



Government  
of Canada

Gouvernement  
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?

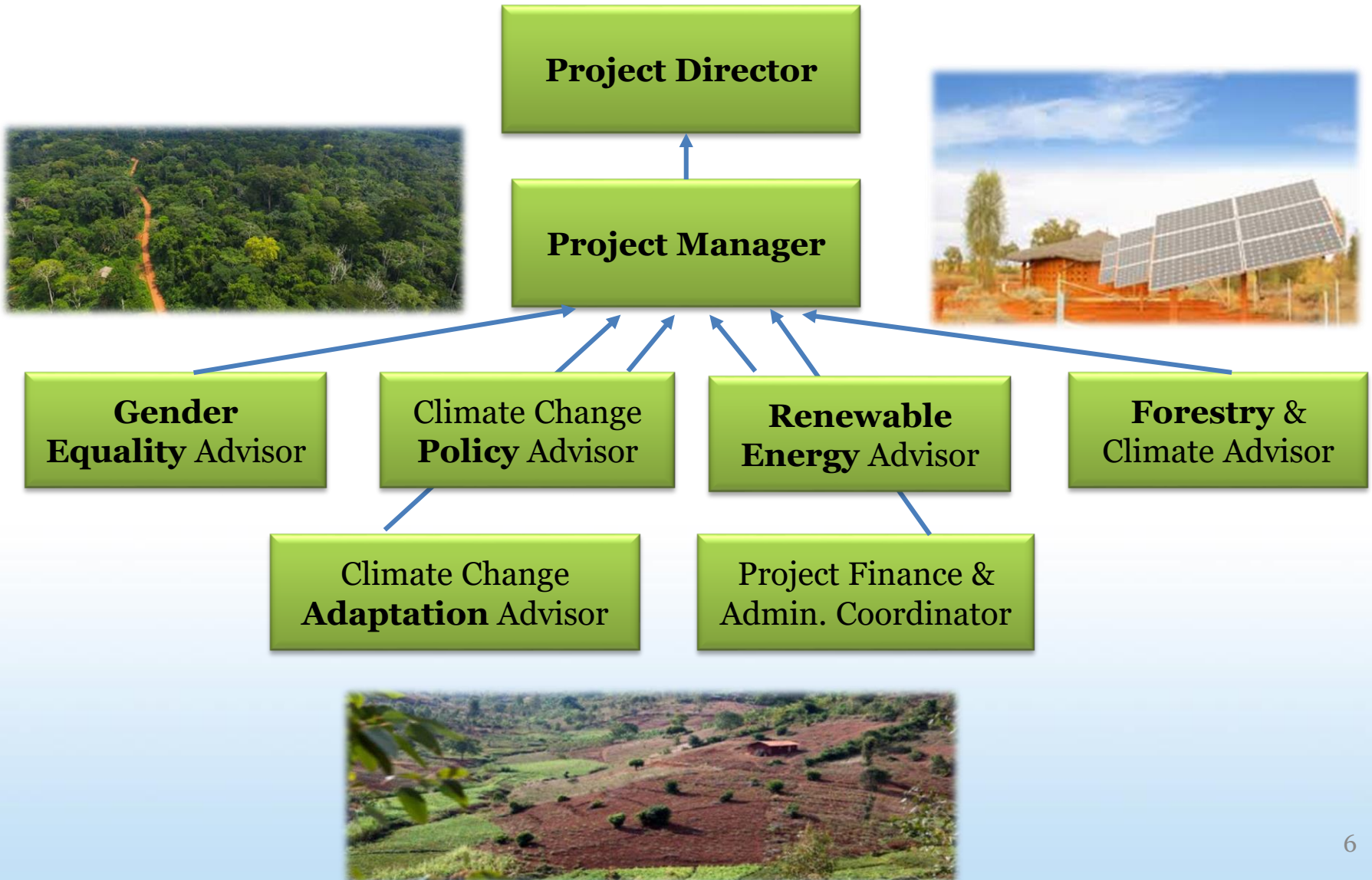
Deployment of short-term technical assistance, training/mentoring, South-South knowledge exchanges:

- 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

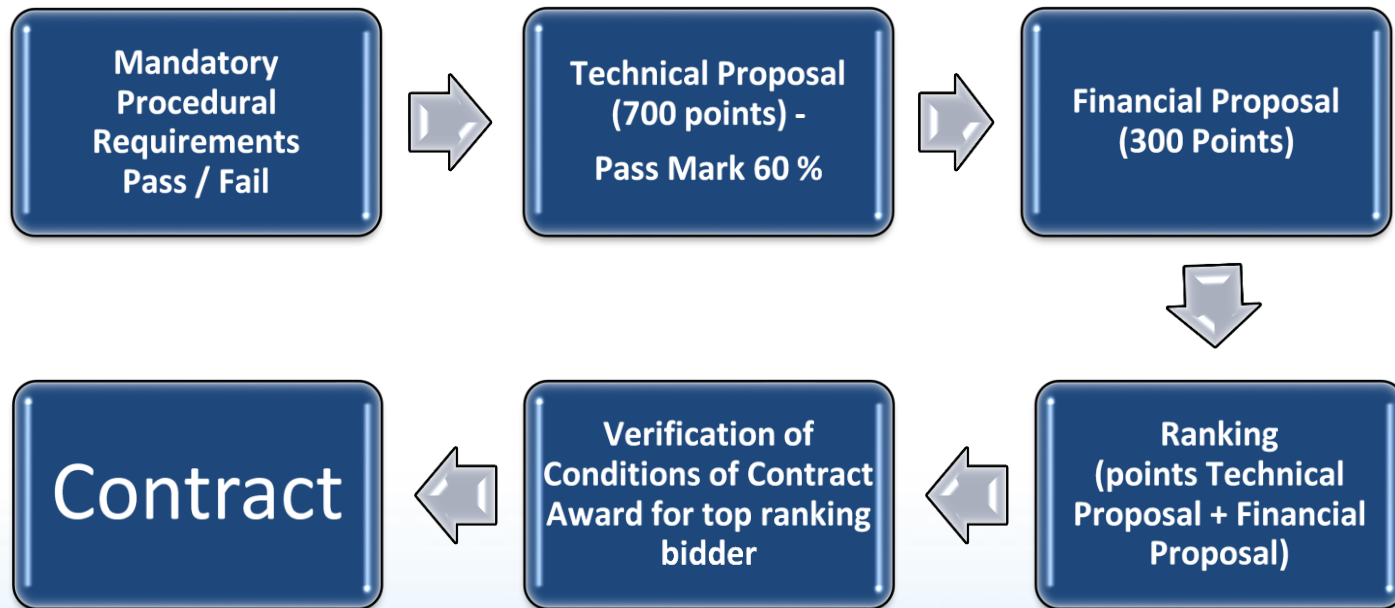
## Section 5: Evaluation Criteria

## 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

### **Tech-1**

#### Acceptance of Terms and Conditions

- certifies that the Bidder has read and accepts all Terms and Conditions
- certifies the Bidder is in compliance with Tech -2

### **Tech-2**

#### Certifications

- must be met prior to contract award
- continued compliance required throughout the entire contract

### **Tech-3**

#### Bidder's Organization

- identifies Bidder's legal name and address
- provides key contacts for Solicitation (authority to submit Proposal)
- provides key contacts for any resulting Contract (authority to sign Contract on behalf of the Bidder)

### **Tech-4**

#### Bidder's Experience

- information required to demonstrate eligibility of Projects or Experience submitted in accordance with Evaluation Criteria

### **Tech-6**

#### Personnel

#### **Tech-6A**

- Curriculum Vitae for Proposed Personnel
- information required to demonstrate eligibility of Projects or Experience submitted in accordance with Evaluation Criteria

#### **Tech-6B**

- Commitment to Participate in the Project
- consent and declaration of availability



# *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"> <li>• Understanding of Requirement</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of Requirement</li> </ul>
<ul style="list-style-type: none"> <li>• Details provided (sufficient to demonstrate?)</li> </ul>	<ul style="list-style-type: none"> <li>• Risks or Weaknesses contained in methodology</li> </ul>
<ul style="list-style-type: none"> <li>• Relevancy, response to all elements</li> </ul>	<ul style="list-style-type: none"> <li>• Effectiveness and Efficiency</li> </ul>
	<ul style="list-style-type: none"> <li>• Relevancy</li> </ul>
	<ul style="list-style-type: none"> <li>• Includes Project Risks</li> </ul>

**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.

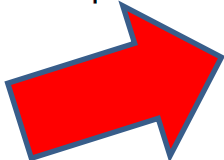
<b>Page views (English page)</b>	64
<b>Unique page views (English page)</b>	52

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- <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 26<sup>th</sup>, 2020
- Requests for Extension: March 12<sup>th</sup>, 2020
- Requests for Clarification: March 16<sup>th</sup>, 2020
- RFP Closing Date: March 23<sup>rd</sup>, 2020

# *QUESTIONS?*

