

Project Title: Technical Assistance Project in Support of the Implementation of the Emerging Senegal Plan (TA-ESP Project)

A. AMENDMENT TO THE RFP

1 At the Instructions to Bidders, Data Sheet, Paragraph Reference, Definitions (ff):

REMOVE:

“The RFP Closing Date is November 24, 2017 at 2:00 PM, Eastern Daylight Saving Time (EDT) (RFP Closing Date)”

REPLACE with:

“The RFP Closing Date is November 28, 2017 at 2:00 PM, Eastern Standard Time (EST) (RFP Closing Date)”

2 At Section 1. Section 1.Instructions to Bidders (ITB), DATA SHEET, Paragraph

Reference 11.19 and 12.4 (d):

DELETE the current version and **REPLACE** with the following, revised version:

11.19 and 12.4 (d)	<p>The total Financial proposal to be evaluated will be the sum of FIN-1A and FIN-1B. FIN-1A is the sum of the total cost of Fees and the total overseas costs for Personnel on long-term assignment.</p> <p>i) The total cost of Fees will be calculated by adding the sub-totals of costs related to the Bidder’s average Fees multiplied by DFATD’s fixed level of effort for each position of Personnel identified by DFATD in the RFP in accordance with FIN-1A.</p> <p>ii) The total cost for personnel on long-term assignment abroad will be calculated by adding the costs associated with housing, utilities and relocation costs (mobilization / demobilization).</p> <ul style="list-style-type: none"> • Costs for relocation (mobilization / demobilization) will be calculated by adding the subtotals of the costs associated with the mobilization and demobilization for each position identified by DFATD. • The costs for housing and utilities will be calculated by multiplying the average monthly all-inclusive rate by the number of months identified by DFATD for each position identified by DFATD. <p>For each position identified by DFATD, if the Bidder provides an average monthly rate which is higher than the average monthly ceiling rate of \$6274 for housing and utilities:</p> <ul style="list-style-type: none"> • For evaluation purposes, DFATD will use the average monthly ceiling rate. • For contracting purposes, the annual rates in the resulting contract will be calculated pro-rate based on the ceiling as indicated below. <p>For example:</p> <p>For the purpose of the example, the ceiling rate is \$6274 and Bidder B is the winning bidder.</p>
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Position	Year 1	Year 2	Year 3	Year 4	Year 5	Average Rate
Project Director	7600	6400	6537	6879	6300	6743
Senior Adviser in PFM	6400	6500	6675	7000	6271	6569
Senior Adviser in Public Admin.	6000	6700	6859	6859	5000	6283

Should Bidder B’s average rate exceed the ceiling rate, DFATD will calculate the pro-rata ratio by dividing the ceiling rate by Bidder B’s average rate (up to 2 decimal numbers). The monthly rates for year 1, 2 and 3 will be prorated using the calculated ratio. For the purpose of the example, the following table shows the adjusted rates:

Ratio :

Project Director – ceiling / average = 6274/6743 = 0.93

Senior Adviser in PFM - ceiling / average = 6274/6569 = 0.95

Senior Adviser in Public Admin. – ceiling / average = 6274/6283 = 0.99

Position	Adjusted Year 1	Adjusted Year 2	Adjusted Year 3	Adjusted Year 4	Adjusted Year 5
Project Director	7600*0.93= 7068 \$	6400*0.93= 5952 \$	6537*0.93= 6097 \$	6879*0.93= 6397 \$	6300*0.93= 5859 \$
Senior Adviser in PFM	6400*0.95= 6080 \$	6500*0.95= 6175 \$	6675*0.95= 6341 \$	7000*0.95= 6650 \$	6271*0.95= 5957 \$
Senior Adviser in Public Admin.	6000*0.99= 5940 \$	6700*0.99= 6633 \$	6859*0.99= 6790 \$	6859*0.99= 6790 \$	5000*0.99= 4950 \$

The adjusted monthly rates will be incorporated in the resulting contract.

Should the Bidder include any positions, other than those identified by DFATD, they will be deemed not included in the Bidder’s financial proposal. The costs associated with these positions will not be taken into consideration in the financial evaluation nor will they be included in the resulting contract.

Costs related to Contractors and Personnel, other than those identified by DFATD, may be determined during implementation and will not exceed the budget set-aside specified under FIN-1B.

- 3 At Section 2. Technical Proposal - Standard Forms, FORM TECH-5B

RISK REGISTER:

DELETE the current version and **REPLACE** with revised version included at the end of this document.

- 4 At Section 4. Terms of Reference, Annex B – Consultant’s Specific Mandate, 3.5 Personnel:

INSERT

“3.5.3 Personnel to be identified after contract signature

The Consultant must identify and present the Curriculum Vitae of one (1) individual proposed for each of the following positions within a three-month period after Contract signature for DFATD’s approval in accordance with General Condition of Contract (GCC) 2.4.

- **Local Environmental Specialist, based in Dakar**
- **Local Gender Specialist (GWG), based in Dakar**
- **Procurement Officer, based in Dakar”**

- 5 At Section 5. Evaluation Criteria, Rated Evaluation Criteria:

INSERT

“All academic qualifications and experience must have been acquired or completed before the RFP Closing Date.”

- 6 At Section 5. Evaluation Criteria, Rated Evaluation Criteria, Proposed Methodology, Requirement 6:

DELETE the current version and **REPLACE** with the following, revised version:

Requirement 6: Capacity to determine risks and establish corresponding mitigation measures (up to 25 points)

Using form **TECH-5B “Risks Register”** the Bidder should identify three (3) operational or development risks and two (2) financial risks it foresees having to manage as part of this project. The Bidder should describe the consequences and propose a response to each of these five (5) risks.

Note: Bidders are free to use risks identified in Section 4. Terms of Reference or identify additional risks.

6.1 For the five (5) risks identified, the Bidder should: (up to 25 points)

- a) Describe the consequences of the risk incurred for the project (1 point per relevant consequence, up to 3 points per risk, for a total of 15 points);
- b) Propose a relevant risk response (2 points per response, per risk, for a total of 10 points).

The relevance of the answer will be assessed on the basis of the link that it represents in relation to the identified risk as well as the probability that this response will reduce/mitigate the risk in question.

A maximum of four (4) pages may be submitted for this requirement.

7 At Section 5. Evaluation Criteria, Proposed Personnel:

INSERT

“An “**assignment**” means as a mandate with specific duties, deliverables and specific periods. An assignment could be part of a full-time job.”

8 At Section 5. Evaluation Criteria, Proposed Personnel, Requirement 10.2 Experience:

DELETE the current version and **REPLACE** with the following, revised version:

10.2. Experience (up to 75 points):	75
<p><u>10.2.1 Experience in management of International Development project</u> (up to 25 points)</p> <p>To be considered for the purposes of the assessment of this criterion (10.2.1), the assignments of the person proposed should meet the following requirements:</p> <ul style="list-style-type: none"> a) In the context of the assignment described, the proposed individual: <ul style="list-style-type: none"> o have performed duties similar to those described in Section 4, Annex B – Consultant’s Specific Mandate, sub-section 3.5.2.1 Long-term Project Director, based in Dakar, Senegal; AND, o have managed International Development project(s); b) The assignment is ongoing or has been completed no earlier than fifteen (15) years prior to the RFP Closing Date; AND, c) The assignment is at least six (6) months in duration. <p>If the bidder does not demonstrate that an assignment meets the requirements (a) to (c) above, no points will be allocated for this assignment.</p>	/25
<p>10.2.1a) Duration of cumulative experience (6 points):</p> <ul style="list-style-type: none"> • Less than 10 years : 0 point • 10 years or more: 6 points 	/6
<p>10.2.1b) Maximum budget managed by the proposed individual on an assignment (3 points):</p> <ul style="list-style-type: none"> • Less than \$5,000,000 CAD: 0 points • \$5,000,000 CAD or more: 3 points 	/3
<p>10.2.1c) Demonstrated experience managing project teams (3 points):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 3 points 	/3
<p>10.2.1d) Demonstrated experience working on at least 2 multi-year initiatives (3 points):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 3 points 	/3

<p>10.2.1 e) Location: Demonstrated experience in middle income country or developing country, preferably in Africa, ideally in Senegal (up to 10 points)</p> <ul style="list-style-type: none"> • Not in a developing country: 0 points • Middle Income or developing country (excluding countries in Africa): 4 points • Africa (excluding Senegal): 6 points • Senegal: 10 points 	<p>/10</p>
<p>10.2.2 The number of years of experience in the following specific areas will be evaluated: (up to 40 points)</p> <p>a) Experience managing technical assistance or capacity building projects. (3 points per year of experience, up to 15 points)</p> <p>b) Experience liaising with and including the participation of multiple stakeholders. (3 points per year of experience, up to 15 points)</p> <p>c) Experience applying performance-based management principles, including results-based management, risk management or conflict management principles as part of managing projects. (2 points per year of experience, up to 10 points)</p>	<p>/40</p>
<p>10.2.3 Experience in public communications including presentation of project presentations, chairing of meetings and speeches at conferences of: (up to 10 points):</p> <ul style="list-style-type: none"> a) Senior managers in the public sector – 4 points b) Senior managers in the private sector – 4 points c) Representatives from local communities or civil society – 2 points 	<p>/10</p>

9 At Section 5. Evaluation Criteria, Proposed Personnel, Requirement 11.2 Experience: **DELETE** the current version and **REPLACE** with the following, revised version:

<p>11.2 Experience (up to 30 points)</p>	<p>30</p>
<p>11.2.1 Experience in management of International Development project (up to 5 points)</p> <p>To be considered for the purposes of the assessment of this criterion (11.2.1), the assignments of the person proposed should meet the following requirements:</p> <ul style="list-style-type: none"> a) In the context of the assignment described, the proposed individual: <ul style="list-style-type: none"> ○ have performed duties similar to those described in Section 4, Annex B – Consultant’s Specific Mandate, sub-section 3.5.2.2 Project Manager, based in Canada; AND, ○ have managed International Development project(s); b) The assignment is ongoing or has been completed no earlier than fifteen (15) years prior to the RFP Closing Date; AND, c) The assignment is at least six (6) months in duration. <p>If the bidder does not demonstrate that an assignment meets the requirements (a) to (c)</p>	<p>/5</p>

above, no points will be allocated for this assignment.	
11.2.1a) Duration of cumulative experience (2 points): <ul style="list-style-type: none"> • Less than 5 years : 0 point • 5 years or more: 2 points 	/2
11.2.1b) Maximum budget managed by the proposed individual on an assignment (1 point): <ul style="list-style-type: none"> • Less than \$5,000,000 CAD: 0 points • \$5,000,000 CAD or more: 1 point 	/1
10.2.1c) Demonstrated experience in budgetary or financial management project (1 point): <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 1 point 	/1
11.2.1d) Demonstrated experience working on at least 2 multi-year initiatives (1 point): <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 1 point 	/1
11.2.2 The number of years of experience in the following specific areas will be evaluated (up to 25 points): <ul style="list-style-type: none"> a) Experience identifying and recruiting technical experts and maintaining a database of these experts (1 point per year of experience, up to 5 points) b) Experience with the logistics of mobilizing staff or experts in the field for the short, medium and long term (1 point per year of experience, up to 5 points) c) Experience in official communications with government representatives of development aid donors (1 point per year of experience, up to 5 points) d) Experience developing administrative procedures manuals or financial reports (1 point per year of experience, up to 5 points) e) Experience applying performance-based management principles, including results-based management and risk management (1 point per year of experience, up to 5 points) 	/25

10 At Section 5. Evaluation Criteria, Proposed Personnel, Requirement 12.2 Experience: **DELETE** the current version and **REPLACE** with the following, revised version:

12.2 Experience (up to 40 points)	40
12.2.1 Experience in management of International Development project (up to 8 points) To be considered for the purposes of the assessment of this criterion (12.2.1), the assignments of the person proposed should meet the following requirements: <ul style="list-style-type: none"> a) In the context of the assignment described, the proposed individual: <ul style="list-style-type: none"> ○ have performed duties similar to those described in Section 4, Annex B – 	/8

<p>Consultant's Specific Mandate, sub-section 3.5.2.3 Two long-term Senior Advisers, based in Dakar, Senegal – Senior Adviser in public financial management; AND,</p> <ul style="list-style-type: none"> o have managed International Development project(s); b) The assignment is ongoing or has been completed no earlier than fifteen (15) years prior to the RFP Closing Date; AND, c) The assignment is at least six (6) months in duration. <p>If the bidder does not demonstrate that an assignment meets the requirements (a) to (c) above, no points will be allocated for this assignment.</p>	
<p>12.2.1a) Duration of cumulative experience (2 points):</p> <ul style="list-style-type: none"> • Less than 5 years : 0 point • 5 years or more: 2 points 	/2
<p>12.2.1b) Budget of a project, in the framework of an assignment, in which the proposed personnel participated. (1 point):</p> <ul style="list-style-type: none"> • Less than \$5,000,000 CAD: 0 points • \$5,000,000 CAD or more: 1 point 	/1
<p>12.2.1c) Demonstrated experience managing project teams (2 points):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 2 points 	/2
<p>12.2.1d) Demonstrated experience working on at least 2 multi-year initiatives (1 point):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 1 point 	/1
<p>12.2.1 e) Location: Demonstrated experience in middle income or developing country (2 points)</p> <ul style="list-style-type: none"> • Not in a developing country nor in a middle income country: 0 points • Middle income or developing country: 2 points 	/2

<p>12.2.2 Experience in capacity building (based on support approaches -advise support, training, coaching, development or improvement of work tools, mechanisms, systems, mentoring, companionship, etc.) (2 points per experience in capacity-building carried out in a middle-income or developing country up to a maximum of 8 points.)</p>	/8
<p>12.2.3 The number of years of experience in the specific areas listed below will be evaluated: (maximum 18 points)</p> <ul style="list-style-type: none"> a) experience in identifying needs for technical assistance or capacity building (1 point per year of experience up to 3 points); b) experience in establishing and maintaining professional and harmonious relationships with a variety of stakeholders (1 point per year of experience up to 3 points); c) experience as a facilitator to foster dialogue and cooperation between stakeholders (1 point per year of experience up to 3 points); d) experience in identifying and recruiting Canadian or local specialists (in a developing country) to conduct short- and medium-term assignments (1 point per year of experience up to 3 points); e) experience in applying performance management principles, including the principles of results-based management and risk management (1 point per year of experience up to 3 points); f) experience in managing labor relations with ministry (ies) from developing or middle-income countries (1 point per year of experience up to 3 points). 	/18
<p>12.2.4 Specific experience for the Senior Advisor in Public Financial Management in procurement support (3 points).</p>	/3
<p>12.2.5 Specific experience for the Senior Advisor in Public Financial Management conducting public financial management reforms in a country that has already implemented program m budgeting (3 points)</p>	/3

11 At Section 5. Evaluation Criteria, Proposed Personnel, Requirement 13.2 Experience:

DELETE the current version and **REPLACE** with the following, revised version:

<p>13.2 Experience (up to 40 points)</p>	40
<p><u>13.2.1 Experience in management of International Development project</u> (up to 7 points) To be considered for the purposes of the assessment of this criterion (13.2.1), the assignments of the person proposed should meet the following requirements:</p> <ul style="list-style-type: none"> a) In the context of the assignment described, the proposed individual: <ul style="list-style-type: none"> o have performed duties similar to those described in Section 4, Annex B – Consultant’s Specific Mandate, sub-section 3.5.2.3 Two long-term Senior 	/7

<p>Advisers, based in Dakar - Senior Adviser in public administration; AND,</p> <ul style="list-style-type: none"> ○ have managed International Development project(s); b) The assignment is ongoing or has been completed no earlier than fifteen (15) years prior to the RFP Closing Date; AND, c) The assignment is at least six (6) months in duration. <p>If the bidder does not demonstrate that an assignment meets the requirements (a) to (c) above, no points will be allocated for this assignment.</p>	
<p>13.2.1a) Duration of cumulative experience (2 points):</p> <ul style="list-style-type: none"> • Less than 5 years : 0 point • 5 years or more: 2 points 	/2
<p>13.2.1b) Budget of a project, in the framework of an assignment, in which the proposed personnel participated (1 point):</p> <ul style="list-style-type: none"> • Less than \$5,000,000 CAD: 0 points • \$5,000,000 CAD or more: 1 point 	/1
<p>13.2.1c) Demonstrated experience managing project teams (2 points):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 2 points 	/2
<p>13.2.1d) Demonstrated experience working on at least 2 multi-year initiatives (1 point):</p> <ul style="list-style-type: none"> • demonstrated - No: 0 points • demonstrated - Yes: 1 point 	/1
<p>13.2.1 e) Location: Demonstrated experience in middle income or developing country (1 point)</p> <ul style="list-style-type: none"> • Not in a developing country nor in a middle income country: 0 points • Middle income or developing country: 1 point 	/1

<p>13.2.2 Experience in capacity building (based on support approaches – advice, support, training, coaching, development or improvement of work tools, mechanisms, systems, mentoring, coaching, etc.).</p> <p>(2 points per experience in capacity-building carried out in a middle-income or developing country up to a maximum of 8 points.)</p>	/8
<p>13.2.3 The number of years of experience in the following specific areas will be evaluated (up to 15 points):</p> <ul style="list-style-type: none"> a) experience in identifying technical assistance or capacity-building needs (1 point per year of experience up to 2 points); b) experience in establishing and maintaining professional and harmonious relationships with a variety of stakeholders (1 point per year of experience up to 2 points); c) experience as a facilitator for dialogue and cooperation between stakeholders (1 point per year of experience up to 2 points); d) experience in identifying and recruiting Canadian or local specialists (in a developing country) to conduct short- and medium-term assignments (1 point per year of experience up to 3 points); e) experience in applying performance management principles, including the principles of results-based management and risk management (1 point per year of experience up to 3 points); f) experience in managing work relationships with ministries in developing or middle-income countries (1 point per year of experience up to 3 points) 	/15
<p>13.2.4 Specific experience for the Senior Advisor in Public Administration in the management of processes related to the development of public policies, program and results frameworks and monitoring and evaluation (10 points).</p>	/10

B. QUESTIONS AND ANSWERS

Question 1 - Requirement 6 - Ability to identify risks and to determine the associated mitigation measures the template corresponding to the Requirement 6 (pg. 41-42 of the RFP), has eight (8) boxes to the identification of risks while the criteria for evaluation of this same requirement (p.93 of the RFP) indicate that "The bidder should describe three (3) operational risks or related to the development and two (2) Financial risks that he perceives the need to manage in the framework of this project."

i) Could the contracting authority confirm that it is appropriate to describe 3 operational risks or related to development, as well as 2 financial risks, for a total of 5 risks?

ii) for each of the risks developed, the template of the Requirement 6 (p.41-42 of the RFP), provides a column to indicate the residual risk while the criteria for evaluation of this same requirement (p.94 of the RFP) does not specifically mention the identification of residual risks. Could the contracting authority specify although it must be complement these residual risks and if these will be the subject of an assessment?

iii) furthermore, of the risks in connection with the implementation of the project are specified in the TOR of the RFP (p.70 of the RFP). Could the contracting authority clarify if the bidder can use some of these risks in its response to Requirement 6 if it is expected that it identifies other risks?

Answer 1 i) - Requirement 6 is revised. Please see Part A of this Addendum.

Answer 1 ii) - Please refer to the revised version of the form Tech 5B - Risk Register included at the end of this document.

Answer 1 iii) - Requirement 6 is revised. Please see Part A of this Addendum.

Question 2 - Requirement 12.1.1 - experience for the Senior Advisor in PFM: Points will be awarded for the highest level of studies completed in a relevant field and recognized institution (pg. 97 of the RFP)

Given that the disciplines of the administration, public administration, the strategic management and finance are all built to a large extent on the economic sciences and that the expertise in the management of public finances is also based largely on the economic sciences, could the contracting authority confirm the economic sciences is well regarded as a discipline relevant to the purposes of the assessment, and that accordingly a bachelor's or Master's Degree in Economic Sciences obtained in a recognized institution would get 5 and 10 points respectively?

Answer 2 – After having considered your proposal, we concluded that there is no need to modify Requirement 12.1.1. Therefore, the criteria for Requirement 12.1.1 remains unchanged and only the disciplines specified in the requirement will be considered.

Question 3 – Requirement 13.1.1 – experience for the Senior Advisor in public administration: Points will be awarded for the highest level of studies completed in a relevant field and recognized institution.

Given that the disciplines of the administration, public administration, the strategic management and finance are all built to a large extent on the economic sciences and that the expertise in the management of public finances is also based largely on the economic sciences, could the contracting authority confirm the economic sciences is well regarded as a discipline relevant to the purposes of the assessment, and that accordingly a bachelor's or Master's Degree in Economic Sciences obtained in a recognized institution would get 5 and 10 points respectively?

Answer 3 – After having considered your proposal, we concluded that there is no need to modify Requirement 13.1.1. Therefore, the criteria for Requirement 13.1.1 remains unchanged

and only the disciplines specified in the requirement will be considered.

Question 4 - Requirement 10.2.1: At least ten (10) years' experience in the management of international development projects (3 points) and project teams (3 points) in the field (3 points) as part of multi-year initiatives (3 points) of \$ 5 million or more (3 points) (up to 15 points). (pg. 95 of the RFP)

Could the contracting authority confirm that the requirement of at least 10 years of experience applies well to each of the sub-criteria specified in the RFP, either the management of international development projects; the management of project teams; the management of projects in the field; project management in the framework of multi-annual initiatives; and the management of projects of 5 million Dollars or more?

Answer 4 – Requirement 10.2 is revised. Please see Part A of this Addendum.

Question 5 - Requirement 11.2.1: At least 5 years of experience in the management of international development project (2 points) and budgetary or financial management of projects (1 point) through multi-year initiatives (1 point) of at least \$ 5 million (1 point) (up to 5 points). (pg. 96 of the RFP)

Could the contracting authority confirm that the requirement of at least 5 years of experience applies to each of the sub-criteria specified in the RFP, either the management of international development projects; the budgetary management or financial position of projects; and the management of projects in the framework of multi-annual initiatives; the management of project in the framework of multi-annual initiatives; and the management of projects of at Less \$5 million?

Answer 5 – Requirement 11.2 is revised. Please see Part A of this Addendum.

Question 6 - Requirement 12.2.1 (also for 13.2.1): At least five (5) years' experience in managing international development projects (2 points) and project teams (2 points) in the field (2 points) through multi-year initiatives (1 point) of at least \$ 5 million (1 point) (up to 8 points). (pg. 97-99 of the RFP)

i) Considering the fact that the Advisor in the management of public finances and the Advisor in public administration will include "support the Project Director in its management functions of the Project" (p. 78 of the RFP), could the contracting authority confirm that the experience of managing international development projects in the context of a similar role (e.g.: Technical Adviser, Senior Expert) is well taken into account for the purposes of the assessment?

ii) would DFATD be prepared to review the sub-criteria 12.2.1 and 13.2.1 in considering to reduce the threshold of 5 million dollars? Such advisors, in the areas of expertise covered, usually spend the majority of their career in positions of Advisors or technical experts. As stated at the present time, the sub-criteria 12.2.1 and 13.2.1 have the effect to exclude several highly trained advisors since they have not managed projects of more than 5 million dollars.

iii) could the contracting authority confirm that the following experiences are well regarded as of project management experience for the purposes of the assessment:

(a) as Head of Mission for the projects (under financing World Bank and African Development Bank, for example)?

(B) The experiences as a member of steering committees and monitoring of programs and projects, for the account of a government and jointly with technical and financial partners?

(C) as administrator of projects, for the account of a government or of a technical and financial partner?

Answer 6 i) – It is the duty of the bidder to ensure that their proposed personnel have the experience necessary to meet the requirements of the criteria.

Answer 6 ii) – After having considered your proposal, we concluded that there is no need to decrease the threshold.

Answer 6 iii) - It is the duty of the bidder to ensure that their proposed personnel have the experience necessary to meet the requirements of the criteria.

Please Note: Requirements 12.2 and 13.2 are revised. Please see Part A of this Addendum.

Question 7 - Related to the Article 10.8 (b) I) the ceiling monthly rate for Personnel on long-term assignment.

When we take the information provided in article 10.8. (b).1 (which specifies “for each individual”), on page 12 (which mentions that the rate is \$ 6,274 and relates to three individuals, and the table provided on page 21, it remains unclear whether the \$6,274 is cumulative for the three employees (in other words, each would be entitled, on average, to \$2,091 per month) or whether this amount constitutes the ceiling for each individual (i.e., no individual is entitled to an average amount higher than \$6,274, which means that the cumulative figure for these costs could amount to \$18,822)?

Answer 7 – The instructions relating to the ceiling rates have been revised.

Section 1. Instructions to Bidders (ITB), DATA SHEET has been revised. Please see Part A of this Addendum.

Question 8 – Question related to Section 5. Evaluation Criteria, Proposed Personnel

If we have a candidate with 4.5 years of experience in managing international development projects to date but by contract award will have 5 years of experience; will this count as 5 years or does this have to have been completed at the time of proposal submission?

Answer 8 - The Bidder must demonstrate that their proposed resource has the necessary amount of months, within the 4.5 year period, to be considered as compliant, as per the definition of one (1) year, as defined in Section 5. of the RFP.

All academic qualifications and experience must have been acquired or completed before the RFP Closing Date.

Section 5 the RFP is revised. Please see Part A of this Addendum.

Question 9 – Question related to Section 5. Evaluation Criteria, Proposed Personnel

If we have candidate who is defending their PhD thesis in early November, will this count as completed for the purposes of the criteria or does this have to have been completed at the time of proposal submission?

Answer 9 - All academic qualifications and experience must have been acquired or completed before the RFP Closing Date.

Section 5 the RFP is revised. Please see Part A of this Addendum.

Question 10 - In section 5 (assessment criteria), for the Requirement 6, it is indicated that in the middle of the form Tech 5b The Bidder must describe 3 Operational risks or related to the development and 2 financial risks, in addition to proposing of responses for each of the risks and indicate the level. It is also required to 6.1 of a) describe the consequences of the risks incurred for the project and (b) to propose a relevant answer to the risk. A maximum of 2 pages is allocated for this requirement, in addition to the

form Tech 5b.

Questions:

- i. Is it anticipated that the content to be presented outside the tech Form 5b? If yes, specify.
- ii. Is it possible to submit the elements 6.1 (a) and (b) on the form itself Tech 5b?
- iii. Must we present the elements 6.1 (a) and (b) separately from the tech Form 5b?

Answer 10 - Requirement 6 is revised. Please see Part A of this Addendum.

Please refer to the revised version of the form Tech 5B - Risk Register included at the end of this document.

Question 11 - I am inquiring regarding to know whether the following procurement may be addressed by a consulting company or an individual. TA project support of the implementation of the emerging Senegal plan (ta-esp project) (sel 2018-p-000956-1) The offer mentions “consultant” while my searching criteria on Development Aid were focused on “organization” (and not individual).

Answer 11 – “Foreign Affairs, Trade and Development Canada (DFATD)¹ is seeking a consultant for the technical assistance project to support the implementation of the Emerging Senegal Plan (TA-ESP Project).”

Please refer to Section 1. Instructions to Bidders (ITB), Definitions, point (f), of the RFP.

““**Consultant**” means the person or entity or, in the case of a consortium or joint venture, the Members whose name(s) appears on the signature page of the Contract and who is responsible to provide the Services to DFATD under the Contract.”

Question 12 - We would consequently appreciate a precision with regard to the requirements for the proposed personnel.

Question i): Are we permitted to add, in annexe, the CVs (formatted using the TECHs) for the staff we wish to assign to this project for the roles of: public procurement, women and girls equality, and environment?

Answer 12 i) – The CVs of the Local Environmental Specialist, Local Gender Specialist (GWG), and the Procurement Officer do not have to be provided with the proposal.

Section 4. Terms of Reference is revised. Please see Part A of this Addendum

Question ii): Are we permitted to add, in annexe, a letter from a project partner (not a formal part of the proposal) indicating their part in the pool of technical experts?

Question iii): If we do so, will this extra information be considered and rated?

Answer 12 ii and iii) – In order to ensure that all bidders are evaluated on the same basis, the requested information is standardized. Often the number of pages that can be provided is limited. Therefore, additional information to those required in Section 5 will not be considered.

Question 13 - We require clarification with regard to the completion of the risk register. The template is not populated.

Question 13 i) - Are the bidders expected to complete the template information (i.e. Title;

¹ Note that DFATD is now known as Global Affairs Canada. Since the name is in the process of being changed for legal documents, we have kept DFATD to avoid confusion.

Country; Number; Budget; Team lead; and Duration)?

Question 13 ii) - In light of the above, are we correct in assuming that the templated information required would be: Title: TA-ESP; Country: Senegal; Number: SEL.2018-P-000956-1; Budget: according to RFP; Team lead: our name; and Duration: 5 years)?

Question 13 iii) - The RFP states that no financial information is to be provided in the technical proposal - yet the template includes a space for budget: are we to complete this space.

Answer 13 i) to 13 iii) - TECK-5B has been revised. Please see Part A of this Addendum.

C. ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED

FORM TECH-5B RISK REGISTER

Guidance to Bidders:

A risk register lists the most important risks, the results of their analysis, and a summary of risk-response strategies. Information on the status of the risk is included over a regular reporting schedule. The risk register should be continuously updated and reviewed throughout the course of a project.

A package for partners on RBM tools and guidelines, including on Risk Register can be found at: DFATD's website.

Risk Register

Risk Definition	Consequences of Risk	Risk Response
Operational Risks OR Development Risks		
OP1 / DEV 1 –		
OP2 / DEV 2 –		
OP3 / DEV 3 –		

Financial Risks		
FIN1 –		
FIN2 –		

Web link: http://international.gc.ca/world-monde/funding-financement/results_based_management-gestion_axee_resultats.aspx?lang=eng