



# ADDENDUM TO REQUEST FOR PROPOSALS (RFP)

## ADDENDUM 002

The Department of Foreign Affairs, Trade and Development (DFATD) hereby amends, in accordance with this Addendum to the Request for Proposals for the Modernization of Peru's Civil Service Project, bearing number 2020-P-00508-1 (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>	<p>In regards of the scope of the project and the associated budget: For the values that are referenced in the project profile in terms of the desired duration and the value, at one point the MODSERV project was envision to have a much larger budget, perhaps 15 millions dollars and a 7 to 8 years duration, and now we are looking at 5.5 millions dollars. Is that an accurate interpretation of this project development and if so can you confirm that the current scope is also a reduced version of the original?</p>
<b>ANSWER 1</b>	<p>The project was initially announced in November 2016 as a 7-year project for up to \$15 M. During these last years the project has undergone several changes, and it amount currently at \$4.5 M with a duration of 4 years, in order to respond realistically to the ongoing Peru's civil service reform, and to enable the transfer of Canada's experience, adapted through MODSERV.</p> <p>In order to do so, the approach has been adjusted to align with Peru's and specifically SERVIR's priorities and focus:</p> <p>It was considered more strategic for the project to train the trainers only which has a direct impact on the budget and duration and to leave to SERVIR, the task to strengthen the capacities of its personnel and the personnel of the targeted ministries, regional and local governments.</p> <p>In order for the project to have a closer coordination with SERVIR, it has been decided that SERVIR will assign a space for MODSERV's team in their offices. Consequently, there is no need to assign resources in the budget for the implementation of an office in Peru.</p>



	<p>Finally, the technical assistance to be provided by the winning bidder within the MODSERV project has been adjusted to take into consideration complementary technical assistance to be directly provided by Canadian departments. This complementary technical assistance will be coordinated by DFATD and the winning bidder. The goal of such technical assistance is to share with SERVIR Canada's best practices and lessons learned from the on-going development of its own civil service.</p>
<b>QUESTION 2</b>	<p>On the budget, could GAC provide clarity on what is the maximal available funding under <i>5.2.1 Available Funding</i> as it does refer to 4.5 millions dollars but then there is the \$1,050,000 CAD for additional Personnel. Is the \$1,050,000 CAD on top or part of the 4.5 millions dollars?</p>
<b>ANSWER 2</b>	<p>The \$1,050,000 CAD is the allocated funds that the implementing agency will allocate for Ad hoc consultants. This amount is included in the overall budget (\$4.5 M) of the RFP.</p>

## 2. QUESTIONS AND ANSWERS

<b>QUESTION 1</b>	<p>Regarding 'additional Personnel to be identified by the Bidder', the RFP refers to two types of Personnel: "<i>Personnel to be identified during project implementation</i>" (5.2.1), and "<i>Personnel proposed by the bidder in its Methodology</i>" (5.4.1 and Table 2). Section 3.4 (p. 91/114) also makes reference to a range of possible Short-term Canadian ad-hoc advisors that must be approved by DFATD in each Annual Work Plan, which implies that such Personnel will be identified during implementation rather than in the bidder's methodology. In this context, can DFATD please confirm that it expects to see two types of additional Personnel? i) those identified in bids (Table 2) required to successfully manage the project, and ii) short-term, ad hoc resources recruited to deliver TA during implementation.</p>
<b>ANSWER 1</b>	<p>In determining their methodologies, Bidder's may see the need of additional personnel positions required to carry out the work, and therefore DFATD has allowed the Bidder's flexibility to propose these additional personnel in their proposals. Bidders are encouraged to include, in their methodologies, additional "<i>Personnel proposed by the bidder in its Methodology.</i>" The fees related to any position identified by the Bidder are to be included in the chart in Table 2.</p>



	The " <i>Personnel to be identified during project implementation</i> ", refer to resources, which are to be recruited, on an ad hoc basis, to deliver Technical Assistance during project implementation. These positions are separate and in addition to the " <i>Personnel proposed by the bidder in its Methodology</i> ".
<b>QUESTION 2</b>	If the above interpretation is correct, can DFATD please also confirm that \$1,050,000 for " <i>Personnel to be identified during project implementation</i> " (part of the total contract value of \$4,500,000) should be treated as a fixed amount to be budgeted in full by all bidders?
<b>ANSWER 2</b>	This is correct; the \$1,050,000 CAD for " <i>Personnel to be identified during project implementation</i> " should be treated as a fixed amount to be budgeted in full by all Bidders.
<b>QUESTION 3</b>	If correct and the \$1,050,000 is to be treated as a fixed amount to be budgeted by all bidders, could DFATD please clarify in which table the \$1,050,000 is to be presented?
<b>ANSWER 3</b>	Table 1 has been revised to include the fixed amount for " <i>Personnel to be identified during project implementation</i> ".  Please see section 3 of this Addendum for changes to the RFP.



### 3. CHANGES TO THE RFP

3.1. At *PART 5 – FINANCIAL EVALUATION, Section 5.6 Financial Tables*:

**DELETE:**

Table 1 – Cost of Personnel – Fees for Personnel Positions Identified by DFATD, in its entirety.

**REPLACE WITH:**

Table 1 – Cost of Personnel – Fees for Personnel Positions Identified by DFATD

***Guidance to Bidders:***

The Bidder must provide a firm all-inclusive daily Fee **for each year** for the positions of Personnel identified by DFATD below. The Bidder must also provide a firm all-inclusive daily Fee for each year, as well as an estimated level of effort for each position of Personnel identified by the Bidder in its methodology. Where DFATD has indicated an estimated LOE below, this estimated LOE will be used for evaluation purposes.


**Fees for Personnel Positions Identified by DFATD**

Personnel Resource Name	Personnel Position	Year 1 Firm all- inclusive daily Fees \$	Year 2 Firm all- inclusive daily Fees \$	Year 3 Firm all- inclusive daily Fees \$	Year 4 Firm all- inclusive daily Fees \$	(LOE) Estimated by DFATD (Days)	Sub-Total Estimated Cost = Average of (Y1, Y2, Y3 and Y4) x Total LOE
<b>Based in Canada</b>							
	Project Director					400	
	Senior Human Resources Management Specialist					252	
	Organizational Management Specialist					252	
<b>Local Professionals</b>							
	Project Manager					1008	
	Senior Local Financial Officer					882	
	Local Human Resources Management Specialist					1008	
	Senior Local Cross Cutting Issues Specialist					882	



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<b>Personnel to be identified during project implementation</b>	\$1,050,000.00 CAD
<b>SUBTOTAL-1 (exclusive of any taxes) - Total</b>	<b>\$</b>



3.2. At ANNEX “B” Terms of Reference, Part 2 Specific Mandate of the Consultant, Section 6.1 Inception Phase:

**DELETE:**

“iii. Refine the design of MODSERV based on the needs assessment and produce the PIP which must define the activities and include an updated LM and PMF, as well as an indicative 7-year budget and work-plan.”

**REPLACE WITH:**

“iii. Refine the design of MODSERV based on the needs assessment and produce the PIP which must define the activities and include an updated LM and PMF, as well as an indicative 4-year budget and work-plan.”

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