



QUESTIONS AND ANSWERS (“QA”)

ISSUED TO ALL PROPONENTS

QA No.:	1
RFP #:	19200015
RFP Title:	Centre of Excellence Final Evaluation
Issue Date:	January 7, 2020
Issue by:	Lindsay Empey

DETAILS OF THIS DOCUMENT

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

QUESTION 1:

Given the countries in which CoE is active, we expect that interviews (or other data collection) with stakeholders may need to be conducted in English, French, and Portuguese. Is this correct? Will the evaluation team require capacity in any other languages in order to successfully carry out this evaluation?

ANSWER:

The CoE did not cover any Lusophony country, so Portuguese is not necessary. However, due to the fact that CoE has provided substantial support to Senegal, Guinea and Cameroun, it will be critical that the consultant is fully fluent in French.

QUESTION 2:

Our firm often prepares proposals in Slide Docs format (landscape-style documents created in PowerPoint and submitted in PDF format). Would this be acceptable to IDRC, or would a traditional Word document be preferred?

ANSWER:

The document should be submitted in Word document, or on a PDF editable form, with a slight preference for Word

QUESTION 3:

Is the stated project budget (\$80,000) inclusive or exclusive of HST?

ANSWER:

This would be exclusive of Taxes

QUESTION 4:

In terms of qualitative data collection/analysis, the consultant will conduct interviews with key internal (Centre of Excellence and IDRC staff) and external stakeholders. Trip to IDRC/CoE and interest countries might be needed. Could you please clarify how many trips might be needed/expected and will there be a separate budget for those trips?

ANSWER:

Field trips for this final evaluation won't be necessary. However, should the need arise, the travel will be covered separately by IDRC, in accordance with rules and regulations

END OF QA
