



Advance Contract Award Notice (ACAN)

Title: *Special Advisor on Venezuela*

Solicitation Number: 20-158940

1. The Purpose and Explanation of an ACAN

An ACAN is a public notice indicating to the supplier community that a department or agency intends to award a contract for goods, services or construction to a pre-identified supplier, thereby allowing other suppliers to signal their interest in bidding, by submitting a statement of capabilities. If no supplier submits a statement of capabilities that meets the requirements set out in the ACAN, on or before the closing date stated in the ACAN, the contracting officer may then proceed with the award to the pre-identified supplier.

2. Definition of Requirement

- The Department of Foreign Affairs, Trade and Development (DFATD) has a requirement for a (one person) Special Advisor on Venezuela. The work will involve the following:

Context

The political, social and economic situation in Venezuela is complex and continues to deteriorate. Canada is playing a critical role regionally and globally in efforts to support the interim government and increase pressure on the illegitimate government that continues to perpetuate violence, unrest and deprivation, and refuses to return the country to constitutional order. The Americas Branch of Global Affairs Canada is responsible for coordinating Canada's response to the crisis, including by supporting Ministerial-level bilateral, regional and multilateral engagement.

Tasks

- Provide the Minister of Foreign Affairs, the Deputy Minister of Foreign Affairs, and the Assistant Deputy Minister of Americas Branch with strategic advice and policy support to facilitate the Government of Canada's response to the crisis in Venezuela, including through bilateral and multilateral engagement.
- Identify and (with approval) action opportunities to advance Canada's position with regard to Venezuela.
- Use your network of contacts to advocate for expanded support to pressure the illegitimate government to return constitutional order.
- Use your network of civil society contacts on the ground in Venezuela to advance priority issues (as identified by civil society / Government of Canada).
- Work with like-minded countries to negotiate positions and manage communications on developments in Venezuela.
- Participate in meetings of relevant regional and international partners as required, including supporting convergence between international initiatives and dialogue processes.
- Support Lima Group and Lima Group Secretariat efforts.
- Encourage and support efforts to coordinate reconstruction planning.



Specific Tasks

- Develop policy and program strategies to respond to the situation in Venezuela based on various possible scenarios.
- Develop a strategy to engage a cross-section of partners.
- Develop an advocacy strategy for engagement at various international meetings including at the level of Head of State and Foreign Ministers.
- Develop an advocacy strategy for engagement at the Organization of American States (OAS), including the Permanent Council and the OAS General Assembly.
- Engage with International Financial Institutions regarding their responses to the situation in Venezuela.
- Engage with key actors, including civil society organizations in Venezuela, to develop a strategy to support local actors and the interim government.
- Based on an agreed engagement plan, conduct outreach with partner governments to build support for Canada's positions on Venezuela, and to support convergence between international initiatives and dialogue processes.
- Make regular presentations to senior management on developments and recommendations.
- Guide and support Lima Group and Lima Group Secretariat coordination work.

Deliverables and associated schedule

- Policy recommendations to be provided regularly as developments warrant and at least once per month;
- Bi-monthly written progress reports identifying accomplishments, risks and challenges;
- Monthly verbal progress reports on assigned activities;
- As requested, presentations on various issues of concern to Senior Management;
- Monthly log of activities with invoices.

Client support / location of work

- The selected Contractor will need to be able to perform the majority of the work in Ottawa, Canada, with periodic travel to meet with stakeholders and officials, and attend relevant regional and international meetings.
- Due to workload, deadlines and urgencies, the contractor must be ready and able to work a significant number of hours on short notice, and in close and frequent contact with DFATD Representatives.

Travel and living

International travel is required to deliver the services. Travel requirements will be on an "as and when required" basis and upon the approval of the DFATD Project Authority. All travel must be in accordance with Treasury Board (TB) Travel Directives (<https://www.njc-cnmc.gc.ca/directive/travel-voyage/index-eng.php>) with special attention to section 7 of the Special Travel Authorities for Persons on Contract (<http://www.tbs-sct.gc.ca/psm-fpfm/pay-remuneration/travel-deplacements/sta-asv-eng.asp>).



Language of work

The language of work will be English and Spanish, occasionally some French as required. Fluency in English and Spanish is required. Advanced French also required

3. Criteria for assessment of the Statement of Capabilities provided

- Any interested supplier must demonstrate by way of a statement of capabilities that it meets the following requirements:
 - Experience and Skills:
 - Must have valid Government of Canada personnel **TOP SECRET** security clearance
 - Must have advanced Spanish, English and French language skills
 - Knowledge and understanding:
 - Must have extensive knowledge of Venezuela's political actors and systems
 - Must have an extensive network among key Venezuelan and regional actors – government, civil society, regional/international institutions, etc. (usually obtained by living in Venezuela for a minimum of 2 years)
 - Must have extensive knowledge of key Canadian Government and Canadian civil society actors engaged in Venezuela issues
 - Must have extensive knowledge of the workings of relevant regional and international organizations
 - Academic qualifications
 - Must possess at a minimum, a Masters degree from a recognized university in the field of economics, business and/or political science, or a relevant discipline.

4. Applicable Trade Agreements

The requirement is subject to the following trade agreements: CFTA, CCFTA, Columbia, Honduras, Korea, NAFTA, Panama and CPFTA.

5. Set-aside under *Procurement Strategy for Aboriginal Business (PSAB)*

This procurement is not set-aside for an Aboriginal supplier therefore any suppliers may submit a statement of capabilities.

6. Comprehensive Land Claim Agreement(s) CLCA(s)

This procurement is not subject to Comprehensive Land Claim Agreements.



7. Government Contract Regulations exceptions

The following exception to the Government Contracts Regulations is (are) invoked for this procurement under subsection 6(d) - *"only one person is capable of performing the work"*.

8. Justification for the pre-identified supplier

There is heightened need for the services of a Senior Advisor in the near term, as we try to work with the new reality of an interim government and an illegitimate government that we are pressing to return constitutional order. The political, social and economic situation in Venezuela is complex and continues to deteriorate. Canada is playing a critical role regionally and globally in efforts to increase pressure on the illegitimate government to end the violence, unrest and deprivation, and return to constitutional order. The Americas Branch of Global Affairs Canada is responsible for coordinating Canada's response to the crisis, including by supporting Ministerial-level bilateral, regional and multilateral international engagement. We believe that this former public servant with his extensive knowledge and networks, and decades of experience in the region is the only person capable of performing the work that is required at this time.

9. Period of the Proposed Contract

The proposed contract is for a period of approximately 240 days between the period June 17, 2019 and May 31, 2020. Of this, an estimated 208 days for this FY until 31 March 2019, and 32 days until September 31, 2020 (approx. \$120k in 19/20 and \$80k in 20/21).

10. Estimated Value of the Proposed Contract

The total estimated value of the contract is \$200,000.00 CDN including all expenses, such as applicable taxes, travel and living and option periods.

11. Closing Date and Time

The Closing Date and Time for accepting Statements of Capabilities is June 22, 2019 at 2:00pm EST.

12. Proposed Contractor

Allan Culham
Ottawa, ON

13. Rights of Suppliers

Suppliers who consider themselves fully qualified and available to provide the services described in this ACAN may submit a Statement of Capabilities demonstrating how they meet the advertised requirement. This Statement of Capabilities must be provided via e-mail only to the contact person identified in Section 14 of the Notice on, or before, the closing date and time of the Notice. If the Bidder can clearly demonstrate that they possess the required capabilities, the requirement will be opened to electronic or traditional bidding processes.



14. Contact Person

Inquiries and statements of capabilities are to be directed to:

- Betty Woodman - Domestic procurement - Services
- 200 promenade du portage, Gatineau QC, K1A 0G2
- Telephone: 343-203-6922
- E-mail: betty.woodman@international.gc.ca