



Government
of Canada

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du Canada

Canada

Bidder's Conference

SEL: D-000771-1

Expert Deployment Mechanism for
Climate Action in Africa (EDM-CAA)

February 26, 2020



AGENDA

- Purpose of the Conference
- Project Context
- Project Objectives
- Project Governance
- Core Positions
- Key Design Considerations
- Key Considerations – RFP
- Key Considerations – Contract
- Questions

PURPOSE OF THE CONFERENCE

- The purpose of this presentation is to provide complimentary information regarding RFP SEL.: 2020-P-000714-1, the Expert Deployment Mechanism for Climate Action in Africa (EDM-CAA).
- This presentation does not replace or modify any provisions of the RFP mentioned above.
- In case of contradiction between this presentation and the RFP, the terms and conditions of the RFP take precedence.

PROJECT CONTEXT

- 2015 *Paris International Climate Change Agreement*
- Canada \$2.6 billion pledge for developing countries
- Canada's *Feminist International Assistance Policy* – Environment and Climate Action action area
- IPCC 2018 Special Report – world has 10 yrs. to reduce emission by 45%; developing countries 2/3rd of emissions
- Africa:
 - Adaptation: highly vulnerable to *effects* of climate change (rainfed agriculture, water)
 - Mitigation: currently not large *cause* of climate change but i) populations will double by 2050; and ii) 60% without access to modern energy



PROJECT OBJECTIVES

GOAL: To help address the causes and effects of climate change in Sub-Saharan Africa



Governance to implement Paris Agreement



Climate change mitigation & adaptation initiatives



Participation & leadership of women in climate action

How?

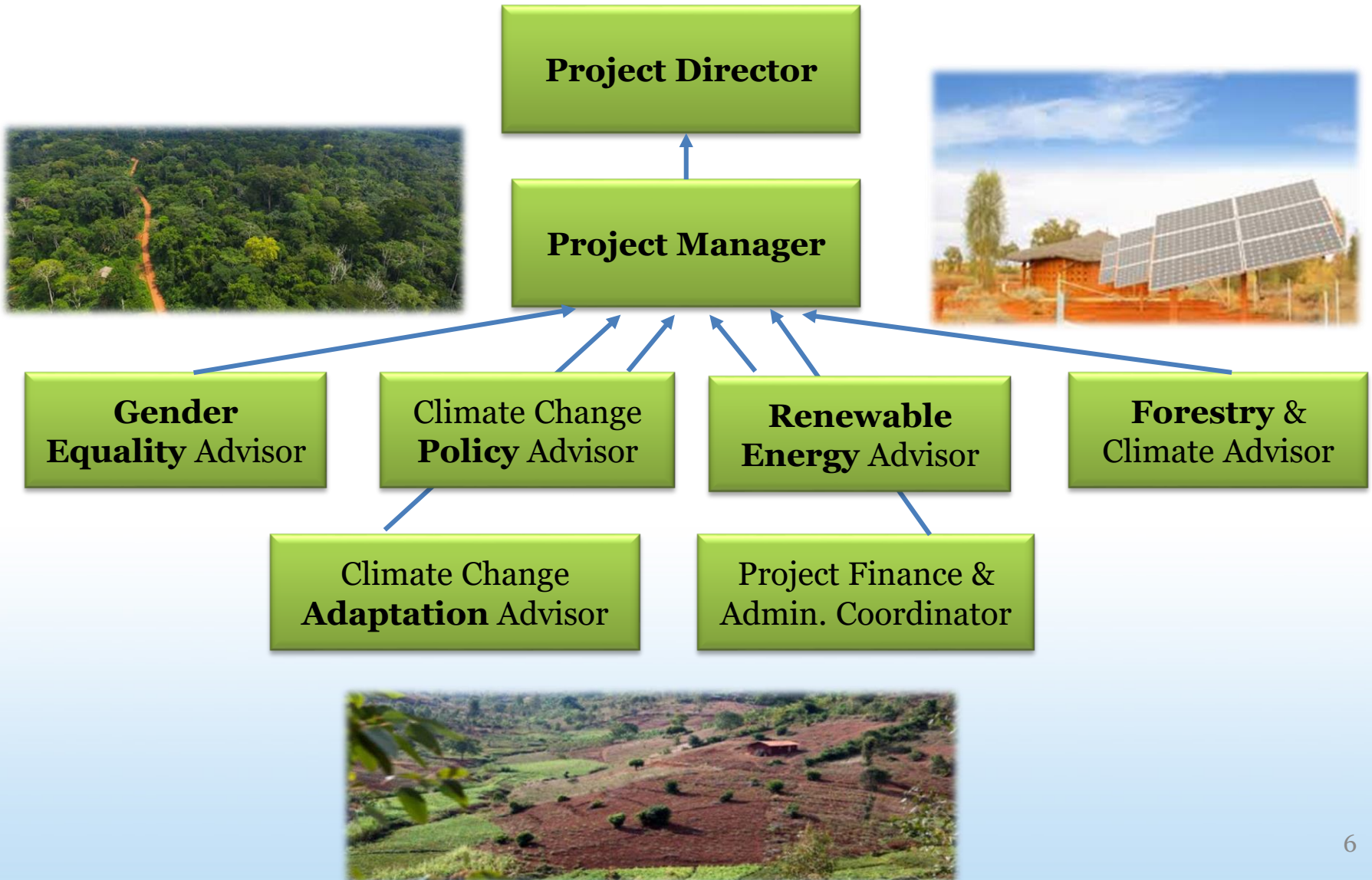
Deployment of short-term technical assistance, training/mentoring, South-South knowledge exchanges:

- Climate-related laws, regulations, policies, strategies
- Paris Rule Book
- Engagement of CSOs & private sector
- Implementing NDCs: renewable energy & forestry
- Implementing NAPs: agriculture & water RM
- Climate-related education & training for women
- Integration of GE - climate policies, plans & programs

Who?

Governments and non-governmental organizations at the local, national and regional levels in ODA-eligible countries in Sub-Saharan Africa

CORE POSITIONS



PROJECT GOVERNANCE

Project Steering Committee (PSC):

- Strategic direction and effective implementation
- DFATD (chair), Consultant (Project Director, Project Manager, GE Advisor), experts invited as observers

DFATD Selection Committee (SC):

- Forum to approve Requests for Support
- DFATD (chair)
- Consultant provides recommendation to SC
 - > \$100,000 → DFATD non-objection
 - < \$100,000 or potential Recipient Organization is for-profit → DFATD approval

KEY DESIGN CONSIDERATIONS

- Responsive and *rapid* deployments
- Realistic service standards
- Canadian expertise
- Consultant & employees not eligible for deployments

KEY CONSIDERATIONS – RFP

Section 1 : Instructions to Bidders (ITB)

Data Sheet

Section 2 : Technical Proposal - Standard Forms

TECH-1
Acceptance of
Terms &
Conditions

TECH-2
Certifications

TECH-3
Bidder's
Organization

TECH-4
Bidder's
Experience

TECH-5
Methodology

TECH-6
Personnel

Section 3 : Financial Proposal - Standard Forms

FIN-1
Total Cost

FIN-2
Aboriginal Supplier Incentive

FIN-3
Reimbursable
Expenses

Section 4: Terms of Reference

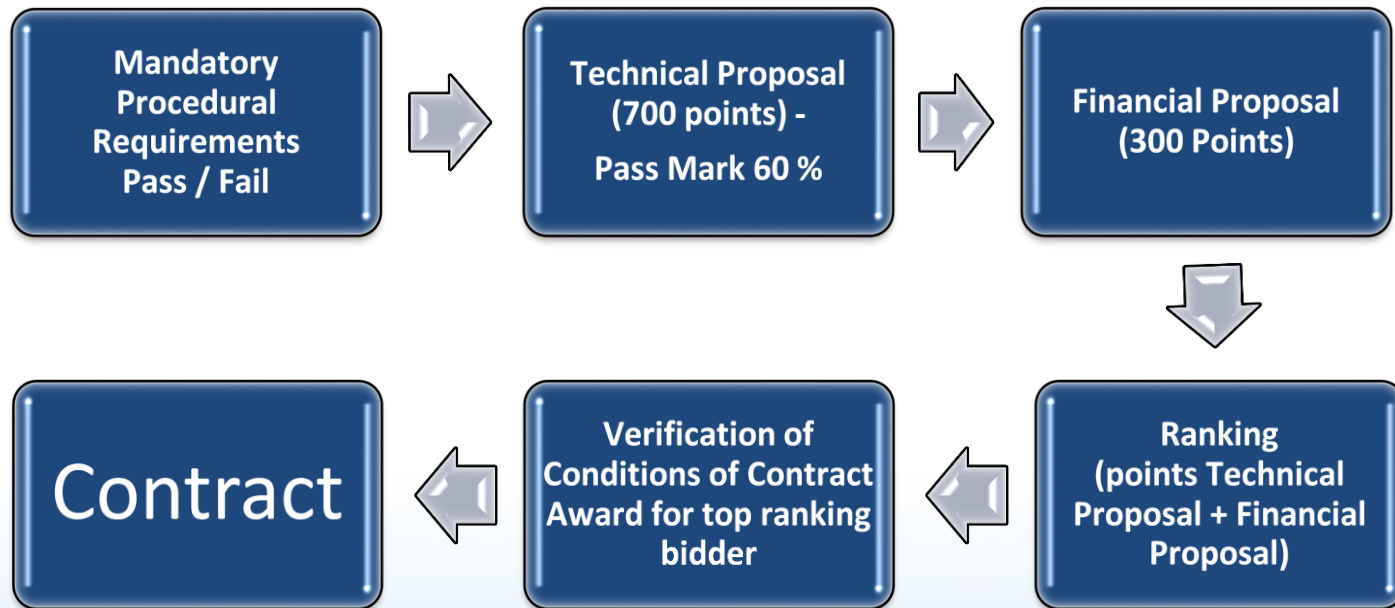
Section 5: Evaluation Criteria

Section 6: Standard form of contract

General Conditions


Forms to be
completed by the
Bidder

KEY CONSIDERATIONS – RFP



KEY CONSIDERATIONS – RFP

Mandatory procedural requirements:

- There are mandatory procedural requirements associated with this RFP.
- Requirements identified in the RFP, *Section 1. Instruction to Bidders* (ITB), with the word “**must**” are considered mandatory procedural requirements.
- Any Proposal that fails to meet any mandatory procedural requirement will be rejected and not evaluated any further.
- No other procedural requirements can be introduced/modified/removed through any other Sections of the RFP.

KEY CONSIDERATIONS – RFP

- Signed form *TECH-1 - Acceptance of Terms and Conditions* :
 - Must be submitted with a Bidder's Proposal or Proposal will be rejected.
 - If a Bidder is a consortium or a joint venture, the Bidder's Proposal must include a signed *TECH-1* from each Member.
 - Bidder agrees to be bound by instructions, clauses and conditions of the RFP and accepts the clauses and conditions of the resultant Contract in its entirety.
- Bidders, including each Member of a consortium or joint venture submitting a Proposal, must comply with the certifications in *TECH-2 - Certifications* from the date of Proposal submission.
- All forms requesting a signature must be signed in the spaces provided.

KEY CONSIDERATIONS – RFP

- The Bidder must be eligible to participate in this RFP process, i.e.:
 - has the legal capacity to contract;
 - is not a government entity or government-owned enterprise; and
 - is not a government official and/or civil servant.
- The RFP is open to Canadian Bidders only.
- “Bidder” means the person or entity (or, in the case of a consortium or joint venture, the persons or entities) submitting a Proposal to perform the resulting Contract for Services. It does not include the parent, subsidiaries or other affiliates of the Bidder. The experience of subcontractors or sub-consultants will not be considered to evaluate the experience of the Bidder.

KEY CONSIDERATIONS – RFP

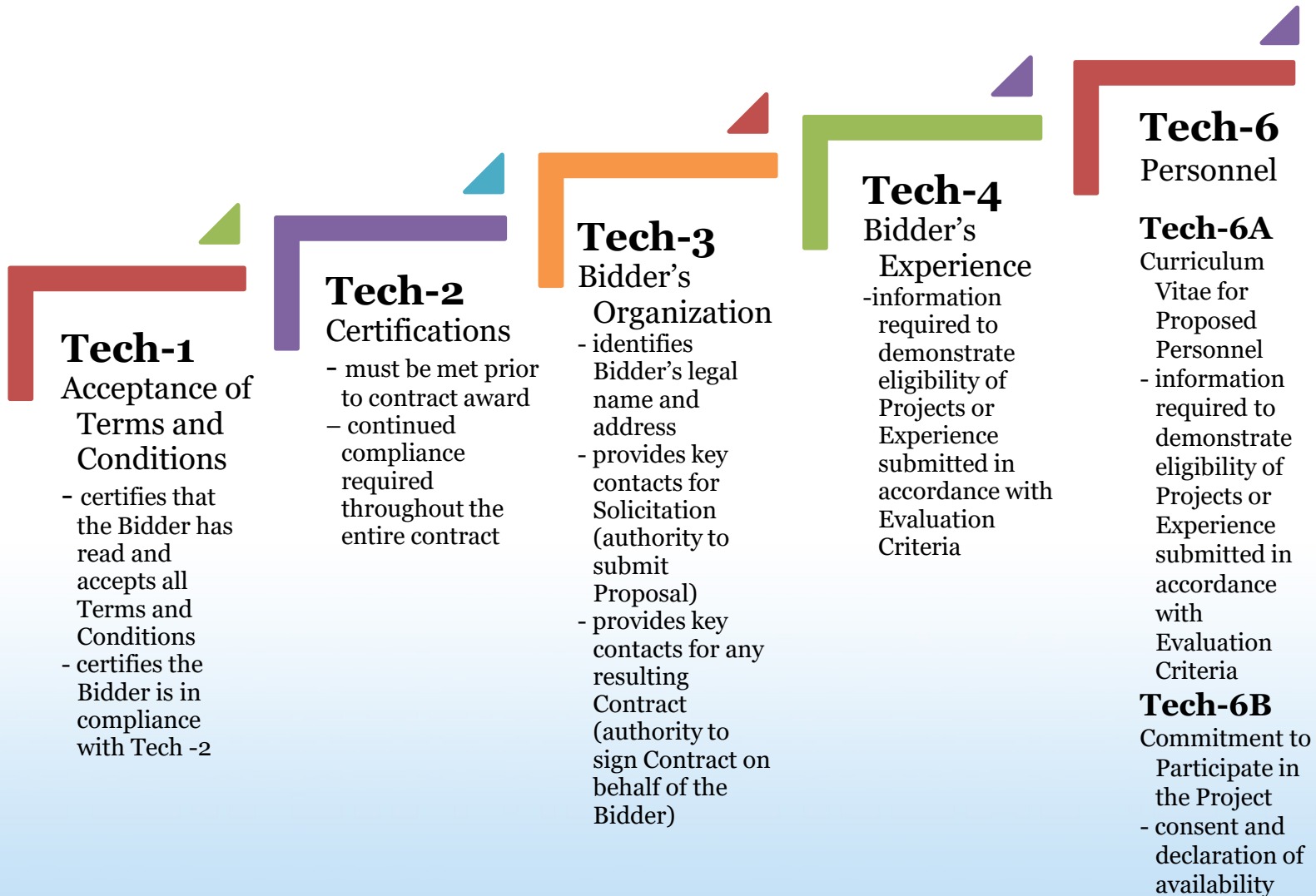
- A Bidder must submit only one Proposal, in accordance with ITB 4.4 – One Bidder, One Proposal
- A Proposal must remain valid for 180 Days after the RFP Closing Date.
- Proposal must be received by the RFP Closing Date and time and must be delivered to the address indicated in ITB 7.1.
- If a Bidder wishes to substitute or modify its Proposal before the RFP Closing Date, the substituted or modified Proposal must be submitted with a written notice.
- Proposals must be written in one of the official languages of Canada (English or French).

KEY CONSIDERATIONS – RFP

- All information related to Fees, Administrative Mark-up, Reimbursable Expenses and Applicable Taxes must only appear in the financial proposal.
- Bidders must submit their financial proposals in accordance with the “FIN” forms and the following pricing basis:
 - Total Cost (form FIN-1)
 - Aboriginal Supplier Incentive (form FIN-2)
 - Reimbursable Expenses (form FIN-3)
- Financial proposals must be expressed in Canadian dollars.
- Only Proposals found to be Technically Compliant will be evaluated Financially. Financial Evaluations will be in accordance with *ITB 11 – Proposal Evaluation*

KEY CONSIDERATIONS – RFP

Technical Forms



KEY CONSIDERATIONS – RFP

Financial Forms

FIN-1 Total Cost

FIN-1A

- Firm all-inclusive Daily Rates for each of the 7 years
- Positions identified by DFATD
- Positions identified by the Bidder in its Methodology

FIN-1B

- Administrative Mark Up

FIN-2- Aboroginal Supplier Incentive

- Maximum of 50 points
- Represents 5% of total evaluation points

FIN-3- Reimbursable Expenses

- Bidders are required to estimate Reimbursable Expenses that they will incur in the realization of the project
- Contain no elements of Fees
- Not evaluated
- Listed in ITB 10.4

The Total Financial Proposal

- Total Evaluated Proposal: FIN-1 + FIN-2
- Total Financial Proposal: FIN-1 + FIN-2 + FIN-3 (Forms the basis for maximum Contract amount)

KEY CONSIDERATIONS – RFP

Narrative Descriptions and Rating Scales

- *Rating scales will be used to assess Narrative Descriptions*
 - *One Narrative Description to cover a number of elements*
 - *Each element will be scored separately*
 - *2 scales:*
 - *Scale 1 – Experience (Bidder and Personnel)*
 - *Scale 2 – Proposed Methodology*

KEY CONSIDERATIONS – RFP

Rating Scale 1 – Experience	Rating Scale 2 – Proposed Methodology
<ul style="list-style-type: none">• Understanding of Requirement	<ul style="list-style-type: none">• Understanding of Requirement
<ul style="list-style-type: none">• Details provided (sufficient to demonstrate?)	<ul style="list-style-type: none">• Risks or Weaknesses contained in methodology
<ul style="list-style-type: none">• Relevancy, response to all elements	<ul style="list-style-type: none">• Effectiveness and Efficiency
	<ul style="list-style-type: none">• Relevancy
	<ul style="list-style-type: none">• Includes Project Risks

Each element will be awarded one of the following ratings, with the associated point value:

0 points – Not demonstrated

1 point – Partially Demonstrated

2 points – Well Demonstrated

3 points – Fully Demonstrated

For each element, the considerations above will be applied based on the descriptions found in the RFP, and a score will be provided based on the rating level that best fits the information in the proposal.

KEY CONSIDERATIONS – RFP Personnel Proposed by the Bidder

- Bidder can propose personnel positions in addition to those identified by DFATD
- Project Management, Administrative and Financial Personnel to be proposed by the Bidder
 - To be included in Methodology, if relevant
 - To be included in FIN1A, regardless of mention in the methodology.

NOTE: Addition of Personnel after Contract award will be:

- *On an exceptional basis*
- *Required to achieve the outcomes/technical specialists*

KEY CONSIDERATIONS – RFP

References

- Customer References requested for certain requirements
 - To be provided in writing as part of the Bid, and signed by the customer
 - To confirm certain elements of the experience demonstrated
- References for Narrative Descriptions
 - For each project/assignment/initiative demonstrating experience or experience not counted

KEY CONSIDERATIONS – Contract Important Concepts

- The Contract must be interpreted and governed and the relations between the parties determined by Canadian law.
- The Consultant must provide the Services in compliancy with laws and regulations applicable in the Recipient Country and the Project Location.
- RFP Section 13 – Conditions of Contract Award
- Performance Security: Irrevocable Standby Letter of Credit (ISLC), issued and confirmed by an Approved Financial Institution:
 - In the amount of \$450,000 Canadian dollars.
 - ISLC is due within 28 days of Contract signature.
- Insurance Requirements:
 - Specified in 13.1 (d) of the Data Sheet
 - Must be in place within 10 days from the signature of the Contract

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- Access important information related to Solicitations:
 - Status of Solicitation
 - Publication and Closing Dates
 - Contact Information
 - Brief Description of Requirement
 - Solicitation Documents
 - RFP
 - Amendments / Questions and Answers
 - Additional Documentation, including Bidder's Conference Presentation
 - Responsibility of the Bidder to check for current and updated information, including all Amendments and Questions & Answers

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- Option to follow tenders and subscribe for notifications:




Activity

The following statistics are only for the English page and are provided in close to real time. To calculate the total activity for a tender notice, you will need to add the English and French statistics.

Page views (English page)	64
Unique page views (English page)	52

Tender notice updates

Get notifications for this tender notice:

For more information on notifications, visit the [Follow Opportunities](#) page.

- <https://buyandsell.gc.ca/procurement-data/tenders/get-started/steps-to-search-and-follow-tenders>

KEY CONTRACTUAL CONSIDERATIONS – Important Dates

- RFP posted: February 11th, 2020
- Bidder's Conference: February 26th, 2020
- Requests for Extension: March 16th, 2020
- Requests for Clarification: March 18th, 2020
- RFP Closing Date: March 23rd, 2020

QUESTIONS?

