



QUESTIONS AND ANSWERS (“QA”)

ISSUED TO ALL PROPONENTS

QA No.:	1
RFP #:	17180044
RFP Title:	Evaluation of IDRC's contribution to building leading organizations
Issue Date:	December 18, 2017
Issue by:	Lindsay Empey
No. of Pages:	1

DETAILS OF THIS DOCUMENT

This QA document is being issued to respond to questions submitted by Proponents seeking further clarification.

QUESTION 1:

Is the provision regarding 15 years level of expertise is a requirement for all team members or some team members?

ANSWER:

Some. One team member may have 15 years’ experience in one area of expertise; another may have 15 years’ experience in a different area. A team may also wish to include members with more junior levels of experience to do particular parts of the evaluation.

QUESTION 2:

Section 5.3.2 *Number of Copies* of the RFP states, "The Proponent’s electronic submission should consist of **five (5) files** (i.e. separate documents) as noted in section 4.3." The table in Section 4.3 refers to four: cover letter, technical proposal, financial proposal, and suggested revisions, etc. to section 5.9, the proposed contract, Annex A). Is there supposed to be a fifth file for submission?

ANSWER:

This should be 4 files: Cover letter, Technical Proposal, Financial Proposal and Suggested Revisions.

QUESTION 3:

Section 3.2.1 *Mandatory Requirements M4 Consultant Expertise Needed* identifies English, French, Spanish and Arabic verbal and written communication skills as assets. Is facility in each of these

languages required by the core evaluation team members, or can the team include members who are able to translate among these languages acceptable?

ANSWER:

Yes, ability to translate is fine.

QUESTION 4:

Section 2.4 identifies: "There may be meetings in IDRC's regional offices as part of field work undertaken in this contract." How extensive does IDRC envision the field work to be, with regards to consultations and the time required (i.e. travel and on-site days)? IDRC has indicated that they will cover the costs of travel for field work with a limit on the amount of travel at \$30,000. Does this anticipate one visit to each of the four regional offices?

ANSWER:

The evaluation methodology may include field work to interview stakeholders and gather data for case studies of a sample of organizations that IDRC has supported. These organizations would be selected as part of the inception phase of the evaluation. We anticipate those visits to be the majority of any travel undertaken in this consultancy.

Consultants will also have to participate in meetings in Ottawa.

Visits to any of IDRC's regional offices would only be included if essential for data collection, and cost-effective as part of case study data collection.

QUESTION 5:

Does IDRC envision an ideal team composition in terms of number of members and qualifications?

ANSWER:

There is no ideal number of team members. The qualifications are listed in the RFP.

QUESTION 6:

The Rated Requirements include experience of proposed resources. Is the evaluation against these Rated Requirements going to be made for each individual member or for the team as a whole?

ANSWER:

The rated requirements will be evaluated against the team as a whole.

END OF QA
