



SEL.: 2020-P-000714-1

Expert Deployment Mechanism for Climate Action in Africa

ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

ADDENDUM 006

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; and
2. Provide for changes to the RFP.

1. QUESTIONS AND ANSWERS

QUESTION 1	Is the Bilingual requirements for Director and Manager binary?
ANSWER 1	<p>The Project Director and Project Manager will be required to work in both English and French languages. This is important given that Project stakeholders and Recipient Organizations will come from both Anglophone- and Francophone-speaking countries.</p> <p>DFTAD has reviewed the language requirements and has made changes to the RFP.</p> <p>Please see section 2 of this Addendum for changes to the RFP.</p>
QUESTION 2	R6.2. iii) demonstrated experience managing projects/assignments/climate change initiatives with human resources dispersed in multiple developing countries: A project may have a regional/global focus, but may take several years to achieve this, therefore could you please confirm that the projects listed must specify the countries worked in by the RFP closing date.
ANSWER 2	In Section 5, Evaluation Criteria, Category 3: Proposed Personnel, Instructions to Bidders, it is stated that:



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	<p><i>The Bidder's proposed individuals must have acquired all professional experience within fifteen (15) years before the RFP Closing date. No points will be awarded for professional experience acquired outside this period.</i></p> <p>Requirement 6.2 iii) evaluates the Project Manager's experience managing Projects/Assignments with human resources dispersed in multiple Developing countries.</p> <p>Therefore, in order to be considered for evaluation, the proposed Project Manager must have gained the experience managing resources dispersed to Developing countries prior to the RFP Closing Date.</p> <p>DFATD has reviewed this requirement and made changes to the RFP for clarity.</p> <p>Please see section 2 of this Addendum for changes to the RFP.</p>
QUESTION 3	<p>R5.1: Education and Professional Development, undergraduate/graduate degree in environment or climate change-related discipline: we would like to request this includes undergraduate/graduate degrees in development management as these programs focus on the global challenges of extreme poverty and sustainable development (i.e., environment and climate change are cross cutting themes throughout).</p>
ANSWER 3	<p>DFATD has reviewed this requirement and has made changes to the RFP.</p> <p>Please see section 2 of this Addendum for changes to the RFP.</p>
QUESTION 4	<p>With the extension of the deadline until April 20th has the period for seeking clarifications also been extended? If so, would this be to April 13?</p>
ANSWER 4	<p>In accordance with RFP Instructions to Bidders, paragraph 6. Clarifications and Amendments of RFP Documents, 6.1:</p> <p><i>Bidders may request a clarification of any of the RFP elements no later than five (5) working days before the RFP Closing Date. Requests received after that date may not be answered.</i></p>



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	<p>Therefore, should the RFP Closing Date change, the deadline for submitting Clarifications or extension requests changes as well, in accordance with the timelines set out in the RFP clauses. Please note that this is also applicable to paragraph 6.4 (request for extension of the RFP Closing Date).</p> <p>To Clarify, the dates indicated in the Bidder's Conference deck were based on the RFP Closing Date at that time, and posted for information purposed only. Dates published in RFP Addendum 3, Section 2, Answer 2 were corrections to the information posted in the Bidder's Conference deck, and were as of the RFP Closing Date at that time. Therefore, the current deadline for clarifications is April 13, 2020. However, this is subject to change should the RFP Closing Date change.</p>
QUESTION 5	Will DFATD be sharing a list of participants from the Bidders' Conference?
ANSWER 5	<p>DFATD will not be sharing a list of participants from the Bidders' Conference. However, a list of Interested Suppliers is available on the buyandsell.gc.ca tender notice page, on the upper right hand corner.</p> <p>The list can also be accessed at: https://buyandsell.gc.ca/procurement-data/tender-notice/PW-20-00906619/list-of-interested-suppliers</p> <p>DFATD encourages all interested Bidders to register on this page.</p>

2. CHANGES TO THE RFP

2.1 At section 4 Terms of Reference, Annex B – Specific Mandate of the Consultant:

DELETE:

8. Language Requirements

All resources must have the following language proficiencies:

English OR French:

Oral = Level 4 – Advanced Professional Proficiency

Reading = Level 4 – Advanced Professional Proficiency



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Writing = Level 4 – Advanced Professional Proficiency

In addition, the PD and PM must have the following language proficiencies in the second language (i.e. if English is the first language, the individual must have the below proficiencies in French, and vice versa):

Oral = Level 3 – General Professional Proficiency

Reading = Level 3 – General Professional Proficiency

Writing = Level 3 – General Professional Proficiency

The definition associated with the language requirements can be found in Appendix B-Description of Language Scales/Levels.

REPLACE WITH:

8. Language Requirements

All resources must have the following language proficiencies:

English OR French:

Oral = Level 4 – Advanced Professional Proficiency

Reading = Level 4 – Advanced Professional Proficiency

Writing = Level 4 – Advanced Professional Proficiency

The PD must have the following language proficiencies in the second language (i.e. if English is the first language, the individual must have the below proficiencies in French, and vice versa):

Oral = Level 3 – General Professional Proficiency

Reading = Level 3 – General Professional Proficiency

Writing = Level 3 – General Professional Proficiency

In addition, PM must have the following language proficiencies in the second language (i.e. if English is the first language, the individual must have the below proficiencies in French, and vice versa):

Oral = Level 3 – General Professional Proficiency

Reading = Level 2+ – Limited working Capacity

Writing = Level 2+ – Limited working Capacity



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The definition associated with the language requirements can be found in Appendix B-Description of Language Scales/Levels.

2.2 At section 5 Evaluation Criteria, Requirement 5: Project Director's Experience, R5.1 Education and Professional Development:

DELETE:

Education and Professional Development (maximum 8 points)

i) Highest level of education completed (maximum 5 points):

- Undergraduate degree in an environment or climate change-related discipline (3 points)
- Graduate degree in an environment or climate change-related discipline (5 points)

ii) Other education or Professional Development in environment or climate change-related disciplines, (1 point per completed other education or Professional Development, up to 3 points).

REPLACE WITH:

Education and Professional Development (maximum 8 points)

i) Highest level of education completed (maximum 5 points):

- Undergraduate degree in an environment, development management or climate change-related discipline (3 points)
- Graduate degree in an environment, development management or climate change-related discipline (5 points)

ii) Other education or Professional Development in environment, development management or climate change-related disciplines, (1 point per completed other education or Professional Development, up to 3 points).



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2.3 At section 5 Evaluation Criteria, Requirement 6: Project Manager, R6.2 Experience:

DELETE:

iii) Demonstrated experience of at least 36 months managing Projects/Assignments with human resources dispersed in multiple Developing countries (maximum 12 points):

- Less than 36 months experience, or no dispersed resources (0 points)
- Resources dispersed in 2 or 3 Developing countries (4 points)
- Resources dispersed in 4 or 5 Developing countries (6 points)
- Resources dispersed in 6 or more Developing countries (8 points)

4 additional points will be given if resources were dispersed in at least 3 Sub-Saharan African countries;

REPLACE WITH:

iii) Demonstrated experience of at least 36 months managing one (1) Project/Assignment with human resources dispersed in multiple Developing countries. (maximum 12 points):

- Less than 36 months experience or no dispersed resources (0 points)
- Resources dispersed in 2 or 3 Developing countries (4 points)
- Resources dispersed in 4 or 5 Developing countries (6 points)
- Resources dispersed in 6 or more Developing countries (8 points)

4 additional points will be given if resources were dispersed in at least 3 Sub-Saharan African countries on a single Project/Assignment;

ALL OTHER TERMS AND CONDITIONS REMAIN UNCHANGED.