



REQUEST FOR PROPOSAL (“RFP”)

RFP Title: CARIAA Summative Evaluation	RFP #: 17180034
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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 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. 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 an independent evaluation team (“Consultant”) to conduct a summative evaluation of the Collaborative Adaptation Research Initiative in Africa and Asia (CARIAA) program 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
- Annex E- CARIAA Logical Framework
- Annex F- CARIAA Theory of Change Diagram
- Annex G- Gender Assessment Framework

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	November 22-29, 2017
Interviews/Presentations by Proponent(s) if required	TBA

Finalize Contract with Lead Proponent	November, 2017
Commencement of Services	December 4, 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

More than one billion people live in deltas, semi-arid lands, and glacier- and snowpack-dependent river basins in Africa and Asia, hot spot regions that are the most vulnerable to climate change. The Collaborative Adaptation Research Initiative in Africa and Asia (CARIAA) builds resilience in these hot spots by supporting collaborative research on climate change adaptation to inform adaptation policy and practice.

CARIAA is a \$70 million partnership between the Department for International Development (DFID) in the United Kingdom and Canada’s International Development Research Centre. Details on the program as a whole are available online (www.cariaa.net). CARIAA supports collaborative research by four consortia, each addressing a particular climate change hot spot. The four consortium are *Adaptation at scale in semi-arid regions* (ASSAR, www.assar.uct.ac.za), *Deltas, vulnerability & climate change: migration & adaptation* (DECCMA, www.deccma.com), *Himalayan adaptation, water, and resilience research* (HI-AWARE, www.hi-aware.org), and *Pathways to resilience in semi-arid economies* (PRISE, prise.odi.org). Each consortium has selected study areas based on geographic and social similarities in the way they experience climate change despite being spread across different countries and continents. The consortia model provides opportunities for institutions with varying expertise and geographic scope to come together to share knowledge and experience across disciplines, sectors, and geographic areas. Overall, 18 institutions from the North and the South partner with over 40 additional partner organizations to deliver research in 14 countries: 5 from South Asia and 9 from Africa. The program began in 2012 and will end in March 2019, with the current support to consortia ending in November 2018.

The CARIAA program design and logframe describe three objectives: Generate and share new knowledge on vulnerability and adaptation in hot spots; Build new capacities by strengthening expertise among researchers, policymakers, and practitioners, and inform better policy and practice through engagement. The program theory of change was the focus of a phased mid-term evaluation which also examined research-into-use and policy entry points. A separate mid-term review assessed a sample of papers produced by the program, and found two-thirds were “acceptable” or higher on a scale from gender-blind to gender-transformative.

2.2 SCOPE OF WORK

2.2.1 Project Scope

As CARIAA enters its final year of operation, the program seeks to commission a summative evaluation.

The primary intended users of this evaluation are IDRC and the UK Department for International Development (DFID) as donors, and the four consortia whose work the program supported. The primary intended uses of the evaluation cover both accountability and learning. The public organizations that

invested in this program require an evaluation to account for the results of this public funding. The evaluation will be shared with management at DFID and the Board of Governors at Canada's IDRC and made publicly available on the internet. The accountability orientation of the evaluation will be met by assessing results, including research quality, program outcomes, and relevance.

The evaluation questions, timing, and learning uses were discussed at the CARIIA Executive Committee in July 2017. They wish to have the evaluation provide advice for future programming in both the short- and longer-term. Evaluation findings are needed by spring 2018. The evaluation will therefore take place early in the final year of the program. The evaluators are expected to assess outcomes realized to date and evaluate whether other expected outcomes are on track to be realized. It will offer an assessment of which of these outcomes are promising (for who, according to whom, on what basis), and provide an evidence-based judgement for suggesting further work around those outcomes. Alongside this evaluation, CARIIA intends to conduct an internal review focused on program design and implementation. For this reasons, external evaluators are not expected to make specific recommendations regarding future program design. Both the evaluation and internal review are expected to provide advice for future programming, particularly elements of CARIIA results and program that warrant being sustained, scaled, or replicated beyond 2018.

It is possible that a subsequent evaluation could be commissioned at the end of the program or later to assess outputs, outcomes and impacts that emerge, and the sustainability of CARIIA's results.

The evaluation questions for the external evaluation are:

- Was CARIIA-funded research high quality? (refer to [Research Quality plus](#) (RQ+), including consideration of whether the chosen research methods appropriate, and incorporating gender assessment framework (Annex G) from CARIIA review)
 - How does the volume and quality of outputs compare to other programs with a similar thematic focus? (including other consortia or partnerships, such as IDRC's Climate Change Adaptation in Africa (CCAA) program, BRACED, CDKN, Ecosystem Services for Poverty Alleviation, Future Climate for Africa among others)

- To what extent did CARIIA meet its objectives and intended program outcomes? How do the results of the program connect to its theory of change (within the spheres of control and influence)? To what extent is the program on track to meeting its final intended outcomes?
 - How relevant and significant are those outcomes relative to CARIIA's purpose, and the priorities for climate change adaptation in the hotspots it targeted? Were there any significant unexpected outcomes, whether positive or negative?
 - Has CARIIA already contributed to adaptation impacts? Where, for whom, and how significant are those impacts?

- Which results offer particular promising opportunities to realize further impact, whether through additional time, scaling, or replicating elsewhere? What are the most promising outcomes that could be deepened by an extension to CARIIA?
 - Which results might warrant a continuity of current activities, participants, or relationships in order to realize their potential?
 - What new research questions emerge from CARIIA results that could be addressed in future program or a new call for reconfigured consortia?

2.2.2 Methodology and Data Sources

The consultants are expected to design and implement a robust evaluation of the CARIIA program to answer the evaluation questions and inform the evaluation's intended uses. To begin, the evaluators will attend a two-day inception workshop at IDRC head office in Ottawa, Canada. This workshop is intended to familiarize the consultants with IDRC procedures, deepen their understanding of the CARIIA program and this evaluation, and gain access to documentation. Following the workshop, the evaluators are expected to review documents and have initial discussions with consortia members as they develop their work plan, focusing on what results each feels it has achieved, including overview of monitoring data available. During this inception phase, the consultants shall prepare a full evaluation design, including work plan describing overall approach, methods, sampling technique, evaluation matrix, data collection and analysis plan, measures to ensure ethical conduct and confidentiality, draft interview or survey instruments, and calendar of activities. The work plan should include up to five days for engaging CARIIA staff and program committee in order to present the report, discuss findings, and reflect on their implications.

The evaluation should make full use of available documentation, including:

- List of publications and outputs produced with support from CARIIA
- Program theory of change and learning framework
- Impact stories around development outcomes, Stories of change
- Logframe and monitoring dashboard
- Staged evaluation reports (covering research use, hotspot approach, & policy entry points)
- Mid-term gender review
- Proceedings from Annual Learning Reviews
- Progress reports to Executive Committee
- Biannual technical reports from, and monitoring reports on, each consortium
- Minutes of Program Management Committee and CARIIA team meetings

IDRC will facilitate access to documents, research outputs, and contact information for CARIIA participants across the four consortia.

The evaluation should also collect primary data from program stakeholders, boundary partners, external experts, research users, other climate change adaptation programs, and other informants. The evaluation design could include two phases. A first phase of data collection and analysis could be designed to allow the evaluators to comprehensively identify and initially evaluate outcomes and any early impacts, including those intended and unintended, positive and negative. A second phase could further investigate and situate a sample of the outcomes, including some outcomes and solutions that may be most promising for further support. This phase could include subsequent data collection including possibly through field work to address data gaps, capture multiple perspectives, verify findings, and other needs not addressed by available documentation. The need for additional travel will be determined in accordance with this work plan, and if needed, will be covered directly by IDRC.

The evaluation of research quality should be based on a sample of CARIIA-funded research. The consultants should adapt IDRC's RQ+ assessment framework to suit the organization of CARIIA's research program, which is consortia- rather than project-based. The evaluation of research quality will pay additional attention to gender analysis, using the framework CARIIA applied to outputs at its mid-term.

All data should be systematically analyzed and triangulated in order to arrive at evaluative conclusions. Most work for this evaluation would be outside of IDRC premises, relying on communication through email, phone, and/or web conferencing.

2.2.3 Deliverables and Timelines

The first deliverable will be an Inception Report describing the evaluation design, specifying the methods to be used and work plan of activities to be undertaken to answer the evaluation questions. This report should provide sufficient detail to account for person-days of work against activities towards answering the evaluation questions.

The second deliverable will be a presentation of preliminary findings which identifies program outcomes (both intended & unintended/emergent, whether positive & negative) and initial assessment of research quality. This presentation will also identify next steps to evaluate and situate promising outcomes. The evaluators will submit a set of slides (using PowerPoint or similar software) and engage users over a one-hour web-conference (15-20 minutes followed by questions & answer session).

As necessary, the evaluation team would update the work plan contained in the inception report to reflect significant changes in the proposed travel, activities, or allocation of time. Ideally this might only occur once after the presentation of preliminary findings. Note that CARIIA representatives expect to meet around *Adaptation Futures 2018* (13-22 June in Cape Town, South Africa). CARIIA will seek to engage a set of other consortia-based programs engaged in climate adaptation in Africa and Asia ahead of the conference. This is an opportunity to engage multiple participants in a single location.

The key deliverable will be an evaluation report not to exceed 45 pages, not including technical annexes. The inception report as well as a draft version of the report will be reviewed for quality by IDRC policy and evaluation division, and DFID evaluation. Outputs will be shared for comment from the CARIIA program management committee. Based on feedback from these three sources, the consultants will revise and submit a final report accompanied by an executive summary (not to exceed 1000 words).

Month	Task
November 2017	Contract Commences
18-19 December 2017	Inception meeting with Consultant
January 2018	Document review and familiarization with program and consortia
29 January 2018	Inception Report with evaluation design including method and work plan
February - March 2018	Subsequent data collection and analysis to identify outcomes and initial assessment of research quality
April 2018	Presentation of preliminary findings and proposed next steps, including Web conference for feedback from users
May - June 2018	Deeper data collection and analysis to evaluate and situate promising outcomes & results, and detailed assessment of research quality
6 July 2018	Submission of draft evaluation report IDRC, DFID, and Program Management Committee deliberation and feedback
August 2018	Submission of final evaluation report and executive summary

2.2.4 Consultant Profile

The evaluation will require a team of consultants who combine knowledge and expertise with evaluation, research-for-development programming, climate change adaptation, and gender analysis.

One evaluator will act as the team leader. The team leader will provide overall guidance for the evaluation process, and be responsible for the quality and timeliness of all outputs. The evaluation is open to firms as well as groups of individuals. IDRC will not consider individual applications and applications that do not clearly identify the team leader. Only one contract will be issued with the group of individuals or firm selected.

The evaluation team will consist of members who between them should have the following skills, experience and competencies:

- Experience in the design and conduct of program-level evaluation of multi-partner initiatives, from a systems perspective.
- Experience in evaluating the results of research-for-development projects and multi-organizational programs (research quality, communication and supporting research use, commercialization, capacity building, policy influence, and scaling research results).
- Knowledge and experience in climate change adaptation issues in low- and middle-income countries, including context knowledge of poverty and vulnerability in Africa and South Asia.
- Other sectoral knowledge including, but not limited to, knowledge of other donors and programs working on climate change adaptation issues, knowledge of regional climate change research priorities and programs and key stakeholders in low and middle income countries, and knowledge of research users and the policy communities in climate change adaptation fields.
- Knowledge and experience in integrating equity and gender dimensions in development research.
- Ability and experience working with multi-organizational initiatives (both donors and implementers).
- Strong communication skills including diplomacy and inter-cultural communication.
- Ability to integrate qualitative and quantitative data
- Strong report writing and presentation skills, ability and experience in communicating complex technical ideas using non-technical language to diverse audiences.
- Ability to work in an iterative, collaborative team approach; ability to give and receive constructive feedback.
- Language capacities in English and French

2.3 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. All evaluations are expected to adhere to IDRC's quality standards, which includes attention to ethics. 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 coordinate the decision-making processes between IDRC and DFID for this evaluation and will coordinate feedback from the Program Management Unit. Using established program governance structures with the addition of evaluation expertise from both organizations, IDRC and DFID will jointly make key decisions for this evaluation, including developing the scope of work in this RFP, approval of the evaluation design and workplan, offering feedback on the draft report, and approval of the final report. IDRC and DFID will coordinate on a management response to the evaluation.

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, answer questions on terms and conditions, and manage the receipt and payment of invoices.

2.4 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.

2.5 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.

2.6 ESTIMATED BUDGET

The estimate to complete the evaluation including all costs and GST is between CAD \$180,000 to \$200,000. This estimates includes all fees, but excludes travel (including airfare, per diems, and incidentals).

The consultant's budget should clearly identify the daily rate, level of effort expected (number of days), and expenses related to data collection and analysis. In preparing this budget, the consultants should

contemplate the time required for document review as well as additional data gathering required (e.g. surveys or interviews), time required to prepare the draft and final evaluation reports, up to five days of time for engaging CARIAA staff and program committee in order to present the report, discuss findings, and reflect on their implications, and any additional expenses related to the above activities.

IDRC will provide standard per-diem rates, and will procure all air tickets directly through its designated travel agency. Travel expenses to Ottawa to attend the inception workshop, as well as any additional travel required, will be provided by IDRC.

2.7 DURATION / PERIOD OF A RESULTING CONTRACT

A resulting Contract will is expected to commence December 2017 and conclude by August 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

The following methodology will be used 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 C**. Non-compliant Proposals will receive no further consideration.

RFP Section	Mandatory Requirements	Weighting A	Points 0-10 B	Score A x B
Annex C	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 D**.

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
Annex D	Evaluation approach	30		
"	Resources	25		
"	Similar Work	25		
"	Risk assessment and mitigation	5		
	Total %	85		

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.

Travel expenses will not be used for scoring.

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
4.6	Total pricing, exclusive of taxes	15		
	Total %	15		

3.2.4 Presentations/Shortlist

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

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 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.

3.4 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. 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	2.0	Technical Proposal including CV's
4.5	3.0	Mandatory Requirements Checklist and Rated Requirements Checklist
4.6	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 C- Mandatory Requirements Checklist** and in **Annex D- Rated Requirements Checklist**.

4.6 TECHNICAL PROPOSAL

The Proponent should provide *as a separate file*.

4.6.1 Table of Contents

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

4.6.2 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 C- Mandatory Requirements Checklist**, and listed in **Annex D- 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

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

4.7.1 Financial Requirements

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

Requirements	Weight (%) 15
<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.</p>	
<p>c. 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 day to be spent in at IDRC’s Ottawa office, if applicable. <p>Each requirement should outline the timeline being proposed with daily rates provided per resource.</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.</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 Note:</i> IDRC’s payment terms are NET 30 and IDRC will make no advance on fees.</p>	

<p>NOTES:</p> <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 payable by IDRC.</p> <p>1.2 In accordance with the income tax regulations of Canada, IDRC must withhold 15% of fees and non-exempt expenses of non-resident Vendors working in Canada for transmittal to the Canada Revenue Agency (“CRA”). Such holdback may be either waived by the Canada Revenue</p>
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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 (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/nrrsdnts/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.

4.7.2 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 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 Wednesday, November 15, 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 # RFP17180034, CARIAA Summative 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.

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 "**RFP17180034, CARIAA Summative 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.

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**.

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

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

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 AND INDEPENDENCE

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.

To ensure the independence of the evaluation of CARI AA, Proponents must not have had any grant funding from the Program, and must not be in negotiation for future grant funding or service contracts with the Program.

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

Below is the proposed sample Contract and Terms and Conditions (reference section 5.9).

Specific Terms and Conditions of the Contract

CONSULTING CONTRACT NO. _____

This Contract is between _____ (“**Consultant**”) and Canada’s **International Development Research Centre**, 150 Kent Street, PO Box 8500, Ottawa, ON, K1G 3H9 (“**IDRC**” or “the **Centre**”).

The parties agree as follows:

1. TERMS OF REFERENCE AND SCHEDULE

1.1 Summary

1.2 Scope

1.3 Schedule

1.4 Service Location

1.6 Contract Resources

The following individuals are the main contacts for this Contract:

IDRC will be represented by:

The **Consultant** will be represented by:

It is understood that the Consultant will assign performance of all work under this Contract to _____. Written authorization from IDRC’s **Project Authority** must be obtained in advance for any substitution of personnel. The Consultant must ensure that its employees, subcontractors and assignees alike are subject to the terms and conditions of this Contract, which shall take precedence over any other terms and conditions that may exist between the Consultant and those persons.

2. FEES

In consideration of these Services, IDRC will pay the Consultant _____.

3. TRAVEL AND TRAVEL EXPENSES

4. INVOICES

4.1 Invoice Schedule

The Consultant shall invoice IDRC according to the following schedule:

4.2 Invoice Submission Instructions

Invoices and any required backup documentation must be sent electronically to: ap-cc@idrc.ca, attention: **Accounts Payable**

Invoices must be set out as follows:

- IDRC's **Consulting Contract number**;
- Invoice number;
- Invoice Date;
- Fees (daily rate and number of days or unit rate and number of units or fixed price);
- Detailed travel expenses as stipulated in the Contract, if applicable;
- Canadian 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 are charging back to IDRC;
- Canadian GST/HST registration number, if applicable; and
- Currency.

5. PAYMENTS

5.1 Payment Inquiries

Payment inquiries should be sent electronically to: ap-cc@idrc.ca, attention **Accounts Payable**.

5.2 Payment Method

All payments related to this Contract will be made based on information provided by the Consultant in the **Supplier, Tax and Bank Information form**, which will form part of the Contract and should be supplied from time to time to IDRC for updates to the information.

5.3 Advance Payments

IDRC will make no advance on fees and travel expenses.

5.4 Conditions Precedent for Payment

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

- a) Completion and delivery of the information requested in the **Supplier, Tax and Bank**

Information form.

- b) Satisfactory performance of Services and satisfactory completion of Deliverables.
- c) Proper completion of invoice(s) as set out in the **Invoice section** above.

IDRC will issue payment of fees, and travel expenses if applicable, according to IDRC’s standard payment period of **thirty (30) calendar days**. The **payment period is measured** from the date IDRC receives the duly completed Supplier, Tax and Bank Information form, or the date IDRC receives an acceptable invoice, or the date the Services and Deliverables are performed and delivered in acceptable condition as required in the Contract, whichever is latest. If the content of the invoice or the requisite form is incomplete, if the Services have not been performed in accordance with this Contract, or the Deliverables are not accepted by IDRC, the Consultant will be notified and the payment period will be deferred until all deficiencies have been rectified to IDRC’s satisfaction.

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

IDRC will not pay more than one (1) day of fees per 24-hour period. IDRC will not pay any fee nor any travel 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 IDRC. 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 IDRC harmless against said Tax Claims.

6. SPECIAL CONTRACT CONDITIONS

7. CONTRACT DOCUMENTS

The Specific Terms and Conditions of the Contract, Attachment **A**- General Terms and Conditions of the Contract, Attachment **B**- Travel and Travel Expenses, constitute the entire Contract between the parties.

The Contract documents are complementary and what is called for in any one shall be binding as if called for by all. The Contract documents shall be interpreted as a whole and the intent of the whole rather than the interpretation of any particular part shall govern. In the event of a conflict between them, the Contract documents shall have precedence among themselves in the order as listed above.

8. CONTRACT ACCEPTANCE AND SIGNATURES

By signing this Contract, each party accepts the contents of the Contract.

This Contract will become effective when all the parties have signed it. The date this Contract is signed by the last party to sign (as indicated by the date associated with the party’s signature) will be deemed the date of this Contract.

CONSULTANT

IDRC

By: _____
Signed

Printed Name

Title

Date

By: _____
Signed

Printed Name

Title

Date

Attach:

- Attachment **A** – General Terms and Conditions of the Contract
- Attachment **B** – Travel and Travel Expenses
- Attachment **C** – _____

ATTACHMENT A - General Terms and Conditions of the Contract

A1. DEFINITIONS

For the purposes of this Contract:

“Commencement Date” shall mean the date on which the Services 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 IDRC, and includes, without limitation, IDRC’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, subcontractors and agents, as applicable, and any other representative for whom the Consultant is responsible at law.

“Contract” shall mean the **Specific Terms and Conditions of the Contract**, including any and all **attachments** incorporated therein by reference. In the event of a conflict between the Specific Terms and Conditions versus the attachments, the Specific Terms and Conditions shall prevail.

“Day” means seven and a half hours (7.5) hours, unless otherwise specified in the Order, and exclusive of meal breaks, with no provision for annual leave, statutory holidays and sick leave.

“Deliverables” means the items to be written, developed or prepared by the Consultant pursuant to this Contract, including, without limitation, all works of authorship, reports, recordings, information, documents, materials, or software, whether in hard copy or electronic form.

“Derivatives” shall mean: 1. any translation, abridgement, revision, or other form in which an existing work may be recast, transformed, or adapted; 2. for patentable or patented material, any improvement

thereon; and, 3. 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.

“IDRC” or “the Centre” means the International Development Research Centre.

“Services” mean the services to be provided by the Consultant in accordance with the Contract, including the Deliverables as set out in the Contract.

“Termination Date” shall mean the earlier of (a) the date on which all Services and Deliverables have been performed and delivered; (b) the end date as specified in the Contract; and (c) the date on which the Contract terminates by operation of the Termination provisions contained in this Contract.

A2. TIME OF ESSENCE

Time shall be of the essence of every provision of this Contract.

A3. ENTIRE AGREEMENT

This Contract supersedes all previous Contracts and correspondence, oral or written, between IDRC and the Consultant, pertaining to the subject matter of this Contract, and represents the whole and entire understanding between the parties. No modification, variation or amendment of it shall be binding upon the parties unless it is in writing and signed by both parties.

A4. NON-EXCLUSIVITY

This Contract shall not grant the Consultant exclusivity of supply. IDRC may perform services or develop items similar or identical to the Services or Deliverables, or obtain them from any third party.

A5. WARRANTY

The Consultant covenants that it will provide its Services pursuant to this Contract in a diligent and workmanlike manner, with regard to the best interests of IDRC, and warrants that its personnel possess the skill and experience necessary to the satisfactory performance of the Services.

A6. TAXES

IDRC is generally NOT exempt from Canadian sales tax (HST/GST), unless otherwise specified in the Contract.

The Canada Revenue Agency (CRA) is responsible for the administration of the GST or HST and income tax regulations. The Consultant must 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>.

Tax withholding of 15%: Notwithstanding anything to the contrary in this Contract, IDRC will withhold 15% of fees and non-exempt travel expenses of **non-resident Consultants working in Canada** unless they hold a Contract-specific waiver from the CRA. IDRC 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.

A7. INVOICES

Invoice requirements are noted in the **Invoices section** of the **Specific Terms and Conditions of the Contract**.

A8. PAYMENTS

Conditions precedent for payment are noted in the **Payments section** of the **Specific Terms and Conditions of the Contract**.

A9. TERMINATION

Termination for Cause: In addition to or in lieu of any other remedies that IDRC has in law or in equity, IDRC may terminate this Contract immediately without notice in the event:

- a) The Consultant breaches any material term of this Contract, and fails to remedy such breach within thirty (30) calendar days of receiving notice to do so by IDRC.
- b) IDRC, in its sole discretion, determines that the Consultant made a misrepresentation during the process of selection.
- c) The Consultant:
 - i. ceases to carry on business,
 - ii. 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
 - iii. 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.

Termination without Cause: IDRC may at any time by notice in writing suspend the work of the Consultant or any part thereof. This Contract may be terminated in its entirety or in part by IDRC upon written notice. On such termination or suspension, the Consultant shall have no claim for damages, compensation, or loss of profit against IDRC except payment for Services performed and Deliverables submitted up to the date of notice of such suspension or termination, or completed thereafter in accordance with the notice.

A10. INSURANCE

The Consultant is responsible for taking out at its own expense any insurance deemed necessary while executing this Contract.

If the Consultant will be working on-site at IDRC, the Consultant shall maintain during the term of this Contract, Commercial General Liability insurance in the amount of not less than CAD 5,000,000.00 inclusive per occurrence, with IDRC named as "additional insured", unless otherwise specified in the Contract.

Upon the request of IDRC, the Consultant shall provide the **insurer's certificate**.

A11. USE OF IDRC PROPERTY

Access to Information Systems and Electronic Communication Networks: During the course of this Contract, the Consultant may be provided with access to IDRC information systems and electronic communication networks. The Consultant, on behalf of its/his/her employees, subcontractors and representatives, agrees to abide by IDRC policies concerning use of such information systems and networks. IDRC 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.

Access to IDRC Premises: The parties agree that reasonable access to IDRC'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 IDRC. The Consultant agrees to observe all IDRC security requirements and measures in effect at IDRC's premises to which access is granted by this 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 IDRC.

A13. RELATIONSHIP WITH IDRC

Nothing in this Contract 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 IDRC, or to bind IDRC 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 IDRC. The Consultant 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 IDRC in respect of any such remittances which may be subsequently required by the relevant authorities, together with any related interest or penalties which IDRC may be required to pay.

A14. CONFIDENTIALITY OF INFORMATION

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

Exclusions from Nondisclosure and Non-use Obligations: The Consultant's obligations under the preceding subsection with respect to any portion of the Confidential Information shall terminate when the Consultant can document that:

- a) it was in the public domain at or subsequent to the time it was communicated to the Consultant by IDRC through no fault of the Consultant;
- b) 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 IDRC; or
- c) it was developed by the Consultant, its employees or agents independently of and without reference to any information communicated to the Consultant by IDRC.

A disclosure of Confidential Information (1) in response to a valid order by a court or other governmental body, (2) otherwise required by law, or (3) 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 IDRC to seek a protective order or otherwise prevent such disclosure.

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

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

This section shall survive the termination of this Contract.

A15. ASSIGNMENT OF COPYRIGHT AND WAIVER OF MORAL RIGHTS

In consideration of the fees paid, the Consultant, its employees, subcontractors, successors and assignees expressly agree to assign to IDRC any copyright arising from the Deliverables. The Consultant hereby agrees to waive in favour of IDRC any moral rights in the Deliverables. The Consultant shall secure any additional waivers of moral rights in the works in favour of IDRC, from personnel and subcontractors, as appropriate.

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

A16. PATENT, TRADE MARK, TRADE SECRET AND COPYRIGHT INFRINGEMENT

The Consultant covenants that no Services or Deliverables to be provided to IDRC under this Contract 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 Deliverables provided pursuant to this Contract 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 Deliverables by IDRC.

The Consultant agrees to indemnify and hold IDRC harmless from and against any and all damages, costs, and expenses (including court costs and reasonable legal fees) incurred by IDRC 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 IDRC has a liability in this regard.

This section will survive termination of the Contract.

A17. 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 Services and Deliverables being contemplated by this Contract.

The Consultant 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 IDRC 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.

A18. COMPLIANCE WITH LAWS

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). IDRC 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.

A19. GOVERNING LAW

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.

A20. 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.

A21. 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.

A22. FORCE MAJEURE

Neither party shall be in default by reason of its delay or failure to perform its obligations by reason of strikes, lockout or other labour disputes (whether or not involving the party's employees), floods, riots, fires, acts of war or terrorism, explosions, travel advisories or any other cause beyond the party's reasonable control. Each party will use its best efforts to anticipate such delays and failures, and to devise means to eliminate or minimize them.

A23. NOTICES

Any notices, requests, or demands or other communication relating to this Contract shall be in writing and may be given by: 1. hand delivery, 2. commercial courier, 3. facsimile, 4. registered mail, postage prepaid, or, 5. electronic mail.

Any notice so sent shall be deemed received as follows: 1. if hand delivered, on delivery, 2. if by commercial courier, on delivery, 3. if by registered mail, three (3) business days after so mailing, or, 4. if by facsimile or electronic e-mail, on the date sent. The initial address and facsimile number for notice are set out in this Contract and may be changed by notice hereunder.

A24. REVIEW AND AUDIT

The Consultant agrees, if IDRC so requests at any time up to two (2) 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 IDRC reasonable access to all financial records relating to the Services and Deliverables to permit IDRC to audit the use of its funds. This shall include books of account, banking records and, in the case of individuals, credit card statements.

This section will survive termination of the Contract.

A25. 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.

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.

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.

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	Compliant (yes or no)	Response
	Company Information		
M1.	<p>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 why the proponent would be interested in and suitable for undertaking the work described in this RFP</p>		
M2.	<p>All Proposed Resources</p> <p>The Proponent must outline the proposed lead resource and all other proposed resources to be used in providing the services</p>		

	<p>(including any subcontracting relationships that are required) and include:</p> <ul style="list-style-type: none">a. name, title, telephone #, email address, location (city and province/state only); andb. their roles, structure and reporting relationships.		
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ANNEX D – 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	Weight	Response
		85	
R1.	Evaluation Approach The Proponent must clearly outline the work that the Proponent proposes to undertake for the provision of these Services to IDRC.		
	Demonstrate an understanding of IDRC, CARIIAA and the statement of work	10	
	Proposed methodology to address the three evaluation questions (to be refined in inception phase)	20	
R2.	All Proposed Resources Experience – CV's The Proponent's response should demonstrate the quality and level of expertise of its proposed team by providing the following: a one to maximum two page up-to-date CV of each proposed resource that includes relevant work experience, education, and all relative professional designations and certifications.		
a)	Experience in the design and conduct of program-level evaluation of multi-partner initiatives	5	
b)	Experience in evaluating the results of research-for-development projects and multi-organizational programs	5	
c)	Knowledge and experience in climate change adaptation issues in low- and middle-income countries, including context knowledge of poverty and vulnerability in Africa and South Asia.	5	
d)	Knowledge and experience in integrating equity and gender dimensions in development research.	5	
e)	Additional elements of the consultant profile (2.2.4), including the ability to read documents and speak in both English and French	5	
R3.	Similar Work		

	The Proponent's response should provide a brief description of three (3) relevant program evaluations. This shall include: company name or client contact name, contact title, contact telephone number, email address.		
a)	These should highlight programs of similar size and complexity	15	
b)	And highlight relevant experience evaluating research and/or international development programs	10	
R4.	Risk Assessment The proponent identifies risk to the quality or timely completion of the evaluation assignment		
a)	These should be matched with mitigation measures to be taken in response to ensure quality and timeliness	5	