

REQUEST FOR PROPOSAL (“RFP”)

RFP Title: Country-level Mapping in 12 Selected GFF Countries in Africa on The Processes and Outcomes of CRVS Systems	RFP #: 17180029
Issue Date: Thursday, August 17, 2017	Close Date & Time: Monday, September 18, 2017 at 1:00 p.m. Eastern Daylight 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” or “Centre”) and this RFP.

1.1 IDRC OVERVIEW

IDRC was established by an act of Canada’s parliament in 1970 with a mandate “to initiate, encourage, support, and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical, and other knowledge to the economic and social advancement of those regions.”

A **Canadian Crown corporation**, IDRC supports leading thinkers who advance knowledge and solve practical development problems. IDRC provide the resources, advice, and training they need to implement and share their solutions with those who need them most. In short, IDRC increases opportunities — and makes a real difference in people’s lives. Working with development partners, IDRC multiplies the impact of investment and brings innovations to more people in more countries around the world. IDRC offers fellowships and awards to nurture a new generation of development leaders.

IDRC employs about 400 people at the head office located in Ottawa, Canada, and in four (4) regional offices located in Cairo-Egypt, New Delhi-India, Nairobi-Kenya, and Montevideo-Uruguay Cairo, Egypt. IDRC is governed by a board of up to 14 governors, whose chairperson reports to Parliament through the Minister of International Development. For more details visit: www.idrc.ca

1.2 PURPOSE OF THIS RFP

IDRC requests proposals for the provision of a Consultant to conduct a mapping of the Civil Registration and Vital Statistics (CRVS) Systems in 12 Selected countries, to build a knowledge base that contributes to improving the effectiveness and efficiency of efforts by Stakeholders to improve CRVS systems in Africa, where requirements are described in section 2, the Statement of Work (“Services”).

The total estimated value of the contract, over its duration is \$350, 000 CAD including travel.

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 – Mandatory Requirements Checklist
- Annex C – Rated Requirements Checklist
- Annex D – Travel

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
RFP close date	See page 1
Evaluation, selection, and notification of Lead Proponent	September, 2017

Finalize Contract with Lead Proponent	September, 2017
Commencement of Services	October, 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 INTRODUCTION AND PROJECT OVERVIEW

The purpose of this mapping is to generate an in-depth analysis of the CRVS systems, processes and outcomes, and the mechanisms of coordination between different departments providing CRVS data, focusing on 12 GFF countries, namely: Tanzania, Kenya, Uganda, Ethiopia, Mozambique, Cameroon, Democratic Republic of Congo, Liberia, Nigeria, Guinea, Senegal, and Sierra Leone.

Specifically, the mapping for each country will:

1. Provide an overview of currently active national, regional and international partners, and their roles or activities in strengthening CRVS systems;
2. Provide an overview on the CRVS processes related to birth and death registration, coverage, quality and completeness of data, death certification and causes of death medical certification practices,
3. Provide an overview on the country CRVS indicators, vital statistics reports, trends and targets;
4. Identify main gaps in the technical capacities at the process level; and the opportunities for technical assistance in each country.

The findings of this mapping will help strengthen country leadership by creating an information base to guide engagement with stakeholders for planning, resource mobilization and identification of gaps. It will also provide a resource for facilitating the coordination between the local CRVS actors and the stakeholders in the GFF-supported countries.

2.2 BACKGROUND

Funded by Global Affairs Canada and the International Development Research Centre (IDRC), and housed at IDRC, the Centre of Excellence for CRVS Systems was established to link knowledge seekers with information, tools, and expertise to facilitate the development and implementation of integrated CRVS systems. The Centre of Excellence works in close collaboration with the [Global Financing Facility](#) (GFF) secretariat to enable the development and implementation of CRVS systems plans as part of country led Investment Cases eligible for Global Financing Facility funding. The selected 12 countries for this mapping are eligible for GFF support.

Since CRVS systems are often managed by more than one sector in each country, it is crucial to identify the main sectors and the roles of different actors in providing, managing and influencing the CRVS system in each country. The main sector is the government sector which includes agencies such as the Ministry of Health, the Ministry of Interior, Ministry of Justice, social protection departments, and national statistics offices, as well as, departments responsible for identity documents. The roles and dynamics of these bodies as the main providers of CRVS data varies, and needs to be analyzed, as each country has its own unique system. The second sector is that of international organizations, intergovernmental organizations and civil society– including United Nations Children Fund, World Health Organization, and United Nations Economic Commission for Africa, Plan International, and other local stakeholders that for civil registration – are actively engaged at different levels and in different ways to support CRVS activities in any given country. Given the multiplicity of actors, there is a need to strengthen in-country coordination between the actors at all levels: local, national, regional and international to avoid duplication of efforts and enhance efficient use of resources for CRVS.

2.3 DESCRIPTION AND SCOPE OF WORK

2.3.1 Project Scope

In Scope:

This country level mapping exercise will provide an overview of the existing CRVS systems in two areas:

1- Mapping the CRVS processes and outcomes:

This will include mapping of the following in each country:

- The coverage and completeness of births and deaths registration;
- The current process for reporting the causes of death and medical certification;
- The main providers of registered data, the tools used and the quality of data;
- The international and local partners and their contributions;
- Coordination between different actors in the CRVS field, mechanisms of coordination, digitization, and information sharing tools;
- The strengths and weaknesses of the vital statistics reports at country level;
- The CRVS indicators at national level, birth registration %, death registration % disaggregated by age and sex, early marriages %, trends and targets to be achieved;
- The main gaps in the capacity in delivering CRVS processes, including but not limited to, the birth and death registration, and medical certification practices;
- The innovative approaches used in delivering the CRVS functions; and
- The existing health information systems, and interoperability between different systems used.

2- Identifying areas for technical assistance

- The areas that need technical assistance in each of the CRVS processes and outcomes in each country;
- The financial and technical resources available in the country to provide technical assistance for CRVS processes; and
- The national capacity building plans to upgrade the CRVS processes.

Methodology:

The selected organization will commit to carrying on the mapping according to the rules and regulations in each country, taking into consideration the availability of data, access to country documents and to the key senior officials in the main sectors. The selected organization is expected to use a culturally and ethically responsible approach in collecting data at national and local/district levels.

The selected organization is expected to collaborate with the national and regional bodies such as the national civil registration departments and statistical offices, Africa Programme for Accelerated Improvement of Civil Registration and Vital Statistics (APAI-CRVS) and the Regional CRVS Core Group led by United Nations Economic Commissions for Africa.

It is suggested that this methodology includes:

- The plan of action for the implementation of this mapping in each country;

- The design of the information collection tools, consent forms and ethical considerations, as well as systems for logging responses and organizing the collected information;
- The tools developed to collect data including, Interviews with key country level CRVS sectors officials as needed;
- Interviews with key regional and international stakeholders who have, or who will, play a role in strategies intended to strengthen CRVS systems in each country;
- Collection and analysis of documents and tools of the existing processes, flowcharting, observations, facility records, vital statistics reports;
- Interviews with staff, community workers, other officers related to reporting, notification, and registration of events, and
- Additional data collection tools as needed.

Conditional terms for the implementation:

- 1- The implementing organization will start by carrying out the mapping in only 2 countries;
- 2- The implementing organization will prepare the mapping reports and submit them to the Centre of Excellence as described above;
- 3- The Centre of Excellence will pause for an agreed reflection period to evaluate and adjust the following:
 - a. The number of days and the level of effort needed per country;
 - b. The estimated cost per country;
 - c. The quality of the reports prepared by the implementing organization;
 - d. The capacity of the implementing organization to achieve the expected outcomes of this mapping within the required timeframe.
 - e. The feasibility of the design and scope of the mapping and if any adjustments are needed.

Based on the evaluation of the reports from the two pilot countries, the Centre of Excellence for CRVS Systems will decide on the next steps regarding the continuation of the mapping in the remaining countries.

2.4.2 Expected Outputs

The outputs of the mapping will be reports in English or French, as follows:

- 1- Summarizing the main findings related to the CRVS processes, expected outcomes and national CRVS indicators in the 12 GFF countries, reflecting on the regional perspective, and
- 2- Twelve Country reports: describing the mapping of the CRVS processes, expected outcomes and national CRVS indicators in each of the 12 GFF supported countries.

In addition to the analysis from the above areas, the report of the mapping will describe the following:

1. A strategy outline used to carry out the analysis in each country;
2. A summary of the data collection tools and methodology; including the outreach plan used to contact local organizational and individual stakeholders;
3. A summary of the selection criteria used to identify local and international stakeholders for inclusion in the mapping; and
4. A list of persons interviewed and list of documents reviewed.

2.4.3 Time Frame and Estimated Level of Effort

1. The time for the implementing organization to prepare a **comprehensive overarching report** on the governance and strategic planning level for the region, including all 12 GFF countries, is estimated at **15 working days**.
2. The time estimates for the mapping of the processes and outcomes level in country is estimated at **34 days per country**. A breakdown of the various tasks and estimated time for completion is included in the table below, per country:

Task	Description	Estimated Time (In days)
1	Become familiar with the GFF and the Centre of Excellence, and the country CRVS systems, to be able to explain purpose in communication with potential identified country officials and stakeholders	1
2	Develop in detail an action plan for implementation, as well as criteria for how CRVS sectors and stakeholders will be identified for inclusion in the mapping. Draft invitation messages for introduction at country level and collect material for the desk review.	3
3	Desk review for national strategies, plans priorities, legal framework and documents at country level	3
4	Design information collection tools, to collect the following information from respondents: sector/entity/organization name, key contacts, summary of organizational CRVS functions, technical area of expertise, of activity, capacity to provide technical assistance, etc.	2
5	Prepare and present IDRC with a draft work plan. Seek approval from IDRC and finalize before proceeding with implementing the plan. The work plan should include the methodology, the above material plus any other items necessary for implementing the work plan	2
6	Implement the plan and collect the information from CRVS main sectors providing and using data as well as from the main local and international stakeholders.	10
7	Present a weekly update to IDRC on the progress	1
8	Prepare and provide IDRC with acceptable draft version of the country report	7
9	Validate the country report with the participating sectors/ stakeholders in each country	2
10	Provide IDRC with the final version of the country report	3
	TOTAL	34 days per country

2.5 IDRC RESPONSIBILITIES, SUPPORT, AND REPRESENTATIVES

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. The Project Authority will ensure that appropriate subject matter experts from within

IDRC are available to the Proponent to discuss and provide content material, as well as facilitate cooperation with regional IDRC staff and other stakeholders, as required.

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.

2.6 LOCATION OF WORK AND TRAVEL

Work is expected to take place at the Proponent's site and onsite at IDRC in co-ordination with IDRC's **Project Authority**.

Travel is expected to be required by the Proponent.

2.7 PERIOD OF A RESULTING CONTRACT

A resulting Contract is expected to commence in October 2017 and conclude by April 2018.

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

IDRC will use the following methodology to evaluate Proposals:

3.2.1 Step 1 - Mandatory Requirements

Each Proposal will be examined to determine compliance with all IDRC's **Mandatory Requirements** as set out in **Annex B**. Non-compliant Proposals will receive no further consideration.

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

3.2.2 Step 2 - Rated Requirements

Compliant Proposals will be evaluated and attributed points according to the degree to which they meet or exceed IDRC's **Rated Requirements** as set out in **Annex C**.

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
Annex C	Company section	20		
"	Resources section	10		
"	Methodology section	60		

	Total %	90		
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Points Table	
Points	Points Description
0	Barely addresses any of the stated requirements and completely lacking in critical areas.
3	Adequately meets most of the stated requirements. May be lacking in some areas which are not critical.
5	Meets most stated requirements
7	Meets all stated requirements
8	Meets all stated requirements and may exceed some
10	Exceeds the stated requirements in superlative and beneficial ways.

3.2.3 Step 3 - Financials

Once the Technical Proposals have been rated, Financial Proposals will be scored. The Proponent submitting the lowest price will receive the maximum 10 points on the standard IDRC evaluation scale of 0-10. All other Proponents will receive a prorated score out of 10 based on the relative proportion of their price to the lowest price submitted.

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
4.6	Total pricing, exclusive of taxes	10		
	Total %	10		

3.2.4 Step 5 - Presentation/Interview

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

3.2.5. Step 4 - 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.

3.4 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 5.8, 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 no later than 72 days following the award of a Contract. Upon request from an unsuccessful Proponent, IDRC will provide the reasons why that particular proposal was not selected.

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. Proposals should not exceed 20 pages, single spaced. 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 OFFICIAL LANGUAGES

Proposals may be submitted in English or French.

4.3 ORGANIZATION OF RESPONSES

Responses should be organized as follows, where the sections that follow provide more details:

see RFP Section for full details	File	Contents
4.4	1.0	Cover Letter
4.5, Annex B, and Annex C	2.0	Mandatory Requirements Checklist and Rated Requirements Checklist
4.6	3.0	Technical Proposal
4.7	4.0	Financial Proposal
5.9 and Annex A	5.0	Suggested revisions or additional terms and conditions

4.4 COVER LETTER

The Proponent should provide *as a separate file*.

A one (1) page covering letter on the Proponent's letterhead should be submitted and should include the following:

- a. A reference to the RFP number and RFP title.
- b. 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 5.4).
- d. A statement confirming the Proponent does not have a **conflict of interest** with this RFP, real or perceived (refer to section 5.7).
- 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.

4.5 REQUIREMENTS CHECKLISTS

The Proponent should provide *as a separate file*.

The Proponent **must** complete and include the response grids found in **Annex B- Mandatory Requirements Checklist** and in **Annex C- Rated Requirements Checklist**.

4.6 TECHNICAL PROPOSAL

4.6.1 General

The Proponent should provide *as a separate file*.

4.6.2 Table of Contents

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

4.6.3 Response to the Statement of Work

The Proponent **must** provide detailed information relative to each requirement listed in the Statement of Work, listed in **Annex B- Mandatory Requirements Checklist**, and listed in **Annex C- Rated Requirements Checklist**. The Proponent must clearly outline the work that the Proponent proposes to undertake for the provision of these Services to IDRC.

4.7 FINANCIAL PROPOSAL

4.7.1 General

The Proponent should provide a *as a separate file*.

4.7.2 Financial Requirements

The Proponent **must** provide pricing for all of its proposed Services.

Financial Requirements
<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). 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. See the Notes 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). Prices shall include all components normally included in providing the proposed services such as professional fees, disbursements, engagement support expenses, etc.</p> <p>All prices must include a detailed breakdown and include at a minimum the following:</p> <ul style="list-style-type: none"> i. all inclusive daily rate applicable to proposed personnel who will do the work; ii. estimated total number of billable days to do the work; iii. estimated number of days to be spent in at IDRC's Ottawa office, if applicable.
<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 Note:</i> IDRC's payment terms are NET 30 and IDRC will make no advance on fees.</p>
<p>e. Proponents who must travel to Ottawa for onsite work must indicate if there will be fees chargeable to IDRC.</p> <p>Although it is anticipated that travel requirements will be minimal, if required, all travel costs will be in line with IDRC's Travel Policy guidelines (reference Annex D for more details).</p>
Notes:
<p>1. Taxes</p> <p>1.1 Vendors 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 <i>payable by IDRC</i>.</p> <p>1.2 In accordance with the income tax regulations of Canada, <i>IDRC must withhold 15% of fees and non-exempt expenses of non-resident Vendors working in Canada</i> for transmittal to the Canada Revenue Agency ("CRA"). Such holdback may be either waived by the Canada Revenue Agency ahead of payment (the Vendor must secure the waiver himself / herself) or refunded later to the Vendor by the authorities of his / her country of residence</p>

(where the country in question has a tax treaty with the Government of Canada), upon the Vendor 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 Vendor. 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 (which are located outside of Canada), other tax regulations may apply.

4.7.3 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 5 – CONDITIONS

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

5.1 ENQUIRIES

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 Friday, September 1, 2017, at 11:00 a.m. EDT in order to receive a response prior to the close date. When submitting, Proponents *email subject line* should cite "**RFP #17180029- Country-level Mapping in 12 Selected GFF Countries in Africa on The Processes and Outcomes of CRVS Systems**".

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.

5.2 SUBMISSION DEADLINE

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.

5.3 PROPOSAL SUBMISSION INSTRUCTIONS

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

5.3.1 Method of Sending

The preferred method of proposal submission is electronic, via **email**, in **Microsoft Word** or in **PDF** format to the Contracting Authority named on page 1. Proponents *email subject line* should cite "**RFP #17180029 - Country-level Mapping in 12 Selected GFF Countries in Africa on The Processes and Outcomes of CRVS Systems**" 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.

5.3.2 Number of Copies

The Proponent's electronic submission should consist of **five (5) files** (i.e. 5 separate documents) as noted in section **4.3**.

Note: Should submitting a paper submission (hard copy) be required by the Proponent instead of an electronic submission, the Proponent shall submit **five (5)** copies of the required files in a sealed envelope to: *Address:* IDRC, 150 Kent St., Tower III, 3rd Floor, Mailroom, Ottawa, ON, K1P 0B2, *Attention:* Lindsay Empey, *Reference:* RFP # 17180029 - **Country-level Mapping in 12 Selected GFF Countries in Africa on The Processes and Outcomes of CRVS Systems**

5.3.3 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.

5.3.4 Multiple Proposals

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

5.4 VALIDITY OF PROPOSAL

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

5.5 PROPONENTS COSTS

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

5.6 GOVERNING LAWS

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

5.7 CONFLICT OF INTEREST

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.

5.8 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.

5.9 PROPOSED 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 (reference section **4.3**). Failure to identify objections at the proposal stage may preclude Proponents from raising these objections in the course of any future negotiations.

ANNEX A – Resulting Contract Terms and Conditions

Annex A has been posted to buyandsell.gc.ca as a separate document for retrieval by Proponents.

ANNEX B – Mandatory Requirements Checklist

INSTRUCTIONS:

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

PART 1: *General Mandatory Requirements of this RFP*

These general Mandatory Requirements will be confirmed by IDRC:

#	Mandatory Requirements
Mi.	Met submission close date and time
Mii.	Included all required files

PART 2: *Statement of Work Mandatory Requirements*

As stated in **Section 4.6 Response to the Statement of Work**, the Proponent **must provide detailed information relative to each mandatory requirement**. Indicate in the table, where in the Proponent's Proposal the response to the mandatory requirement can be found:

Example:

#	Mandatory Requirements	Compliant (yes or no)	Response
	RESOURCES		
M1.	Lead Resource must be bilingual.	yes	See page 3, heading "xxxxx", paragraph 3 and 4.

Mandatory Requirements in Response to the Statement of Work:

#	Mandatory Requirements	Compliant (yes or no)	Response
	COMPANY		
M1.	<p>Company - Executive Summary</p> <p>The Proponent shall include a short executive summary highlighting the following:</p> <p>a. a description of the company outlining:</p> <ul style="list-style-type: none"> • the Proponent's business and specializations • the location of its head office and other offices (specify city and province only) • the total number of years the Proponent has been in business • details of any sub-contracting arrangements to be proposed <p>b. a brief summary of what makes the Proponent's organization stand out from its competitors</p>		
	RESOURCES		
M2.	All Proposed Resources - Outline		

	<p>The Proponent shall outline <i>all proposed resources</i> (“delivery of services personnel” and other resources) to be used in completing the project and include:</p> <ul style="list-style-type: none">a. their roles , structure and reporting relationshipsb. name, title, telephone #, email address, location (city and province only*)		
M3.	<p>Delivery Resources Experience – References</p> <p>The Proponent’s response should demonstrate the quality and level of expertise of its proposed team by providing the following:</p> <ul style="list-style-type: none">a. two (2) client references for each proposed “delivery of services personnel” for whom similar services have been done. This shall include: company name, client contact name, contact title, contact telephone number, email address, services period, and brief description of services provided.		

ANNEX C – Rated Requirements Checklist

INSTRUCTIONS:

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 4.6 Response to the Statement of Work**, the Proponent **must provide detailed information relative to each Rated Requirement**. Indicate in the table, where in the Proponent's Proposal the response to the Rated Requirement can be found:

Example:

#	Rated Requirements	Response
	RESOURCES	
R1.	Demonstrate the qualifications of the Lead Resource.	See page 18, Annex B, section 1.1

RATED REQUIREMENTS:

Rated Requirements in Response to the Statement of Work:

#	Rated Requirements	Weight	Response
	COMPANY	20	
R1.	Organization The proponent should demonstrate its experience of working in civil registration and vital statistics, public health, governance, law, health research and/or assessment with the selected countries.	10	
R2.	Network The Proponent should demonstrate that the organization has a global or regional network with representatives at country level to carry out the mapping.	10	
	RESOURCES	10	
R3.	All Proposed Resources Experience – Bio's The Proponent's response should demonstrate the quality and level of expertise of its proposed team by providing the following: a. a one to maximum two page up-to-date bio of each proposed resource that includes relevant work experience, education, and all relative professional designations and certifications.	10	
	METHODOLOGY	60	
R4.	Understanding of IDRC and SOW The Proponent should demonstrate that it has a complete understanding of: a. IDRC; and b. the objectives and requirements in Annex B – Statement of Work	10	
R5.	Approach The Proponent should describe its approach to successfully deliver the requirements detailed in the Statement of Work. Including: a) a described approach that uses gender and culturally sensitive approaches to interviewing and collecting data b) a described approach that is gender responsive in its assessments and in reporting c) identifies the key sectors to be interviewed	30	

	d) identifies the draft data collection tools and proposed plan for validating results of the mapping		
R6.	Project Schedule-Timeline The Proponent must include a draft project schedule, detailing milestones, deliverables and expected outputs.	10	
R7.	Risk The proponent should identify any potential risks and include a plan for mitigation of those identified risks.	5	
R8.	Sample The Proponent should provide a sample of a previous assessment report and/or research report done in this field	5	

ANNEX D – 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.

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.

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, by country, that cover expenses for accommodation, meals, local taxis, laundry, local telephone calls, and gratuities. 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 destination.

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 (where these types of transportation are 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).