects (up to 8 points per project):

16

Points will be awarded for:

- a. A description of the relevant results-based management tools and techniques used (1 point per tool or technique used, up to 4 points per project)
- b. A description of the risks encountered while implementing the project and the corrective measures taken to mitigate these risks. (1 point per relevant risk for a maximum of 2 points + 1 point per mitigation measure for a maximum of 2 points up to 4 points per project)

1.3. The project demonstrates the Bidder's corporate experience in integrating cross-cutting themes of gender equality, environment and governance and human rights (up to 6 points per project):

12

Points will be awarded for projects that:

- a. Integrate gender equality into its design (realization of gender based analysis, development of gender equality outcomes and associated gender-sensitive indicators, and targets) and implementation (gender equality (GE) project strategy, monitoring

<p>and reporting on GE) including the mechanisms used to ensure an equal benefit to men and women (up to 2 points per project);</p> <p>b. Integrate environmental considerations into its design and implementation, including the mechanisms used to minimize the environmental impact of the project (up to 2 points per project); and</p> <p>c. Integrate governance and human rights into its design and implementation, including the mechanisms used to mitigate negative repercussions of the project with respect to governance and/or human rights. (up to 2 points per project)</p>		
Sub-total		
Proposed Methodology		200
Requirement 2: Approach to implementing the project (up to 176 points)		176
2.1 Project Management and Implementation Plan (maximum 12 pages, 141 points total).		141
<p>The Bidder should provide a project management and implementation plan which should include a description of the following elements:</p>		
	Element	Criteria
2.1.1	Resource Mechanisms (networks, etc.)	<p>The Bidder should provide a description of its network of experts and resources from which it can identify qualified technical experts to address the requirements stated in the TORs. (up to 34 points), The description should include:</p> <ul style="list-style-type: none"> • the breadth of its network in identifying experts / resources across sectors (government, non-government, academia, private sector, etc.);(up to 10 points); • the depth of its network in terms of quantity of experts / resources in Canada and across Asia Pacific (ideally more than 500 resources) to meet the needs of this project; (up to 10 points); • the relevance of the expertise contained in the network to address the main areas of interest of the project (trade and investment); (up to 10 points); and • the currentness of the network of experts and resources (4 points).
2.1.2	Resource Responsiveness	<p>The Bidder should provide a description of its technical assistance procurement strategy, that i) ensures resources, including experts, are selected based on merit; ii) maximizes competition; iii) ensures timely responses to requests in keeping with the TORs (up to 10 points per element for a maximum of 30 points).</p> <p>The strategy will be assessed on its clarity and relevance.</p>
2.1.3	Knowledge management	<p>The Bidder should describe a knowledge management strategy which includes the methods and tools that will be used to ensure (up to 7 points per element for a maximum of 28 points):</p> <ol style="list-style-type: none"> i. Up-to-date knowledge of global trade and investment developments in developing countries: The strategy describes the sources of information that the Bidder will consult to ensure an up-to-date knowledge of key aspects (2 points) and implications (2 points) of increased trade and investment worldwide, particularly in the context of developing countries) (3 points) (up to 7 points); ii. Up-to-date knowledge of social and economic trends in the Asia Pacific, particularly in those sectors with a high potential for poverty reduction: The strategy describes the sources of information (4 points) that the Bidder will consult to ensure an up-to-date knowledge of social and economic trends in in Asia Pacific, with a particular emphasis on those sectors with a high potential for poverty reduction, such as agribusiness, environmental industries and extractives (1 point per sector, up to 3 points) (up to 7 points); iii. Up-to-date knowledge of innovative approaches to advance inclusive and sustainable economic growth, promote women’s economic empowerment and reduce poverty through trade and investment in developing countries: The strategy describes the sources of information that the Bidder will consult to ensure an

		<p>up-to-date knowledge of key innovative approaches that are being used to advance inclusive and sustainable economic growth (3 points), with a focus on those geared to increase equitable access for men and women entrepreneurs to markets and finance (2 points) in the context of developing countries (2 points) (up to 7 points); and</p> <p>iv. Systematic capturing of knowledge from completed mandates. The strategy describes the means by which knowledge from mandates will be systematically recorded, organized and used to inform future mandates (1 point per means identified up to 7 points)</p>	
2.1.4	Results-based management	The Bidder should describe a strategy for the application of results-based management (RBM) tools (up to 9 points). The appropriateness of the strategy will be assessed. For the purpose of this criterion, “appropriate” means that RBM tools are integrated throughout the project, an understanding of RBM tools is indicated, the principles of RBM integration are reflected and the multiple levels of the project are taken into account (up to 9 points).	
2.1.5	Logistics management	The Bidder should describe a logistics management strategy that is appropriate for managing the often complex logistical challenges associated with i) multiple mandates, ii) multiple locations, iii) diverse cultures, and iv) foreign languages (up to 6 points per element for a maximum of 24 points). The appropriateness of the strategy will be assessed, where “appropriate” means the efficiency and effectiveness of the methods and mechanisms (3 points per element) and the structure of the roles/responsibilities of the various personnel (3 points per element).	
2.1.6	Management costs containment	The Bidder should present a management costs containment strategy identifying measures that he would use, to ensure the containment of management costs in relation to programming costs, within the context of variable responsive (i.e. frequency and location) programming requirements, focusing on the rationalization of resources and adaptation to different priorities (4 points per measure up to 16 points).	
<p>2.2 Approach to DFATD Cross-Cutting Themes (up to 30 points)</p> <p>The Bidder should demonstrate its understanding of the project outlined in Section 4 – Terms of Reference of this RFP - by describing its proposed approach to implementing the project in relation to the following:</p> <ul style="list-style-type: none"> • Environmental Sustainability which will describe the activities, tools and methods used to incorporate environmental principles into Mandates to meet the current needs of the stakeholders and ensure their buy-in, and achieve long-term results; up to 10 points (1 page maximum) • Gender Equality which will describe how Mandates will be delivered in a manner that enhances the equality of benefits between women and men, that considers the impact of activities on both women and men, and that considers the potential for long-term productivity of both women and men; up to 10 points (1 page maximum) • Sustainability which will describe the activities, tools and methods to incorporate sustainable development principles into project delivery, to ensure that stakeholder inherit a stock of skills that are greater than what they had previously and will provide them with potential for long-term productivity, to engage with stakeholders in a manner that will build local buy-in to sustain project results. (up to 10 points) (1 page maximum) 			30
<p>2.3 Approach to Human Rights Mitigation (1 page maximum)</p> <p>The Bidder should describe its approach to mitigating any human rights issues it becomes aware of while carrying out its responsibilities related to trade and investment.</p> <p>The approach will be evaluated on its appropriateness to the human rights issues identified and their relationship to trade and investment (up to 5 points)</p>			5

<p>Requirement 3: Risk and Mitigation Strategies (1 page maximum, up to 24 points).</p> <p>For each of the three risks identified below, the Bidder should:</p> <p>a) Describe the implications of each risk for the project (up to 4 points per risk, up to 12 points)</p> <p>b) Describe a mitigation strategy (up to 4 points per risk, up to 12 points)</p> <ul style="list-style-type: none"> • Risks due to the Regional Nature of the Project: There is a risk that the wide variation in culture, language and trade/investment needs throughout the eligible countries in Asia Pacific could make communication and determining appropriate interventions difficult. • Financial and Contractual Risk – Timing: There is a risk that funding decisions will not be made or carried out in a timely manner, which would have an impact on development results or relations with partners. • Human Resource Risk - Availability: There is a risk that the specialization and/or quality of resources needed to achieve particular outcomes may not be available in sufficient quantity when demand arises due to their engagement in other project activities. <p>For this requirement, the implications and the mitigation measures should demonstrate an understanding of the principles of integrated risk management. Points will be assigned based on the Bidder’s demonstrated level of understanding of the principles of integrated risk management (i.e. Strong understanding, moderate understanding, little or no regard to integrated risk management)</p>	<p>24</p>
<p>Sub-total</p>	
<p>Proposed Personnel</p>	<p>362</p>
<p>Requirement 4: Project Director (based in Canada) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Project Director based in Canada. The CV will be evaluated based on the following criteria:</p> <p>4.1 Education and Professional Development (up to 10 points)</p> <p>4.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline (up to 5 points).</p> <p>For the purpose of this criterion, “relevant discipline” means commerce, social sciences (for example, business administration, trade, economics or international development).</p> <p>4.1.2 Points will also be awarded for professional development completed by the proposed individual in the past ten (10) years (including professional training, publications, and research) related to: (1 point per professional development, up to 5 points)</p> <ul style="list-style-type: none"> - business administration; - trade facilitation; - economic development; - trade policy and regulations; - women economic empowerment; - capacity development <p>4.2 Experience (up to 54 points)</p> <p>In the context of each assignment presented to demonstrate this criterion:</p> <p>a) The assignment(s) should have been carried out in the context of international development projects; AND</p> <p>b) Only assignments carried out in the context of projects started on or after January 1st 2001 will be considered; AND</p> <p>c) The assignments should have been in the context of projects of at least 3 years in duration; AND</p> <p>d) The assignments should have been in the context of projects valued at least \$5Million Canadian.</p> <p>If the Bidder does not demonstrate that the assignment satisfies elements a) to d) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to d) above should be presented in the proposed individual’s form TECH-6A.</p> <p>4.2.1 Duration of cumulative experience. The months where the assignments overlap are counted once (at least 36 months, full points for 60 months or more, up to a maximum of 9 points)</p> <p>4.2.2 Demonstrated experience carrying out the following functions: (4 points per function, up to 24 points)</p> <p>a) senior-level representational responsibilities;</p>	<p>64</p>

<p>b) high-level strategic project planning; c) oversight of implementation; d) providing direction to project planning and implementation; e) human and financial resource management; f) review and approval of progress and financial reporting.</p> <p>The experience may have been acquired in the context of different projects.</p> <p>4.2.3 leading projects, programmes or negotiations preferably related to private sector development, ideally focused on trade or investment agreements (including but not limited to negotiation, implementation or adaptation of these agreements) (up to 12 points);</p> <p>4.2.4 working with at least two (2) stakeholders, including government, regional organizations, civil society and private sector preferably at senior levels (e.g. director level and above) (up to 9 points);</p>	
<p>Requirement 5: Project Manager (based in Southeast Asia) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Project Manager (based in Southeast Asia). The CV will be evaluated based on the following criteria:</p> <p>5.1. Education and Professional Development (up to 15 points)</p> <p>5.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline (up to 10 points).</p> <p>For the purpose of this criterion, “relevant discipline” means commerce, social sciences (for example: business administration, trade, economics or international development).</p> <p>5.1.2 Points will also be awarded for professional development completed by the proposed individual in the past ten (10) years (including professional training, publications, research) related to: (1 point per professional development, up to 5 points)</p> <ul style="list-style-type: none"> a) business administration; b) local economic development; c) public sector / administration reform; d) women economic empowerment; e) capacity development. <p>5.2 Experience (up to 65 points)</p> <p>In the context of each assignment presented to demonstrate this criterion:</p> <ul style="list-style-type: none"> a) The assignment(s) should have been carried out in the context of international development projects; AND b) Only assignments carried out in the context of projects started on or after January 1st 2001 will be considered; AND c) The assignments should have been in the context of projects of at least 3 years in duration; AND d) The assignments should have been in the context of projects valued at least \$5Million Canadian. <p>If the Bidder does not demonstrate that the assignment satisfies elements a) to d) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to d) above should be presented in the proposed individual’s form TECH-6A.</p> <p>5.2.1 Duration of cumulative experience. The months where the assignments overlap are counted once (at least 24 months, full points for 60 months or more, up to a maximum of 12 points)</p> <p>5.2.2 Demonstrated experience carrying out the following functions: (5 points per function, up to 30 points)</p> <ul style="list-style-type: none"> • Oversight of project planning and implementation • Managing relationships with multiple organizations/institutions in multiple countries; • Human and financial resource management ; • procurement and expert recruitment; • Consolidation of advice for the formulation of recommendations • Monitoring and reporting <p>The experience may have been acquired in the context of different projects.</p> <p>5.2.3 Managing projects with dispersed resources in a multitude of developing countries (full points for more than 5 developing countries) (up to 15 points)</p>	<p>80</p>

<p>5.2.4 The application of results-based management (RBM) principles and tools in the planning, implementation, monitoring and evaluation of international development projects (up to 8 points).</p>	
<p>Requirement 6: Project Administrator (based in Canada) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Project Administrator (based in Canada). The CV will be evaluated based on the following criteria:</p> <p>6.1 Education (up to 9 points)</p> <p>6.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline or an accounting designation (up to 9 points).</p> <p>For the purpose of this criterion, “relevant discipline” means commerce, social sciences (for example, business administration, trade, economics, or international development).</p> <p>6.2 Experience (up to 45 points)</p> <p>In the context of each assignment presented to demonstrate this criterion:</p> <ol style="list-style-type: none"> a) The assignment(s) should have been carried out in the context of international development projects; AND b) Only assignments carried out in the context of projects started on or after January 1st 2001 will be considered; AND c) The assignments should have been in the context of projects of at least 3 years in duration; AND d) The assignments should have been in the context of projects valued at least \$5 Million Canadian. <p>If the Bidder does not demonstrate that the assignment satisfies elements a) to d) above, no points will be allocated to the assignment. Only assignments which satisfy elements a) to d) above should be presented in the proposed individual’s form TECH-6A.</p> <p>6.2.1 Duration of cumulative experience. The months where the assignments overlap are counted once (at least 24 months, full points for 60 months or more, up to a maximum of 10 points)</p> <p>6.2.2 Demonstrated experience carrying out the following functions: (4 points per function, up to 20 points)</p> <ul style="list-style-type: none"> • financial reporting and forecasting; • travel management; • briefing of, and support to experts and project staff; • procurement of goods and services; • maintenance of project files. <p>The experience may have been acquired in the context of different projects.</p> <p>6.2.3 At least 24 months experience coordinating projects with dispersed resources in a multitude of developing countries from a central headquarters hub (full points for 5 or more developing countries, up to 15 points).</p> <p>“Coordinating” means ensuring that all logistical, financial, reporting, procurement and records management activities are in place to support the achievement of overall project goals; the experience may have been acquired in the context of different projects.</p>	54
<p>Requirement 7: Trade Expert (based in Southeast Asia) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Trade Expert (based in Southeast Asia). The CV will be evaluated based on the following criteria:</p> <p>7.1 Education and Professional Development (up to 9 points)</p> <p>7.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline (up to 4 points).</p> <p>For the purpose of this criterion, “relevant discipline” means international trade, economics, or business administration.</p> <p>7.1.2 Points will also be awarded for professional development completed by the proposed individual in the past 10 years (including professional training, publications, research) related to: (1 point per professional development, up to 5 points) related to:</p> <ul style="list-style-type: none"> • commercial or trade law; • Customs modernization and reform; • bilateral, regional or multilateral trade agreements; 	48

<ul style="list-style-type: none"> • foreign investment regulations and / or law; • public sector/administration reform; • women economic empowerment through trade; • market analysis. <p>7.2 Experience (up to 39 points)</p> <p>The Bidder should demonstrate that the proposed individual has at least 36 months of experience in:</p> <p>7.2.1 Carrying out research, analysis, provision of policy advice or delivery of technical assistance in 3 of the following trade policy areas, including a full explanation of the role of the individual and their contribution to the activities completed (full points for 60 months or more, up to 13 points per area, up to 39 points):</p> <ol style="list-style-type: none"> a) trade policy research and analysis; b) trade or commercial law; c) analyzing trade information, evaluating market and economic factors; d) promoting business development and partnerships in developing countries; e) building the capacity of trade related ministries and / or organizations; f) negotiating, analyzing or monitoring multilateral, regional and bilateral trade agreements; g) women economic empowerment through trade; h) executing international business strategies <p>To be considered in the calculation of length of experience, each described area should include an explanation of the role of the individual and their contribution to the activities completed. If no explanation of the individual’s role or their contribution to the activities completed is included, no points will be awarded. If less than 3 areas are addressed, 0 points will be awarded. If more than three (3) policy areas are presented, only the first three (3) will be evaluated.</p>	
<p>Requirement 8: Access to Finance and SME Development Expert (based in Southeast Asia) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Access to Finance and SME Development Expert (based in Southeast Asia). The CV will be evaluated based on the following criteria:</p> <p>8.1 Education (up to 9 points)</p> <p>8.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline or an accounting designation (up to 4 points).</p> <p>For the purpose of this criterion, “relevant discipline” means social sciences (for example, business administration, economics, or international development).</p> <p>8.1.2 Points will also be awarded for professional development completed by the proposed individual in the past 10 years (including professional training, publications, research) related to: (1 point per professional development, up to 5 points)</p> <ul style="list-style-type: none"> • Foreign investment regulations and/or law; • Market analysis; • International finance; • Women economic empowerment through finance; • Private sector development. <p>8.2 Experience (up to 39 points)</p> <p>8.2.1 The proposed individual should have at least 36 months of experience carrying out research, analysis, provision of policy advice or delivery of technical assistance in three (3) of the following trade policy areas, including a full explanation of the role of the individual and their contribution to the activities completed (full points for 60 months or more, up to 13 points per area, up to 39 points):</p> <ol style="list-style-type: none"> a. developing or executing international business strategies; b. building the capacity of economic related ministries and / or organizations c. promoting private sector development and partnerships in developing countries; d. building the capacity of the private sector, including SMEs, and / or intermediaries <p>To be considered in the calculation of length of experience, each described area should include an explanation of the role of the individual and their contribution to the activities completed. If no explanation of the individual’s role or their contribution to the activities completed is included, no points will be awarded. If less than 3 areas are addressed, 0 points will be awarded. If more than 3 policy areas are presented, only the first 3 will be evaluated.</p>	<p>48</p>

<p>Requirement 9: Gender Equality Expert (based in Southeast Asia) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Gender Equality Expert (based in Southeast Asia). The CV will be evaluated based on the following criteria:</p> <p>9.1 Education and Professional Development (up to 9 points)</p> <p>9.1.1 The proposed individual should have at least a Bachelor’s degree in any discipline, ideally a Master’s degree in a relevant discipline (up to 4 points).</p> <p>For the purpose of this criterion, “relevant discipline” means social sciences (for example, gender studies, public administration or international development).</p> <p>9.1.2 Points will also be awarded for professional development completed by the proposed individual in the past 10 years (including professional training, publications, research) related to: (1 point per professional development, up to 5 points)</p> <ul style="list-style-type: none"> - Gender equality (e.g. decision-making, women rights, access/control over development resources and benefits) <p>9.2 Experience (up to 39 points)</p> <p>9.2.1 The proposed individual should have at least 24 months of experience carrying out research, analysis, provision of policy advice or delivery of technical assistance in at least 1 of the 3 areas listed under the gender equality sector , including an explanation of the role of the individual and their contribution to the activities completed (full points for 60 months one more, up to 13 points per area, for up to 39 points total):</p> <p>Sector – Gender equality:</p> <ul style="list-style-type: none"> a) providing advice on applying gender-based analysis and the mainstreaming of gender in public policies and/or institutions related to trade and investment; b) conducting research on gender issues related to trade or investment (e.g. women economic empowerment); c) promoting and building the capacity of women-led businesses in developing countries 	<p>48</p>
<p>Requirement 10: Environment Expert (based in Southeast Asia) <i>Page limitation: maximum 4 pages</i></p> <p>Using Form TECH-6A, “Curriculum Vitae for Proposed Personnel”, the Bidder should provide the CV of the proposed Environment Expert (based in Southeast Asia). The CV will be evaluated based on the following criteria:</p> <p>10.1 Education (up to 5 points)</p> <p>10.1.1 The proposed individual should have at least a Bachelor’s degree in a relevant discipline, ideally a Master’s degree in a relevant discipline (up to 3 points).</p> <p>For the purpose of this criterion, “relevant discipline” means environment related studies (e.g. environmental sciences, environmental engineering, international environmental law).</p> <p>10.1.2 Points will also be awarded for professional development completed by the proposed individual in the past ten (10) years (including professional training, publications, research) related to: (1 point per professional development, up to 2 points):</p> <ul style="list-style-type: none"> • Natural resources management; • International environmental policies; • Environmental implications of trade and /or investment policies and regulations • Climate change (mitigation and/or adaptation) <p>10.2 Experience (up to 15 points)</p> <p>10.2.1 The proposed individual should have at least 24 months of experience carrying out research, analysis, provision of policy advice or delivery of technical assistance in 3 of the following areas, including a full explanation of the role of the individual and their contribution to the activities completed (full points for 60 months or more, up to 5 points per area, up to 15 points):</p> <ul style="list-style-type: none"> a) analyzing and/or providing advice on the environmental aspect of policies and / or institutions; b) Conducting research on environmental issues; c) building the capacity of environment related ministries and / or organizations; d) promoting sustainable natural resources management in developing countries; e) building the capacity of the private sector to be environmentally responsible 	<p>20</p>

To be considered in the calculation of length of experience, each described area should include an explanation of the role of the individual and their contribution to the activities completed. If no explanation of the individual's role or their contribution to the activities completed is included, no points will be awarded. If less than 3 areas are addressed, 0 points will be awarded. If more than three (3) policy areas per sector are presented, only the first three (3) will be evaluated.	
Sub-total	
Total Technical Component	700
Passing Mark	490
Financial Component	300
Proposed Cost	
Aboriginal Component	
Aboriginal Supplier Incentive	50
Total Adjusted Score	1,050

Section 6. Standard Form of Contract

STANDARD FORM OF CONTRACT

**Consulting and Professional Services
Time-Based Contract**

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CONTRACT FOR CONSULTING AND PROFESSIONAL SERVICES

between

**Department of Foreign Affairs, Trade and Development
[DFATD]**

and

<Name of the Consultant>

<Address of the Consultant>

in relation to

<Name of the Project>

A. Contract

TIME-BASED

This CONTRACT (referred to as the “Contract”) is signed the *[day]* day of the month of *[month]*, *[year]*, between, Her Majesty the Queen in right of Canada represented by the Minister for International Development acting through the Department of Foreign Affairs, Trade and Development (collectively referred to as “DFATD”) and, *[name of Consultant]* (referred to as the “Consultant”).

OR

This CONTRACT (referred to as the “Contract”) is signed the *[day]* day of the month of *[month]*, *[year]*, between, Her Majesty the Queen in right of Canada herein represented by the Minister for International Development acting through the Department of Foreign Affairs, Trade and Development (collectively referred to as “DFATD”) and, a joint venture or consortium consisting of the following persons or entities, each of which will be jointly and severally liable to DFATD for all the Consultant’s obligations under this Contract, namely, *[name of Consultant]* and *[name of Consultant]* (referred to as the “Consultant”).

The following form an integral part of this Contract:

- (a) The General Conditions of Contract;
- (b) The Special Conditions of Contract;
- (c) The following Annexes:

Annex A: Basis of Payment

Annex B: Terms of Reference

Annex C: Security Requirements Check List Not used

I. General Conditions of Contract

1. GENERAL PROVISIONS

1.1 Definitions

Unless the context otherwise requires, the following terms whenever used in this Contract have the following meaning:

- (a) **“Applicable Taxes”** means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, as of April 1, 2013, the Quebec sales Tax (QST).
- (b) **“Approved Financial Institution”** means:
 - (i) any corporation or institution that is a member of the Canadian Payments Association; or
 - (ii) a corporation that accepts deposits that are insured by the Canada Deposit Insurance Corporation or the Régie de l'assurance-dépôts du Québec to the maximum permitted by law; or
 - (iii) a credit union as defined in paragraph 137 (6) b) of the *Income Tax Act*; or
 - (iv) a corporation that accepts deposits from the public, if repayment of the deposits is guaranteed by a Canadian province or territory; or
 - (v) Canada Post Corporation.
- (c) **“Canada”** means Her Majesty the Queen in right of Canada as represented by the Minister for International Development and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister for International Development has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;
- (d) **“Consultant”** means the person or entity or in the case of a consortium or joint venture, the Member whose name(s) appears on the signature page of the Contract and who is responsible to provide the Services to DFATD under the Contract.
- (e) **“Contract”** means the written agreement between the Parties, which includes these GCs, and SCs, Annexes and every other document specified or referred to in any of them as forming part of the Contract, all as amended by written agreement of the Parties from time to time.
- (f) **“Contracting Authority”** means the DFATD Representative responsible for the administration of the Contract. The Contracting Authority is the only authority to sign contract amendments. The Contracting Authority for this Contract is specified in the SC.
- (g) **“Contractor”** means an entity, or entities, other than a Sub-consultant, which contracts with the Consultant to perform specific Services that the Consultant is required to provide under the Contract. The Contractor is not part of the Personnel.
- (h) **“Day”** means calendar day, unless otherwise specified.
- (i) **“DFATD Representative”** means an officer or employee of DFATD who is designated to perform the DFATD representative functions under the Contract.
- (j) **“Fees”** means an all-inclusive firm daily rate, which can be specifically identified and measured as having been incurred or to be incurred in the performance of the Contract.
- (k) **“GC”** means these General Conditions of Contract.
- (l) **“Irrevocable Standby Letter of Credit (ISLC)”** means a document from a bank, or other Approved Financial Institution, which irrevocably and unconditionally undertakes and guarantees to pay on demand the Receiver General for Canada:
 - (i) any sum demanded to meet obligations incurred, or to be incurred, by the Consultant;
 - (ii) where the Consultant, in the sole opinion of DFATD, is in default of its contractual obligations;
 - (iii) up to a maximum dollar amount specified; and
 - (iv) on sight, on first request by DFATD to the bank and without question.
- (m) **“Licensed professional”** is an individual who is licensed by a Canadian authorized licensing body, which governs the profession of which the individual is a member, whether it be the practice of law, medicine, architecture, engineering, accounting, or other profession.

- (n) **“Local Professional”** means Personnel engaged in the Recipient Country by the Consultant for the provision of Services under the Contract; who is a citizen or permanent resident of the Recipient Country, and who has specific professional/technical expertise in a field of work, excluding those defined as Local Support Staff.
- (o) **“Local Support Staff”** means, unless otherwise specified in the SC, the following positions in the Recipient Country:
- (i) Driver;
 - (ii) Office cleaner;
 - (iii) Security guard;
 - (iv) Gardener.
- (p) **“Member”** means any of the persons or entities that make up the consortium or joint venture; and **“Members”** means all these persons or entities.
- (q) **“Member in charge”** is the Member authorized to act on behalf of all other Members as the point of contact for DFATD in regard to the contract. Any communication between DFATD and the Member in charge is deemed to be communication between DFATD and all other Members.
- (r) **“Minister”** means the Minister for International Development and includes the Minister's successors, deputies and any lawfully authorized officers representing the Minister for the purpose of this Contract.
- (s) **“National Joint Council Travel Directive and Special Travel Authorities”** mean the directives that govern travelling on Canadian Government business. These directives can be found at <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and <http://www.tbs-sct.gc.ca/>
- (t) **“Party”** means DFATD or the Consultant, as the case may be, and **“Parties”** means both of them.
- (u) **“Personnel”** means an employee and/or Sub-consultant of the Consultant (except Local Support Staff) assigned to perform professional, technical and/or administrative services under the Contract.
- (v) **“Reasonable Cost”** means a cost that is, in nature and amount, not in excess of what would be incurred by an ordinary prudent person in the conduct of a business. In determining the reasonableness of a particular cost, consideration will be given to:
- (i) whether the cost is of a type generally recognized as normal and necessary for the conduct of a similar business or the performance of the Contract;
 - (ii) the restraints and requirements by such factors as generally accepted sound business practices, arm's length bargaining, Canadian laws and regulations and the laws and regulations applicable in the Recipient Country, and the Contract terms;
 - (iii) the action that prudent business persons would take in the circumstances, considering their responsibilities to the owners of the business, their employees, customers, the government and the public at large;
 - (iv) significant deviations from the established practices of a similar business which may unjustifiably increase the Contract costs; and
 - (v) the specifications, delivery schedule and quality requirements of the Contract as they affect costs.
- (w) **“Recipient Country”** means the developing country designated by DFATD as a project owner/ beneficiary as indicated in the SC.
- (x) **“Reimbursable Expenses”** means the out-of-pocket expenses, which can be specifically identified and measured as having been used or to be used in the performance of the Contract.
- (y) **“SC”** means the Special Conditions of Contract by which the GC may be amended or supplemented.
- (z) **“Services”**, unless otherwise expressed in the Contract, means everything that has to be delivered or performed by the Consultant to meet its obligations under the Contract, including everything specified in Annex B, Terms of Reference, to the Contract.
- (aa) **“Sub-consultant”** means a person or entity or entities contracted by the Consultant to perform specific Services, through the use of individual resource(s), that the Consultant is required to provide under the Contract. The Sub-Consultant is part of the Personnel.

- (bb) **“Technical Authority”** means the DFATD Representative responsible for all matters concerning the technical requirement under the Contract. The Technical Authority for this Contract is specified in the SC.
- (cc) **“Terms of Reference”** means the document included as Annex B, Terms of Reference.
- (dd) **“Third Party”** means any person or entity other than DFATD and the Consultant.
- (ee) **“Travel Status”** means travel approved in writing by the Technical Authority directly related to the Services.

- 1.2 Relationship Between the Parties**
- 1.2.1 This is a Contract for the performance of Services for the benefit of the Recipient Country. Nothing in the Contract is intended to create a partnership, a joint venture or an agency between DFATD and the Consultant. The Consultant is engaged by DFATD under the Contract as an independent Consultant for the sole purpose of providing the Services for the benefit of the Recipient Country. The Consultant, its Personnel, Contractors and Local Support Staff are not engaged under the contract as employees, servants, partners or agents of DFATD and must not represent themselves as an agent or representative of DFATD to anyone. The Consultant is solely responsible for any and all payments, deductions and/or remittances required by law in relation to its Personnel, Contractors and Local Support Staff.
- 1.3 Law Governing the Contract, permits licenses, etc.**
- 1.3.1 The contract must be interpreted and governed and the relations between the parties determined by the laws in force in the Canadian province specified in the SC. The Parties irrevocably and unconditionally attorn to the exclusive jurisdiction of the courts and tribunals of Canada.
- 1.3.2 The Consultant must obtain and maintain at its own cost all permits, license, regulatory approvals and certificates required to perform the Services. If requested by the Contracting Authority, the Consultant must provide a copy of any required permit, license, regulatory approvals or certificate to DFATD.
- 1.4 Headings**
- 1.4.1 The headings will not limit, alter or affect the meaning of this Contract.
- 1.5 Priority of Documents**
- 1.5.1 If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list.
- (a) Special Conditions of Contract (SC);
 - (b) General Conditions of Contract (GC);
 - (c) Annex A: Basis of Payment
 - (d) Annex B: Terms of Reference
 - (e) Annex C: Security Requirements Check List (if applicable); and
 - (f) The Consultant's Proposal.
- 1.6 Notices**
- 1.6.1 Where in the Contract any notice, request, direction or other communication is required to be given or made by either Party, it will be in writing and is effective if delivered in person, by courier, mail, facsimile or other electronic method that provides a paper record of the text of the notice. It must be addressed to the Party for whom it is intended at the address specified in the SC. Any notice will be effective on the day it is received at that address. The address of either Party may be changed by notice in the manner set out in this GC.
- 1.7 Location**
- 1.7.1 The Services will be performed at the locations specified in Annex B, Terms of Reference, and, where the location of a particular task is not so specified, at such locations as DFATD may specify and/or approve.
- 1.8 Authority of Member in Charge**
- 1.8.1 If the Consultant consists of a consortium or joint venture, the Members authorize the entity specified in the SC (i.e. the Member in charge) to act on their behalf in exercising all the Consultant's rights and obligations towards DFATD under this Contract, including without limitation, the receiving of instructions and payments from DFATD.
- 1.9 DFATD Authorities**
- 1.9.1 Only the Contracting and Technical Authorities specified in the SC are authorized to take any action or execute any documents on behalf of DFATD under this Contract.
- 1.10 Successors and Assigns**
- 1.10.1 The Contract will ensure to the benefit of and be binding upon the Parties and their lawful heirs, executors, administrators, successors and permitted assigns.
- 1.11 Certifications provided in the Proposal**
- 1.11.1 Ongoing compliance with the certifications provided by the Consultant in its proposal is a condition of the Contract and subject to verification by DFATD during the entire period of Contract.
- 1.11.2 If the Consultant does not comply with any certification included in its proposal, or if it is found that the Consultant has omitted to declare, prior to entering into this Contract or during the period of Contract, any conviction or sanction, or if it is determined that any certification made by the Consultant in its Proposal is untrue, whether made knowingly or unknowingly, DFATD has the right, pursuant to the GC 2.8, to terminate the Contract.
- 1.11.3 The Consultant understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Consultant and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Consultant will be added to the "Federal Contractors Program Limited Eligibility to

Bid" list. The imposition of such a sanction by ESDC will constitute the Consultant in default as per the terms of the Contract.

**1.12
Conflict of
Interest**

- 1.12.1 Given the nature of the work to be performed under this Contract and in order to avoid any conflict of interest or appearance of conflict of interest, the Consultant acknowledges that it will not be eligible to bid, either as a Consultant or as a Sub-consultant or Contractor (including as an individual resource) or to assist any Third Party in bidding on any requirement relating to the work performed by the Consultant under this Contract. DFATD may reject any future proposal for which the Consultant would be the Bidder or may be otherwise involved in the proposal, either as a Sub-consultant or a Contractor, as an individual resource, or as someone (either itself or its employees) who may have advised or otherwise provided assistance to the Bidder.
- 1.12.2 The Consultant acknowledges that individuals who are subject to the provisions of the *Conflict of Interest Act*, (S.C. 2006, c. 9, s. 2), the *Conflict of Interest Code for Members of the House of Commons*, the *Values and Ethics Code for the Public Sector* or all other codes of values and ethics applicable within specific organizations cannot derive any direct benefit resulting from the Contract.
- 1.12.3 The Consultant declares that no bribe, gift, benefit, or other inducement has been or will be paid, given, promised or offered directly or indirectly to any official or employee of Canada or to a member of the family of such a person, with a view of influencing the entry into the Contract or the administration of the Contract.
- 1.12.4 The Consultant must not influence, seek to influence or otherwise take part in a decision of Canada knowing that the decision might further its private interest. The Consultant must have no financial interest in the business of a Third Party that causes or would appear to cause a conflict of interest in connection with the performance of its obligations under the Contract. If such a financial interest is acquired during the period of the Contract, the Consultant must immediately declare it to the Contracting Authority.
- 1.12.5 The Consultant warrants that, to the best of its knowledge after making diligent inquiry, no conflict exists or is likely to arise in the performance of the Contract. In the event that the Consultant becomes aware of any matter that causes or is likely to cause a conflict in relation to the Consultant's performance under the Contract, the Consultant must immediately disclose such matter to the Contracting Authority in writing.
- 1.12.6 If the Contracting Authority is of the opinion that a conflict exists as a result of the Consultant's disclosure or as a result of any other information brought to the Contracting Authority's attention, the Contracting Authority may require the Consultant to take steps to resolve or otherwise deal with the conflict or, at its entire discretion, terminate the Contract for default. Conflict means any matter, circumstance, interest, or activity affecting the Consultant, its Personnel, or Contractors, which may or may appear to impair the ability of the Consultant to perform the Services diligently and independently.

**1.13
Translation of
Documentation**

- 1.13.1 The Consultant agrees that DFATD may translate any documentation delivered to DFATD by the Consultant that does not belong to DFATD under the GC 3.7 and 3.8. The Consultant acknowledges that DFATD owns the translation and that it is under no obligation to provide any translation to the Consultant. DFATD agrees that any translation must include any copyright notice and any proprietary right notice that was part of the original. DFATD acknowledges that the Consultant is not responsible for any technical errors or other problems that may arise as a result of the translation.

**1.14
Severability**

- 1.14.1 If any provision of the Contract is declared by a court of competent jurisdiction to be invalid, illegal or unenforceable, that provision will be removed from the Contract without affecting any other provision of the Contract.

2. COMMENCEMENT, COMPLETION, MODIFICATION AND TERMINATION OF CONTRACT

**2.1
Effective date
of Contract**

- 2.1.1 The effective date of this Contract is the most recent date upon which the Contract was executed on behalf of DFATD and the Consultant.

**2.2
Period of
Contract**

- 2.2.1 The period of Contract is established in the SC.

**2.3
Amendment
and Waiver**

- 2.3.1 Any changes to the Services (with the exception of changes to the output level), value or period of Contract, modifications to any terms and conditions of the Contract, or to the logic model at the intermediate outcome level or higher will only

be valid if effected by means of a written amendment to the Contract executed by the Parties on a document entitled "Amendment".

2.3.2 A waiver of any condition or right of the Contract by a Party is only valid if it is made in writing by the Contracting Authority or by a duly authorized representative of the Consultant

2.3.3 A waiver of any condition or right of the Contract will not prevent a Party from enforcing that right or condition in the case of a subsequent breach.

**2.4
Contract
Approvals**

2.4.1 Acceptance of Plans and Reports

The Consultant will provide the Technical Authority with the plans and reports detailed in Annex B, Terms of Reference, for approval within the established timeframe.

2.4.2 Delays Related to Approval

(a) The Technical Authority may request modifications to the plans and reports, Contract Change Forms, Project Change Forms through a notice as described in GC 1.6.

(b) If modifications are requested, unless otherwise specified in the notice by the Technical Authority, the Consultant must address the requested modifications to DFATD satisfaction within 20 working days.

**Contract
Change Form**

2.4.3 The types of changes to the contract detailed below must be approved by the Technical Authority through a Contract Change Form:

(a) The addition of a new position or a change in an existing position's description or level (in terms of qualifications and experience), or the replacement of Personnel with an individual with lower qualification as described in the GC 4.4.

(b) Any Fees related to the addition of a position or modification of Fees related to a change in a position, or replacement of Personnel as described under (a).

The Fees for replacement of Personnel with lower qualifications must be adjusted downward.

Fees are subject to verification and negotiation, if required, in accordance with the Consultant's procurement plan and/or DFATD's Guide for Rate Validation. In addition, Fees for local Professionals and Local Support Staff are subject to negotiation and must not exceed local market rates.

(c) Changes to the titles of the outputs or immediate outcomes identified in the logic model and changes to the descriptions of the outputs (if applicable) in Annex B, Terms of Reference.

(d) Reallocation of funds between the categories Fees, and Reimbursable Expenses as established in Annex A, Basis of Payment.

Changes become effective and amend the Contract on the date of the Technical Authority's approval of the Contract Change Form. Such changes will eventually be included in a subsequent amendment.

**Project Change
Form and
Annual Work
plan**

2.4.4 The types of changes to the Contract detailed below must be approved by the Technical Authority through a Project Change Form or annual work plan as the case may be:

(a) Replacement of any member of the Personnel assigned to an existing position(s) with a substitute with equivalent or better qualifications and experience or initial staffing of an individual to an existing position. Fees related to an existing position must remain unchanged.

(b) New sub-activities, changes to sub-activities, or any increase or decrease greater than 10 percent, or \$10,000 whichever is greater, in the distribution of cost among the budget line items specified in Annex A, Basis of Payment.

Changes become effective on the date of the Technical Authority's approval of the Project Change Form or annual work plan, as the case may be.

**2.5
Time of the
essence**

2.5.1 The Services must be performed within or at the time stated in the Contract and in accordance with Annex B, Terms of Reference.

**2.6
Excusable
Delay**

2.6.1 A delay in the performance by the Consultant of any obligation under the Contract that is caused by an event that:

- a) is beyond the reasonable control of the Consultant;
- b) could not reasonably have been foreseen;
- c) could not reasonably have been prevented by means reasonably available to the Consultant; and
- d) occurred without the fault or neglect of the Consultant

will be considered an "Excusable Delay" if the Consultant advises the Contracting Authority of the occurrence of the delay or of the likelihood of the delay as soon as the Consultant becomes aware of it. The Consultant must also advise the Technical Authority, within 20 working days, of all the circumstances relating to the delay. The Consultant must use all reasonable efforts to mitigate any effect, commercial or other, resulting from the event causing the delay. Within the same delay of 20 working days, the Consultant must also provide to the Technical Authority, for approval, a clear work around plan explaining in details the steps that the Consultant proposes to take in order to minimize the impact of the event causing the delay including details of the unavoidable costs to be incurred during this period.

2.6.2 Any delivery date or other date that is directly affected by an Excusable Delay will be postponed for a reasonable time that will not exceed the duration of the Excusable Delay.

2.6.3 However, if an Excusable Delay has continued for 3 months, the Contracting Authority may, by giving notice in writing to the Consultant:

- a) suspend the Services or part of the Services for up to 180 Days in accordance with the GC 2.7 below; or
- b) terminate the Contract for convenience in whole or in part as per the GC 2.9.

2.6.4

- a) During the first 3 months following the Excusable Delay event, DFATD will pay incurred unavoidable costs as detailed and approved by the Contracting Authority in the work around plan. These costs may include but are not limited to: Fees and Reimbursable Expenses such as expenses of the local office (electricity, rent, etc.) and any other costs mutually agreed to by both Parties;
- b) In case of suspension of the Services after the first 3 months of the Excusable Delay event, DFATD will pay the Consultant in accordance with the provisions of the GC 2.7.2;
- c) In case of termination after the first 3 months of the Excusable Delay event, DFATD will pay the Consultant in accordance with the provisions of the GC 2.9.2, 2.9.3 and 2.9.4.

In any case, the Parties agree that neither will make any claim against the other for damages, expected profits or any other loss arising out of the suspension or termination or the event that contributed to the Excusable Delay.

2.6.5 If the Contract is terminated under the GC 2.6, the Contracting Authority may require the Consultant to deliver to DFATD or the Recipient Country, in the manner and to the extent directed by the Contracting Authority, anything that the Consultant has acquired or produced specifically to perform the Contract.

2.7 Suspension of Services

2.7.1 The Contracting Authority may at any time, by written notice, order the Consultant to suspend or stop the Services under the Contract or part of the Services under the Contract for a period of up to 180 Days. The Consultant must immediately comply with any such order in a way that minimizes the cost of doing so. Within these 180 Days, the Contracting Authority will either cancel the order or terminate the Contract, in whole or in part, under the GC 2.8 or 2.9.

2.7.2 When an order is made under the GC 2.7.1, unless the Contracting Authority terminates the Contract by reason of default by the Consultant or the Consultant abandons the Contract, the Consultant will be entitled to be paid its additional costs incurred, as DFATD considers reasonable as a result of the suspension order.

2.7.3 When an order made under the GC 2.7.1 is cancelled, the Consultant must resume the Services in accordance with the Contract as soon as practicable. If the suspension has affected the Consultant's ability to meet any delivery date under the Contract, the date for performing the part of the Services affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Consultant, is necessary for the Consultant to resume the Services.

2.8 Termination due to default

2.8.1 Except in situations identified in the GC 2.6.1, if the Consultant is in default of carrying out any of its obligations under the Contract, the Contracting Authority may, by giving written notice to the Consultant, terminate for default the Contract or

of Consultant

part of the Contract. The termination will take effect immediately or at the expiration of a cure period specified in the notice, if the Consultant has not cured the default to the satisfaction of the Contracting Authority within that cure period. If the Contract is terminated in part only, the Consultant must proceed to complete any part of the Contract that is not affected by the termination notice.

- 2.8.2 If the Consultant becomes bankrupt or insolvent, makes an assignment for the benefit of creditors, or takes the benefit of any statute relating to bankrupt or insolvent debtors, or if a receiver is appointed under a debt instrument or a receiving order is made against the Consultant, or an order is made or a resolution passed for the winding down of the Consultant, the Contracting Authority may, to the extent permitted by the laws of Canada, by giving written notice to the Consultant, immediately terminate for default the Contract or part of the Contract.
- 2.8.3 If DFATD gives notice under the GC 2.8.1 or 2.8.2, the Consultant will have no claim for further payment except as provided under GC 2.8. The Consultant will be liable to DFATD for all losses and damages suffered by DFATD because of the default or occurrence upon which the notice was based, including any increase in the cost incurred by DFATD in procuring the Services from another source. The Consultant agrees to repay immediately to DFATD the portion of any advance payment that is unliquidated at the date of the termination.
- 2.8.4 Upon termination of the Contract under this GC 2.8, the Contracting Authority may require the Consultant to deliver to DFATD or the Recipient Country, in the manner and to the extent directed by the Contracting Authority, any completed parts of the Services not delivered and accepted before the termination and anything the Consultant has acquired or produced specifically to perform the Contract. In such case, subject to the deduction of any claim that DFATD may have against the Consultant arising under the Contract or out of the termination, DFATD will pay or credit to the Consultant:
- (a) the value of the Fees for all completed parts of the Services performed and accepted by DFATD in accordance with the Contract;
 - (b) the value of the incurred allowable Reimbursable Expenses as it relates to the Services performed and accepted by DFATD prior to the date of the termination notice; and
 - (c) any other allowable Reimbursable Expenses that DFATD considers reasonable in respect to anything else delivered to and accepted by DFATD.

The total amount paid by DFATD under the Contract to the date of the termination and any amount payable under this GC 2.8.4 must not exceed the Contract price.

- 2.8.5 If the Contract is terminated for default under the GC 2.8.1, but it is later determined that grounds did not exist for a termination for default, the notice will be considered a notice of termination for convenience issued under the GC 2.9.

**2.9
Termination
for
Convenience**

- 2.9.1 At any time before the end of the Contract, the Contracting Authority may, by giving notice in writing to the Consultant, terminate for convenience the Contract or part of the Contract. Once such notice of termination for convenience is given, the Consultant must comply with the requirements of the termination notice. If the Contract is terminated in part only, the Consultant must proceed to complete any part of the Contract that is not affected by the termination notice. The termination will take effect immediately or, as the case may be, at the time specified in the termination notice.
- 2.9.2 If a termination notice is given pursuant to the GC 2.9.1, the Consultant will be entitled to be paid for costs that have been reasonably and properly incurred to perform the Contract to the extent that the Consultant has not already been paid or reimbursed by DFATD. The Consultant will be paid:
- (a) Fees for all Services performed and accepted before or after the termination notice in accordance with the provisions of the Contract and with the instructions contained in the termination notice;
 - (b) the value of the incurred allowable Reimbursable Expenses as it relates to the Services performed prior to the date of the termination notice; and
 - (c) all costs DFATD considers reasonable incidental to the termination of the Services incurred by the Consultant excluding the cost of severance payments or damages to employees whose services are no longer required, except wages that the Consultant is obligated by statute to pay.
- 2.9.3 DFATD may reduce the payment in respect of any part of the Services, if upon verification it does not meet the requirements of the Contract.
- 2.9.4 Upon termination of the Contract under this GC 2.9, the Contracting Authority may require the Consultant to deliver to DFATD or the Recipient Country, in the manner and to the extent directed by the Contracting Authority, any completed parts of the

Services not delivered and accepted before the termination and anything the Consultant has acquired or produced specifically to perform the Contract. The total of the amounts, to which the Consultant is entitled to be paid under this GC 2.9, together with any amounts paid, due or becoming due to the Consultant must not exceed the Contract price. The Consultant will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by DFATD under this GC 2.9 except to the extent that this GC 2.9 expressly provides. The Consultant agrees to repay immediately to DFATD the portion of any advance payment that is unliquidated at the date of the termination.

**2.10
Cessation of
Rights and
Obligations**

- 2.10.1 Upon termination of this Contract pursuant to the GC 2.7, 2.8, or 2.9, or upon expiration of this Contract pursuant to the GC 2.2, all rights and obligations of the Parties will cease, except:
- (a) such rights and obligations as may have accrued on the date of termination or expiration;
 - (b) the obligation of confidentiality set forth in the GC 3.2;
 - (c) the Consultant's obligation to permit inspection, copying and auditing of their accounts and records set forth in the GC 3.5; and
 - (d) any right which a Party may have under the Law governing the Contract as specified in 1.3.1.

**2.11
Assignment of
Contract**

- 2.11.1 The Consultant must not assign the Contract without first obtaining the written consent of the Contracting Authority. An assignment agreement signed by the Consultant and the assignee must be provided to DFATD before such consent for assignment is given. Any assignment made without that consent is void and will have no effect.
- 2.11.2 Assignment of the Contract does not relieve the Consultant from any obligation under the Contract and it does not impose any liability upon DFATD.

3. OBLIGATIONS OF THE CONSULTANT

**3.1
General
Standard of
Performance**

- 3.1.1 The Consultant must perform the Services and carry out its obligations under the Contract with all due diligence, efficiency and economy, in accordance with generally accepted professional standards and practices, and must observe sound management practices, and employ appropriate technology and safe and effective equipment, machinery, materials and methods. In respect of any matter relating to this Contract or to the Services, the Consultant must at all times support and safeguard DFATD's legitimate interests in any dealings with Personnel, Contractors or Third Parties.

**Warranty by
Consultant**

- 3.1.2
- (a) In line with fundamental principles of human rights that are embedded in the [Canadian Charter of Rights and Freedoms](#), DFATD prohibits discrimination based race, national or ethnic origin, colour, religion, sex, age or mental or physical disability. The Consultant represents and warrants that:
 - (i) It agrees to abide with any governing law protecting individuals against any manner of discrimination regardless of location of work;
 - (ii) It must not discriminate with respect to individuals' eligibility to participate as a beneficiary of the development initiative beyond what is targeted in the Terms of Reference of this Contract.
 - (b) The Consultant represents and warrants that:
 - (i) it is competent to render the Services;
 - (ii) it has everything necessary to render the Services, including the resources, facilities, labour, technology, equipment, and materials; and
 - (iii) it has the necessary qualifications, including knowledge, skill, know-how and experience, and the ability to use them effectively to render the Services.
 - (c) The Consultant must:
 - (i) render the Services diligently and efficiently;
 - (ii) use, as a minimum, quality assurance procedures, inspections and controls generally used and recognized by the industry to ensure the degree of quality required by the Contract;
 - (iii) render the Services in accordance with standards of quality acceptable to DFATD and in full conformity with the Terms of Reference and all the requirements of the Contract; and

- (iv) provide effective and efficient supervision to ensure that the quality of Services meets the requirements of the Contract.
 - (d) The Services must not be performed by any person who, in the opinion of DFATD, is incompetent, unsuitable or has been conducting himself/herself improperly.
 - (e) All Services rendered under the Contract must, at the time of acceptance, conform to the requirements of the Contract. If the Consultant is required to correct or replace the Services or any part of the Services, it must be at no cost to DFATD.
- Evaluation of Performance**
- 3.1.3 DFATD will evaluate the performance of the Consultant during the term of the Contract and/ or upon completion of the Services.
- 3.2 Confidentiality and privacy**
- 3.2.1 The Consultant must keep confidential all information provided to the Consultant by or on behalf of DFATD in connection with the Services, including any information that is confidential or proprietary to Third Parties, and all information conceived, developed or produced by the Consultant as part of the Services when copyright or any other intellectual property rights in such information belongs to DFATD under the Contract. The Consultant must not disclose any such information without the written permission of DFATD. The Consultant may disclose to a Sub-consultant and/or Contractor any information necessary to perform the subcontract as long as the Sub-consultant and/or Contractor agree to keep the information confidential and that it will be used only to perform the subcontract.
- 3.2.2 The Consultant agrees to use any information provided to the Consultant by or on behalf of DFATD only for the purpose of the Contract. The Consultant acknowledges that all this information remains the property of DFATD or the Third Party, as the case may be. Unless provided otherwise in the Contract, the Consultant must deliver to DFATD all such information, together with every copy, draft, working paper and note that contains such information, upon completion or termination of the Contract or at such earlier time as DFATD may require.
- 3.2.3 Subject to the Access to Information Act (R.S.C. 1985, c. A-1) and to any right of DFATD under the Contract to release or disclose, DFATD will not release or disclose outside the Government of Canada any information delivered to DFATD under the Contract that is proprietary to the Consultant, Sub-consultant or a Contractor.
- 3.2.4 The obligations of the Parties set out in this GC 3.2 do not apply to any information if the information:
- (a) is publicly available from a source other than the other Party; or
 - (b) is or becomes known to a Party from a source other than the other Party, except any source that is known to be under an obligation to the other Party not to disclose the information; or
 - (c) is developed by a Party without use of the information of the other Party.
- 3.2.5 Wherever possible, the Consultant will mark or identify any proprietary information delivered to DFATD under the Contract as "Property of (Consultant's name), permitted Government uses defined under DFATD Contract No. (fill in contract number)". DFATD will not be liable for any unauthorized use or disclosure of information that could have been so marked or identified and was not.
- 3.3 Insurance to Be Acquired by the Consultant**
- Insurance Specified by DFATD**
- 3.3.1 The Consultant must acquire and maintain insurance specified in the SC at its own cost. Such insurance must be in place within 10 Days from the signature of the Contract for the duration of the period of the Contract as established in the GC 2.2.
- Additional Insurance**
- 3.3.2 The Consultant is responsible for deciding if insurance coverage other than that specified in the SC is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any additional insurance coverage is at the Consultant's own expense, and for its own benefit and protection.
- Insurance Certificates**
- 3.3.3 If requested by the Contracting Authority, the Consultant must provide, within the timeframe indicated in the notice, the proof of insurance in the form of a certificate or certificates confirming that the insurance is in force.

- Litigation** 3.3.4 In the event that DFATD is enjoined in any litigation arising from any claims, the Consultant must, within 10 Days of a request from DFATD, provide certified true copies of all applicable insurance policies to the Contracting Authority.
- No Waiver** 3.3.5 Compliance with the insurance requirements does not relieve the Consultant from or reduce its liability under any other provisions set forth under the Contract.
- 3.4 Security Requirements**
- 3.4.1** The security requirements associated with this Contract, if any, are specified in Annex C, Security Requirement Checklist (SRCL) and in the SC.
- 3.4.2 Obligations Related to Security**
- (a) The Consultant is responsible to ensure its own security and the security of its Personnel. DFATD assumes no responsibility for their security.
- (b) The Consultant recognizes that work involved in this Project could expose it and its Personnel to serious risks of injury and/or death.
- (c) The Consultant is responsible to fully and openly disclose to its Personnel the inherent risks of the Project.
- (d) The Consultant is also responsible to keep itself and its Personnel informed of any «Travel Reports and Warnings» issued by the Department of Foreign Affairs, Trade and Development.
- The security provisions applicable to Afghanistan contracts are specified in the SC.
- 3.4.3 Security Measures**
- (a) Except for Afghanistan contracts, it is the sole responsibility of the Consultant to conduct a security assessment and take any and all necessary measures to ensure its own security and the security of its Personnel. If the Consultant determines that a security plan is necessary, the Consultant will develop, adapt and implement a security plan based on international best practices in this area, taking the following into consideration:
- i. Security related issues and challenges in general, and within the Project area;
 - ii. Local customs, laws and regulations;
 - iii. Restrictions and protocols for movement in the Project area, where applicable;
 - iv. Security equipment and equipment-related protocols (vehicles, communications, personal protective equipment, etc.), as required;
 - v. Security and Personnel safety protocols (guards, office, staff housing, the Project area, etc.);
 - vi. Evacuation, including emergency medical evacuation, procedures;
 - vii. Abduction/Missing person protocol(s); and
 - viii. Processes for security awareness updates, as required.
- (b) The security provisions applicable to Afghanistan contracts are specified in the SC.
- For all contracts:**
- (c) The Consultant should also put in place for itself and its Personnel, but not limited to, the following:
- i. Hospitalization and medical treatment arrangements;
 - ii. Mortuary affairs arrangements;
 - iii. Procedures for expected conduct and discipline;
 - iv. Health and safety protocols as well as insurance requirements; and
 - v. Critical incident management procedures, which should be in accordance with the Consultant's internal policies and harmonized, where practicable, with the Canadian Embassy consular procedures.
- 3.4.4 Personnel**
- For the purposes of the GC 3.4 the term “Personnel” includes:
- a) all individuals involved in the project under an employment contract with the Consultant;
 - b) all individuals not included in the GC 3.4.4 a). who are authorized by the Consultant to be involved in the project, including, but not limited to, volunteers and interns; and
 - c) each family member, if applicable, of:
 - i. the Consultant, and
 - ii. each individual included in the GC 3.4.4 a) and b)

For the purposes of the GC 3.4, the term “Personnel” excludes Sub-consultants and individuals involved in the Project either under employment or service contracts with Sub-consultants.

3.4.5 Sub-consultants and Contractors

Unless DFATD agrees in writing, the Consultant must ensure that each of its Sub-consultants and Contractors are bound by terms and conditions compatible with and, in the opinion of the Contracting Authority, not less favorable to DFATD than the terms and conditions of the GC 3.4.

**3.5
Initial Visit and
Audit**

3.5.1 To improve project implementation DFATD may conduct an initial visit after the signature of the Contract. The objective of the initial visit is to review the terms and conditions of the Contract with the Consultant, and to ensure that the Consultant’s financial management of the project can be done efficiently and in accordance with the requirements of the Contract. The Consultant agrees to allow for the initial visit and to provide the DFATD Representative with the facilities, personnel, and any information required for the purposes of the initial visit, all at no cost to DFATD.

3.5.2 All costs incurred and advance payments made under this Contract may be subject to audit, at the discretion of DFATD, by DFATD's designated audit representatives. The Consultant will keep proper accounts and records of the cost of the Services and of all expenditures or commitments made by the Consultant, including the invoices, receipts and vouchers, which will be open to audit and inspection by the authorized DFATD Representatives who may make copies and take extracts there from. The Consultant must make facilities available for audit and inspection and must furnish the authorized DFATD Representatives with such information as DFATD, may from time to time require with reference to the documents referred to in the Contract. The Consultant must not dispose of the documents referred to in the Contract without the written consent of the Contracting Authority, and must preserve and keep them available for audit and inspection for a period of 7 years following completion of the Contract.

**3.6
Authorization to
Continue**

3.6.1 If specified in the SC, the following clause is applicable:

3.6.2 Upon completion of the plans and reports identified in the SC and described in the Annex B, Terms of Reference, the Contracting Authority will notify the Consultant, in writing, either that DFATD intends to proceed with the Contract or that DFATD wishes to withdraw any further support to the project.

If DFATD decides to withdraw its support, it will so inform the Consultant in writing and the Contract will be deemed to have come to an end without any cost or liability to DFATD.

**3.7
Ownership of
Intellectual and
Other Property
Including
Copyright**

Definitions

3.7.1 The following definitions apply to this GC.

- (a) “applicable national law” means, notwithstanding the law applicable to the contract, the law of a country that applies to works and governs, in that country, acts reserved to an owner of a work, such as, in Canada, the *Copyright Act*.
- (b) “intellectual property rights” or “rights” means, for the work, all or any of the acts reserved to the owner by the applicable law in the country where the licence or assignment of rights is exploited under the Contract, or the acts that the Parties to the Contract recognize as being reserved to the owner, especially by reference to the applicable law in Canada if there is no applicable law in a country or if this law is silent regarding an act.
- (c) “moral rights” means right to the authorship and right to the integrity of the work which the author is recognized as having under the applicable national law.
- (d) “owner of intellectual property rights” or “owner” means any holder of intellectual property rights in a work as defined by the applicable national law or by the Parties to the Contract, especially by reference to the applicable law in Canada, if there is no national law or if this law is silent regarding a definition thereof, including the creator of the work, the creator’s employer if the creator’s employer owns rights under the

applicable national law or under an agreement with the employee, coholders of rights in the work produced by the collaboration of two or more co-creators whose respective contributions cannot be distinguished, or the assignee or coassignees of rights in the work.

- (e) “work” means, in any form or medium, the original expression of any literary, artistic, dramatic, musical or scientific production, but not the idea itself expressed by the work, the original expression resulting from the selection or arrangement of works or of parts thereof, or of data, in the case of a compilation, the original expression produced by the collaboration of two or more creators whose respective contributions cannot be distinguished in the case of a work of joint authorship, or the original expression written in distinct parts by different authors, or which incorporates works or parts thereof by different authors, in the case of a collective work, whether or not protected under an applicable national law. Work does not include software and related software documentation.

Licenses and Assignments

Beneficiaries of the assistance project

3.7.2 Licence for the work created under the contract for the needs of beneficiaries

In consideration of the price of its services under the Contract, for any work created under the contract that is intended, according to Technical Authority, to meet the needs of beneficiaries of the assistance project, the Consultant grants to any beneficiary designated by the Technical Authority, a worldwide, perpetual, irrevocable, non-exclusive, non-commercial, free of charge and royalty-free licence, authorizing the beneficiary:

- (a) to do the acts reserved to the owner by the applicable national law, or the acts reserved to the owner by the applicable law in Canada if there is no national law; and
- (b) to grant a sub-licence to any person, free of charge and royalty-free, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph (a).

3.7.3 Assignment of rights in lieu of a licence

In lieu of the licence granted pursuant to section 3.7.2 and as requested by Technical Authority, the Consultant assigns to the beneficiary, in consideration of the price of its services under the Contract, all intellectual property rights in each draft and version of any work created under the contract, free of charge and royalty-free, subject to the rights granted to Her Majesty under the contract.

Her Majesty

3.7.4 Licence for any work created under the contract for the needs of beneficiaries

In consideration of the price of its services under the Contract, for any work created under the contract for the needs of beneficiaries of the assistance project, the Consultant grants to Her Majesty a worldwide, perpetual, irrevocable, non-exclusive, non-commercial, free of charge and royalty-free licence, authorizing Her Majesty:

- (a) to do the acts reserved to the owner by the applicable national law, or the acts reserved to the owner by the applicable law in Canada if there is no national law; and
- (b) to grant a sub-licence to any person, free of charge and royalty-free, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph (a).

3.7.5 Assignment of rights in any work created under the contract that serve to define or manage the assistance project

In consideration of the price of its services under the Contract, the Consultant assigns to Her Majesty, for all forms of exploitation worldwide, all intellectual property rights in each draft and version of any work created under the contract that according to the Technical Authority serves to define or manage the assistance project, including proposals pertaining to the design, conceptualization, planning, or implementation of the assistance project, the implementation plan and work plans, narrative, financial, and technical reports, and any other work identified by the Technical Authority.

Licence for works created outside the Contract

3.7.6 For any work created outside the Contract that is included as a component of or associated as a complement to the work created under the Contract, the Consultant

grants to the beneficiary and grants to Her Majesty, in consideration of the price of its services under the Contract, a licence identical to those stipulated in sections 3.7.2 and 3.7.4.

Moral rights

3.7.7 The Consultant must provide to the Technical Authority at the completion of the Contract or at such other time as the Technical Authority may require, a written permanent waiver of moral rights in a form acceptable to the Technical Authority, from every author that contributed to the work which is subject to copyright protection and which is deliverable to the Technical Authority under the terms of the Contract. If the Consultant is an author of any of the work referred to in section 3.7.5, the Consultant permanently waives the Consultant's moral rights in the work.

Ownership symbol and public recognition

3.7.8 The Consultant must ensure that:

- (a) copies, drafts, and versions of each work created under the contract, and copies of each work created outside the contract that is used as a component or complement of the work created under the contract, bear the symbol used to indicate ownership and any other usual information; for example, the following symbol, name, and information are to be used for the work created under the contract in which rights are assigned to Her Majesty: "© Her Majesty the Queen in right of Canada, DFATD (year of first publication where applicable)"; and
- (b) copies of each work created under the contract, in which rights have not been assigned to Her Majesty, must indicate DFATD's support for their creation as described in paragraph 3.12 of GC.

Transfer of Obligations

3.7.9 Transfer of Obligations to Employed Creators

Before any work is created under the Contract, the Consultant must transfer in writing to any creator employed by the Consultant, the obligations stipulated in these terms and conditions, allowing the Consultant not to be in default to Her Majesty.

3.7.10 Transfer of Obligations to Any Contractual Network of the Consultant

Before the creation of any work in any contractual network of the Consultant, the Consultant must transfer in writing, to each of its Contractors in any contractual network of the Consultant, the obligations stipulated in these terms and conditions, allowing the Consultant not to be in default to Her Majesty.

Description of works

3.7.11 Except if each work to be created is described in the contract, the Consultant must declare and describe to Technical Authority, in writing, as the contract is being executed, any work to be created by the Consultant or the Consultant's employees, or any other creator in any contractual network of the Consultant and the network of any sub-contractor. The Consultant is responsible for the accuracy of the description.

Copies to be delivered

3.7.12 Unless otherwise specified in Annex B, Terms of Reference, the Consultant must deliver to the Technical Authority, prior to final or last payment under the Contract one (1) electronic and two (2) hard copies of any work created under the Contract.

Certifications and Warranty prior to the Technical Authority's final or last payment

3.7.13 Certification regarding Clearance of Rights

Prior to the Technical Authority's final or last payment under the Contract, the Consultant certifies in writing that it is the owner of intellectual property rights in any work created under the Contract and has obtained, from the owner of rights in any work created outside the Contract, written authorization to include the work as a component of, or to associate the work as a complement with any work created under the Contract.

3.7.14 Warranty regarding Non Infringement of Rights

The Consultant represents and warrants that, to the best of its knowledge, neither it nor the Technical Authority will infringe any Third Party's intellectual property rights regarding any work created under the Contract and regarding any work

created outside the Contract, and that the Technical Authority will have no obligation to pay royalties of any kind to anyone in connection with any work created under the Contract and in connection with any work created outside the Contract.

3.7.15 Certification of Compliance

Before the Technical Authority makes its final or last payment under the contract, the Consultant must enumerate, in the Certification required by the Technical Authority, any work created under the contract. The Consultant must also declare in this certification that it has delivered to the Technical Authority and to each beneficiary designated by Technical Authority, the drafts, versions, and copies required by the Technical Authority for each of these works. The Consultant must also list (name and address), in an annex to the certification, each owner and each co-owner of rights in any work for which the Technical Authority has not required assignment of rights under the contract.

3.8 Intellectual Property Infringement and Royalties

3.8.1 If anyone makes a claim against DFATD or the Consultant concerning intellectual property infringement or royalties related to the work, that Party agrees to notify the other Party in writing immediately. If anyone brings a claim against DFATD, according to the *Department of Justice Act* (R.S.C, 1985, c. J-2), the Attorney General of Canada will have the control and conduct of all litigation for or against DFATD, but the Attorney General may request that the Consultant defend DFATD against the claim. In either case, the Consultant agrees to participate fully in the defense and any settlement negotiations and to pay all costs, damages and legal costs incurred or payable as a result of the claim, including the amount of any settlement. The settlement of any claim by the Consultant must be approved in writing by the Attorney General of Canada.

3.8.2 The Consultant has no obligation regarding claims that were only made because:

- (a) DFATD modified the work or part of the work without the Consultant's consent or used the work or part of the work without following a requirement of the Contract; or
- (b) the Consultant used equipment, drawings, specifications or other information supplied to the Consultant by DFATD (or by someone authorized by DFATD); or
- (c) the Consultant used a specific item of equipment that it obtained because of specific instructions from the Contracting Authority; however, this exception only applies if the Consultant has included the following language in its own contract with the supplier of that equipment: "[Supplier name] acknowledges that the purchased items will be used by DFATD. If a Third Party claims that equipment supplied under this Contract infringes any intellectual property right, [supplier name], if requested to do so by either [Consultant name] or DFATD, will defend both [Consultant name] and DFATD against that claim at its own expense and will pay all costs, damages and legal fees payable as a result of that infringement." Obtaining this protection from the supplier is the Consultant's responsibility and, if the Consultant does not do so, it will be responsible to DFATD for the claim.

3.8.3 If anyone claims that, as a result of the work, the Consultant or DFATD is infringing its intellectual property rights, the Consultant will immediately do one of the following:

- (a) take whatever steps are necessary to allow DFATD to continue to perform the allegedly infringing part of the work; or
- (b) modify or replace the work to avoid intellectual property infringement, while ensuring that the work continues to meet all the requirements of the Contract; or
- (c) refund any part of the Contract price that DFATD has already paid.

If the Consultant determines that none of these alternatives can reasonably be achieved, or if the Consultant fails to take any of these steps within a reasonable amount of time, DFATD may choose either to require the Consultant to act in accordance with the GC 3.8.3 (c), or to take whatever steps are necessary to acquire the rights to use the allegedly infringing part(s) of the work, in which case the Consultant will reimburse DFATD for all the costs it incurs to do so.

3.9 Liability

3.9.1 The Consultant is liable for any damage caused by the Consultant, its Personnel, Local Support Staff, Contractor(s) or agents to DFATD or any Third Party. DFATD is liable for any damage caused by DFATD, its employees or agents to the Consultant or any Third Party. The Parties agree that no limitation of liability or

indemnity provision applies to the Contract unless it is specifically incorporated in full text in the GCs or SCs. Damage includes any injury to persons (including injury resulting in death) or loss of or damage to property (including real property) caused as a result of or during the performance of the Contract.

**3.10
Equipment,
Vehicles and
Materials**

3.10.1

*Equipment,
Vehicles and
Materials
Furnished by
DFATD*

- (a) Equipment, vehicles and materials made available to the Consultant by DFATD must be used by the Consultant solely for the purpose of the Contract and will remain the property of DFATD. The Consultant must maintain adequate accounting records of all equipment, vehicles and materials furnished by DFATD and, whenever feasible, mark it as being the property of DFATD.
- (b) The Consultant must take reasonable and proper care of all equipment, vehicles and materials furnished by DFATD while it is in its possession or subject to its control. The Consultant is responsible for any loss or damage resulting from its failure to do so other than loss or damage caused by force majeure, ordinary wear and tear.
- (c) At the time of submission of the final report, the Consultant must provide to DFATD an inventory of and return to DFATD all equipment, vehicles and materials furnished by DFATD relating to the Contract.

3.10.2 Where the Consultant procures equipment, vehicles, materials, services, or assets to meet the requirements of the Contract, it must carry out procurement activities adhering to the following principles:

*Equipment,
Vehicles and
Materials,
Services or Assets
Purchased by the
Consultant*

- (a) Competition for supply of goods and services. A competitive process means when solicitation of bids enhances access, competition and fairness and assures that a reasonable and representative number of suppliers are given an opportunity to bid and in which the combination of price, technical merit, and/ or quality, are considered in the evaluation.
- (b) Pre-determined, clear evaluation of selection methods to ensure best value for money;
- (c) Prompt and transparent notification to winning and losing bidders; and
- (d) Justification, including evidence of fair price in the event of non-competitive procurement, recorded on file.

Any exception to competition must be justified and documented and may be subject to audit.

3.10.3 Equipment, vehicles and materials purchased by the Consultant wholly or partly with funds provided by DFATD, will be the property of the Consultant and will be marked accordingly by the Consultant for the period of the Contract.

3.10.4 At the time of submission of the final report, or as required at any other time, the Consultant will make available to DFATD an inventory of such equipment, vehicles and materials along with a plan for disposal, and will at no cost transfer such equipment and materials to the Recipient Country or another entity following DFATD's approval of the disposal plan.

**3.11
Use of DFATD/
Recipient
Country
property,
facilities and
electronic media**

3.11.1 The Consultant must not use any of the goods, materials, equipment, facilities, furnishings or vehicles of DFATD, or the Recipient Country, including photocopiers, typewriters, computers and word processors for rendering any part of the Services, mandate or functions described in the Contract, unless previously agreed to in writing by the DFATD Representative. If use is authorized, the Consultant agrees to return these items and to reimburse DFATD, or the Recipient Country for missing or damaged items. When authorized to use DFATD electronic media, it is strictly for approved Contract activities. DFATD reserves the right to impose sanctions, including Contract termination, in accordance with the GC 2.8, for any improper use of electronic media.

**3.12
Public
Recognition**

To make Canadians and populations of recipient countries aware of international development assistance [programs/projects/activities] funded by DFATD, the Consultant agrees to publicize in Canada and abroad, at no additional cost to DFATD, DFATD's financial contribution for the implementation of the [program/project/activity] stipulated in this Contract for the Services.

To this end, the Consultant agrees to abide by the Public Recognition clause indicated in the SC.

3.13 International Sanctions

- 3.13.1 From time to time, in compliance with United Nations obligations or other international agreements, Canada imposes restrictions on trade, financial transactions or other dealings with a foreign country or its nationals. These economic sanctions may be implemented by regulation under the *United Nations Act* (R.S.C. 1985, c. U-2), the *Special Economic Measures Act* (S.C. 1992, c. 17), or the *Export and Import Permits Act* (R.S.C. 1985, c. E-19). The Consultant agrees that it will, in the performance of this Contract, comply with any such regulations that are in force on the effective date of this Contract, as in the GC 2.1.1, and will require such compliance by its Personnel, Local Support Staff and Contractor(s).
- 3.13.2 The Consultant agrees that DFATD relies on the Consultant's undertaking in the GC 3.13.1 to enter into this Contract, and that any breach of the undertaking will entitle DFATD to terminate this Contract under the GC 2.8.
- 3.13.3 The countries or groups currently subject to economic sanctions are listed on the Department of Foreign Affairs, Trade and Development site.
- 3.13.4 The Consultant agrees that only the text as published in the *Canada Gazette, Part II*, is authoritative.
- 3.13.5 The Consultant, its Personnel, Local Support Staff and Contractors must comply with changes to the regulations imposed during the period of the contract. The Consultant must immediately advise DFATD if it is unable to perform the Services as a result of the imposition of economic sanctions against a country or person or the addition of a good or service to the list of sanctioned goods or services. If the Parties cannot agree on a work around plan, the Contract will be terminated for the convenience of Canada in accordance with the GC 2.9.

3.14 Managing for Results

- 3.14.1 The Consultant must monitor project outputs and outcomes using indicators specified in the most recently approved version of the Performance Measurement Framework.
- 3.14.2 The Consultant must propose adjustments to sub-activities and outputs, in accordance with the provisions of the contract detailed under the GC 2.4, to ensure achievement of outcomes at the immediate, intermediate and ultimate levels.
- 3.14.3 Unless indicated otherwise in the SC, the Consultant must notify the Technical Authority within 5 working days of any issues, problems, or potential risks that may affect the achievement of the project immediate outcome or higher. The Consultant must notify the Technical Authority using a notice as described in the GC 1.6. In the notice, the Consultant must provide an estimate of the financial impact on the annual budget of the identified issues, problems or potential risks. The Consultant must immediately work on alternate solutions and provide the Technical Authority with a work around plan (adjustment of sub-activities or outputs) within a time limit established by the Technical Authority.
- 3.14.4 The Consultant is requested to advise the Technical Authority of any innovative sub-activities and outputs that may improve the achievement of project immediate outcome or higher, as described in the logic model.

4. CONSULTANTS' PERSONNEL

4.1 General

- 4.1.1 The Consultant must provide qualified and experienced Personnel to carry out the Services.

4.2 Working Hours, Leave, etc.

- 4.2.1 DFATD will only pay for person-days worked, including work on a statutory holiday, if an individual chooses to do so. The maximum number of hours in one person-day to be claimed by the Personnel cannot exceed the number indicated in the SC. Any overtime requires prior authorization by DFATD. This applies to all Personnel. The Fees for less than one (1) day will be calculated by dividing the Fee by the number of hours indicated in the SC and multiplying the result by the number of hours actually worked during the Day.

4.3 Language Requirements

- 4.3.1 If stated in Annex B, Terms of Reference, the Consultant has an obligation to provide the Personnel that meets the language requirements.
- 4.3.2 In accordance with the GC 4.4, the Consultant must replace any Personnel whose language ability is considered inadequate by DFATD.

4.4 Replacement of Personnel

- 4.4.1 The Consultant may propose a new position or a change the position description or the level (in terms of qualification and experience) of an existing position. The Consultant must submit to DFATD for its approval a detailed position description for the position, the curriculum vitae of the proposed individual, a written detailed

- New Position, Changes in Position Description or Level of an Existing Position or initial staffing of existing position***
- 4.4.2 Where applicable, a Project Change Form must be used by the Consultant to propose an individual for an existing position that was not previously staffed. The Consultant must submit the curriculum vitae of the proposed individual to DFATD for its approval.
- Existing Position - Replacement of Personnel***
- 4.4.3 The Consultant must ensure that the Personnel assigned to an existing position provides the Services associated with that position unless the Consultant is unable to do so for reasons beyond its control and that the Consultant's performance of the Services under the Contract will not be affected. For the purpose of this GC 4.4.3, the following reasons are considered as beyond the Consultant's control: long-term/permanent illness; death; retirement; resignation; maternity, paternity and parental leave; dismissal for cause; or termination of an agreement for default or any other reason acceptable to DFATD. The evidence that established such circumstances must be presented by the Consultant at DFATD's request and will be verified and considered for acceptance at DFATD's sole discretion. If such replacement is contemplated, the Consultant must submit to DFATD for its approval a detailed curriculum vitae of the proposed individual using a Project Change Form as indicated in the GC 2.4.4. The proposed substitute should have equivalent or better qualifications and experience than the original individual. However, in the event where the Consultant is unable to replace a member of its Personnel with an individual with equivalent or better qualification than the original individual, DFATD may, at its sole discretion, accept an individual with lower qualifications. In this case, Fees will be negotiated in accordance with the GC 2.4.3.
- 4.4.4 Unless otherwise agreed to in writing by DFATD, the Consultant must pay for the cost of replacement and/or addition of the Personnel, and/or changes to a position(s).
- 4.5 Harassment in the workplace**
- 4.5.1 The Consultant must respect and ensure that all members of its Personnel and/ or its Contractor(s) and the Local Support Staff respect, in relation to persons working for DFATD, the Treasury Board [Policy on harassment Prevention and Resolution](#) as well as the standards of non-discrimination set out in [Canadian Charter of Rights and Freedoms](#) when rendering any part of the Services.
- 4.6 Improper conduct or abandonment of position**
- 4.6.1 During the period of the Contract, the Consultant must refrain from any action which might be prejudicial to the friendly relations between Canada and the Recipient Country, and must not participate directly, or indirectly, in any political activity whatsoever in the Recipient Country. The Consultant must maintain the standards of non-discrimination described in GC 3.1.2 (a) and GC 4.5.1 during this Contract whether the work is performed in Canada, in the Recipient Country or in any other location. The Consultant must ensure that its Personnel, Local Support Staff and Contractor(s) are also bound by these provisions.
- 4.6.2 The Consultant must inform all members of its Personnel, Local Support Staff and Contractor(s) assigned to the project that any instance of improper conduct, gross negligence or abandonment of a position before completion of the project will constitute sufficient grounds for immediate dismissal. In such an event, payment of the Fees and all other payments will cease as of the date of this dismissal, and no payments will be made by DFATD for homeward travel or removal expenses unless otherwise agreed to in writing by the Technical Authority.
- 4.6.3 The Consultant will be advised in writing of any complaint related to harassment or discrimination and will have the right to respond in writing. Upon receipt of the Consultant's response, the Contracting Authority will, at its entire discretion, determine if the complaint is founded and decide on any action to be taken. This may result in Suspension of Services in accordance with GC 2.7 or Termination due to default of Consultant in accordance with GC 2.8.

5. OBLIGATIONS OF DFATD

- 5.1 Goods and Services Provided by the Recipient**
- 5.1.1 Annex B, Terms of Reference, indicates what goods and services will be provided by the Recipient Country, if any. If the Recipient Country does not make available the specified goods and services, the Consultant must inform DFATD as soon as possible. DFATD and the Consultant will then consider what measures to take in order to remedy the situation.

Country**5.2****Method of Payment**

- 5.2.1 In consideration of the Services performed by the Consultant under this Contract, DFATD will pay the Consultant in accordance with the provisions set forth in the GC 6.

6. PAYMENTS TO THE CONSULTANT**6.1****Contract****Amount and Limitation of Expenditure**

- 6.1.1 Subject to the application of the other terms and conditions specified in this Contract, DFATD will pay the Consultant up to the maximum amount specified in the SC.
- 6.1.2 No increase in the Contract amount resulting from any changes, modifications or interpretations of the Terms of Reference, will be authorized or paid to the Consultant unless such changes, modifications or interpretations have been approved, in writing, by the Contracting Authority and incorporated by way of an amendment to the Contract. The Consultant must not perform any Services which would cause DFATD's liability to exceed the Contract amount stipulated in the GC 6.1.1.
- 6.1.3 In accordance with section 40 of the Canadian *Financial Administration Act* (R.S., c. F-11, s. 40), payment under the Contract is subject to there being an appropriation for the particular service for the fiscal year in which any commitment hereunder would come in course of payment.
- 6.1.4 The Consultant must promptly notify the Technical Authority in writing as to the adequacy of the amount mentioned in the GC 6.1.1 when:
- (a) it is 75 percent committed; or
 - (b) 4 months prior to the Contract expiry date; or
 - (c) if the Consultant considers that the funds provided are inadequate for the completion of the project;

whichever comes first.

At the same time, the Consultant must provide DFATD with an estimate of that portion of the Services remaining to be done and of the expenditures still to be incurred.

- 6.1.5 The giving of any notification by the Consultant pursuant to GC 6.1.4 will not increase DFATD's liability over the contract amount.

Taxes

- 6.1.6 **Applicable Taxes**

Federal government departments and agencies are required to pay Applicable Taxes. The Applicable Taxes is not included in the maximum Contract amount specified in the GC 6.1.1. The estimated amount of Applicable Taxes is specified in the SC. Applicable Taxes will be paid by DFATD as provided in GC 6.1.9. It is the sole responsibility of the Consultant to charge Applicable Taxes at the correct rate in accordance with applicable legislation. The Consultant agrees to remit to appropriate tax authorities any amounts of Applicable Taxes paid or due.

- 6.1.7 The Consultant is not entitled to use Canada's exemptions from any tax, such as provincial sales taxes, unless otherwise specified by law. The Consultant must pay applicable provincial sales taxes, ancillary taxes, and any commodity tax, on taxable goods or services used or consumed in the performance of the Contract (in accordance with applicable legislation), including for material incorporated into real property.

- 6.1.8 **Applicable Taxes included in the cost of Services:**

Notwithstanding any other terms and conditions of the Contract, the Consultant acknowledges that the Fees, prices and costs specified in the Contract:

- (a) Take into account the Applicable Taxes, municipal taxes and provincial sales tax, if any, that the Consultant must pay on the goods and services that the Consultant procures to provide the Services stipulated in this Contract, less the Applicable Taxes and provincial sales tax credits and rebates to which the Consultant is entitled;
- (b) Do not take into account the Applicable Taxes that DFATD will remit to the Consultant and that the Consultant must collect from DFATD pursuant to the *Excise Tax Act* (R.S.C., 1985, c. E-15), as prescribed in the GC 6.1.6 and specified in accordance with the terms and conditions stipulated below.

6.1.9 For the purposes of applying the GC 6.1.6, the amount of Applicable Taxes, if any, must be indicated separately on requisitions for payment, financial reports or other documents of a similar nature that the Consultant submits to DFATD. All items that are zero-rated, exempt or to which these Applicable Taxes do not apply, must be identified as such on all invoices.

6.1.10 Tax Withholding

Pursuant to the *Income Tax Act*, (R.S.C., 1985, c. 1 (5th Supp.)) and the *Income Tax Regulations* (C.R.C., c. 945) , DFATD must withhold 15 percent of the amount to be paid to the Consultant in respect of services provided in Canada if the Consultant is a non-resident unless the Consultant obtains a valid waiver. The amount withheld will be held on account for the Consultant in respect to any tax liability which may be owed to Canada.

**6.2
Basis of
Payment**

6.2.1 Subject to the Contract amount specified in the GC 6.1.1 and in accordance with Annex A, Basis of Payment, DFATD will pay to the Consultant:

- (a) Fees of the Personnel as set forth in the GC 6.2.2 and 6.2.3;
- (b) Reimbursable Expenses at cost without mark-up as set forth in the GC 6.2.6.

6.2.2 Payment for the Personnel must be determined on the basis of time actually worked by such Personnel in the performance of Services, after the date determined in accordance with the GC 2.1 at the Fees referred to in Annex A, Basis of Payment and as specified in the GC 6.3. A detailed basis of payment is provided in Annex A.

6.2.3 The Fees referred to under the GC 6.2.2 above will include:

- (a) For the Personnel based in Canada or on short-term assignment in the Recipient Country (less than 12 consecutive months), the Fees for the portion of time directly related to the performance of the Services are inclusive of all mark-ups, including paid and time-off benefits, overhead and profit, and are limited to a number of hours per Day specified in the SC in Canada up to a 5 Days per week and 6 Days per week in the Recipient Country, unless previously authorized in writing by DFATD.
- (b) For Local Professionals, the Fees for the portion of time directly related to the performance of the Services are inclusive of all mark-ups, including paid and time-off benefits, overhead and profit, and are limited to a number of hours per Day specified in the SC up to 6 Days a week, unless previously authorized in writing by DFATD.

6.2.4 The Fees stated in the GC 6.2.3 may be charged to DFATD while the individual is on Travel Status. The number of person-days allowed will be determined and approved by DFATD on the basis of the points of origin and destination.

6.2.5 If specified in the SC, the Consultant may apply an administrative mark-up on Fees of Sub-consultants and costs of Contractors as detailed in the SC.

6.2.6 The following expenses actually and reasonably incurred by the Consultant in the performance of the Services are considered Reimbursable Expenses :

[The National Joint Council Travel Directive and the Special Travel Authorities serves as a ceiling for unit prices of certain Reimbursable Expenses]

- (a) Travel and Living Expenses: The cost of travel while on Travel Status and the cost of other transportation, will be reimbursed in accordance with the National Joint Council Travel Directive, (the “Directive”) and the Special Travel Authorities Directive (the “Special Directive”), which take precedence over the Directive:
 - (i) the cost of commercial transportation based on the lowest available fares, using the most direct routing and, whenever possible, the services of Canadian carriers. The Consultant must endeavour to obtain the lowest possible airfare, such as by booking the reservation as soon as possible. The standard for air travel is economy class, including APEX, charters and other reduced or discounted fares. DFATD will reimburse the Consultant the lowest airfare available at the time of reservation, but never more than the maximum of a full-fare economy airfare. DFATD will limit the reimbursement of plane tickets to the lowest fare available at the time of reservation even when the Consultant chooses not to use this fare. The Consultant must be able to demonstrate with proper supporting documentation considered

satisfactory to DFATD, the lowest fare available at the time of reservation. The cost of necessary changes or cancellations to flights is considered a legitimate reimbursable expense of the project and the circumstances surrounding these changes must be documented in the Consultant's project file;

- (ii) the cost of meals, incidentals and private vehicle usage, in accordance with the meal, incidental, and private vehicle allowances specified in Appendices B, C and D of the Directive;
 - (iii) the cost of registration, photographs, and courier services related to obtaining a visa;
 - (iv) the actual and Reasonable Cost of a single room in commercial accommodation or, when private non-commercial accommodation is used, the rate for such accommodation, in accordance with the provisions of paragraph 7.8 of the Special Travel Authorities Directive and Appendix D of the Directive;
 - (v) all other actual and Reasonable Costs considered legitimate project expenses, in accordance with the provisions of the Directive referring to "travellers" rather than to "employees";
 - (vi) the Directive is available on the National Joint Council Internet site at the following address: <http://www.njc-cnm.gc.ca/directive/travel-voyage/index-eng.php> and the Special Travel Authorities Directive is available on the Treasury Board Internet site at the following address: <http://www.tbs-sct.gc.ca>
- (b) project-related communication costs, including but not limited to long-distance charges, internet, fax, mailing and courier;
 - (c) translation, interpreters and word processing costs directly related to the project, project-related printing and copying costs (including printing extra copies of documents and microcopying);
 - (d) bank transfer fees related to the execution of the project;
 - (e) the actual cost of salaries and fringe benefits for Local Support Staff, excluding Local Professionals;
 - (f) field office expenses, including:
 - (i) actual and Reasonable Costs of office rental, cost to rehabilitate the office space (if necessary), purchase, maintenance of and insurance on office equipment, utilities (including telephone and internet lines) and supplies;
 - (ii) actual and Reasonable Costs of vehicles purchase or rental required for the project, and the operation and maintenance of vehicles, including but not limited to fuel, oil, registration, insurance and regular maintenance; and
 - (iii) actual and Reasonable Costs of all other justifiable field office expenses as approved in advance by DFATD (normally as part of a work plan).
 - (g) any other reasonable expenses for other Personnel and Contractors (technical experts) required to carry out the mandates as specified in the SC.

**6.3
Provisions for
Multi-year
Contracts**

- 6.3.1 Fees and monthly rates are fixed on an annual basis.
- 6.3.2 If the Personnel are added during the period of the Contract, the Consultant must propose fixed annual Fees for the remaining Contract period. If DFATD accepts the proposed individual and the Fees, the fixed annual Fees becomes effective on:
 - (a) the Contract anniversary date; or
 - (b) if the date has passed, the date of the first workday for which the Consultant invoices DFATD after the Contract anniversary date.

**6.4
Currency of
Payment**

- 6.4.1 Payments by DFATD to the Consultant will be made in Canadian dollars.
- 6.4.2 Payments by the Consultant to its Local Professionals, Local Support Staff and local Contractor(s) may be in the local currency.
- 6.4.3 Expenses incurred by the Consultant in currencies other than the Canadian dollars must be charged to DFATD in Canadian dollars using the exchange rate published by the Bank of Canada on the date the invoice is issued by the Consultant. Consequently, currency exchange risks stemming from the

Consultant's expenses are the sole responsibility of the Consultant.

**6.5
Irrevocable
Standby Letter
of Credit
(ISLC)**

- 6.5.1 Irrevocable Standby Letter of Credit (ISLC) is used for the following purposes:
- (a) To cover advances, if permitted
- If the SC permits advance payments to the Consultants under the Contract, no advance must be made until the Consultant or any member, provides DFATD with an ISLC acceptable to DFATD in the amount of the advance. An ISLC must be in place before any advance is made and must remain in effect until the entire advance payment has been liquidated.
- (b) To guarantee the Consultant's obligation under the Contract
- The Consultant must provide to the Technical Authority within twenty eight (28) Days of signing the Contract an ISLC in accordance with GC 6.5.3, covering the Consultant's obligations under this Contract. The ISLC must be for the face amount, in Canadian dollars, as specified in the SC.
- The Consultant must, at all times, maintain a valid and enforceable ISLC. The Consultant may provide a single ISLC covering the whole duration of the Contract or may provide an ISLC of a shorter duration, which must provide for its automatic renewal. In the event of the non-renewal of the ISLC, the Consultant must provide DFATD a copy of the non-renewal notice from the issuer within 10 Days of receipt and provide DFATD with a new ISLC to replace the former.
- Failure on the part of the Consultant to maintain the ISLC will constitute an event of default under the Contract.
- 6.5.2 An ISLC must be in Canadian dollars.
- 6.5.3 An ISLC and amendments to an ISLC submitted by the Consultant must be sent to the Technical Authority. The ISLC itself must clearly indicate the following information: the Bank's reference number; the Bank's name and address; the date of issue; the expiry date; the name and address of the Consultant or organization; the name of the payee: **Receiver General of Canada**; the Purchase order number; the project name and number; the Branch name; the face amount of the letter of credit; 'Payable in demand' or 'Payable at sight'; 'Redeemable upon approval of the Chief Financial Officer' a provision that the letter of credit is subject to the International Chamber of Commerce (ICC) Uniform Customs and Practices for Documentary Credits, 2007 revision, ICC Publication No. 600; a provision that more than one written payment request may be presented, subject to the sum of those requests not exceeding the face amount of the letter of credit (where applicable); a provision for the renewal of the letter of credit (where applicable).
- 6.5.4 All costs related to the issuance and maintenance of the ISLC will be at the Consultant's own expense.

**6.6
Advances**

- 6.6.1 A detailed list of expenses eligible for advance, if any, is specified in the SC.
- 6.6.2 No advance will be made until DFATD receives and approves a formal request for advance acceptable to DFATD in form and content covering a period not exceeding three (3) months, clearly indicating amounts required and including a forecast of estimated costs and any other information required by DFATD.
- 6.6.3 The Consultant must maintain records of all funds received and costs incurred and must submit to DFATD a statement of advances received and funds disbursed, acceptable to DFATD in form and content, at least once every three (3) months.
- 6.6.4 The Consultant must account for each advance payment, and each advance or any portion of advance must be recovered from the expenses for which the advances are made and will be deducted by DFATD starting from the first statement produced by the Consultant for these expenses until each advance is completely reimbursed. However, if the amount of an advance is in excess of the expenses incurred for which the advance was authorized the difference will be deducted out of any money payable by DFATD to the Consultant.
- 6.6.5 The Consultant must maintain an interest bearing account whenever possible into which the Consultant must deposit, apart from all other funds of the Consultant, all advances made by DFATD to the Consultant under this Contract. Any and all interest earned may be utilized for project purposes only at the end of the project if approved in advance by DFATD.

6.6.6 Where an advance payment has been made to the Consultant which, in the opinion of DFATD, is no longer required by the Consultant for the purposes of the Contract, the Consultant must upon first demand from DFATD, return to DFATD such advance payment or any unliquidated portion together with any incidental interest earned.

6.6.7 For the purposes of the GC 6.6.6, incidental interest earned means the amount of interest earned by the Consultant on the advance payment.

**6.7
Mode of Billing
and Payment**

Billings and payments in respect of the Services will be made as follows:

6.7.1 Subject to the GC 6.7.2 through 6.7.7, DFATD will pay the Consultant, not more often than once per month, the Fees, and Reimbursable Expenses outlined in the GC 6.2 paid by the Consultant during the previous month.

6.7.2 No payments will be made to the Consultant until DFATD receives properly completed documentation specified in the SC.

6.7.3 All invoices, statements, payment requests and other similar documents submitted by the Consultant must indicate the codes specified in the SC and must be sent to DFATD at the address set out in SC.

6.7.4 Within 15 Days of the receipt of the documentation required under the GC 6.7.2, DFATD will notify the Consultant, in writing, when any or a combination of the following situations occur:

- (a) there are any errors or omissions in the documentation;
- (b) the Services rendered by the Consultant are not satisfactory or are not in conformity with the Contract; or
- (c) the amount claimed by the Consultant appears to exceed the actual value of the Services performed.

6.7.5 Any Fees, or Reimbursable Expenses paid by the Consultant which are the subject of the notification in the GC 6.7.4 will be excluded for the purposes of payment under the GC 6.7.1 until the Fees, or Reimbursable Expenses have been accepted by DFATD.

6.7.6 Subject to the GC 6.7.4, DFATD will pay the Consultant within 30 Days after the receipt of the documentation required under the GC 6.7.2.

6.7.7 With the exception of the final payment under the GC 6.8, payments do not constitute acceptance of the Services nor relieve the Consultant of any obligations under the Contract. DFATD will have the right to reject any Services that are not in accordance with the requirements of the Contract and require correction or replacement of such Services at the Consultant's expense.

**6.8
Final Payment**

6.8.1 When it has been established to DFATD's satisfaction that the Consultant has performed, furnished or delivered all Services required under the Contract, and upon receipt of the certificate stating that all the Consultant's financial obligations to the Personnel, Local Support Staff or Contractor(s) have been fully discharged, DFATD will pay the balance due against the Contract.

**6.9
Right of Set-Off**

6.9.1 Without restricting any right of set-off given or implied by law or by any provision of the Contract or any other agreement between DFATD and the Consultant, DFATD may set off against any amount payable to the Consultant by DFATD under the Contract, or under any other contract. DFATD may, when making a payment pursuant to the Contract, deduct from the amount payable to the Consultant any such amount payable to DFATD by the Consultant which, by virtue of the right of set-off, may be retained by DFATD.

**6.10
Interest on
Overdue
Accounts**

6.10.1 In this GC:

- (a) "amount due and payable" means an amount payable by DFATD to the Consultant in accordance with the GC 6.2;
- (b) "overdue amount" means an amount due and payable which has not been paid within 30 Days following the date upon which the invoice and statement documentation specified in the GC 6.7.2 has been received by DFATD;
- (c) "date of payment" means the date of the negotiable instrument drawn by the Receiver General for Canada and given for payment of an amount due and payable;
- (d) "bank rate" means the average daily Bank of Canada rate for the month preceding the current month of the payment date; and
- (e) "due date" means 30 Days after receipt of the invoice and statement

documentation specified in the GC 6.7.2.

6.10.2 DFATD will pay at the Consultant's request, simple interest at the bank rate plus 3 percent on any amount overdue.

6.10.3 Interest will not be payable on advance payments.

6.10.4 Interest will only be paid when DFATD is responsible for the delay in paying the Consultant.

**6.11
Debts left in the
Recipient
Country**

6.11.1 If the Consultant, and/or a member of its Personnel and/ or a Contractor(s) leave the Recipient Country without discharging a debt legally contracted there, DFATD may, after giving written notice to the Consultant and conferring with the Consultant in this matter, apply any money payable to the Consultant under the Contract toward the liquidation of the debt in question.

7. COMPLAINT MECHANISM AND SETTLEMENT OF DISPUTES

**7.1
Alternate
dispute
resolution**

7.1.1 The Parties agree to make every reasonable effort, in good faith, to settle amicably all disputes or claims relating to the Contract, through negotiations between the Parties' representatives authorized to settle (for DFATD, the Technical and Contracting Authorities). If the Parties do not agree within 10 working days, they may refer the matter to management (for DFATD the Director General responsible for the contract in question), who will pursue discussions to reach a settlement. If no settlement is reached within 10 working days, each party hereby:

(a) Consents to fully participate in and bear the cost of any dispute resolution process proposed by the Procurement Ombudsman appointed pursuant to Subsection 22.1 (1) of the *Department of Public Work and Government Services Act* to resolve a dispute between the parties respecting the interpretation or application of a term or conditions in this contract; and

(b) Agrees that this provision shall, for purposes of Section 23 of the *Procurement Ombudsman Regulations*, constitute such party's agreement to participate in and bear the cost of such process.

The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

**7.2
Complaint
Mechanism
for Contract
Administratio
n**

7.2.1 The parties understand that the Procurement Ombudsman appointed pursuant to Subsection 22.1(1) of the *Department of Public works and Government Services Act* will review a complaint filed by the Consultant respecting administration of this contract if the requirements of Subsection 22.2(1) of the *Department of Public works and Government Services Act* and Sections 15 and 16 of the *Procurement Ombudsman Regulations* have been met, and the interpretation and application of the terms and conditions and the scope of the work of this contract are not in dispute. The Office of the Procurement Ombudsman may be contacted by telephone at 1-866-734-5169 or by e-mail at boa.opo@boa.opo.gc.ca.

II. Special Conditions (SC) of Contract

Number of GC	Amendments of, and Supplements to, the General Conditions of the Contract
Definitions (f), (bb) and 1.9	<p>Contracting Authority</p> <p>The Contracting Authority for this Contract is:</p> <p style="color: red;"><i>«Title of the delegated signing authority as per DFATD Delegation Instrument »</i></p> <p>Department of Foreign Affairs, Trade and Development</p> <p>Telephone: Facsimile: Email:</p> <p>Technical Authority</p> <p>The Technical Authority for this Contract is:</p> <p style="color: red;"><i>«Title of the Project Manager»</i></p> <p>Department of Foreign Affairs, Trade and Development</p> <p>Telephone: Facsimile: Email:</p>
Definitions (o)	<p>For the purpose of this Contract, the following positions are also acceptable under the Local Support Staff:</p> <p>Administrative Assistant</p>
Definitions (w)	<p>Recipient Country is various</p>
1.3.1	<p>The law governing the contract is the law applicable in the province or territory of <i><to be determined at contract award (as per Consultant’s proposal)></i></p>
1.6.1	<p>The addresses are:</p> <p>DFATD :</p> <p style="padding-left: 40px;">Distribution and Mail Services - AAG Lester B. Pearson Building 125 Sussex Drive Ottawa, Ontario Canada K1A 0G2</p> <p>Attention : <i>[insert name of the contracting authority- Organisation Symbol]</i>_ Facsimile : _____</p> <p>Attention : <i>[insert name of the technical authority- Organisation Symbol]</i>____ Facsimile : _____</p> <p>Consultant (all Members of a consortium should be listed here):</p> <p>Attention : _____ Facsimile : _____</p>
1.8	<p>The Member in charge is <i>[insert name of member]</i></p>
2.2.1	<p>The period of the Contract is from the effective date of the Contract to <i>[insert date]</i> inclusive.</p>
3.3	<p>1. Commercial General Liability Insurance for not less than \$2,000,000 Canadian dollars per accident or occurrence and in the annual aggregate inclusive of defence costs.</p>

	<p>The insurance will include the following:</p> <ul style="list-style-type: none"> (a) Canada as an additional insured, as represented by the Department of Foreign Affairs, Trade and Development; (b) Bodily Injury and Property Damage to Third Parties; (c) Product Liability and Completed Operations; (d) Violation of Privacy, Libel and Slander, False Arrest, Detention or Imprisonment and Defamation of Character; (e) Cross Liability and Separation of Insured; (f) Employees and, if applicable, Volunteers as Additional Insured; (g) Employer’s Liability; (h) Broad Form Property Damage; (i) Non-Owned Automobile Liability; and (j) 30 Days written notice of policy cancellation. <p>2. Errors and Omissions Liability Insurance</p> <p>If the Consultant is a licensed professional, he will carry an errors and omissions liability insurance for not less than \$1,000,000 Canadian dollars per loss and in the annual aggregate, inclusive of defence costs.</p> <p>The insurance will include the following:</p> <ul style="list-style-type: none"> (a) If the policy is written on a claims-made basis, coverage will be in place for a period of at least 12 months after the completion or termination of the Contract; and (b) 30 Days written notice of cancellation. <p>3. Health Insurance</p> <p>The Consultant will ensure that its Personnel assigned abroad are provided with full information on health maintenance in the Recipient Country, prior to their departure from Canada, and that they are physically capable of performing the assigned duties in that country. Subject to approval, DFATD makes available, through the Centre for Intercultural Learning, pre-departure information sessions, including health matters and foreign-language training as well as post-visit debriefing sessions. In-country briefing sessions are available to Canadian Consultants and the Recipient Country trainees. The Consultant will ensure that its Personnel assigned abroad are covered by adequate health insurance. DFATD will not assume any costs associated with the repatriation of the Personnel or Contractors for medical reasons.</p> <p>4. Workers’ Compensation Insurance for all Personnel in accordance with the statutory requirements of the Territory, Province, State of domicile or employment, having such jurisdiction. If the Consultant is assessed any additional levy, extra assessment or super-assessment by a Worker’s Compensation Board or such other authority, howsoever caused, the Consultant will indemnify and hold harmless DFATD for any such liability. The Consultant will ensure that all of its Personnel performing the services on this Contract will have the same level of Workers’ Compensation Insurance throughout the Consultant’s performance of the Contract.</p> <p>The insurance will include the following:</p> <ul style="list-style-type: none"> (a) Canada as additional insured as represented by the Department of Foreign Affairs, Trade and Development, to the extent permitted by law; (b) Cross Liability and separation of insured, to the extent permitted by law; (c) Waiver of Subrogation Rights in favor of DFATD, to the extent permitted by law; and (d) 30 Days written notice of cancellation.
<p>3.4.1</p>	<p>Security Requirement: not applicable</p>
<p>3.6.1</p>	<p>Authorization to continue is applicable to this Contract: YES <input checked="" type="checkbox"/> NO <input type="checkbox"/></p> <p>The following plans and reports will be subject to the Authorization to Continue: Project Implementation Plan (PIP)</p>

3.12**For Consultants not subject to the M-30 Compliance with the Act Respecting the Conseil Exécutif du Québec:****3.12.1 Announcement**

The Consultant must not make any initial public announcement, in Canada or overseas, relating to this Contract, the Project, or to any of the information in the documents attached to the Contract without first providing DFATD 60 days advance notice and obtaining DFATD's approval. In exceptional circumstances, DFATD may, at its sole discretion, consent to an advance notice period that is less than 60 days.

3.12.2 Material

Once the Project has been announced, all content directly related to the Project that will be used in any public activity will contain appropriate acknowledgments of the contribution of both DFATD and the Consultant. The Consultant could inform and share such content with DFATD.

3.12.3 Acknowledgement of Contribution

The Consultant must acknowledge DFATD's contribution in the following manner when the content is related to the Project or the Contract:

- (a) by clearly and prominently identifying the contribution to the public, using the wording satisfactory to DFATD, such as "The Government of Canada provides funding for this Project";
- (b) by acknowledging the contribution in any public reference to the Project such as but not limited to announcements, interviews, speeches, press releases, publications, signage, websites, promotional materials and advertising; and
- (c) by presenting all Government of Canada identifiers on all paper and web based documents in a manner compliant with the Federal Identity Program available at <http://www.international.gc.ca/development-developpement/partners-partenaires/bt-oa/wordmark-symbole.aspx?lang=eng>.

3.12.4 Posting of Material

The Consultant will be required to prominently display, on its website, graphic identifiers and text provided by DFATD, acceptable to the Parties, clearly stating in English and French, that DFATD provides support for this Project under this Contract. The Consultant will be required to host graphic identifiers provided by DFATD on its website to be downloaded by participating organizations and institutions in this Project, in accordance with 3.12.3 (c).

3.12.5 Official Languages

All public information materials issued jointly by DFATD and the Consultant must be in both of Canada's official languages. DFATD will bear translation costs into the second official language.

OR**For Consultants who are subject to the M-30 Compliance with the Act Respecting the Conseil Exécutif du Québec:****3.12.1 Announcement**

The Consultant must not make any initial public announcement, in Canada or overseas, relating to this Contract, the Project, or to any of the information in the documents attached to the Contract without first providing DFATD 60 days advance notice and obtaining DFATD's approval. In exceptional circumstances, DFATD may, at its sole discretion, consent to an advance notice period that is less than 60 days.

3.12.2 Material

Once the Project has been announced, all content directly related to the Project that will be used in any public activity will contain appropriate acknowledgments of the contribution of both DFATD and the Consultant. The Consultant could inform and share such content with DFATD.

3.12.3 Acknowledgement of Contribution

The Consultant must acknowledge DFATD's contribution in the following manner when the content is related to the Project or the Contract:

	<p>(a) by clearly and prominently identifying the contribution to the public, using the wording satisfactory to DFATD, such as “The Government of Canada provides funding for this Project”;</p> <p>(b) by acknowledging the contribution in any public reference to the Project such as but not limited to announcements, interviews, speeches, press releases, publications, signage, websites, promotional materials and advertising; and</p> <p>(c) by presenting all Government of Canada identifiers on all paper and web based documents in a manner compliant with the Federal Identity Program available at http://www.international.gc.ca/development-developpement/partners-partenaires/bt-oa/wordmark-symbole.aspx?lang=eng.</p> <p>3.12.4 Posting of Material</p> <p>The Consultant will be required to prominently display, on its website, graphic identifiers and text provided by DFATD, acceptable to the Parties, clearly stating that DFATD provides support for this Project under this Contract. The Consultant will be required to host graphic identifiers provided by DFATD on its website to be downloaded by participating organizations and institutions in this Project, in accordance with 3.12.3 (c).</p> <p>3.12.5 Communications</p> <p>The text of all public information materials issued jointly by DFATD and the Consultant must be judged acceptable by both parties. DFATD will bear translation costs of all the public information materials produced for the purposes of the Project.</p>						
<p>3.14.3</p>	<p>The Consultant must notify the Technical Authority within 10 Days of any issues, problems, or potential risks that may affect the achievement of the project immediate outcome or higher.</p>						
<p>4.2.1 and 6.2.3</p>	<p>Number of hours in a Day is 7.5.</p>						
<p>6.1.1</p>	<p>The maximum Contract amount in Canadian dollars is: <i>[insert amount]</i> Applicable Taxes extra.</p>						
<p>6.1.6</p>	<p>The estimated amount of Applicable Taxes is: <i>[insert amount]</i></p>						
<p>6.2.5</p>	<p>The administrative mark-up rate is: <i>[insert rate]</i></p> <p>This rate will be applied to Sub-consultants and Contractors added during the implementation of the project as follows:</p> <table border="1" data-bbox="451 1618 1344 1857"> <thead> <tr> <th data-bbox="451 1618 870 1688"></th> <th data-bbox="870 1618 1344 1688">Application of the rate</th> </tr> </thead> <tbody> <tr> <td data-bbox="451 1688 870 1787">Sub-consultants assigned to the project</td> <td data-bbox="870 1688 1344 1787">Fees invoiced by the Sub-consultants</td> </tr> <tr> <td data-bbox="451 1787 870 1857">Contractors</td> <td data-bbox="870 1787 1344 1857">Costs invoiced by the Contractors</td> </tr> </tbody> </table> <p>The Consultant and affiliated organizations will not be permitted to deliver or implement the proposed or approved TAF mandates.</p>		Application of the rate	Sub-consultants assigned to the project	Fees invoiced by the Sub-consultants	Contractors	Costs invoiced by the Contractors
	Application of the rate						
Sub-consultants assigned to the project	Fees invoiced by the Sub-consultants						
Contractors	Costs invoiced by the Contractors						
<p>6.2.6 (g)</p>	<p>In addition to the listed Reimbursable Expenses in the GC 6.2.6, the Consultant will have a maximum budget of \$2,560,000 to cover the reimbursable expenses for other Personnel and Contractors (technical experts) incurred as part of the mandates including the following actual and reasonable costs:</p> <p>(a) Travel and living expenses in accordance with GC 6.2.6 (a);</p> <p>(b) Communication costs, including but not limited to long-distance charges, internet, fax, mailing and courier;</p> <p>(c) Translation, interpreters, and word processing costs directly related to the project, project-related printing and copying costs (including printing extra copies of documents and microcopying);</p> <p>(d) Other reimbursable expenses as approved by DFATD.</p>						

<p>6.5.1 (a) and 6.6.1</p>	<p>Advance payment is permitted: <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO</p> <p>The following provisions will apply to the advance payment and the advance payment guarantee:</p> <ul style="list-style-type: none"> (a) Subject to the GC 6.6, DFATD will make advance payments to the Consultant not exceeding <i>[insert amount]</i> in Canadian dollars to cover the following expenses: <ul style="list-style-type: none"> (i) Expenses associated with setting up a new local office in the Recipient Country; (ii) Long-term leases for offices; (iii) Costs associated with students and trainees as specified in DFATD’s Management of Students and Trainees in Canada: Manual for Executing Agencies. (b) At no time can there be more than 2 outstanding advances and these must not exceed <i>[insert amount]</i> Canadian dollars. (c) The advance payment guarantee (ISLC) must equal the total outstanding advance payments in Canadian dollars.
<p>6.5.1 (b)</p>	<p>The Consultant must provide an Irrevocable Standby Letter of Credit (ISLC) for the face amount of \$408,700.</p>
<p>6.7.2</p>	<p>No payment will be made to the Consultant until DFATD receives an electronic detailed invoice in one (1) copy, of the Consultant’s Fees for the Services rendered, monthly rates and expenses paid during the previous month supported by the following documentation properly completed:</p> <ul style="list-style-type: none"> (a) Details of the time worked for each individual: the name, date, number of hours worked, and description of activities undertaken for each Day. The Consultant may include this information on their invoice or submit timesheets containing all listed information. If timesheets are not submitted with the invoice, they must be kept by the Consultant and made available to DFATD upon request. (b) Details of Reimbursable Expenses paid, including all information which supports the expenses. (c) For expenses related to travel: Payment requests must be supported by detailed information for each category of expense related to travel, including airfare, accommodation, meals, incidentals, transportation, and any other eligible expense related to travel. For the purposes of this paragraph, “detailed information” means: the dollar amount of the expense, the date(s) the expense was paid, the number of days of travel, the country/city in which the expense was paid, travel class associated with the expense, and all other information relevant to the expense. (d) DFATD may, at any time and at its discretion, request copies of timesheets, receipts or any other supporting documentation, or conduct an audit, or both, of any fee(s) or expense(s) claimed by the Consultant. Where expenses are paid in foreign currency, receipts must indicate the currency. (e) If the Consultant submits an electronic invoice, DFATD will identify it as the original invoice. <p>In the event that the number of person-days worked exceeds the total authorized for the week in accordance with the GC 6.2.3, the Consultant must present a document in support of a claim for such Services, which also establishes that provision of such Services had been authorized, in advance, by the DFATD Representative.</p>

6.7.3	All payment requests, invoices and statements submitted by the Consultant must be sent to DFATD at the following address: <i>[insert address]</i> and must indicate the following codes: Purchase order: <i>[insert number]</i> WBS Element: <i>[insert number]</i> GLAcct/ CC/ Fund: <i>[insert number]</i> Vendor: <i>[insert number]</i> Project number: <i>[insert number]</i>
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III. Annexes

Annex A: Basis of Payment
Annex B: Terms of Reference
Annex C: Security Requirements Check List Not applicable

ANNEX A – BASIS OF PAYMENT

1. Personnel	FIRM ALL-INCLUSIVE DAILY FEE, \$							SUB-TOTAL ESTIMATED COST	
1.1 Personnel based in Canada or in the Recipient Country	Y1	Y2	Y3	Y4	Y5	Y6	Y7		
<i>Position A</i>									
<i>Position B</i>									
<i>Position C</i>									
1.2 Local Professionals	Y1	Y2	Y3	Y4	Y5	Y6	Y7		
<i>Position E</i>									
<i>Position F</i>									
1.3 Additional Personnel and Contractors to be determined during Project implementation								\$4,980,000	
<i>Sub-Total – Personnel FEES, \$</i>									
2. Reimbursable Expenses									
2.1 Consultant’s Reimbursable Expenses									
a) Travel and Living Expenses								\$	
b) Communication Costs								\$	
c) Translation and Reproduction Costs								\$	
d) Bank Charges								\$	
e) Cost of Local Support Staff								\$	
f) Field Office Expenses								\$	
<i>Sub-Total - Consultant’s Reimbursable Expenses, \$</i>								\$	
2.2 Reimbursable Expenses for the Mandates								2,560,000	\$
<i>Sub-Total – Reimbursable Expenses, \$</i>									
CONTRACT AMOUNT, EXCLUDING APPLICABLE TAXES \$									

ANNEX B – TERMS OF REFERENCE (TOR)

(TBD)

ANNEX C - SECURITY REQUIREMENTS CHECK LIST (SRCL)

NOT APPLICABLE

This Contract has been executed on behalf of the Consultant and on behalf of DFATD by their duly authorized officers.

For and on behalf of each of the Members of the Consultant

[name of Member]

[Authorized representative]

Date [Month Day, Year]

[name of Member]

[Authorized representative]

Date [Month Day, Year]

For and on behalf of *[name of Consultant]*

[Authorized representative]

Date [Month Day, Year]

For and on behalf of DFATD

[Authorized representative]

Date [Month Day, Year]