



# AMENDMENT

## ISSUED VIA BUYANDSELL.GC.CA

<b>Amendment No.:</b>	1
<b>RFP #:</b>	16170021
<b>RFP Title:</b>	Safe and Inclusive Cities Final Evaluation
<b>Issue Date:</b>	December 23, 2016
<b>Issue by:</b>	Randy Grant
<b>No. of Pages:</b>	38

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### DETAILS OF AMENDMENT

This amendment is being issued to make changes to the above-mentioned RFP.

The original solicitation had the wrong tender document attached (RFSQ16170017). Proponents are to ignore the tender RFSQ16170017 and use the correct version RFP16170021 attached.

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### INSTRUCTIONS

1. Amend your copy of the RFP in accordance with the details above.
2. Retain amendment copy for your file.

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### END OF AMENDMENT - ENGLISH

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## REQUEST FOR PROPOSAL (“RFP”)

<b>RFP Title:</b>  Safe and Inclusive Cities Final Evaluation	<b>RFP #:</b>  16170021
<b>Issue Date:</b>  December 22, 2016	<b>Close Date &amp; Time:</b>  January 23, 2017 at 1:00.00 p.m. Eastern Standard Time
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## SECTION 1 – INTRODUCTION

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

### 1.1 IDRC OVERVIEW

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

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

IDRC employs about 375 people at its Ottawa, Ontario, Canada head office and at its four (4) global regional offices (Cairo-Egypt, New Delhi-India, Nairobi-Kenya, and Montevideo-Uruguay). For more details visit: [www.idrc.ca](http://www.idrc.ca)

### 1.2 PURPOSE OF THIS RFP

IDRC requests proposals for the provision of an evaluation consultant/firm to undertake a final-term formative evaluation, where requirements are described in section 2, the Statement of Work (“Services”).

### 1.3 DOCUMENTS FOR THIS RFP

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

- This RFP document
- Annex A – Resulting Contract Terms and Conditions
- Annex B – Travel
- Annex C – Mandatory Requirements Checklist
- Annex D – Rated Requirements Checklist

### 1.4 TARGET DATES FOR THIS RFP

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

Event	Date
RFP issue date	See page 1
Deadline for Enquiries	See section 5.1
Tentative Deadline to Respond to Enquiries	January 12, 2017
RFP close date	See page 1
Evaluation, Selection, and Notification of Shortlisted Proponents	January 30, 2017
Interviews/Presentations by short-listed Proponent(s)	February 6, 2017
Finalize Contract with Lead Proponent	February 13, 2017
Commencement of Services	February 14, 2017

## SECTION 2 – STATEMENT OF WORK

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

### 2.1 BACKGROUND INFORMATION

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

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

The initiative’s specific objectives are to:

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

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

In 2015, a formative midterm evaluation of the program was completed. Evaluation questions focused on Program Effectiveness, Research Quality, Research Uptake, Ethical Practice, and Gender Analysis. Evaluation findings have informed the program’s implementation over the last 18 months.

## 2.2 SCOPE

The evaluation is intended to cover as much of the program as possible, from the drafting of the program's baseline study – *Researching the Urban Dilemma*<sup>1</sup> – in 2012 through to planning for the closing conference in 2017. The closing conference is expected to take place too late to be included in the evaluation. The evaluation is not primarily intended to evaluate the success of any of the 15 individual projects that constitute the SAIC program, but rather the program itself, IDRC's management thereof, and activities, outputs, and outcomes at the level of the program. In relation to some Evaluation Questions, such as that on Research Quality, project outputs will be relevant.

## 2.3 PURPOSE

The SAIC final evaluation has two primary purposes:

1. Ensure accountability to DFID and IDRC for the implementation of the program and delivery of program results; and
2. Provide input to future IDRC programming for learning and improvement.

The evaluation will provide important evidence on the program's effectiveness, including identifying results achieved and the quality of the research, the relevance and performance of the program, and overall value for money.

## 2.4 INTENDED USE AND USERS

The primary intended users of the evaluation are the DFID and IDRC management and staff responsible for implementing and overseeing the SAIC program. The evaluation will provide insight and guidance to determine the program's results and potential for future contributions. IDRC and DFID management and program staff will also use the evaluation to inform potential future programming. Secondary users of this evaluation include grantees and their networks. A broader audience of other donors and research for development practitioners may be interested to learn from SAIC's experience.

## 2.5 EVALUATION QUESTIONS

### Q1. Effectiveness

1. To what extent is the SAIC program (understood as the 15 individual projects in addition to IDRC program activities) making progress toward the expected logical framework outputs and outcomes as they relate to these overarching program objectives:
  - a) To generate a better understanding among decision-makers, policy actors, researchers, practitioners and the public of the relationship between violence, poverty and inequalities in urban areas, and identify effective strategies for tackling these challenges.
  - b) To contribute to innovative theoretical and conceptual frameworks and methodological approaches that will guide future research on violence, poverty and inequalities in urban areas.

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<sup>1</sup> Note that administratively, the baseline study was conducted under a separate project funded solely by IDRC, but is considered a component part of the SAIC program.

- c) To make project- and program-level research results widely accessible among local, sub-national, national, regional, and international stakeholders with a view to informing policy and practice.
  - d) To support a skilled network of researchers, particularly in the Global South, to design, implement and communicate policy- and socially-relevant, rigorous, and gender-sensitive research projects in cities affected by violence.
2. Were there significant unintended results, either positive or negative?

**Q2. Research Quality**

1. Overall, was the quality of the research supported by the program acceptable?
2. What dynamics either catalyzed or impeded the quality of research?
3. How effective is the outreach work of the SAIC program team been in supporting research quality, in particular positioning it for use?
4. Overall, was the quality of the IDRC-commissioned baseline study acceptable?

**Q3. Efficiency**

1. Was the implementation of the SAIC program efficient and economical, relative to its purpose and intended outcomes?
2. Were resources (e.g. staff) used efficiently to manage the projects and program?
3. What have been the strengths and weaknesses of the program's management and governance arrangements?

**2.6 PRINCIPLES AND APPROACH THAT WILL GUIDE THE EVALUATION**Utility:

Each evaluation is designed to meet the needs of its intended users, including IDRC management, donor partners, program staff, and/or grantees. Evaluations should produce actionable findings to help us learn from successes and failures, to manage uncertainty and to take appropriate risks. Users' participation in evaluation processes helps ensure relevance and ownership of the evaluation findings.

Independence:

External evaluators must be, and must be seen to be, credible and independent in order for the final evaluation to be rigorous and useful. A strict standard must be maintained to guard the independence of the evaluation. Evaluators may not:

- have received any project funding from the program over the program period,
- be in negotiation for future projects or consultancies with the program,
- have a personal relationship with program member(s) that would impede their impartiality, or
- anticipate receiving funding from the program under review for one year from the completion of the review.

Evaluators who have worked with the program as evaluators can be considered. Evaluators must have no conflicts of interest with the program and have no stake in the outcome of the review. Reviewers and program staff and management are responsible for declaring any potential conflicts of interest.

Quality & Ethics:



Evaluation must meet high quality standards. Quality includes the utility of evaluation, the use of rigorous methods, and safeguarding ethical standards. Evaluation is not value neutral, and specific attention needs to be paid to including diverse perspectives and addressing inequalities in the evaluation process.

**Knowledge sharing and transparency:**

Learning about the findings, practice, and theory of evaluation should be documented and shared. Knowledge sharing helps build evaluation capacity both within IDRC and among our grantees, and ensures evaluation remains relevant to the issues and priorities for development and development research.

Evaluations should be publicly accessible. Evaluations commissioned by IDRC are available through the Centre's public digital library.

## 2.7 PRELIMINARY EVALUATION DESIGN AND METHODOLOGY GUIDANCE

We welcome creative proposals for how to address the key evaluation questions. Notwithstanding, IDRC will make available existing frameworks such as the [Research Quality-Plus Assessment Framework](#) for adaptation by the successful proponent(s).

We expect the level of effort for this evaluation to include:

- Review of documents from the program and all 15 projects
- Communication with DFID staff, IDRC staff, and representatives from all 15 projects
- Communication with targeted research users
- Travel to the SAIC closing conference to present preliminary findings (TBC), tentatively scheduled for late May, 2017, in Nairobi, Kenya

Travel to project sites for data collection is not anticipated.

## 2.8 ROLES AND RESPONSIBILITIES

We anticipate the following division of roles and responsibilities.

Role/Responsibility	Evaluator(s)	IDRC-Governance and Justice	IDRC-Policy and Evaluation	IDRC-Grant Administration	DFID
Collect and analyze data	X				
Facilitate use of the evaluation	X	X	X		X
Present/disseminate findings	X	X	X		
Write the evaluation report	X				
Participate in SAIC closing conference	X (present preliminary findings)	X	X		X

Make logistical arrangements	X, with support from IDRC				
Provide information and access to documents		X	X		
Manage the contract & serve as a liaison		X			
Approve final products		X	X		
Arrange and participate in travel	Participate			Arrange	

IDRC will identify a **Project Authority** to whom the successful Proponent will report during the period of a resulting Contract. The Project Authority will be responsible for coordinating the overall delivery of service, providing as required direction and guidance to the Proponent, monitoring Proponent performance and accepting and approving Proponent deliverables on behalf of IDRC. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Project Authority, as submitted, the Project Authority shall have the right to reject it or require its correction at the sole expense of the Proponent before recommending payment.

IDRC will identify a **Travel Administrative Representative**, who will manage all travel requirements approved by the Project Authority.

IDRC will identify a **Contracting Authority**, who will oversee a resulting Contract throughout its lifecycle, in conjunction with the Project Authority and the Proponent, create amendments for any changes to a resulting Contract and answer questions on terms and conditions.

## 2.9 REPORTING REQUIREMENTS

IDRC expects:

- a) An initial workplan and evaluation methodology
- b) A draft written report of no more than 20 pages
- c) A 20-minutes oral presentation of preliminary findings to be shared at the SAIC closing conference (TBC)
- d) A final written report of no more than 20 pages
- e) A five-page Executive Summary that will be shared with IDRC's Board of Governors
- f) A one-page brief of key findings and recommendations for IDRC's Governance and Justice program.

## 2.10 Quality assessment of the evaluation report

The evaluation will be judged by IDRC's Evaluation Unit on four internationally recognized standards: utility, feasibility, accuracy, and propriety. Refer to the Evaluation Guidelines 4 [Quality Assessment of IDRC Evaluation Reports](#) or for French version <https://idl-bnc.idrc.ca/dspace/handle/10625/47275>

## 2.11 TIMELINE AND MILESTONES

A resulting Contract is expected to commence on February 14, 2017 and conclude by July 15, 2017.

Activity	FEB	MAR	APR	MAY	JUNE	JULY
Planning						
Data collection / collation						
Data analysis						
Presentation of preliminary results						
Reporting						

## 2.12 Project Budget

The maximum budget available for this evaluation is CAD 79,000, exclusive of travel costs.

## 2.13 LOCATION OF WORK AND TRAVEL

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

Travel by the Proponent to Nairobi in late May to present preliminary findings at the SAIC closing conference is expected, but remains to be confirmed. No other travel is anticipated.

## 2.14 LANGUAGE OF WORK

The Proponent acknowledges and understands that IDRC is governed by the Official Languages Act and agrees to take any measures necessary to ensure compliance with the Official Languages Act.

When providing internal services to IDRC employees, in person, over the phone, or in writing (including electronic correspondence), the Proponent must actively offer bilingual services in accordance with the Official Languages Act and indicate clearly by verbal and/or visual means that employees can communicate with and obtain available services in either English or French. The Proponent must also ensure that there is sufficient capacity to provide services that are comparable in terms of quality and timeliness in both official languages.

## SECTION 3 – PROPOSAL EVALUATION

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

### 3.1 EVALUATION COMMUNICATION

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

### 3.2 EVALUATION METHODOLOGY

The Centre and the selected evaluation team will conduct the evaluation of proposals in the following four (4) stages:

#### 3.2.1. Stage I

Stage I will consist of a review to determine which proposals comply with all of the mandatory requirements

#### 3.2.2. Stage II

Stage II will consist of a scoring by the Centre and the selected evaluation team of each qualified proposal on the basis of the rated criteria.

#### 3.2.3. Stage III (Discretionary)

The Centre reserves the right to short-list and request presentations from those proponents that, in the sole opinion of the Centre, can best meet the requirements as identified in the Request for Proposal.

Short-listed Proponents may be asked to respond to question(s) or make a presentation on their proposal and must be prepared to respond and discuss any area of the Proposal within 5 business days of notification.

#### 3.2.4. Stage IV

Upon completion of Stage III for all shortlisted Proponents, the Financial Proposal provided as a separate file by each Proponent in their Electronic Bid Submission will then be opened and Stage IV will consist of a scoring of the pricing submitted. The evaluation of price/cost shall be undertaken after the evaluation of mandatory requirements and any rated requirements has been completed.

#### 3.2.5. Cumulative Score

At the conclusion of Stage IV, all scores from Stage II and Stage IV will be added and the highest scoring Proponent will be selected for contract negotiations.

#### 3.2.1 Stage I: Evaluation of Mandatory Requirements

Each Proposal will first be examined to determine compliance with each **mandatory** requirement (“**M**”) identified in this RFP. A mandatory requirement is a minimum standard that a proposal must meet in

order to be considered for further evaluation. Mandatory is defined as having substantial compliance as assessed by IDRC in its sole and absolute discretion.

**Important Note:** Proposals which fail, in the sole discretion of IDRC, to meet any mandatory requirement will be eliminated from further consideration in the evaluation process.

### **3.2.2 Stage II: Evaluation of Rated Requirements**

Responses that have met all the mandatory requirements will then proceed to the **rated** requirements (“R”) evaluation. **Rated** requirements will be evaluated according to the degree to which they meet or exceed IDRC’s requirements.

### **3.2.3 Stage III: Evaluation of Proponent Presentations/Interviews (if Required)**

Proponents who have met all of the mandatory requirements and those who have placed first, second, and third for the rated requirements may be invited to present or interview or both to key IDRC staff (onsite, or through teleconference set up by IDRC) at their own expense. The presentation will be evaluated based on demonstrating an understanding and knowledge to deliver the project, and demonstrating the abilities, skills, and experiences of the project team. The interview/presentation is expected to last no longer than 30 minutes to 1 hour which includes questions and answers on February 6, 2017. Reasonable notice will be given to this shortlist with more details on the presentation process.

IDRC may adjust the points allocated to each proponent in the evaluation detailed in Stage II, Rated Criteria, taking into consideration the information presented by the proponent in Stage III.

### **3.2.4 Financials**

Up to the top three (3) compliant proposals will be shortlisted to move to on to the financial proposal review.

Financial Proposals will be scored based on a relative pricing formula. Each Proponent will receive a percentage of the total possible points arrived at by dividing that Proponent’s total price by the lowest submitted total price. For example, if the lowest total price is \$120.00, that Proponent receives 100% of the possible points ( $120/120 = 100\%$ ), a Proponent who submits \$150.00 receives 80% of the possible points ( $120/150 = 80\%$ ), and a Proponent who submits \$240.00 receives 50% of the possible points ( $120/240 = 50\%$ ).

Travel expenses will not be used for scoring.

### **3.2.5. Final Score**

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

### 3.3 EVALUATION TABLE

IDRC will evaluate Proponent's proposals based on the following:

RFP Section	Mandatory Requirements	Weighting A	Points 0-10 B	Score A x B
Throughout the RFP and Annex A	Mandatory Requirements ( <i>If Pass, proceed with evaluation process</i> )	Pass or Fail	n/a	n/a

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
5	Technical Proposal	75		
6	Financial Proposal	25		
<b>Total Score</b>		<b>100</b>		

### 3.4 PROPONENT FINANCIAL CAPACITY

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

### 3.5 PROPONENT SELECTION

As noted in section 7.8, acceptance of a proposal does not oblige IDRC to incorporate any or all of the accepted proposal into a contractual agreement, but rather demonstrates a willingness on the part of IDRC to enter into negotiations for the purpose of arriving at a satisfactory contractual arrangement with one or more parties.

Without changing the intent of this RFP or the Lead Proponent's proposal, IDRC will enter into discussions with the Lead Proponent for the purpose of finalizing the Contract.

In the event no satisfactory Contract can be negotiated between the Lead Proponent and IDRC, IDRC may terminate negotiations. In such event, if IDRC feels that the Proponent with the second highest score may meet the requirements, IDRC will continue the process with the secondary Proponent, and so on.

Announcement of the successful Proponent will be made to all Proponents following the signing of a Contract.

## SECTION 4 – PROPOSAL FORMAT

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

### 4.1 GENERAL

Proposals should be in 8 1/2" x 11" (letter) format, with each page numbered. Elaborate or unnecessary voluminous proposals are not desired. The font used should be easy to read and generally be no smaller than 11 points (smaller font can be used for short footnotes).

### 4.2 ORGANIZATION OF RESPONSES

Responses should be organized as follows, where the sections that follow (4.2.1, 4.2.2 and 4.2.3) provide greater details:

Volume	Contents
1.0	Cover Letter
1.1	Table of Contents
1.2	Technical Proposal: Consisting of 2-page draft work plan summarizing the proposed methodology and all requirements from the Statement of Work
1.3	CV(s)
2.0	Financial Proposal (Separate File)

Volumes 1.0, 1.1, 1.2 and 1.3 must be submitted separately to Volume 2.0 (Financial Proposal). Volumes 1.0, 1.1, 1.2 and 1.3 **must not** contain any financial information.

#### 4.2.1 COVER LETTER

A maximum two (2) page covering letter on the Proponent's letterhead should be submitted and should include the following:

- a) A reference to the RFP number and RFP title.
- b) The primary contact person with respect to this RFP: the individual's name, address, phone number and email address.
- c) A statement confirming the validity of the proposal (refer to section 7.4). **(M)**
- d) A statement confirming the Proponent does not have a conflict of interest with this RFP, real or perceived (refer to section 7.7). **(M)**
- e) The letter **signed** by person(s) duly authorized to sign on behalf of the Proponent and bind the Proponent to statements made in response to the RFP. **(M)**

#### 4.2.2 Table of Contents

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

### 4.2.3 Technical Proposal Format

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

The Proponent may also use a **table format** to supply a response of “Compliant” or “Non-Compliant” for each Mandatory Requirement. As part of the table format, for Mandatory and Rated Requirements, a statement should substantiate the response, or a reference to where it can be found within the submission, should be included. See examples:

Using a table format, an example of a response to a *Mandatory Requirement* would be:

Requirement	Response	Response details
Security Clearance	Compliant	All of our proposed personnel have “Reliability Status”.

Using a table format, an example of a response to a *Rated Requirement* would be:

Requirement	Response	Response details
Outline years of experience	15 years	Refer to section x, page x. (or provide full response here)

When responding, the Proponent **must** complete the response grids found in **Annex C- Mandatory Compliance Checklist** and **Annex D- Rated Requirement Checklist**.



## SECTION 5 – EVALUATION CRITERIA (TECHNICAL REQUIREMENTS)

In their Technical Proposal, Proponents must explain and demonstrate how they propose to meet the Statement of Work requirements and clearly outline the work that the Proponent proposes to undertake for the provision of the Services to IDRC.

Proposals will be evaluated in accordance with the following Mandatory (M) and Rated (R) requirements. Proposals failing to meet Mandatory Requirements will be considered non-compliant and excluded from further consideration.

A	Mandatory Requirements	M
1	<p><b>Executive Summary</b> The Proponent shall include a <b>short executive summary</b> (maximum 1 page) highlighting the following:</p> <p>a. a description of:</p> <ul style="list-style-type: none"> <li>• the Proponent’s business and specializations</li> <li>• the location of its head office and other offices (specify city and province only)</li> <li>• details of any sub-contracting arrangements to be proposed</li> </ul> <p>b. a brief summary of what makes the Proponent’s organization/team stand out from its competitors</p>	M
2	<p><b>All Proposed Resources</b> The Proponent shall outline all proposed resources to be used in providing the services and include:</p> <p>a. name, title, telephone #, email address, location; and</p> <p>b. CV (s) - maximum 6 pages for each.</p>	M
3	<p><b>Similar Services- Demonstrate</b> In order to demonstrate that the Proponent has <b>completed similar services</b>, the Proponent’s response must include a <b>minimum of one (1) and up to a maximum of three (3) examples</b> of similar services.</p> <p>For each example, the following should be provided:</p> <p>a. name and address (city and province only) of the client;</p> <p>b. services period, e.g. start and end dates; and</p> <p>c. brief description of services provided by the Proponent.</p> <p>Additionally, examples must demonstrate:</p> <p>d. The ability to engage and excel in an iterative work process</p> <p>e. The ability to give and receive constructive feedback</p> <p>f. Excellent oral and written communication skills in English or French</p>	M

B	Personnel Profile and Experience	Rating	Total Points 50
1	In order to demonstrate that the Proponent has <b>completed similar services</b> requested in the Statement of Work, and as specified within Section 2, the Proponent must have the following skills and experience :		

a)	Ability to engage and excel in an iterative work process	M	
b)	Ability to give and receive constructive feedback	M	
c)	Excellent oral and written communication skills in English or French	M	
d)	Working knowledge of English or French (depending on the language identified in c), above) and Spanish	R	8
e)	Experience working in multi-cultural, multi-disciplinary context	R	3
f)	Proven strong report writing and presentation skills	R	6
g)	Ability to communicate complex technical ideas using non-technical language to diverse audiences	R	3
h)	Sound understanding of the constraints of conducting research in low and middle income countries and in contexts of violence	R	5
i)	Experience evaluating research aimed at developing evidence to alleviate poverty, address inequalities and /or reduce urban violence	R	8
j)	Basic knowledge of existing evidence on poverty, inequalities and violence in urban areas	R	3
k)	Knowledge of program level evaluation of research and innovation for development	R	6
l)	Specialist knowledge of the challenges and complexities of ethical and gender differentiated research in low and middle income countries and in contexts of violence.	R	8

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

## SECTION 6 - FINANCIAL PROPOSAL

### 6.1 Guidelines

The Proponent must submit a separate Financial Proposal including a cost summary of the Services as follows:

Mandatory Requirements	Weight (%) 25
<p>a. The Proponent is to state the assumptions underlying its financial proposal.</p>	
<p>b. All prices are to be quoted in Canadian dollars (CAD) and be exclusive of the Goods and services Tax (GST) or Harmonized Sales Tax (HST).</p> <p>The GST or HST, whichever is applicable, shall be extra to the prices quoted by the Proponent and will be paid by IDRC.</p> <p>If the Proponent will not be charging IDRC taxes, an explanation should be provided.</p> <p>See the <b>NOTES</b> below for more details on taxes.</p>	
<p>c. All prices must include a detailed breakdown following the response to section 2 (Statement of Work), as outlined in section 5 and include at a minimum the following:</p> <ul style="list-style-type: none"> <li>i. all inclusive daily rate applicable to proposed personnel who will do the each requirement;</li> <li>ii. estimated total number of billable days to do each requirement;</li> <li>iii. estimated number of day to be spent in at IDRC's Ottawa office, if applicable.</li> </ul> <p>Prices shall include all components normally included in providing the proposed services such as professional fees, disbursements, engagement support expenses, etc.</p> <p>Travel expenses must NOT be included in price estimates as IDRC will provide standard per-diem rates, and will procure all air (and train) tickets directly through its designated travel agency (reference Annex B for more details).</p> <p>IDRC will not be billed for travel time to and from any work site, for any purpose. Cost of such time will be the sole responsibility of the selected proponent.</p>	
<p>d. The Proponent shall propose an invoicing schedule if other than providing one (1) invoice upon completion of all Services.</p> <p><i>Important Notes:</i></p> <ul style="list-style-type: none"> <li>• IDRC's payment terms are NET 30 and IDRC will make no advance on fees.</li> <li>• Maximum of one invoice per month permitted.</li> </ul>	
<p>e. Proponents who must travel to Ottawa for onsite work must indicate if there will be fees chargeable to IDRC.</p>	

#### NOTES:

**1. Taxes**

**1.1** Proponents hired to deliver goods and or services in Canada (regardless of their place of origin) must include all costs on their invoices for the purpose of calculating the applicable taxes payable by IDRC.

**1.2** In accordance with the income tax regulations of Canada, IDRC must withhold 15% of fees and non-exempt expenses of **non-resident Proponents working in Canada** for transmittal to the Canada Revenue Agency ("CRA"). Such holdback may be either waived by the Canada Revenue Agency ahead of payment (the Proponent must secure the waiver himself / herself) or refunded later to the Proponent by the authorities of his country of residence (where the country in question has a tax treaty with the Government of Canada), upon the Proponent satisfying the country's revenue declaration requirements. Withholding by IDRC does not constitute sufficient reason to increase the negotiated fee. Tax matters remain entirely the responsibility of the Proponent. Waiver applications and information can be found on CRA's website: <http://www.cra-arc.gc.ca/tx/nnrstdnts/cmmn/rndr/menu-eng.html>

**1.3** In accordance with the tax regulations of the jurisdictions of IDRC's Regional Offices, other tax regulations may apply.

**6.2 Mathematical Errors**

If there are errors in the mathematical extension of unit price items, the unit prices prevail and the unit price extension is adjusted accordingly.

If there are errors in the addition of lump sum prices or unit price extensions, the total is corrected, and the correct amount reflected in the total price.

Any Proponent affected by mathematical errors shall be notified by IDRC and be given the corrected prices.

## SECTION 7 – CONDITIONS

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

### 7.1 ENQUIRIES (M)

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

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

Proponents should, as much as feasible, aggregate enquiries and requests for clarifications and shall submit them **in writing via email** to the **Contracting Authority** by Tuesday, January 10, 2017, at 11:00 a.m. EST in order to receive a response prior to the close date. When submitting, Proponents *email subject line* should cite "**RFP # 16170021, SAIC Final Evaluation**".

The Contracting Authority will provide **all answers to significant enquiries** received on buyandsell.gc.ca without revealing the sources of the enquiries.

In the event that it becomes necessary to revise any part of the RFP as a result of any enquiry or for any other reason, **an Amendment** to this RFP will be issued and posted on buyandsell.gc.ca

**Important note:** Proponents must download all RFP documents directly from the Buy and Sell website. IDRC will not distribute RFP documents that are posted on buyandsell.gc.ca.

### 7.2 SUBMISSION DEADLINE (M)

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

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

### 7.3 PROPOSAL SUBMISSION INSTRUCTIONS (M)

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

#### 7.3.1 Method of Sending

Proposal submission is electronic, via **email**, in **Microsoft Word** or in **PDF** format to the Contracting Authority named on page 1. Proponents *email subject line* should cite "**RFP # 16170021, SAIC Final Evaluation**" when submitting via email.

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

**Important Note:** The maximum size of an email that IDRC can receive is 10MB. If necessary, Proponents can send multiple emails.

### **7.3.2 Number of Copies**

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

### **7.3.3 Changes to Submission**

Changes to the submitted proposal can be made, if required, provided they are received as an Addendum (or an Amendment) to, or clarification of, previously submitted proposal, or as a complete new proposal to cancel and supersede the earlier proposal. The addendum, clarification, or new proposal should be submitted as per the delivery instructions outlined above, be clearly marked **“REVISION”**, and **must be received no later than the submission deadline**. In addition, the revised proposal should include a description of the degree to which the contents are in substitution for the earlier proposal.

### **7.3.4 Multiple Proposals**

IDRC will accept only one (1) proposal per Proponent.

## **7.4 VALIDITY OF PROPOSAL (M)**

Proposals must remain open for acceptance for **ninety (90) days** after the close date.

## **7.5 PROPONENT’S COSTS**

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

## **7.6 GOVERNING LAWS**

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

## **7.7 CONFLICT OF INTEREST (M)**

In submitting a Proposal, the Proponent must avoid any real, apparent or potential conflict of interest and will declare to IDRC any such conflict of interest.

In the event that any real, apparent, or potential conflict of interest cannot be resolved to the satisfaction of IDRC, IDRC will have the right to immediately reject the Proponent from consideration and, if applicable, terminate any Contract entered into pursuant to this RFP.

## **7.8 RIGHTS OF IDRC**

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

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

Without limiting the foregoing, IDRC reserves the right to:

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

## **7.9 PROPOSED CONTRACT**

### **7.9.1 Resulting Contract**

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

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

### **7.9.2 Income Tax Reporting Requirement**

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

## **ANNEX A – Resulting Contract Terms and Conditions**

### **A1. Definitions**

For the purposes of this Contract:

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

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

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

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

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

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

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

### **A2. Entire Contract**

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

### **A3. Conditions Precedent and Terms of Payment**

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

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



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

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

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

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

The Centre will not pay more than one day of fees per 24-hour period. The Centre will not pay any fee nor any expenses incurred after the termination date of the contract.

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

#### **A4. Tax Implications**

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

##### **a) Non-Resident Consultants:**

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

**b) Consultants Hired by a Centre Regional Office working in the country where the Regional Office is located:**

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

**A5. Air Travel Policy**

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

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

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

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

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

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

**A6. Confidentiality of Information**

**a) Non-Disclosure and Non-Use of Confidential Information**

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

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

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

The Consultant will immediately give notice to the Centre of any unauthorized use or disclosure of the

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

**b) Exclusions from Nondisclosure and Non-use Obligations**

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

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

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

**c) Ownership of Confidential Information and Other Materials**

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

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

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

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

This section shall survive the termination of this Contract.

**A7. Use of Centre Property**

**a) Access to Information Systems and Electronic Communication Networks**

During the course of this Contract, the Consultant may be provided with access to Centre information systems and electronic communication networks. The Consultant, on behalf of its/his/her employees, sub-Contractors and representatives, agrees to abide by Centre policies concerning use of such

information systems and networks. The Centre will provide the Consultant with any such policies upon commencement of services pursuant to this Contract, or as such policies are put into effect, and the Consultant will make such policies known to its personnel, and will take such steps as are necessary to ensure compliance with such policies.

**b) Access to Centre Premises**

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

**A8. Relationship with the Centre**

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

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

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

**A9. Quality of Work**

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

**A10. Assignment of Copyright and Waiver of Moral Rights**

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

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

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

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

The Consultant agrees to indemnify and hold the Centre harmless from and against any and all damages, costs, and expenses (including court costs and reasonable legal fees) incurred by the Centre as a result of the infringement or alleged infringement of any third party intellectual property rights, and further agrees to defend and participate in the defence of any claim or suit alleging that the Centre has a liability in this regard.

This section will survive termination of the contract.

### **A12. Sub-Contractors, Successors and Assignees**

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

### **A13. Conflict of Interest**

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

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

### **A14. Insurance, Personal Safety and Health**

The Consultant is responsible for taking out at its own expense any insurance (travel, hospitalization, medical, trip cancellation or other) deemed necessary while executing this Contract. The Centre's travel agency will not advise the Consultant of the availability of insurances unless specifically requested by the Consultant at the time of booking travel. Any insurance acquired by the Consultant from the Centre's travel agency shall be at the expense of the Consultant.

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

Should travel to the destinations of this Contract not be advised by the authorities, the Consultant must immediately upon making that determination advise one of the Centre representatives who will, at his or her option, either terminate the Contract, or with the Consultant's agreement, defer performance

until such time as the restrictions on travel are removed, or propose an alternative work plan for the Consultant's agreement.

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

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

Traveller's health information is available in the public domain, including from World Wide Web sites such as <http://www.tripprep.com/> or those maintained by the World Health Organization, Health Canada and the United States Centers for Disease Control and Prevention.

### **A15. National Legislation**

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

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

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

### **A16. Severability**

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

### **A17. Interpretation of the Contract**

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

### **A18. Non-Waiver**

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

### **A19. Notices**

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

- a) hand delivery;
- b) commercial courier;
- c) facsimile;

- d) registered mail, postage prepaid; or
- e) email

Any notice so sent shall be deemed received as follows:

- a) if hand delivered, on delivery;
- b) if by commercial courier, on delivery;
- c) if by registered mail, three (3) business days after so mailing;
- d) if by facsimile, upon receipt. The initial address and facsimile number for notice are set out in this Contract and may be changed by notice hereunder; and
- e) if by email, on delivery

#### **A20. Language**

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

#### **A21. Force Majeure**

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

#### **A22. Termination**

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

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

#### **A23. Centre Review and Audit**

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

- a) submit a complete financial accounting of expenses, supported by original (or certified copies of) invoices, timesheets or other documents verifying the transactions (excluding any receipts which have been submitted at the time of invoicing as deemed necessary according to the terms of the Contract);
- b) give officers or representatives of the Centre reasonable access to all financial records relating

to the work to permit the Centre to audit the use of its funds. This shall include books of account, banking records and, in the case of individuals, credit card statements.

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## ANNEX B – Travel

### Resulting Contract Travel Related Expenses

#### 1. GENERAL

**1.1** IDRC may pay for **travel expenses** incurred by a Consultant only when the expenses are directly related to the purposes for which the Consultant is engaged. All such travel expenses are reimbursed at cost.

**1.2 Arrangements for visas, passports, immunization, and prophylaxis medication** are the responsibility of the Consultant. **Costs** associated with these items are also the responsibility of the Consultant, *with the exception of visas*, which are included under the mobilization allowance provided to Consultants.

**1.3** The Consultant retained by IDRC is responsible for the **cost of any insurance** he/she may wish to have in connection with travel undertaken in fulfilment of his/her commitments to. This applies to all types of insurance including, but not limited to, insurance in respect of death, bodily injury, permanent disability, medical, hospitalization and evacuation.

**1.4** The **Consultant will not charge for travel time** to and from any work site, for any purpose. Cost of such time will be the sole responsibility of the Consultant.

#### 2. TRAVEL UNDERTAKEN BY CONSULTANTS

Any travel details noted below that are applicable to a resulting Contract, will be fully outlined in the resulting Contract.

##### **2.1 All Inclusive Per Diem Allowances**

IDRC has a list of maximum all-inclusive per diem allowances that cover expenses for accommodation, meals, local taxis, laundry, local telephone calls, and gratuities by country. A Consultant may receive a per diem for each day or partial day of official travel, beginning the day after the departure.

*Example (and subject to change):*

For CANADA...CAD\$322 (taxes included)

##### **2.2 Mobilization Allowances**

IDRC may pay the Consultant a fixed amount to cover the cost of airport taxes, visas, and ground transportation to and from transportation drop off points.

*Note:*

Should the cost of visas largely exceed the allowance, the Consultant may be reimbursed for such expense upon submission of a claim accompanied by relevant original receipts.

*Example (and subject to change):*

The standard estimated mobilization allowance is CAD\$180 for domestic travel (within country or region, where a visa is not required) and CAD\$250 for international travel where a visa is required. Taxes are not included in the above mentioned amounts.

## **2.3 Transportation**

IDRC makes a distinction between three (3) modes of transportation.

### **2.3.1 Air Travel**

All Consultant's air travel must be prepaid by IDRC (through IDRC's Designated Travel Agency).

IDRC will arrange and pay for economy return airfares by the most economical and direct routing. Excursion fares are to be used whenever applicable. Rerouting, ticket upgrades, and personal stopovers are the personal responsibility of the Consultant.

### **2.3.2 Rail Travel**

Where possible, rail travel must be prepaid by IDRC (through IDRC's Designated Travel Agency). Where the Consultant has arranged and paid for the rail tickets, reimbursement must be substantiated by appropriate original receipts and proof of purchase.

### **2.3.3 Other Types of Transportation**

Other types of transportation expenses such as local public transportation services, car rental, and reimbursement of fuel to a host may be covered for the Consultant, at cost (and arranged by the Consultant).

*Example (and subject to change):*

Where the Consultant is authorized to travel by private automobile, he/she may be reimbursed at a rate of CAD\$0.575 per kilometer (taxes included).

## ANNEX C – Mandatory Requirements Checklist

As stated in **Section 3.2.1 Mandatory Requirements**, to qualify as an eligible Proponent, you must meet all the following requirements.

As stated in **Section 4.2.3 TECHNICAL PROPOSAL FORMAT**, the Proponent **must provide detailed information relative to each requirement**.

The Proponent **MUST** provide the location in their proposal of the detailed information relative to each mandatory requirement. Simply stating “compliant” is not enough for IDRC to “pass” a Proponent on a mandatory requirement (reference Section 4.5.2 Response to the SOW).

	Mandatory Requirements	Compliant (yes or no)	Response
	<b>General</b>		
M1 / 4.2.1.e	Proposal was signed		
M2 / 7.1	Followed enquiries instructions		
M3 / 7.2	Met submission close date and time		
M4 / 7.3	Followed proposal delivery instructions		
M5 / 7.4	Validity of proposal (90 days)		
M6 / 7.7	Provided “Conflict of Interest Statement”		
	<b>Company Information</b>		
M7	<b>Provided Executive Summary</b> The Proponent shall include a <b>short executive summary</b> (maximum 1 page) highlighting the following:		
M7a	a description of: <ul style="list-style-type: none"> <li>• the Proponent’s business and specializations</li> <li>• the location of its head office and other offices (specify city and province only)</li> <li>• details of any sub-contracting arrangements to be proposed</li> </ul>		
M7b	a brief summary of what makes the Proponent’s organization/team stand out from its competitors		
	<b>All Proposed Resources</b>		
M8.	The Proponent shall outline all proposed resources to be used in providing the services and include:		
M8a	name, title, telephone #, email address, location; and		
M8b	<b>b.</b> CV (s) - maximum 6 pages for each.		

<b>Similar Services- Demonstrate :</b>			
M9	In order to demonstrate that the Proponent has <b>completed similar services</b> , the Proponent's response must include a <b>minimum of one (1) and up to a maximum of three (3) examples</b> of similar services. For each example, the following should be provided		
M9a	a. name and address (city and province/state only) of the client;		
M9b	b. services period, e.g. start and end dates; and		
M9c	c. brief description of services provided by the Proponent.		
	Additionally, examples must demonstrate:		
M9d	d. The ability to engage and excel in an iterative work process		
M9e	e. The ability to give and receive constructive feedback		
M9f	f. Excellent oral and written communication skills in English or French		
<b>Personnel Profile and Experience</b>			
M10	In order to demonstrate that the Proponent has <b>completed similar services</b> requested in the Statement of Work, and as specified within Section 2, the Proponent must have the following skills and experience:		
M10a	Ability to engage and excel in an iterative work process		
M10b	Ability to give and receive constructive feedback		
M10c	Excellent oral and written communication skills in English or French		

## ANNEX D – Rated Requirements Checklist

As stated in **Section 3.2.2 Rated Requirements**, the following requirements will be evaluated according to the degree to which they meet or exceed IDRC's requirements.

As stated in **Section 4.2.3 TECHNICAL PROPOSAL FORMAT**, the Proponent **must provide detailed information relative to each requirement**.

	Rated Requirements	Response	Response Details
	<b>Personnel Profile and Experience</b>		
<b>R1</b>	Working knowledge of English or French (depending on the language identified in c), above) and Spanish		
<b>R2</b>	Experience working in multi-cultural, multi-disciplinary context		
<b>R3</b>	Proven strong report writing and presentation skills		
<b>R4</b>	Ability to communicate complex technical ideas using non-technical language to diverse audiences		
<b>R5</b>	Sound understanding of the constraints of conducting research in low and middle income countries and in contexts of violence		
<b>R6</b>	Experience evaluating research aimed at developing evidence to alleviate poverty, address inequalities and /or reduce urban violence		
<b>R7</b>	Basic knowledge of existing evidence on poverty, inequalities and violence in urban areas		
<b>R8</b>	Knowledge of program level evaluation of research and innovation for development		
<b>R9</b>	Specialist knowledge of the challenges and complexities of ethical and gender differentiated research in low and middle income countries and in contexts of violence.		
	<b>Proposed Evaluation Approach</b>		
<b>R3.</b>	The Proponent should <b>demonstrate its Approach</b> to successfully deliver the requirements detailed Section 2 - Statement of Work.		
<b>R3a</b>	<b>Methodology:</b>		
	i. description of sources of data and how they will be used;		
	ii. outline of an initial analytical framework;		
	iii. feasibility of design;		

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	iv. references made to relevant literature and evaluation design approaches;		
	v. a detailed timeline (including proposed travel); and		
<b>R3b</b>	<b><i>Risk Management Plan</i></b> - Describe any contingencies that may hinder the progress or outcome of the evaluation and suggest how you would mitigate them.		