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NOTICE

This RFI is released to Industry to engage and socialize the requirements of the Technical Assistance Partnership while soliciting feedback from Industry to assess procurement and implementation options. The opportunity will be to work as the implementing entity to enable demand driven-deployments of Canadian expertise abroad on priorities related to the Feminist International Assistance Policy (FIAP) in response to expressed needs from national level governmental institutions in ODA-eligible countries. Technical assistance activities as part of the Technical Assistance Partnership Expert Deployment Mechanism (TAP-EDM) may include, but will not be limited to: training, advisory supports, policy research, institutional development and technical visits in a broad variety of domains. Responses to this RFI are not, and will not be considered to be, formal bids. Please provide your, comments, ideas, responses or information no later than **March 23, 2020 at 2:00 p.m.**

The issuance of this RFI is not a bid solicitation and a contract will not result from this request. Canadian Commercial Corporation (CCC), on behalf of Global Affairs Canada (GAC), solicits:

- a) information and feedback from Industry in this matter solely for the benefit of GAC;
- b) ideas related to the current approach that might result in efficiencies and cost savings to Canadians.

Responses will be kept confidential, subject to the provisions of the *Access to Information Act*, and will be retained to support further development of internal planning documents and decisions, and possibly any future RFP. Any findings made public will protect commercially sensitive information in accordance with federal policies. Respondents are encouraged to identify, in the information they share with the Government of Canada, any information that they feel is proprietary, third party or personal information. Please note that the Government of Canada may be obligated by law (e.g. in response to a request under the *Access to Information and Privacy Acts*) to disclose proprietary or commercially-sensitive information concerning a respondent (for more information: <http://www.fintrac-canafe.gc.ca/atip-airpr/privacy-privee-eng.asp>).

The Government of Canada does not commit to respond to any comments that may be received. Responses will not be returned.

There will be no short-listing of potential suppliers for the purposes of undertaking any future work as

a result of this RFI. Similarly, participation in this RFI is not a condition or prerequisite for the participation in any potential subsequent solicitation. Respondents will not be reimbursed for any cost incurred by participating in this RFI.

Submission of a response to this RFI is not required in order to submit a response to any follow-on RFP.

1 INTRODUCTION

Canada is home to internationally recognized and sought-after expertise in areas such as gender-equality, audit, fiscal and public finance management, public sector reform, education and vocational training, justice sector reform, natural resource management, transparency/anticorruption policies, statistical capacity, and police reform, among others. This expertise is found in the sphere of Canadian society including in the private, public, civil society and academic sectors.

Through the Technical Assistance Partnership (TAP), GAC will provide strategic technical assistance aligned with the Feminist International Assistance Policy (FIAP) in response to the expressed needs of ODA-eligible countries. As a means of increasing institutional performance and capacity in developing countries to plan, develop and implement national policies and programs, TAP-EDM will offer a toolkit of technical assistance activities to meet expressed needs of national level institutions. This may include, but will not be limited to professional accompaniments, trainings, advisory supports, policy research, institutional development and technical visits in a broad variety of domains. TAP-EDM's priorities will be related to the FIAP with the following expected results to be achieved through its toolkit of technical assistance activities:

Ultimate outcome:

- Improved conditions or well-being of the poorest, most marginalized and vulnerable people by contributing to the SDGs and to Canada's international assistance efforts in ODA-eligible countries while projecting Canada's leadership.

Intermediate Outcomes:

- Enhanced effective, inclusive, accountable and gender responsive national level institutions in ODA-eligible countries.
- Enhanced Canadians' participation in Canada's international assistance efforts.

Immediate outcomes:

- Improved capacity of national level institutions in ODA-eligible countries to plan, develop, and implement national policies and programs that advance gender equality, environmental sustainability and/or human rights.
- Increased awareness of Canadians as partners and global citizens in support of Canada's international assistance efforts.

2 PROJECT DETAILS

Requirements

GAC has a requirement to select a Canadian implementing entity to enable demand driven-deployments of Canadian expertise abroad and other technical assistance activities on priorities related to the FIAP in response to expressed needs from national level institutions in ODA-eligible countries. Work will be done in accordance with principles of results-based management and best

practices for development projects, including gender equality, environment and human rights based approach.

Through consultations and lessons learned from previous projects, GAC has decided to deploy non-Government experts through an implementing entity, which would have ready access to relevant experts, processes and systems to prepare, support and deploy experts drawn from Canadian civil society, academia and the private sector. Such entity should have the resources and administrative tools to manage a large number of contracts and transactions and also be well-equipped to manage liability and duty of care requirements associated with expert deployments, including logistics, pre-deployment training and issues related to international deployments.

Authority

While GAC will have the ultimate authority over the approval of the projects, it will work closely with the implementing entity. The implementing entity would further be responsible, among other things, for the following:

1. Working with partner country governments and experts, with input from local Canadian missions on local environments to define detailed terms of reference for the technical assistance activities and continued liaison throughout the deployment;
2. Procuring the required technical expertise to respond to country requests;
3. Managing all administrative, procurement/recruitment of experts, contracting and logistical elements of the deployments, facilitating travel, accommodation and workplace arrangements;
4. Monitoring performance of experts deployed, reporting results to the department, creating communication plans for post-deployment public engagement activities and events; and,
5. Organize technical visits on demand as required.

All specific deployment requests received from a partner country government would be first reviewed and approved by GAC to ensure that each deployment is strategic and aligned with both local needs and Canadian policies and priorities.

The implementing entity is expected to enable the deployment of approximately 30 Canadian experts per year, for a total period of four years. While the current expectation is approximately 30 individual deployments of Canadian experts will be made each year, the program is demand driven and the total number may be adjusted in accordance with needs identified.

3 PROPOSED PROCUREMENT APPROACH

A one-phased Request for Proposal (RFP) is expected to be issued in the near future and the bidder offering the best value response to the RFP will be recommended for award of the contract.

Among other criteria, a strong emphasis will be placed on bidders' capacity to develop a network to engage Canadian expertise in deployments abroad and to readily access the required Canadian expertise through an appropriate mechanism.

Further, the RFP will look at the bidder's experiences in deploying Canadians while managing the legal and duty of care requirements for the Canadian experts while travelling abroad and in particular in fragile and conflict affected states.

Bidders should be familiar with and will need to be compliant with the FIAP and results-based management practices. Further, they will need to be aware of contemporary approaches and best practices in dealing with gender, environment and human rights.

4 INFORMATION REQUESTED

The intent is to use the information gathered in response to this RFI to:

- Determine the level of market interest for this project;
- Obtain information on innovative approaches and solutions that Industry may bring to the project;
- Obtain information from experienced development professionals and consulting firms regarding the design and implementation of the proposed deployments program; and
- Obtain recommendations that contribute to designing a procurement process that would ensure a capable and expert implementing entity is engaged for the TAP-EDM program that meets the objectives.

Respondents are encouraged to offer concise responses, comments and insights that they believe would be beneficial to the project. The Government of Canada requests that respondents follow the structure provided below for their responses. Responses should include ideas, information and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this project.

Although responses should be as comprehensive as possible, it is understood that, for various reasons, potential respondents may be unable to provide some of the information requested. Provision of all available information would be appreciated.

Responses will be kept confidential, subject to the provisions of the *Access to Information Act*. The information provided will be used for the purposes of the analysis of the project, and may be used to develop a possible Request for Proposal (RFP).

QUESTION #	QUESTION	RESPONSE
Q1	<p>Respondent Profile: Please provide a general profile of your organization. Your response could also include any information that could be helpful in demonstrating your organization's expertise in the context of this project. If any kind of reorganization would be required to meet the requirements of the project, please identify such efforts and how they would impact your bid.</p> <p>Include the name, mailing address, phone number and e-mail of a designated contact.</p>	
Q2	<p>Project Team Profile: Please provide information about the project team that would be required for the project. What combination of skill sets or areas of expertise would be included? What would be the size of the team? How would you manage</p>	

	the expected variation in project volume?	
Q3	Roster: Does your organization maintain a roster of independent experts that would be able to meet the needs state in the Project Details? Do you think a roster is necessary to the success of the project? Identify specific criteria that would serve to evaluate the quality of a roster. If not a roster, how would you go about engaging experts to meet the requirements of the project?	
Q4	Risks: What challenges, issues or risks (technical, environmental, operational, organizational, financial, etc.) could impact the successful completion of the project?	
Q5	Pricing Structure: This project is demand driven, resulting in a variable project volume, unpredictable timing and focus of work. Provide suggestions for a suitable pricing structure for bidders that would remain in line with Government of Canada policies.	
Q6	Innovation/Proposed Solutions: Do you have information on innovative approaches and solutions that you may bring to the project?	
Q7	Other information: Is there other information, specific to this RFI that is deemed important by your organization?	

5 GOVERNMENT OF CANADA’S INTEGRITY REGIME

Before awarding a contract as a result of any eventual RFP, the Government of Canada will verify that the bidder is not ineligible to be awarded a contract or suspended. Certain charges, convictions and other circumstances with respect to the bidder, its affiliates and its first tier subcontractors, as described in the *Ineligibility and Suspension Policy* (<https://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>) will or may render the supplier ineligible to be awarded or suspended from being awarded a contract.

6 NOTES TO INDUSTRY

Potential respondents are advised that any information submitted to Canada in response to this Industry Consultation process may be used by Canada in the development of a subsequent competitive RFP. However, the Government is not bound to accept any Expression of Interest or to consider it further in any associated documents such as a RFP.

The issuance of this Industry Consultation process does not create an obligation for Canada to issue a subsequent RFP, and does not bind Canada legally or otherwise, to enter into any agreement or to accept any suggestions from organizations. Canada reserves the right to accept or reject any or all comments received.

There will be no short listing of firms for purposes of undertaking any future work, as a result of this RFI. Similarly, participation in this Industry Consultation process is not a condition or prerequisite for participation in any RFP(s).

Firms participating in this Industry Consultation process should identify any submitted information that is to be considered as either commercially confidential or proprietary.

All enquiries and other communications related to this Industry Consultation process shall be directed exclusively to the RFI Authority.

7 RFI AUTHORITY

7.1 Designated CCC Contact

CCC's Designated Contact Officer for the RFI is:

Andrew Prevost
Account Executive
Operations, CCC
350 Albert Street, Suite 700
K1A 0S6
Canada
E-mail: bids@ccc.ca

7.2 Questions Regarding the RFI

All enquiries must be submitted in writing to the Designated CCC Contact Officer **no later than five (5) business days before response submission date**. Enquiries received after that time may not be answered. Interested parties must communicate in writing directly with the Designated CCC Contact Officer. GAC will not respond to any requests pertaining to this RFI.

7.3 Response Submission Date

Responses for this RFI should be submitted via email to bids@ccc.ca no later than **March 23, 2020 at 2:00 p.m. Eastern Standard Time (EST)**. An email will be returned to the respondent acknowledging receipt of the RFI response.

7.4 Treatment of Responses to the RFI

The treatment of the receipt and consideration of responses to the RFI will be as follows:

- Responses and revisions communicated orally or by telephone will not be considered;
- Responses received after the specified closing date and time for the RFI may not be considered because the schedule may not allow sufficient time for their consideration; and
- The Government of Canada will not be liable under any circumstances to any party who provides a response to this RFI. The Crown retains the right to negotiate with suppliers on any procurement.
- Documents may be submitted in either official language of Canada.