



Technical Assistance Partnership – Expert Deployment Mechanism (TAP-EDM)

RFP Reference Number: 105343

Questions and Answers #5 – November 20, 2020

Question 1: Could DFATD clarify, and perhaps provide some examples of, the kinds of professional accreditation that would be acceptable to cite in the CVs of the Project Director, Project Managers, and Communication and Public Engagement Manager?

Answer 1: For this criterion, a valid professional accreditation refers to a mandatory or a voluntary accreditation delivered by professional bodies at the provincial, Canadian or international levels in a relevant discipline.

For the Project Director position, a “relevant discipline” means engineering or social sciences (for example, business administration, public administration, human resources, law, economics, industrial relations, or international development).

For the Project Manager position and for the Communication and Public Engagement Manager, we invite you to read carefully the evaluation criteria and the definition scope of “relevant discipline” for each of the respective positions.

An amendment to the RFP will be issued shortly.

Question 2: It is our understanding that, as per Table 5, reimbursable expenses will be included in the Total of the Financial Proposal Cost. However, for evaluation purposes, the reimbursable expenses will be subtracted/excluded from that total. Is this correct?

Answer 2: Yes. It is correct. Contractor’s Reimbursable Expenses will not be evaluated. TABLE 1 – Cost of Personnel – Fees for Personnel Positions Identified by DFATD is the only table from the Financial Proposal which will be evaluated to determine the Financial Score.

An amendment to the RFP will be issued shortly.

Question 3: Regarding Requirement D & E, DFATD’s definition at the bottom of each requirement’s evaluation criteria reads, “A multi-year and complex international development project means a project that of a least three (3) years in duration in the last 10 years from the closing date of the RFP and of a value of at least five million Canadian dollars (\$5M).” Can DFATD please confirm that this is intended to read as follows, with the words in bold either deleted or inserted for additional clarity as shown here? “A multi-year and complex international development project means a project that of a least three (3) years in duration that was active in the last 10 years from the closing date of the RFP and of a value of at least five million Canadian dollars (\$5M).”



Answer 3: Yes. Your corrected text is correct. The sentence should read: A multi-year and complex international development project means a project of a least three (3) years in duration that was active in the last 10 years.

A correction to the RFP will be issued shortly.

Question 4: For Requirement B, given the importance of the methodology and that there are 10 sections with a number of subsections that need to be addressed a comprehensive and detailed way to be complete we are requesting the page limit be increased to 20 pages.

Answer 4: DFATD will accept up to fifteen (15) pages for the answer for all ten (10) sections of Requirement B. Note that Form 4 - Performance Measurement Framework is not included in the 15-page limit.

An amendment to the RFP will be issued shortly.

Question 5: Re Requirement C, D, and E, professional accreditation: as there are no professional accreditations for project directors and project managers within the field of international development, we ask that this requirement be removed or broadened to include additional degrees.

Answer 5: See Answer to Question 1.

Question 6: For Requirement F, Communications and Public Engagement Manager, it asks for at least thirty-six (36) months experience in leading the design and implementation of a multi-year and complex communication or public engagement strategy, in the context of management . . . preferably in the context of multi-year and complex international development and then defines a multi-year and complex international development project means a project of at least three (3) years in duration in the last 10 years from the closing date of the RFP and of a value of at least five million Canadian dollars (\$5M). Given GAC is not issued a competitive tender for a complex, multi-year development project in the last 10 years with a Communications and Public Engagement Manager position based in Canada, we are requesting that the criteria be changed to demonstrating experience in the international development context and not tied specifically to multi-year, complex international development projects.

Answer 6: DFATD maintains this criterion of demonstrating Communications and Public Engagement management experience in the context of a complex, multi-year development project for Requirement F as it applies to the candidate, not to the firm.

Question 7: Q&A #3 issued November 17, 2020, clarifies that "To be an eligible project, sixty per cent (60%) of the project budget needs to have been disbursed between 2013 and 2020." However, for projects that are ongoing, the COVID-19 pandemic has limited the ability to fully disburse funds as planned. Would DFATD consider a threshold of 50% disbursement for projects that are continuing beyond 2020 and have been affected by the pandemic



Answer 7: For projects included for evaluation under Annex D-Evaluation Criteria, Rated Requirements, Requirement A, due to COVID impacts on all active international development projects, DFATD is reducing the percentage of project activities required to be completed from 60% to 50% for projects executed between 2013 and 2020. As such the reference in Requirement A will now read as follows: The project activities should be at least 50% executed during this period.

An amendment to the RFP will be issued shortly.

Question 8: In the position description for the Communication and Public Engagement Manager (p. 66), the description of responsibility #5 says "Collect, analyze and synthesize technical assistance related results and ensure reporting and results-based management requirements, as outlined in section 3.2, are met and submitted to DFATD in the specified timelines." This is the same as responsibility #10 for the Project Managers. Should the responsibility for the CPEM instead read "Collect, analyze and synthesize communication and public engagement-related results..." Also, is the CPEM expected to ensure reports are submitted to DFATD, or should this be solely the responsibility of the Project Managers?

Answer 8: DFATD purposely does not assign result-based reporting for a specific component of the project to a particular member of the core project team. DFATD views result-based reporting to be a collective endeavour of all relevant project team members. As per the Statement of Work, communication and public engagement activities are to be embedded in all technical assistance initiatives. The Project Director has the prime responsibility to oversee the preparation of all reports to be delivered to DFATD, and to liaise with and report to DFATD technical authority.

Question 9: With respect to the Additional Contractor's Personnel (5.2. [c]) and the maximum funding of \$2,400,000: given that this amount is included in Table 5 – Summary of Total Cost, it is not evaluated. Please confirm that our understanding is correct.

Answer 9: Your understanding is correct.

Question 10: Since there is no form for Additional Contractor's Personnel, we understand that Bidders are not required to provide names, positions and rates at this time. Could you validate our understanding?

Answer 10: Your understanding is correct.

Question 11: The costs relating to the Additional Contractor's Personnel include the cost elements described under section 5.3.1 Personnel costs. Could you validate our understanding?

Answer 11: Your understanding is correct. If the Contractor chooses to propose Additional Contractor's Personnel to DFATD for approval, then the rates for the Additional Contractor's Personnel proposed may include costs listed under 5.3.1.



Question 12: Concerning the Responsive Technical Assistance Fund (5.2.1 [a]) and its maximum funding of \$ 12,000,000: Since this amount is entered in Table 5 - Summary of Total Costs, it is not subject to 'an evaluation. Could you validate our understanding?

Answer 12: Your understanding is correct.

END OF QUESTIONS AND ANSWERS # 5