



SEL.: 2020-P-000714-1

Expert Deployment Mechanism for Climate Action in Africa

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## **ADDENDUM TO REQUEST FOR PROPOSALS (RFP)**

### **ADDENDUM 003**

The Department of Foreign Affairs, Trade and Development (DFATD) hereby amends, in accordance with this Addendum to the Request for Proposals for the provision of an Expert Deployment Mechanism for Climate Action in Africa, bearing number 2020-P-00714-1 (the RFP). This Addendum hereby forms part of the RFP. The purpose of this Addendum is to:

1. Provide responses to questions received at the Bidder's Conference;
2. Provide responses to questions received; and
3. Provide for changes to the RFP.

#### **1. BIDDER'S CONFERENCE QUESTIONS AND ANSWERS**

<b>QUESTION 1</b>	Can you please explain what is meant by "Canadian expertise", and how will this be evaluated given that there are no points in the evaluation criteria? Are Advisors who are not based in Canada expected to have Canadian expertise?
<b>ANSWER 1</b>	<p>As per RFP Section 4 - Terms of Reference, Annex A – Project Description, 2. Project Description, Canadian technical expertise refers to knowledge of Canadian climate change policies, models, innovations and best practices. The Project aims to provide primarily technical experts with Canadian technical expertise. However, other technical expertise will be accepted wherever technical experts with Canadian expertise are not available.</p> <p>Incorporating Canadian technical expertise into Project activities and deliverables is the responsibility of the Consultant and the Project Manager, and not any individual Advisor, and therefore does not form part of the evaluation criteria for any individual personnel position.</p> <p>It is also the Consultant's responsibility to develop and maintain a network and roster of Canadian and international technical experts for possible deployments for implementation of approved initiatives.</p>



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	Please see section 3 of this Addendum for changes to the RFP.
<b>QUESTION 2</b>	Form Tech 4 – Bidder’s Experience includes Chart 1 – Project Information and Chart 2 – Initiative Information, which have required information for Projects or Initiatives that are included in the technical proposal in order to demonstrate experience. Are Bidder’s required to use that format?
<b>ANSWER 2</b>	No, Bidders are not required to use the format of Chart 1 – Project Information, or Chart 2 – Initiative information.  DFATD provides these charts to facilitate Bidders in preparing their Proposal. The information requested in the charts is required for each project or initiative presented in the narrative description, however the format is not mandatory. Bidders may choose how to present the information.  Bidders are reminded that, in accordance with RFP 11.9, the Bidder must clearly, and in sufficient depth, address the Rated Evaluation Criteria in section 5 of the RFP, and that not completely addressing a rated criterion may result in a score of zero for that rated criterion.  Should Bidders wish to change the format of one of the Tech forms, it is their responsibility to ensure all required information is clearly presented.
<b>QUESTION 3</b>	In Requirement 3.2, a Written customer reference is requested to confirm experience demonstrated in Requirement 3.1B, where there are 6 different areas of expertise that are to be demonstrated in a narrative description. Is the expectation that one reference is provided to substantiate all areas of expertise, or will multiple references be required?
<b>ANSWER 3</b>	The expectation for Requirement 3.2 is that one reference is to be provided, and that this reference should confirm experience in at least one of the six areas of expertise.  DFATD does not expect one reference to substantiate all six areas, and does not expect multiple references to ensure a reference is given for all areas.  Please see section 3 of this Addendum for changes to the RFP.
<b>QUESTION 4</b>	The Considerations in Scale 2 include two elements that pertain to risk. The first being Risks and Weaknesses in the approach and the second is Project risks. How will this be applied when there is no evaluation criteria in which Bidders have to identify or address risks?



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<b>ANSWER 4</b>	<p>Scale 2 will be used to evaluate the Bidders' Methodology. There are no separate evaluation criteria in which Bidders are requested to identify additional Project risks or to provide mitigating strategies for the risks that have been identified in Section 4 – Terms of Reference.</p> <p>While evaluating the methodology, the Evaluation team will look at the methodology as a whole and consider whether there are any risks or weaknesses in the methodology or strategy proposed for a given element of Requirement 4.</p> <p>The Evaluation team will also consider the extent to which any Project risks were taken into consideration in the development of the methodology, and how they may impact the implementation of the Project.</p> <p>The considerations in each level of the rating scale include what the Evaluation team will be looking for in terms of risk and weaknesses in the proposed methodology, as well as the incorporation of Project risks and how they have been addressed.</p>
<b>QUESTION 5</b>	Can you please confirm whether or not the Selection process for the pool of technical experts is to be fully transparent?
<b>ANSWER 5</b>	<p>Section 4 – Terms of Reference, Annex B – Specific Mandate of the Consultant, 7.3 Procurement of Goods and Hiring of Other Project Resources and Technical Experts states:</p> <p>The Consultant must procure goods and contract other resources and technical expertise required for the Project in accordance with the approved Procurement Policies and Procedures plan described in the SOPs, and in Contract clause 3.10.2.</p> <p>Contract clause 3.10.2 sets out the principles of fairness, openness and transparency that procurement of goods and services under the resulting Contract must follow, including the procurement of technical experts.</p>
<b>QUESTION 6</b>	Are Bidders able to enter into sole source commitments or an exclusive arrangement with downstream suppliers for the provision of technical experts?
<b>ANSWER 6</b>	Should a Bidder wish to enter into a commitment, sole source or otherwise, or enter into a consortium with, and/or hire a supplier as a Contractor, Sub-Contractor or Sub-Consultant for the provision of technical experts they are requested to include this as part of their methodology (Requirement 4).



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	<p>The selection and deployment of the individual technical experts for deployments are still subject to the contracting principles of fairness, openness and transparency in accordance with Contract clause 3.10.2.</p> <p>Employees of this supplier, or any other contractor, sub-contractor, sub-consultant, or affiliate, will not be eligible to participate as a deployed expert.</p>
<b>QUESTION 7</b>	<p>Please explain what is meant by “or similar” in requirement 6.1. PMP is not a standard baseline in the international development sector. Would you consider other education or equivalent experience?</p>
<b>ANSWER 7</b>	<p>DFATD has reviewed this requirement and made changes. Please see Addendum 002, Question 17 and section 2, for more information.</p>

**2. QUESTIONS AND ANSWERS**

<b>QUESTION 1</b>	<p>Could you please confirm the following:</p> <ol style="list-style-type: none"> <li>1) The bidder is not required to recruit or solicit organizations that intend to bid on deployment mechanism.</li> <li>2) The selection process for the deployment mechanism/technical assistance pool will follow a fully transparent, competitive process.</li> <li>3) No parties bidding on this tender should be making commitments to use organizations/experts for the deployment mechanism on a sole source basis.</li> <li>4) Any organization that makes an exclusive arrangement with downstream suppliers should be disqualified from the process and the downstream supplier should be disqualified from participating in the pool.</li> </ol>
<b>ANSWER 1</b>	<ol style="list-style-type: none"> <li>1) This Project is for the provision of technical expertise through an Expert Deployment Mechanism, for which the Bidder will be responsible for managing. In accordance with Section 4 – Terms of reference, Annex B – Specific Mandate of the Consultant, it is the Consultant’s responsibility to develop guidelines and templates to guide the selection, approval and deployment processes, and to develop tools and processes for soliciting requests for technical assistance, including running local calls for proposals as relevant. The Bidder is not required to recruit or solicit any other firms.</li> </ol>



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	<p>However, it may do so as part of their methodology for implementation of this Project. If the Bidder chooses to do so, this should be reflected in the methodology submitted in accordance with Requirement 4.</p> <p>2) Please see Question and Answer 5 in section 1 of this Addendum.</p> <p>3) Please see Question and Answer 6 in section 1 of this Addendum.</p> <p>4) Please see Question and Answer 6 in section 1 of this Addendum.</p>
<b>QUESTION 2</b>	<p>In yesterday's call, I noted that it was possible to request an extension prior to March 16, 2020, if necessary. Can you confirm that I have understood this information correctly?</p>
<b>ANSWER 2</b>	<p>Please note that DFATD has discovered an error in the dates used in yesterday's Bidder's conference.</p> <p>The correct deadlines, in accordance with the RFP, are as follows:</p> <ul style="list-style-type: none"> <li>• Requests for Extensions: March 12, 2020</li> <li>• Requests for Clarifications: March 16, 2020</li> </ul> <p>DFATD will update the Bidder's Conference Deck that was previously posted on buyandsell.gc.ca</p>

### 3. CHANGES TO THE RFP

3.1 At section 4 Terms of Reference, Annex A – Project Description, 2. Project Description:

**DELETE:**

Canada has a wealth of world-class climate change expertise in government (e.g. provincial, federal), the private sector, and civil society and the Project provides a platform for making this expertise available to eligible countries in Sub-Saharan Africa. By relying primarily on Canadian technical expertise<sup>7</sup>, the Project will draw on, and share, Canadian climate change know-how, models, innovations and best practices. By providing these countries with demand-driven technical assistance, the Project will help ensure that these



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countries—and ultimately their citizens—benefit more fully from a more climate secure environment.

Footnote <sup>7</sup>: Where Canadian technical expertise is not available, international expertise will be drawn.

### **REPLACE WITH:**

Canada has a wealth of world-class climate change expertise in government (e.g. provincial, federal), the private sector, and civil society and the Project provides a platform for making this expertise available to eligible countries in Sub-Saharan Africa. By relying primarily on Canadian technical expertise<sup>7</sup>, the Project will draw on, and share, knowledge of Canadian climate change policies, models, innovations and best practices. By providing these countries with demand-driven technical assistance, the Project will help ensure that these countries—and ultimately their citizens—benefit more fully from a more climate secure environment.

Footnote <sup>7</sup>: Where technical experts with Canadian technical expertise is not available, other technical expertise will be drawn.

- 3.2 At section 4 Terms of Reference, Annex B – Specific Mandate of the Consultant, 2. Description of Services to be Provided, 2.1 Project Management

### **INSERT:**

- Ensure the incorporation of Canadian technical expertise in all Project activities and deliverables, including initiatives that result from an RFS, where available.

- 3.3 At section 4 Terms of Reference, Annex B – Specific Mandate of the Consultant, 7.1.2 Project Manager:

### **DELETE:**

(viii) In collaboration with the relevant Project Advisors and Recipient Organizations, developing, or overseeing the development of initiative TOR and Workplans;

### **REPLACE WITH:**

(viii) In collaboration with the relevant Project Advisors and Recipient Organizations, developing, or overseeing the development of initiative TOR and Workplans, ensuring Canadian technical expertise is incorporated, where available;



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- 3.4 At section 5 Evaluation Criteria, Requirement 3: Experience in the field of climate change, R3.2:

**DELETE:**

- (i) The task(s) performed demonstrated relevant expertise in one of the six areas identified

**REPLACE WITH:**

- (i) The task(s) performed demonstrated relevant expertise in at least one of the six areas identified

**ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.**