



<p>RETURN BID TO/ RETOURNER LES SOUMISSIONS À:</p> <p>Add Email: URP-BRU@international.gc.ca</p> <p>Department of Foreign Affairs, Trade and Development (DFATD) Ministère des Affaires étrangères, commerce et développement (MAECD)</p> <p style="text-align: center;">Request for Proposal Demande de proposition</p> <p>Proposal to: Department of Foreign Affairs Trade and Development.</p> <p>We hereby offer to sell to Her Majesty the Queen in right of Canada, in accordance with the terms and conditions set out herein, referred to herein or attached here to, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out therefor.</p> <p>Proposition à: Ministère des Affaires Étrangères, commerce et développement</p> <p>Nous offrons par la présente de vendre à Sa Majesté la Reine du chef du Canada, aux conditions énoncées ou incluses par référence dans la présente et aux appendices ci-jointes, les biens, services et construction énumérés ici sur toute feuille ci-annexée, au(x) prix indiqué(s).</p> <p>Issuing Office – Bureau de distribution</p> <p>Foreign Affairs, Trade and Development / Affaires étrangères, commerce et développement SPBC Contracting Services Unit / Unité des services de contrats SPBC 200 Promenade du Portage, Gatineau, Québec, Canada K1A 0G4</p>	Title — Sujet:	
	END-OF-PROJECT EVALUATION P000729 - JAM SUKA MALI	
	Solicitation No. — N° de l'invitation	Date:
	2022-P-000729-7431361/C	February 22, 2022
	Solicitation Closes On — L'invitation prend fin le	Time Zone —Fuseau horaire
	March 23, 2022	@ 2:00 PM EDT (Eastern Daylight Time)
	F.O.B. — F.A.B.	
	Plant-Usine: <input type="checkbox"/> Destination: <input type="checkbox"/> Other <input type="checkbox"/>	
	Address Enquiries to — Addresser toutes questions à:	
	Name: Isabelle Doray	
E-Mail: isabelle.doray@international.gc.ca		
Destination of Goods and or Services – Destination des biens et ou services:		
Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Vendor/Firm Name and Address — Raison sociale et adresse du fournisseur/de l'entrepreneur		
Telephone No. – N° de téléphone		
Name and title of person authorized to sign on behalf of Vendor/Firm (type or print) —		
Nom et titre de la personne autorisée à signer au nom du fournisseur/de l'entrepreneur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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REISSUE OF A BID SOLICITATION

This bid solicitation cancels and supersedes previous bid solicitation # **2022-P-000729-7431361/B** dated January 26, 2022 with a closing of February 18, 2022 at 2:00 PM EST. A debriefing or feedback session will be provided upon request to bidders who bid on the previous solicitation.

PART 1 - GENERAL INFORMATION

1. Title

End of Project Evaluation P000729 Jam Suka Mali

2. Summary

Health is one of the key areas of DFATD's programming framework in Mali, and child protection is another. The Jam Suka project: Child Protection in Mali was implemented by Right to Play Canada (RTP) over a 5-year period between April 2016 and May 2021.

It is in this context and within the context of the Feminist International Assistance Policy that the project officer feels that a summative evaluation (funded through the assistance budget) would be useful for the program and would have the following objectives:

- provide concrete food for thought to inform future programming concerning child protection in Mali.
- inform local and national stakeholders of the achievements of the Jam Suka project, including the operationalization of the Child Protection Information subsystem (CPIS);
- propose some ideas for the sustainability of the gains of the CPIS.

Given the significant extent of the intervention areas of the JAM SUKA project, the team should be made up of at least two (2) people who could simultaneously work on the different project sites

➤ **Initial Period of the Contract**

for a period of six (6) months from contract award date

➤ **Work location**

At least 2 (two) Mali-based resources during the term of the contract.

➤ **Official languages**

The contractor must be able to provide staffs that are able to communicate and draft documents in French.

3. Trade Agreements

The requirement is subject to the provisions of the World Trade Organization Agreement on Government Procurement (WTO-AGP), the Canada-Chile Free Trade Agreement (CCFTA), the Canada-Peru Free Trade Agreement (CPFTA), the Canada-Colombia Free Trade Agreement (CCoIFTA), the Canada-Panama Free Trade Agreement (CPanFTA), the Canada-European Union Comprehensive Economic and Trade Agreement (CETA), the Comprehensive and Progressive Agreement for Trans-Pacific Partnership (CPTPP), the Canadian Free Trade Agreement (CFTA), the Canada-Ukraine Free Trade Agreement (CUFTA) and the Canada-Korea Free Trade Agreement (CKFTA).].



4. Security Requirement

As identified by the Security Requirements Check List and security guide in **Annex C**

There are security requirements associated with this requirement. For additional information, consult Part 5 - **Certifications and Additional Information**, and Part 6 - **Resulting Contract Clauses**. For more information on personnel and organization security screening or security clauses, Bidders should refer to the Contract Security Program of Public Works and Government Services Canada (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introductioneng.html>) website.

5. Maximum Funding

The total maximum funding available for the contract resulting from the bid solicitation is CAN **\$188,543.00** Goods and Services Tax or Harmonized Sales Tax extra, as appropriate.

This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount will be considered non-responsive.

6. COVID-19 vaccination requirement

This requirement is subject to the COVID-19 Vaccination Policy for Supplier Personnel. Failure to complete and provide the COVID-19 Vaccination Requirement Certification in **Annex D** as part of the bid will render the bid non-responsive.

7. Debriefings

After contract award, bidders may request a debriefing on the results of the bid solicitation. Bidders should make the request to the Contracting Authority within 15 working days of receipt of notification that their bid was unsuccessful. The debriefing may be provided in writing, by telephone or in person.



PART 2 - BIDDER INSTRUCTIONS

1. Standard Instructions, Clauses and Conditions

All instructions, clauses and conditions identified in the Request for proposal (RFP) by number, date and title are set out in the Standard Acquisition Clauses and Conditions (SACC) Manual <https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/0> issued by Public Works and Government Services Canada.

Bidders who submit a bid agree to be bound by the instructions, clauses and conditions of this bid solicitation and accept the clauses and conditions of the resulting contract.

2. SACC Manual Clauses

The document **2003 (2020-05-28)** - Standard Instructions - Request for Proposal - Goods or Services - Competitive Requirements are incorporated by reference into and form part of the bid solicitation.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/1/2003/25>

- a) Subsection 5.4 of 2003, Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 calendar days.

3. Submission of Bids

Bids must be submitted BY E-MAIL only to the Department of Foreign Affairs, Trade and Development (DFATD) at the following E-MAIL address : urp-bru@international.gc.ca ; by the date, time and place indicated on page 1 of the bid solicitation.

DO NOT COPY THE CONTRACTING AUTHORITY

3.1 Canada requires that each bid, at solicitation closing date and time or upon request from the Contracting Authority, be signed by the Bidder or by an authorized representative of the Bidder.

3.2 It is the Bidder's responsibility to:

- a. obtain clarification of the requirements contained in the bid solicitation, if necessary, before submitting a bid;
- b. prepare its bid in accordance with the instructions contained in the bid solicitation;
- c. submit by solicitation closing date and time a complete bid;
- d. ensure that the Bidder's name, return address, bid solicitation number, and solicitation closing date and time are clearly visible on the bid; and,
- e. provide a comprehensible and sufficiently detailed bid, including all requested pricing details, that will permit a complete evaluation in accordance with the criteria set out in the bid solicitation.

3.3 Bids will remain open for acceptance for a period of not less than 180 days from the closing date of the bid solicitation, unless specified otherwise in the bid solicitation. Canada reserves the right to seek an extension of the bid validity period from all responsive bidders in writing, within a minimum of 3 days before the end of the bid validity period. If the extension is accepted by all responsive bidders, Canada will continue with the evaluation of the bids. If the extension is not accepted by all responsive bidders, Canada will, at its sole



discretion, either continue with the evaluation of the bids of those who have accepted the extension or cancel the solicitation.

3.4 Bid documents and supporting information may be submitted in either English or French.

3.5 Bids received on or before the stipulated bid solicitation closing date and time will become the property of Canada and will not be returned. All bids will be treated as confidential, subject to the provisions of the [Access to Information Act](#) (R.S. 1985, c. A-1) and the [Privacy Act](#) (R.S., 1985, c. P-21).

3.6 Unless specified otherwise in the bid solicitation, Canada will evaluate only the documentation provided with a bidder's bid. Canada will not evaluate information such as references to Web site addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

3.7 A bid cannot be assigned or transferred in whole or in part.

3.8 Bids transmitted by facsimile will not be accepted.

4. Enquiries - Bid Solicitation

All enquiries must be submitted **BY E-MAIL ONLY** to the Contracting Authority isabelle.doray@international.gc.ca **no later than three (3) calendar days** before the bid closing date. Enquiries received after that time may not be answered.

Bidders should reference as accurately as possible the numbered item of the bid solicitation to which the enquiry relates. Care should be taken by bidders to explain each question in sufficient detail in order to enable Canada to provide an accurate answer. Technical enquiries that are of a proprietary nature must be clearly marked "proprietary" at each relevant item. Items identified as "proprietary" will be treated as such except where Canada determines that the enquiry is not of a proprietary nature. Canada may edit the questions or may request that the Bidder do so, so that the proprietary nature of the question is eliminated, and the enquiry can be answered with copies to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

5. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in the **PROVINCE OF ONTARIO**.

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the Bidders.

6. Bid Challenge and Recourse Mechanisms

(a) Several mechanisms are available to potential suppliers to challenge aspects of the procurement process up to and including contract award.

(b) Canada encourages suppliers to first bring their concerns to the attention of the Contracting Authority. Canada's [Buy and Sell](#) website, under the heading "[Bid Challenge and Recourse Mechanisms](#)" contains information on potential complaint bodies such as:

- Office of the Procurement Ombudsman (OPO)
- Canadian International Trade Tribunal (CITT)



- (c) Suppliers should note that there are **strict deadlines** for filing complaints, and the time periods vary depending on the complaint body in question. Suppliers should therefore act quickly when they want to challenge any aspect of the procurement process.

7. Communications Notification

As a courtesy, the Government of Canada requests that successful bidders notify the Contracting Authority in advance of their intention to make public an announcement related to the award of a contract.



PART 3 - BID PREPARATION INSTRUCTIONS

1. Bid Preparation Instructions

Canada requests that bidders provide their bid in separate sections as follows:

Section I: Technical Bid one (1) electronic copy by e-mail;

Section II: Financial Bid one (1) electronic copy by e-mail;

Section III: Certifications and Additional Information one (1) electronic copy by e-mail.

Prices must appear in the financial bid only. No prices must be indicated in any other section of the bid.

Canada requests that bidders follow the format instructions described below in the preparation of their bid:

- (a) use 8.5 x 11 inch (216 mm x 279 mm) paper; and
- (b) use a numbering system that corresponds to the bid solicitation.

Section I: Technical Bid

In their technical bid, bidders should demonstrate their understanding of the requirements contained in the bid solicitation and **explain how they will meet these requirements**.

Bidders should **demonstrate their capability and describe their approach** in a thorough, concise and clear manner for carrying out the work.

The technical bid should address clearly and in sufficient **depth the points that are subject to the evaluation criteria** against which the bid will be evaluated.

Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, Canada requests that bidders **address and present topics in the order of the evaluation criteria** under the same headings.

To avoid duplication, bidders may **refer to different sections of their bids by identifying the specific paragraph and page number** where the subject topic has already been addressed.

Part 4, Evaluation Procedures, **contains additional instructions** that bidders should consider when preparing their technical bid.

Section II : Financial Bid

A. Bidders must submit their financial bid in **Canadian funds** and in accordance with the pricing schedule detailed in Attachment 1 to Part 3.

B. Bidders must submit their price FOB destination; Canadian customs duties and excise taxes included, as applicable; and Applicable Taxes excluded.

C. When preparing their financial bid, Bidders should **review clause Financial Evaluation**, of Part 4 of the bid solicitation; and **article Basis of Payment**, of Part 6.

D. Applicable Taxes

The price breakdown must not include the Applicable Taxes.



E. Electronic Payment of Invoices – Bid

Canada requests that Bidders complete option 1 or 2 below:

1. () Electronic Payment Instruments will be accepted for payment of invoices.

The following Electronic Payment Instrument(s) are accepted:

- o () VISA Acquisition Card;
- o () MasterCard Acquisition Card;
- o () Direct Deposit (Domestic and International);
- o () Electronic Data Interchange (EDI);
- o () Wire Transfer (International Only);
- o () Large Value Transfer System (LVTS) (Over \$25M)

2. () Electronic Payment Instruments will not be accepted for payment of invoices.

The Bidder is not obligated to accept payment by Electronic Payment Instruments.

Acceptance of Electronic Payment Instruments will not be considered as an evaluation criterion.

Section III: Certifications and Additional Information

In Section III of their bid, bidders should provide the certifications required under Part 5 and, as applicable, any associated additional information.

1. their legal name;
2. their Procurement Business Number (PBN);
3. the name of the contact person (provide also this person's mailing address, phone and facsimile numbers and email address) authorized by the Bidder to enter into communications with Canada with regards to their bid, and any contract that may result from their bid;
4. for article Former Public Servant, in Part 5 of the bid solicitation: the required answer to each question; and, if the answer is yes, the required information;
5. for, article Security Requirement, in Part 5 of the bid solicitation:
 - a) for each individual who will require access to classified or protected information, assets or sensitive work sites:
 - the name of the individual;
 - the date of birth of the individual; and
 - if available, information confirming the individual meets the security requirement as indicated in Part 6 – Resulting Contract Clauses;
 - b) for each proposed location of work performance or document safeguarding, the address containing the information below.

Address:

Street Number / Street Name, Unit / Suite / Apartment Number:

City, Province, Territory / State:

Postal Code / Zip Code:

Country:



2. Accessibility Standards

In accordance with the [Treasury Board Contracting Policy](#) and the *Accessible Canada Act*, federal departments and agencies must consider accessibility criteria and features when procuring goods or services. Therefore, bidders are encouraged to highlight all the accessibility features and components of their proposal for this requirement and must:

- (i) demonstrate how the proposed goods and/or services meet the accessibility requirement at delivery; or
- (ii) describe how it would deliver the proposed goods and/or services under any resulting contract in a way that satisfies the mandatory requirement.

3. Definitions

For the purpose of this RFP, the following definitions apply to the requirements:

The terms “**at least**” or “**minimum**” represent the minimal expectation for a requirement. No points will be awarded if the expected minimum requirement is not demonstrated.

“**Thematic Assignment**”: A set of tasks and amount of work assigned to someone as part of a job in a thematic area.

“**Developing Countries**”: Countries listed under DAC list of Official Development Assistance (ODA) Recipients: <http://www.oecd.org/dac/stats/daclist.htm>.

“**International Development**”: The objective of promoting sustainable development in developing countries in order to reduce poverty and contribute to a more secure, equitable and prosperous world.

“**Development Evaluation**”: The systematic and objective assessment of an on-going or completed development intervention, its design, implementation and results. In the development context, evaluation refers to the process of determining the worth or significance of a development intervention. (OECD/DAC (2010) *Quality Standards for Development Evaluation*, OECD, Paris). The guidelines and references can be found at: <http://www.oecd.org/development/evaluation/qualitystandardsfordevelopmentevaluation.htm>.

“**Development Intervention**”: A general term for any activity, project, programme, strategy, policy, theme, sector, instrument, modality, institutional performance, etc., aimed to promote development. (OECD/DAC (2010) *Quality Standards for Development Evaluation*, OECD, Paris).

“**Development Evaluation Assignment**”: A set of tasks and amount of work assigned to a resource or a team for the conduct of a development evaluation as specified in a document usually called “Terms of Reference,” presenting the purpose, scope, and objectives of the evaluation; the evaluation questions or issues; the resources and time allocated; reporting requirements; and any other expectations regarding the evaluation process and products. This document can alternatively be called “scope of work” or “evaluation mandate”. (OECD/DAC (2010) *Quality Standards for Development Evaluation*, OECD, Paris). **Note: “Review**”: The periodic or ad hoc, often rapid assessment, of an undertaking’s performance that does not apply the due process of evaluation. Reviews tends to emphasize operational issues. (United Nations Evaluation Group (2016). Norms and Standards for Evaluation. New York: UNEG). Operational, annual or sector specialist reviews are **not** deemed acceptable as examples of a **Development Evaluation Assignment**.

“**Evaluand(s)**”: The object(s) of an evaluation. This can be either a single project/program or a group of projects within a program.

“**Gender Equality**”: Gender equality means that women and men enjoy the same status and have equal opportunity to realize their full human rights and potential to contribute to national, political, economic, social and cultural development, and to benefit from the results. (Source: Global Affairs Canada Policy on Gender Equality <https://www.international.gc.ca/world-monde/funding-financement/policy-politique.aspx?lang=eng>)

“**Recognized Education Institution**”: Defined as a public, non-governmental or private entity that has been given full or limited authority to grant degrees by an act of the relevant legislature.



“Technical Services” work where the Proposed Individual is directly responsible for the provision of subject matter expertise. Management or project management roles that do not require the direct provision of subject matter expertise are not considered ‘technical services’.

The bid must meet the mandatory technical criteria specified below. The bidder must provide the necessary documentation to support compliance with this requirement.



ATTACHMENT 1 TO PART 3, PRICING SCHEDULE

For each labour category, bidders must provide the estimated total cost of professional fees; and the cost basis (comprised of the quoted **all-inclusive Fixed daily rate; and the estimated corresponding number of working days**).

The quoted all inclusive fixed time rate must include the total estimated cost of any travel and living expenses that may need to be incurred:

- (a) all travel and living expenses for work performed within the National Capital Region (NCR). The NCR is defined in the National Capital Act, R.S.C. 1985, c. N-4, S.2. The National Capital Act is available on the Justice Website: <http://laws.justice.gc.ca/en/N4/>;
- (b) any travel expenses for travel between the Contractor's place of business and the NCR; and
- (c) any travel and living expenses for the relocation of resources to satisfy the terms of any resulting contract. These expenses cannot be charged directly and separately from the professional fees to any contract that may result from the bid solicitation.

	END OF PROJECT EVALUATION SERVICES		(FIXED) All-inclusive Daily rate (in Cdn \$)	(Estimated) Number of Working Days	TOTAL (in Cdn \$)
	Labour category	Resource Name	A	B	C= A x B
1	Contract Initial Period: for a period of six (6) months from contract award date				
1a			\$	days	\$
1b			\$	days	\$
1c			\$	days	\$
2	TOTAL EVALUATED PRICE (Applicable Taxes excluded):				\$
	The total amount of Goods and Services Tax must be shown separately				\$

For the purpose of this Contract, a day is defined as 7.5 hours of work, exclusive of meal breaks. Payment will be made for days actually worked, with no provision for annual leave, statutory holidays and sick leave. If time worked is more or less than a day, the all inclusive fixed daily rate must be prorated to reflect the actual time worked.



PART 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION

1. Evaluation Procedures

- a) Bids will be assessed in accordance with the entire requirement of the bid solicitation including the technical and financial evaluation criteria.
- b) An evaluation team composed of a minimum of 3 representatives of Canada will evaluate the bids.

2. Technical evaluation

Joint Venture Experience

- a) Where the Bidder is a joint venture with existing experience as that joint venture, it may submit the experience that it has obtained as that joint venture.

Example: A bidder is a joint venture consisting of members L and O. A bid solicitation requires that the bidder demonstrate experience providing maintenance and help desk services for a period of 24 months to a customer with at least 10,000 users. As a joint venture (consisting of members L and O), the bidder has previously done the work. This bidder can use this experience to meet the requirement. If member L obtained this experience while in a joint venture with a third party N, however, that experience cannot be used because the third party N is not part of the joint venture that is bidding.

- b) A joint venture bidder may rely on the experience of one of its members to meet any given technical criterion of this bid solicitation.

Example: A bidder is a joint venture consisting of members X, Y and Z. If a solicitation requires: (a) that the bidder have 3 years of experience providing maintenance service, and (b) that the bidder have 2 years of experience integrating hardware with complex networks, then each of these two requirements can be met by a different member of the joint venture. However, for a single criterion, such as the requirement for 3 years of experience providing maintenance services, the bidder cannot indicate that each of members X, Y and Z has one year of experience, totaling 3 years. Such a response would be declared non-responsive.

- c) Joint venture members cannot pool their abilities with other joint venture members to satisfy a single technical criterion of this bid solicitation. However, a joint venture member can pool its individual experience with the experience of the joint venture itself. Wherever substantiation of a criterion is required, the Bidder is requested to indicate which joint venture member satisfies the requirement. If the Bidder has not identified which joint venture member satisfies the requirement, the Contracting Authority will provide an opportunity to the Bidder to submit this information during the evaluation period. If the Bidder does not submit this information within the period set by the Contracting Authority, its bid will be declared non-responsive.

Example: A bidder is a joint venture consisting of members A and B. If a bid solicitation requires that the bidder demonstrate experience providing resources for a minimum number of 100 billable days, the bidder may demonstrate that experience by submitting either:

- Contracts all signed by A;
- Contracts all signed by B; or
- Contracts all signed by A and B in joint venture, or
- Contracts signed by A and contracts signed by A and B in joint venture, or
- Contracts signed by B and contracts signed by A and B in joint venture.

that show in total 100 billable days.



- d) Any Bidder with questions regarding the way in which a joint venture bid will be evaluated should raise such questions through the Enquiries process as early as possible during the bid solicitation period.

2.1 Mandatory Technical Criteria

Refer to Attachment 1 to Part 4.

2.2 Point Rated Technical Criteria

Refer to Attachment 1 to Part 4.

3. Financial evaluation

For bid evaluation and Contractor selection purposes only, the evaluated price of a bid will be determined in accordance with the Pricing Schedule detailed in Attachment 1 to Part 3.

3.1 Mandatory Financial Criteria

Refer to Attachment 1 to Part 4.

3.2 Point Rated Financial Criteria

The price of the bid will be evaluated in Canadian dollars, Applicable Taxes excluded, FOB destination, Canadian customs duties and excise taxes included.

Bidders must submit their financial bid in accordance with the Attachment 1 to Part 3. The total amount of Goods and Services Tax must be shown separately, if applicable.

3.3 Substantiation of Rates Quoted by Bidders in Professional services Bids

In Canada's experience, bidders will from time to time quote rates in professional services bids for one or more categories of resources that, when they are selected as the contractor for the work, they refuse to honor during the period of the awarded contract, including any extension thereof, on the basis that the rates they quoted do not allow them to recover their own costs and/or make a profit.

When evaluating the financial bids submitted by bidders in response to this bid solicitation in Attachment 1 to Part 3, Canada may, but will have no obligation to, require price support from bidders for any of the rates (either for one, several or all categories of resources) they quoted in their financial bids.

4. Basis of Selection - Highest Combined Rating of Technical Merit and Price

4.1 To be declared responsive, a bid must:

- (a) comply with all the requirements of the bid solicitation; and
- (b) meet all mandatory criteria; and
- (c) obtain the required minimum of **94 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **157 points**.

4.2 Bids not meeting (a) or (b) or (c) will be declared non-responsive.



- 4.3 The selection will be based on the highest responsive combined rating of technical merit and price. The ratio will be **70 % for the technical merit** and **30 % for the price**.
- 4.4 To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained / maximum number of points available multiplied by the ratio of **70 %**.
- 4.5 To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of **30 %**
- 4.6 For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.
- 4.7 Neither the responsive bid obtaining the highest technical score nor the one with the lowest evaluated price will necessarily be accepted. The responsive bid with the highest combined rating of technical merit and price will be recommended for award of a contract.

The table below illustrates an example where all three bids are responsive and the selection of the contractor is determined by a 70/30 ratio of technical merit and price, respectively.

The total available points equals 100 and the lowest evaluated price is \$45,000 (45).

Basis of Selection			
Highest Combined Rating of Technical Merit (70%) and Price (30%)			
Bidder	Bidder 1	Bidder 2	Bidder 3
Overall Technical Score	96/100	89/100	92/100
Bid Evaluated Price	C\$55,000	C\$50,000	C\$45,000
Calculations	Technical Merit Points	Price Points	Total Score
Bidder 1	96 / 100 x 70 = 67.20	45* / 55 x 30 = 24.55	91.75
Bidder 2	89 / 100 x 70 = 62.30	45* / 50 x 30 = 27.00	89.30
Bidder 3	92 / 100 x 70 = 64.40	45* / 45* x 30 = 30	94.40

* represents the lowest evaluated price



ATTACHMENT 1 TO PART 4, TECHNICAL AND FINANCIAL CRITERIA

2.1 Mandatory technical criteria

- a) Bids must meet the mandatory technical evaluation criteria specified below.
- b) The Bidder must provide the necessary documentation to support compliance with this requirement. Simply repeating the statement or definitions contained in the bid solicitation is not sufficient.
 - Name and description of the client organization;
 - Name, phone and email of client's representative;
 - Scope, magnitude in dollar value and resources and duration of the project (start and end dates – month / year);
 - Objective and outcome of the project; and/or
 - Description of the role and responsibilities of the supplier in the course of the project.
- c) Bids which fail to meet the mandatory technical evaluation criteria will be declared non-responsive.
- d) Each mandatory technical evaluation criterion should be addressed separately.

Mandatory Technical Criteria (MC)		
N°	Mandatory Criteria (MC)	Reference to Proposal (Please indicate section and page number, if applicable)
MC1	<p>The bidder MUST provide, as part of its proposal, the curriculum vitae of each proposed resource.</p> <p>The experience listed in the CVs MUST demonstrate where and how such experience was obtained.</p>	



MC2	<p>The bidder MUST provide a TEAM of qualified resources to accomplish the mandate.</p> <p>The bidder MUST identify each member of the TEAM by:</p> <ul style="list-style-type: none">➤ The name and title,➤ The telephone # and email address,➤ The location,➤ The role that will play each member of the team in this mandate.➤ The structure and reporting relationships of the team members	
MC3	<p>The bidder MUST include in the proposed TEAM, two (2) <u>Mali-based</u> expert during the term of the mandate.</p> <ul style="list-style-type: none">➤ One (1) resource Expert in Child Protection matter and➤ One (1) resource Expert in Gender Equality matter <p>The Bidder MUST prove that the resources are based in Mali by providing their respective addresses.</p>	
MC4	<p>The Bidder MUST submit two (2) completed Developmental Evaluation Assignments, demonstrating that the proposed TEAM Leader has led, managed and fully conducted within fifteen (15) years of the closing date of the RFP (design, implementation and reporting).</p> <p>Each Development Evaluation Assignment MUST have had:</p> <ol style="list-style-type: none">a) a contract value of CAD \$100,000.00 or more;b) an Evaluation value of CAD \$8M or more; andc) a level of effort of at least 50 days acting in the role of Evaluation Team Leader.	



2.2 **Point Rated Technical Criteria**

- (a) Bids which meet the mandatory technical and financial criteria will be evaluated and scored as specified below.
- (b) The technical bid should address clearly and in sufficient depth the points that are subject to the evaluation criteria against which the bid will be evaluated.

Simply repeating the statement contained in the bid solicitation is not sufficient.

In order to facilitate the evaluation of the bid, Canada requests that bidders address and present topics in the order of the evaluation criteria under the same headings.

To avoid duplication, bidders may refer to different sections of their bids by identifying the specific paragraph and page number where the subject topic has already been addressed.

- (c) For each point rated technical criterion, the Bidder must demonstrate by providing complete details of the experience, including:
 - Name and description of the client organization;
 - Name, phone and email of client's representative;
 - Scope, magnitude in dollar value and resources and duration of the project
 - (start and end dates – month / year);
 - Objective and outcome of the project; and/or
 - Description of the role and responsibilities of the supplier in the course of the project.
- (d) Bids which fail to obtain the minimum score of 94/157 points will be declared non-responsive.
- (e) Each point rated technical criterion should be addressed separately.



Point-Rated Technical Criteria (RC)		
PROPOSED RESOURCES EXPERT IN CHILD PROTECTION MATTER		
Point Rated Technical Criteria	POINTS	Reference to Proposal (Please indicate section and page number, if applicable)
<p>RC1</p> <p>Cumulative experience</p> <p>The Bidder submit not more than five (5) completed Assignments that demonstrate the proposed resource has experience in designing or conducting evaluation of programming related to education in the context of international development projects.</p> <p>Each Assignment must have</p> <ul style="list-style-type: none"> at least 15 days of level of effort and been completed within 15 years of the closing date of this RFP. <p>The cumulative experience will be evaluated using all assignments together, so each assignment does not need to cover all elements.</p>	<p>Maximum 32 points</p> <p>Points will be awarded for each of the following elements that are demonstrated, as follows:</p> <ol style="list-style-type: none"> Experience in planning or design of projects, programs, strategies or policies related to education: 8 points Experience with data collection and analysis related to education, including literature review of existing reports and documents, and interviews with project participants, that ensured that ethical and safety protocols were followed: 8 points Experience in using participatory methods with women and girls or other under-represented groups: 8 points Experience in developing evaluation criteria, evaluation questions, evaluation methods and in reporting related to education: 8 points 	



PROPOSED RESOURCES EXPERT IN GENDER EQUALITY MATTER		
Point Rated Technical Criteria	POINTS	Reference to Proposal (Please indicate section and page number, if applicable)
<p>RC2</p> <p>Cumulative Experience</p> <p>The Bidder submit not more than five (5) completed Assignments that demonstrate the proposed resource has experience in the context of international development projects.</p> <p>Each Assignment must have at least 15 days of level of effort and been completed within 15 years of the closing date of this RFP.</p> <p>The cumulative experience will be evaluated using all assignments together, so each assignment does not need to cover all elements.</p>	<p>Maximum 40 points</p> <p>Points will be awarded for each of the following elements that are demonstrated, as follows:</p> <ul style="list-style-type: none"> a. Experience in planning or design of Gender equality projects, programs, strategies or policies: 8 points b. Experience with data collection and analysis related to Gender equality, including review of existing reports and documents, and interviews with project participants that ensured that ethical and safety protocols were followed: 8 points c. Experience in using participatory methods with women and girls or other under-represented groups: 8 points d. Experience in developing evaluation criteria, evaluation questions, evaluation methods and in reporting related to Gender equality: 8 points e. Experience with feminist research and analysis: 8 points 	



APPROACH AND METHODOLOGY		
Point Rated Technical Criteria	POINTS	Reference to Proposal (Please indicate section and page number, if applicable)
<p>RC3</p> <p>Evaluation Approach and Methodology</p> <p>The Bidder demonstrate their detailed approach and methodology that responds to the services described in the ANNEX A SOW.</p> <p>The proposed evaluation approach and methodology should be assessed as being feasible with the proposed team to achieve the evaluation purpose and specific objectives stated in the ANNEX A SOW, paragraph 1.</p>	<p style="text-align: center;">Maximum 60 points</p> <p>Points will be awarded based on the following elements:</p> <ol style="list-style-type: none"> 1. Demonstrate the evaluation approaches and methodology that will be used to conduct the evaluation. <ol style="list-style-type: none"> a. Why the evaluation approach(es) has(have) been chosen and how it (they) will be applied to realistically undertake the evaluation? (5 points) b. How the evaluation methodology will be applied and where, throughout the evaluation process, the evaluation methods will be used to realistically undertake the evaluation? (5 points) 2. Demonstrate how the data collection and analysis methods/tools will be integrated within the overall evaluation. <ol style="list-style-type: none"> a. How the data collection is informed by the selection of the evaluation approach and methodology (5 points) b. How the proposed data collection and analysis methods/tools are linked to evaluation questions and/or assumptions (5 points) 	



	<p>c. How the proposed data collection and analysis methods/tools ensure triangulation (5 points)</p> <p>d. How the COVID-19 situation is taken into consideration in the development of the data collection strategy (5 points)</p> <p>e. Limits and mitigation measures of the data collection (5 points)</p> <p>3. Describe the integration of gender equality</p> <p>For this requirement, the following definition applies: "Integration" is understood to mean full consideration of the Gender Equality theme at all stages of the project, program or evaluation. This definition goes beyond simply "addressing the issue" where Gender Equality theme is included only at a high level without in depth consideration in the project, program or evaluation.</p> <p>a. The integration of gender equality in the description and the explanation of the evaluation approaches, evaluation methodology and its application; including details of, and justification for, the methodological choices; (5 points)</p> <p>b. The integration of gender equality in the description of the methods of data collection (desk and field-based) -- including data collection plan; preparation of interview and guides for focus groups and surveys. (5 points)</p>	
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	<p>c. The integration of gender equality in the description of samples, sampling choices/methods and limitations regarding the representativeness of samples for interpreting evaluation results. (5 points)</p> <p>d. The integration of gender equality in the data analysis plan (i.e. how the information collected will be organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions. (5 points)</p> <p>e. The limitations and mitigation measures linked to the integration of gender equality. (5 points)</p>	
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ORGANIZATION OF PROPOSED TEAM		
Point Rated Technical Criteria	POINTS	Reference to Proposal (Please indicate section and page number, if applicable)
<p>RC4</p> <p>The Bidder demonstrates the organization of the TEAM by submitting:</p>	<p style="text-align: center;">Maximum 15 points</p> <ol style="list-style-type: none"> 1. An organization chart illustrating the lines of communication, coordination, reporting relationship and accountability among TEAM members are all in line with the proposed approach and methodology submitted and with the SoW. (5 points) 2. The composition of the proposed TEAM and the responsibilities and work tasks (including supervisory) which would be assigned to each resource is in line with the proposed approach and methodology submitted and with the SoW. (5 points) 	



	<p>3. A detailed work plan (such as a Gantt chart) for fulfilment of the Evaluation outlined in the Statement of Work.</p> <p><u>The Bidder should include</u></p> <p>a) The level of effort of each member of the entire Bidder's Team, and (2.5 points)</p> <p>b) A staffing schedule that specifies the tasks performed by each TEAM member and the time allocated to each of them. (2.5 points)</p>	
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EVALUATION QUALITY ASSURANCE SYSTEM		
Point Rated Technical Criteria	POINTS	Reference to Proposal <small>(Please indicate section and page number, if applicable)</small>
<p>RC5</p> <p>Bidder's Evaluation Quality Assurance System</p> <p>The Bidder describes the Evaluation Quality Assurance System (EQAS) which will be applied throughout the evaluation process.</p> <p>Including,</p> <p>The specific steps, tasks and mechanisms put in place to ensure quality throughout the evaluation process and for each of its phases.</p>	<p style="text-align: center;">Maximum 10 points</p> <p>Points will be awarded as follows:</p> <p>The description of the proposed SAQE allowing the performance of the services described in paragraph 8 (Deliverables 1 to 9) of the SoW <u>answers each of</u> the following questions:</p> <ul style="list-style-type: none"> ➤ When and how, (2 points) ➤ what steps, (2 points) ➤ tasks, (2 points) ➤ mechanisms and (2 points) ➤ by which resource (2 points) 	



<p>Obtain the required minimum of 94 points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 157 points.</p>	<p>TOTAL /157</p>
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3.1 Mandatory Financial Criteria

Bids MUST meet the mandatory financial criteria specified in the table inserted below.

Bids which fail to meet the mandatory financial criteria will be declared non-responsive.

Mandatory Financial Criteria	
ITEM	DESCRIPTION OF CRITERIA
MF1	The total maximum funding available for the contract resulting from the bid solicitation is \$188,543.00 , Goods and Services Tax or Harmonized Sales Tax extra, as appropriate. This disclosure does not commit Canada to pay the maximum funding available. Bids valued in excess of this amount will be considered non-responsive.
MF2	Bidder MUST complete and provide the Pricing Schedule detailed in Attachment 1 to Part 3.



PART 5 – CERTIFICATIONS AND ADDITIONAL INFORMATION

Bidders must provide the required certifications and additional information to be awarded a contract.

The certifications provided by Bidders to Canada are subject to verification by Canada at all times. Unless specified otherwise, Canada will declare a bid non-responsive, or will declare a contractor in default if any certification made by the Bidder is found to be untrue, whether made knowingly or unknowingly, during the bid evaluation period or during the contract period.

The Contracting Authority will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply and to cooperate with any request or requirement imposed by the Contracting Authority will render the bid non-responsive or constitute a default under the Contract.

1. Certifications Required with the Bid

Bidders **MUST** submit the following duly completed certifications **as part of their bid**.

1.1 Security Requirements

At the date of bid closing, the following conditions **MUST** be met:

- a) the Bidder must hold a valid organization security clearance as indicated in Part 6 - Resulting Contract Clauses;
- b) the Bidder's proposed individuals requiring access to classified or protected information, assets or sensitive work sites must meet the security requirements as indicated in Part 6 - Resulting Contract Clauses;
- c) **the Bidder must provide for each individual who will require access to classified or protected information, assets or sensitive work sites:**
 - **the name of the individual;**
 - **the date of birth of the individual; and**
 - **if available, information confirming the individual meets the security requirement as indicated in Part 6 – Resulting Contract Clauses;**
- d) the Bidder must provide for each proposed location of work performance or document safeguarding, the address containing the information below.
Address:
Street Number / Street Name, Unit / Suite / Apartment Number:
City, Province, Territory / State:
Postal Code / Zip Code:
Country:

For additional information on security requirements, Bidders should refer to the [Contract Security Program of Public Works and Government Services Canada](http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/esc-src/introduction-eng.html>) website.

1.2 Former Public Servant

Contracts awarded to former public servants (FPS) in receipt of a pension or of a lump sum payment must bear the closest public scrutiny, and reflect fairness in the spending of public funds. In order to comply with Treasury Board policies and directives on contracts with FPS, bidders must provide the information required below before contract award.



1.2.1 Definitions

For the purposes of this clause,

"former public servant" is any former member of a department as defined in the *Financial Administration Act*, R.S., 1985, c. F-11, a former member of the Canadian Armed Forces or a former member of the Royal Canadian Mounted Police. A former public servant may be:

- a. an individual;
- b. an individual who has incorporated;
- c. a partnership made of former public servants; or
- d. a sole proprietorship or entity where the affected individual has a controlling or major interest in the entity.

"lump sum payment period" means the period measured in weeks of salary, for which payment has been made to facilitate the transition to retirement or to other employment as a result of the implementation of various programs to reduce the size of the Public Service. The lump sum payment period does not include the period of severance pay, which is measured in a like manner.

"pension" means a pension or annual allowance paid under the *Public Service Superannuation Act* (PSSA), R.S., 1985, c.P-36, and any increases paid pursuant to the *Supplementary Retirement Benefits Act*, R.S., 1985, c.S-24 as it affects the PSSA. It does not include pensions payable pursuant to the *Canadian Forces Superannuation Act*, R.S., 1985, c.C-17, the *Defence Services Pension Continuation Act*, 1970, c.D-3, the *Royal Canadian Mounted Police Pension Continuation Act*, 1970, c.R-10, and the *Royal Canadian Mounted Police Superannuation Act*, R.S., 1985, c.R-11, the *Members of Parliament Retiring Allowances Act*, R.S., 1985, c.M-5, and that portion of pension payable to the *Canada Pension Plan Act*, R.S., 1985, c.C-8.

1.2.2 Former Public Servant in Receipt of a Pension

As per the above definitions, is the Bidder a FPS in receipt of a pension?

Yes () No ()

If so, the Bidder must provide the following information, for all FPS in receipt of a pension, as applicable:

- a. name of former public servant;
- b. date of termination of employment or retirement from the Public Service.

By providing this information, Bidders agree that the successful Bidder's status, with respect to being a former public servant in receipt of a pension, will be reported on departmental websites as part of the published proactive disclosure reports in accordance with Contracting Policy Notice: 2012-2 and the Guidelines on the Proactive Disclosure of Contracts.

1.2.3 Work Force Adjustment Directive

Is the Bidder a FPS who received a lump sum payment pursuant to the terms of the Work Force Adjustment Directive?

Yes () No ()

If so, the Bidder must provide the following information:

- a. name of former public servant;
- b. conditions of the lump sum payment incentive;
- c. date of termination of employment;
- d. amount of lump sum payment;
- e. rate of pay on which lump sum payment is based;



- f. period of lump sum payment including start date, end date and number of weeks;
- g. number and amount (professional fees) of other contracts subject to the restrictions of a work force adjustment program.

For all contracts awarded during the lump sum payment period, the total amount of fees that may be paid to a FPS who received a lump sum payment is \$5,000, including Applicable Taxes.

1.3 Ineligibility and Suspension Policy

Bidders, offerors or suppliers certify to the following when submitting a bid:

- they have read and understand the **Ineligibility and Suspension Policy**; <http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>
- they understand that certain domestic and foreign criminal charges and convictions, and other circumstances, will or may result in a determination of ineligibility or suspension;
- they are aware that Canada may request additional information, certifications and validations for the purposes of making a determination of ineligibility or suspension;
- they have provided a list of all foreign criminal charges and convictions;
- none of the domestic criminal offences and other circumstances described in the Policy applies to them, their affiliates and their first tier subcontractors; and
- they are not aware of a determination of ineligibility or suspension that applies to them.

1.4 Integrity Provisions – List of Names

- Bidders who are incorporated, including those bidding as a joint venture, must provide a complete list of names of all individuals who are currently directors of the Bidder. ATTACHMENT 2 TO PART 5, INTEGRITY FORM.
- Bidders bidding as sole proprietorship, as well as those bidding as a joint venture, must provide the name of the owner(s). ATTACHMENT 2 TO PART 5, INTEGRITY FORM.
- Bidders bidding as societies, firms or partnerships do not need to provide lists of names.

1.5 Federal Contractors Program for Employment Equity

By submitting a bid, the Bidder certifies that the Bidder, and any of the Bidder's members if the Bidder is a Joint Venture, is not named on the Federal Contractors Program (FCP) for employment equity "[FCP Limited Eligibility to Bid](http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml)" list (http://www.labour.gc.ca/eng/standards_equality/eq/emp/fcp/list/inelig.shtml) available from [Employment and Social Development Canada \(ESDC\) - Labour's](#) website.

Canada will have the right to declare a bid non-responsive if the Bidder, or any member of the Bidder if the Bidder is a Joint Venture, appears on the "[FCP Limited Eligibility to Bid](#)" list at the time of contract award.

The Bidder must provide the Contracting Authority with a completed Federal Contractors Program for Employment Equity certification before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture. **Attachment 1 to Part 5, Additional Certifications Precedent to Contract Award, includes a copy of the certification to provide.**



1.6 Language Proficiency / French Essential

Advance Proficiency

For the **Evaluation Team members and the Additional Specialized Personnel**, the Bidder certifies that the propose resource(s) possess an advanced reading, oral interaction and writing proficiency in **French**.

For the purpose of this, solicitation and resulting contract, an individual who is “advanced” in French, can **as a minimum**, perform the following tasks in **French**:

Advanced Reading Proficiency:

Ability to understand texts dealing with a wide variety of work-related topics; ability to understand most complex details, interferences and fine points of meanings; ability to read with good comprehension specialized or less familiar material.

Advanced Oral Interaction Proficiency:

Ability to give detailed explanations and descriptions; ability to handle hypothetical questions; ability to support an opinion, defend a point of view, or justify an action; ability to counsel and give advice; ability to handle complex work-related situations.

Advanced Writing Proficiency:

Ability to write explanations or descriptions in a variety of informal and formal work-related situations; ability to write texts in which the ideas are developed and presented in which vocabulary, grammar and spelling are generally appropriate and require few corrections.

1.7 Education and Experience

The Bidder certifies that all the information provided in the résumés and supporting material submitted with its bid, particularly the information pertaining to education, achievements, experience and work history, has been verified by the Bidder to be true and accurate. Furthermore, the Bidder warrants that every individual proposed by the Bidder for the requirement is capable of performing the Work described in the resulting contract.

1.8 Status and Availability of Resources

The Bidder certifies that, should it be awarded a contract as a result of the bid solicitation, every individual proposed in its bid will be available to perform the Work as required by Canada's representatives and at the time specified in the bid solicitation or agreed to with Canada's representatives. If for reasons beyond its control, the Bidder is unable to provide the services of an individual named in its bid, the Bidder may propose a substitute with similar qualifications and experience. The Bidder must advise the Contracting Authority of the reason for the substitution and provide the name, qualifications and experience of the proposed replacement. For the purposes of this clause, only the following reasons will be considered as beyond the control of the Bidder: death, sickness, maternity and parental leave, retirement, resignation, dismissal for cause or termination of an agreement for default.

If the Bidder has proposed any individual who is not an employee of the Bidder, the Bidder certifies that it has the permission from that individual to propose his/her services in relation to the Work to be performed and to submit his/her résumé to Canada. The Bidder must, upon request from the Contracting Authority, provide a written confirmation, signed by the individual, of the permission given to the Bidder and of his/her availability.



1.9 Procurement Business Number

Suppliers are required to have a Procurement Business Number (PBN) before contract award. Suppliers may register for a PBN online at Supplier Registration Information <https://srisupplier.contractsCanada.gc.ca/>. For non-Internet registration, suppliers may contact the InfoLine at 1-800-811-1148 to obtain the telephone number of the nearest Supplier Registration Agent.

Procurement Business Number (PBN): _____

Company Legal Name: _____

Company invoicing address : _____

Financial contact : _____

Phone number : _____

E-mail address : _____

1.10 Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

1.11 COVID-19 Vaccination Requirement Certification

In accordance with the COVID-19 Vaccination Policy for Supplier Personnel, all Bidders must provide with their bid, the COVID-19 Vaccination Requirement Certification attached at **Annex D** to this bid solicitation, to be given further consideration in this procurement process. This Certification incorporated into the bid solicitation on its closing date is incorporated into, and forms a binding part of any resulting Contract.

1.12 Certification and Information verification

Compliance with the certifications bidders provide to Canada is subject to verification by Canada during the bid evaluation period (before award of a contract) and after contract award. The Contracting Authority will have the right to ask for additional information to verify bidders' compliance with the certifications before award of a contract. The bid will be declared non-responsive if any certification made by the Bidder is untrue, whether made knowingly or unknowingly. Failure to comply with the certifications or to comply with the request of the Contracting Authority for additional information will also render the bid non-responsive

CERTIFICATION SIGNATURE

We hereby certify compliance with the above noted certification requirements for:

- 1.1. Security Requirements
- 1.2. Former Public Servant
- 1.3. Ineligibility and Suspension Policy
- 1.4. Integrity Provisions – List of Names
- 1.5. Federal Contractors Program for Employment Equity - Bid Certification
- 1.6. Language Proficiency



- 1.7. Education and Experience
- 1.8. Status and Availability of Resources
- 1.9. Procurement Business Number
- 1.10. Insurance – No specific Requirements
- 1.11. COVID-19 Vaccination Requirement Certification
- 1.12. Certification and Information verification

Signature

Date

Name (print or type) of person authorized to sign on behalf of the Organization

Phone : _____

E-Mail : _____



ATTACHMENT 1 TO PART 5, ADDITIONAL CERTIFICATIONS REQUIRED PRECEDENT TO CONTRACT AWARD

1. Federal Contractors Program For Employment Equity - Certification

I, the Bidder, by submitting the present information to the Contracting Authority, certify that the information provided is true as of the date indicated below. The certifications provided to Canada are subject to verification at all times. I understand that Canada will declare a bid non-responsive, or will declare a contractor in default, if a certification is found to be untrue, whether during the bid evaluation period or during the contract period. Canada will have the right to ask for additional information to verify the Bidder's certifications. Failure to comply with any request or requirement imposed by Canada may render the bid non-responsive or constitute a default under the Contract.

For further information on the Federal Contractors Program for Employment Equity visit [Employment and Social Development Canada \(ESDC\)-Labour's](#) website.

Date: _____ Instructions to the Bidder:(YYYY/MM/DD) If left blank, the date will be deemed to be the bid solicitation closing date.

Instructions to the Bidder: Complete both A and B.

A. Instructions to the Bidder: Check only one of the following:

- A 1. The Bidder certifies having no work force in Canada.
- A 2. The Bidder certifies being a public sector employer.
- A 3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A 4. The Bidder certifies having a combined work force in Canada of less than 100 permanents full-time and / or permanent part-time employees.
- A 5. The Bidder certifies having a combined workforce in Canada of 100 or more permanent full-time and/or permanent part-time employees.
- A 5.1 The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity \(AIEE\)](#) in place with ESDC-Labour.

or

- A 5.2 The Bidder certifies having submitted the [Agreement to Implement Employment Equity \(LAB1168\)](#) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Instructions to the Bidder: Check only one of the following:

- B 1. The Bidder is not a Joint Venture.

or

- B 2. The Bidder is a Joint venture. Instructions to the Bidder: Refer to the Joint Venture section of the Standard Instructions. If the Bidder is a Joint Venture, it must provide the Contracting Authority before contract award with a completed Federal Contractors Program for Employment Equity certification for each member of the Joint Venture.



ATTACHMENT 2 TO PART 5, INTEGRITY FORM

Dénomination complète de l'entreprise / Complete Legal Name of Company	
Adresse de l'entreprise / Company's address	
NEA de l'entreprise / Company's PBN number	
Numéro de l'appel d'offre / Request for proposal's number	
Membres du conseil d'administration (Utilisez le format – Prénom, Nom Board of Directors (Use format – First name, Last name	
1. Membre / Director	
2. Membre / Director	
3. Membre / Director	
4. Membre / Director	
5. Membre / Director	
6. Membre / Director	
7. Membre / Director	
8. Membre / Director	
9. Membre / Director	
Autres Membres / Other members:	
Commentaires / Comments	



PART 6 - RESULTING CONTRACT CLAUSES

The following clauses and conditions apply to and form part of any contract resulting from the bid solicitation.

1. Security Requirements for Canadian supplier:

- 1) The contractor/offeror must, at all times during the performance of the contract/standing offer, hold a valid designated organization screening (DOS), issued by the Contract Security Program (CSP), Public Works and Government Services Canada (PWGSC)
- 2) The contractor/offeror personnel requiring access to **protected** information, assets or sensitive work site(s) must **each** hold a valid **reliability status**, granted or approved by the CSP, PWGSC
- 3) The contractor/offeror **must not** remove any **protected** information or assets from the identified work site(s), and the contractor/offeror must ensure that its personnel are made aware of and comply with this restriction
- 4) Subcontracts which contain security requirements are **not** to be awarded without the prior written permission of the CSP, PWGSC
- 5) The contractor/offeror must comply with the provisions of the:
 - a) Security Requirements Check List and security guide (if applicable), attached at Annex C
 - b) Contract Security Manual (latest edition)

2. Statement of Work

The Contractor must perform the Work in accordance with the Statement of Work **at Annex A.**

3. Standard Clauses and Conditions

All clauses and conditions identified in the Contract by number, date and title are set out in the Standard Acquisition Clauses and Conditions Manual issued by Public Works and Government Services Canada.

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual>

4. Supplemental General Conditions

2006 (2010-08-06), Contractor to Own Intellectual Property Rights in Foreground Information

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/4/4006/3>

5. General conditions

2035 (2020-05-28), Higher Complexity - Services

<https://buyandsell.gc.ca/policy-and-guidelines/standard-acquisition-clauses-and-conditions-manual/3/2035/18>

Section 08 – Replacement of Specific Individuals, of 2035 (2008-05-12) General Conditions – Higher Complexity – Services is deleted and replaced with the following:

1. if the Contractor is unable to provide the services of any specific individual identified in the Contract to perform the services, the Contractor must within five working days of the individual's departure or failure to commence Work (or, if Canada has requested the replacement, within ten working days of Canada's notice of the requirement for a replacement) provide to the Contracting Authority:



- a. the name, qualifications and experience of a proposed replacement immediately available for Work; and
- b. security information on the proposed replacement as specified by Canada, if applicable.

Any assessment of the information provided will occur as per 2 (b) below.

2. Subject to an Excusable Delay, where Canada becomes aware that a specific individual identified under the Contract to provide services has not been provided or is not performing, the Contracting Authority may elect to:
 - a. exercise Canada's rights or remedies under the Contract or at law, including terminating the Contract for default under Article titled "Default of the Contractor"; or
 - b. assess the information provided under 1 (a) and (b) above or, if it has not yet been provided, require the Contractor propose a replacement to be rated by the Technical Authority. The replacement must have qualifications and experience that meet or exceed those obtained for the original resource and be acceptable to Canada. Upon assessment of the replacement, Canada may accept the replacement, exercise the rights in 2 (a) above, or require the Contractor to propose another replacement within five working days' notice.
3. Where an Excusable Delay applies, Canada may require 2 (b) above instead of terminating under the "Excusable Delay" Article. An Excusable Delay does not include resource unavailability due to allocation of the resource to another Contract or project (including those for the Crown) being performed by the Contractor or any of its affiliates.
4. The Contractor must not, in any event, allow performance of the Work by unauthorized replacement persons. The Contracting Authority may order that a resource stop performing the Work. In such a case, the Contractor must immediately comply with the order. The fact that the Contracting Authority does not order that a resource stop performing the Work does not relieve the Contractor from its responsibility to meet the requirements of the Contract.
5. The obligations in this article apply despite any changes that Canada may have made to the Client's operating environment.

Section 17 - Interest on Overdue Accounts, of 2035 (2008-12-12) General Conditions - Higher Complexity - Services - will not apply to payments made by credit cards.

With respect to **Section 30 - Termination for Convenience**, of 2035 (2020-05-28) General Conditions - Higher Complexity - Services, Subsection 04 is deleted and replaced with the following Subsections 04, 05 and 06:

4. The total of the amounts, to which the Contractor is entitled to be paid under this section, together with any amounts paid, due or becoming due to the Contractor must not exceed the Contract.
5. Where the Contracting Authority terminates the entire Contract and the Articles of Agreement include a Minimum Work Guarantee, the total amount to be paid to the Contractor under the Contract will not exceed the greater of:
 - a. the total amount the Contractor may be paid under this section, together with any amounts paid, becoming due other than payable under the Minimum Revenue Guarantee, or due to the Contractor as of the date of termination; or
 - b. the amount payable under the Minimum Work Guarantee, less any amounts paid, due or otherwise becoming due to the Contractor as of the date of termination.
6. The Contractor will have no claim for damages, compensation, loss of profit, allowance arising out of any termination notice given by Canada under this section except to the extent that this section expressly provides. The Contractor agrees to repay immediately to Canada the portion of any advance payment that is unliquidated at the date of the termination.



6. Term of Contract

Six months from Contract award date

7. Termination on Thirty Days Notice

Canada reserves the right to terminate the Contract at any time in whole or in part by giving thirty (30) calendar days written notice to the Contractor.

In the event of such termination, Canada will only pay for costs incurred for services rendered and accepted by Canada up to the date of the termination. Despite any other provision of the Contract, there will be no other costs that will be paid to the Contractor as a result of the termination.

8. Proactive Disclosure of Contracts with Former Public Servants

By providing information on its status, with respect to being a former public servant in receipt of a [Public Service Superannuation Act](#) (PSSA) pension, the Contractor has agreed that this information will be reported on departmental websites as part of the published proactive disclosure reports, in accordance with [Contracting Policy Notice: 2012-2](#) of the Treasury Board Secretariat of Canada.

9. Federal Contractors Program for Employment Equity - Default by the Contractor

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract.

If the AIEE becomes invalid, the name of the Contractor will be added to the Federal Contractors Program (FCP) for employment equity "FCP Limited Eligibility to Bid List" available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](#) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>). The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

10. Contracting Authority

The Contracting Authority for the Contract is:

Isabelle Doray
Foreign Affairs, Trade and Development /
SPBC Contracting Services Unit /
200 Promenade du Portage,
Gatineau, Québec, Canada
K1A 0G4
E-mail address: isabelle.doray@international.gc.ca

The Contracting Authority is responsible for the management of the Contract and any changes to the Contract must be authorized in writing by the Contracting Authority. The Contractor must not perform work in excess of or outside the scope of the Contract based on verbal or written requests or instructions from anybody other than the Contracting Authority.

11. Project Authority

To be inserted at contract award.



Name: TBD
Title: Senior Programs Officer
Foreign Affairs, Trade and Development /
Unité des services de contrats SPBC
200 Promenade du Portage,
Gatineau, Québec, Canada
K1A 0G4
Telephone:
E-Mail: [@international.gc.ca](mailto:)

The Project Authority is the representative of the department or agency for whom the Work is being carried out under the Contract and is responsible for all matters concerning the technical content of the Work under the Contract. Technical matters may be discussed with the Project Authority, however the Project Authority has no authority to authorize changes to the scope of the Work. Changes to the scope of the Work can only be made through a contract amendment issued by the Contracting Authority.

12. Technical Authority (TA)

To be inserted at contract award.

Name: TBD
Title: Senior Programs Officer
Foreign Affairs, Trade and Development /
Unité des services de contrats SPBC
200 Promenade du Portage,
Gatineau, Québec, Canada
K1A 0G4
Telephone:
E-Mail: [@international.gc.ca](mailto:)

The Technical Authority (TA) is the Contractor's point-of-contact for all matters concerning the technological content of the work under this Contract. The TA is responsible for recommending for approval the technical progress of the work conducted under this contract. Any proposed changes to the scope of the work or otherwise are to be discussed and agreed with the Project Authority, but any resultant changes can only be authorized by a contract amendment issued by the Contracting Authority.

13. Contractor's Representative

To be inserted at contract award.

The Contractor's Representative for the Contract is:

Name:
Contractor:
Telephone:
E-Mail:

14. Basis of Payment

14.1 Limitation of expenditure

1. Canada's total liability to the Contractor under the Contract must not exceed \$ _____. Customs duties are included and Applicable Taxes are extra.



2. No increase in the total liability of Canada or in the price of the Work resulting from any design changes, modifications or interpretations of the Work, will be authorized or paid to the Contractor unless these design changes, modifications or interpretations have been approved, in writing, by the Contracting Authority before their incorporation into the Work. The Contractor must not perform any work or provide any service that would result in Canada's total liability being exceeded before obtaining the written approval of the Contracting Authority. The Contractor must notify the Contracting Authority in writing as to the adequacy of this sum:
 - (a) when it is 75 percent committed, or
 - (b) four (4) months before the Contract expiry date, or
 - (c) As soon as the Contractor considers that the contract funds provided are inadequate for the completion of the Work,

whichever comes first.

If the notification is for inadequate contract funds, the Contractor must provide to the Contracting Authority a written estimate for the additional funds required. Provision of such information by the Contractor does not increase Canada's liability.

15. Method of Payment - Milestone Payments - Not subject to holdback

Canada will make milestone payments in accordance with the Schedule of Milestones detailed in the Contract and the payment provisions of the Contract if:

- a. an accurate and complete claim for payment using [PWGSC-TPSGC 1111](#), Claim for Progress Payment, and any other document required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all the certificates appearing on form [PWGSC-TPSGC 1111](#) have been signed by the respective authorized representatives;
- c. all work associated with the milestone and as applicable any deliverable required has been completed and accepted by Canada.

16. Schedule of Milestones

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestones #	Deliverable (See Section 9.1 for description)	Instructions and Template	% of the total budget in Annex B – Basis of Payment (excluding taxes)	Notional timelines
Phase One				
	Start-up Meeting	N/A		One week after contract has been signed
1	Draft Evaluability Assessment Report	Annex A-1 Annex A-3		Two weeks after Start-up Meeting
2	Final Evaluability Assessment Report	Annex A-1 Annex A-3	15%	One week after reception of comments from the TA on Draft Evaluability Assessment Report



3	Draft Work Plan	Annex A-2 Annex A-3 Annex A-5		Two weeks after approval of the evaluability assessment report and conditional on DFATD decision to continue the evaluation
4	Final Work Plan	Annex A-2 Annex A-3 Annex A-5	25%	One week after reception of comments from the TA on Draft Work Plan
Phase Two				
5	In-country Debrief Session	N/A		Two days before the end of each country mission
Phase Three				
6	Post Data Collection Debrief Session	N/A	10%	Two weeks after the last country mission
7	Preliminary Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4 Annex A-5 Annex A-6		Three weeks after post data collection debrief session
8	Final Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4 Annex A-5 Annex A-6	40%	Two weeks after Recommendation Workshop (or after reception of comments from the TA on draft evaluation report)
9	Final Presentation	N/A	10%	Two weeks after the approval of the final report

17. Electronic Payment of Invoices

The Contractor accepts to be paid using the following Electronic Payment Instrument(s):

- a. Visa Acquisition Card;
- b. MasterCard Acquisition Card;
- c. Direct Deposit (Domestic and International);
- d. Electronic Data Interchange (EDI);
- e. Wire Transfer (International Only);
- f. Large Value Transfer System (LVTS) (Over \$25M)

18. Time Verification

Time charged and the accuracy of the Contractor's time recording system are subject to verification by Canada, before or after payment is made to the Contractor. If verification is done after payment, the Contractor must repay any overpayment, at Canada's request.



19. Invoicing Instructions

1. The Contractor must submit a claim for payment using form [PWGSC-TPSGC 1111](#), Claim for Progress Payment.

Each claim must show:

- a. all information required on form [PWGSC-TPSGC 1111](#);
 - b. all applicable information detailed under the section entitled "Invoice Submission" of the general conditions;
 - c. a list of all expenses;
 - d. the description and value of the milestone claimed as detailed in the Contract.
 - e. a copy of the invoices, receipts,
 - f. vouchers for all direct expenses, travel and living expenses;
2. Applicable Taxes must be calculated on the total amount of the claim.
 3. The Contractor must prepare and certify a copy of the claim on form [PWGSC-TPSGC 1111](#), **and forward it to the Technical Authority identified under the section entitled "Authorities" of the Contract** for appropriate certification after inspection and acceptance of the Work takes place.
 4. The following information should be included in the claim:
Contract Number: *[insert number]*
Milestone Number: *[insert number]*
Vendor: *[insert number]*
 5. The Contractor must not submit claims until all work identified in the claim is completed.

20. Discretionary Audit

1. The following are subject to government audit before or after payment is made:
 - a. The amount claimed under the Contract, as computed in accordance with the Basis of Payment, including time charged.
 - b. The accuracy of the Contractor's time recording system.
 - c. The estimated amount of profit in any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier, for which the Contractor has provided the appropriate certification. The purpose of the audit is to determine whether the actual profit earned on a single contract if only one exists, or the aggregate of actual profit earned by the Contractor on a series of negotiated contracts containing one or more of the prices, time rates or multipliers mentioned above, during a particular period selected, is reasonable and justifiable based on the estimated amount of profit included in earlier price or rate certification(s).
 - d. Any firm-priced element, firm time rate, firm overhead rate, or firm salary multiplier for which the Contractor has provided a "most favoured customer" certification. The purpose of such audit is to determine whether the Contractor has charged anyone else, including the Contractor's most favoured customer, lower prices, rates or multipliers, for like quality and quantity of goods or services.
2. Any payments made pending completion of the audit must be regarded as interim payments only and must be adjusted to the extent necessary to reflect the results of the said audit. If there has been any overpayment, the Contractor must repay Canada the amount found to be in excess.



21. Inspection and Acceptance

The Project Authority is the Inspection Authority. All reports, deliverable items, documents, goods and all services rendered under the Contract are subject to inspection by the Inspection Authority or representative. Should any report, document, good or service not be in accordance with the requirements of the Statement of Work and to the satisfaction of the Inspection Authority, as submitted, the Inspection Authority will have the right to reject it or require its correction at the sole expense of the Contractor before recommending payment.

22. Insurance – No Specific Requirement

The Contractor is responsible for deciding if insurance coverage is necessary to fulfill its obligation under the Contract and to ensure compliance with any applicable law. Any insurance acquired or maintained by the Contractor is at its own expense and for its own benefit and protection. It does not release the Contractor from or reduce its liability under the Contract.

23. Applicable Laws

Any resulting contract must be interpreted and governed, and the relations between the parties determined, by the laws in force in _____. (*Insert the name of the province or territory.*)

Bidders may, at their discretion, substitute the applicable laws of a Canadian province or territory of their choice without affecting the validity of their bid, by deleting the name of the Canadian province or territory specified and inserting the name of the Canadian province or territory of their choice. If no change is made, it acknowledges that the applicable laws specified are acceptable to the bidders.

24. Compliance

Unless specified otherwise, the continuous compliance with the certifications provided by the Contractor in its bid or precedent to contract award, and the ongoing cooperation in providing additional information are conditions of the Contract and failure to comply will constitute the Contractor in default. Certifications are subject to verification by Canada during the entire period of the Contract.

25. Dispute Resolution

- (a) The parties agree to maintain open and honest communication about the Work throughout and after the performance of the contract.
- (b) The parties agree to consult and co-operate with each other in the furtherance of the contract and promptly notify the other party or parties and attempt to resolve problems or differences that may arise.
- (c) If the parties cannot resolve a dispute through consultation and cooperation, the parties agree to consult a neutral third party offering alternative dispute resolution services to attempt to address the dispute.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "[Dispute Resolution](#)".

26. Priority of Documents

If there is a discrepancy between the wording of any documents that appear on the following list, the wording of the document that first appears on the list has priority over the wording of any document that appears later on the list:

1. the Articles of Agreement;



2. Supplemental General Conditions
2006 (2010-08-06), Contractor to Own Intellectual Property Rights in Foreground Information
3. General Conditions:
2035 (2020-05-28), Higher Complexity - Services
4. Annex A, Statement of Work;
5. Annex B, Basis of payment
6. Annex C, Security Requirements Check List (SRCL)
7. Annex D, Covid-19 Mandatory Vaccination Certification Form
8. the Contractor's proposal dated _____



ANNEX A

STATEMENT OF WORK (SOW)

**Title: END-OF-PROJECT EVALUATION
P000729 - JAM SUKA MALI**



ACRONYMS

GAC:	Global Affairs Canada
PMF:	Performance Measurement Framework
SoW:	Statement of Work
RBM:	Results-Based Management
DFATD:	Department of Foreign Affairs, Trade and Development
MPFEF:	Ministry for the Advancement of Women, Children and Families
OECD/DAC:	Organization for Economic Cooperation and Development (OECD)/Development Assistance Committee (DAC)
NGO:	Non-governmental organization
GDP:	Gross domestic product
TA:	Technical Authority
RTP:	Right to Play
EQAS:	Evaluation Quality Assurance System
CPIS:	Child Protection Information subsystem
ICT:	Information and Communications Technology
UNEG:	United Nations Evaluation Group
UNICEF:	United Nations Children's Fund



1 RATIONALE, PURPOSE AND SPECIFIC OBJECTIVES OF THE EVALUATION

1.1 Evaluation rationale and purpose

Health is one of the key areas of DFATD's programming framework in Mali, and child protection is another. The Jam Suka project: Child Protection in Mali was implemented by Right to Play Canada (RTP) over a 5-year period between April 2016 and May 2021. The initiative's activities ended on May 31, 2021, and its total budget was \$9,776,624 Can.

It is in this context and within the context of the Feminist International Assistance Policy that the project officer feels that a summative evaluation (funded through the assistance budget) would be useful for the program and would have the following objectives:

- provide concrete food for thought to inform future programming concerning child protection in Mali.
- inform local and national stakeholders of the achievements of the Jam Suka project, including the operationalization of the Child Protection Information subsystem (CPIS);
- propose some ideas for the sustainability of the gains of the CPIS.

The users of this evaluation will be the beneficiaries of the Jam Suka project, as well as members of the Mali bilateral program team and all of DFATD.

1.2 Specific objectives

The specific objectives are as follows:

- Assess the results achieved by the Jam Suka project
- Identify key elements that have contributed to the results achieved in improving child protection in Mali in the target regions of the Jam Suka project;
- Identify key elements that have hindered the achievement of the Jam Suka project outcomes;
- Analyze the degree of gender equality mainstreaming in the implementation of the Jam Suka project;
- Examine and identify the factors (exogenous and endogenous to the project) blocking the CPIS' performance on child protection;
- Review the operational efficiency and sustainability of the Jam Suka project;
- Examine whether the Jam Suka project has integrated the provisions of the Government of Mali's policies and programs relating to child protection (a. National Policy for Child Promotion and Protection, b. 10-year plan for the empowerment of women, children and the family [2020-29], c. 5-year development programme for the empowerment of women, children and the family);
- Provide findings, conclusions, recommendations, and lessons to meet the above purpose in light of the current context for strengthening child protection mechanisms.

2 CONTEXTUAL BACKGROUND

The following subsections briefly describe the development intervention context, the evaluation's subject, the description of the intervention logic and the stakeholders.

2.1 Development context

Overview of the development and child protection context in Mali

Mali has an estimated population of 17.3 million people (2014), 52% of whom are under the age of 18. With a growth rate of 3.6 percent that is among the highest in the world (General Census of Population and Housing 2009), a fertility rate of seven children per woman and rapid urban growth (5 percent per annum), population growth poses enormous challenges in this country ranked 176th out of 187 in development



(Human Development Index 2013). Gross domestic product (GDP) growth, estimated at 2.3 per cent in 2013, remains below the 7% threshold targeted to reduce the poverty in which half the population lives.

Significant disparities remain by region, gender and place of residence. For example, access to improved sanitation facilities is 2.5 times higher in urban areas than in rural areas; a woman living in a rural area is half as likely to be assisted by a skilled attendant during childbirth; disparities in the availability and use of basic social services are significant between the northern and southern regions of the country.

After two decades of democratic changeover and stability, a rebellion in northern Mali and a military coup in March 2012 and again in August 2020 have created a worrying situation of insecurity. Thus, in May 2016 (the project's start date), the number of displaced persons is estimated at 37,801, including 20,248 children divided not by gender, but by administrative district.¹

In October 2014, Mali recorded the first case of Ebola virus disease. In 2020, the coronavirus struck the country, as well as the whole world.

Despite these challenges, the situation of children in Mali has made significant progress in recent years. According to UNICEF's State of the World's Children 2016: under-five mortality rate has declined from 254 in 1990 to 115 in 2015 per 1,000 live births, net school attendance (81%) and birth registration is 92% in urban areas versus 77% in rural areas. Nevertheless, the realization of children's rights – their survival and health, their schooling, and their well-being – faces significant obstacles. The decline in neonatal and maternal mortality since 2000 remains very limited.

In terms of protection, data from the Multiple Indicator Cluster Survey (MICS) 2015 reveals that 55.8% of children aged 5–17 years are involved in child labour; 72.7% of children aged 0–14 years have experienced psychological abuse or corporal punishment in the last month; 9.2% of children do not live with any of their biological parents; 76.7% of girls aged 0–14 have undergone any form of FGM/C as reported by mothers aged 15–49; 16.1% of women were married or entered a union before the age of 15 and 48.3% before the age of 18; and 13.8% of girls aged 15–24 had sexual intercourse before the age of 15.

The Government of Mali has made progress over the past decade in improving the lives of children. It has ratified key international agreements; established listening, counselling, and shelter centres; and adopted Mali's National Policy for Child Promotion and Protection and its 2015 to 2019 action plan. These commitments are designed to strengthen protective environments and protect the rights of children. However, their implementation remains a major challenge with less than 10% of GDP devoted to health, nutrition, education, water, and child protection.

The weight of harmful social norms, lack of human and organizational resources, poor availability of services and household poverty affect the supply of and demand for services. In addition, the insecurity created by the rebellion in the north and the two military coups have affected a very large number of children. As displaced persons, refugees, school drop-outs, victims of rape or trauma, or having been in contact with armed groups and devices of war, children have had to deal with several vulnerabilities. Although the crises do not directly affect all regions of Mali in the same way, this has exacerbated the vulnerability of all Malian children.

Thus, despite the efforts made by Mali and the international community, child protection systems in Mali are not functioning to the degree required to serve children and protect them from violations of their rights. These issues have devastating effects on the ability of children to become productive and active members of society. Therefore, protective and rights-based environments need to be strengthened to reduce the challenges of violence, exploitation and abuse.

The "Jam Suka" project is an inclusive project that specifically targets children exposed to the worst forms of child labour, particularly in traditional gold mines, children who are victims of and/or exposed to early marriage, female circumcision and other gender-based violence, child beggars and children affected by the crisis.

This project's development was facilitated by a close partnership and codesign between Right To Play Mali and its government partners in Mali. The project is closely aligned with the Government of Mali's policies, strategies and guidelines for child promotion and protection. It will have closely collaborated with the

¹ District of Bamako and the 8 administrative regions (Ref - Commission of population movements (CMP) report of 14 July 2016 – National Social Development Directorate (DNDS)/International Organization for Migration (IOM)).



MPFEF and its deconcentrated representations as well as with the local elected officials of the 20 communes of implementation/intervention. The project also aims to complement the child protection initiatives of three implementing NGO partners in two new Right To Play intervention regions (Mopti and Kayes) and in one region (Sikasso) where Right To Play has already been working for almost 10 years. All three organizations are long-standing partners of Right To Play in projects for the protection and holistic development of children through play and sport.

2.1.1 Logic model

The expected intermediate outcomes are as follows:

1. A better effectiveness of child protection systems;
2. Greater mobilization of community actors for the protection and promotion of children;
3. Improving access to basic social services for children and youth.

Please find the complete logic model in Annex A-7

2.1.2 Stakeholders

The participation of stakeholders is essential to the evaluations of DFATD's development interventions. In this context, the Contractor needs to ensure that the intervention stakeholders are consulted throughout the evaluation process to ensure its quality.

The stakeholders to be consulted will be the actors on the ground involved in the implementation and monitoring of the projects and the actors involved in the health sector in Mali.

a) At the level of project actors

Co-operation partners (project executing or implementing agencies)

- Right to Play Canada

Direct beneficiaries:

- Children (72,000, including 36,287 girls)

Key intermediaries:

- Local protection actors and services;
- Traditional communicators and media men;
- Key protection actors;
- Communal councils and regional assemblies;
- Local decision makers and leaders;
- Coaches and teachers;
- Local and national offices of the children's parliament;
- Children's representative bodies and community listening centres.

2.2 Scope and period covered by the evaluation

The evaluation will cover the period spanning from 2016 to 2021.



3 EVALUATION QUESTIONS

1. What results the Jam Suka project have been achieved in improving child protection in Mali in the targeted regions?
2. What are the key elements that enabled these results?
3. What were the key elements that hindered the achievement of the expected results of the Jam Suka project?
4. Did and to what extent the Jam Suka project integrate gender equality in its implementation?
5. What factors (exogenous and endogenous to the project) have hindered the performance of the child protection information system?
6. What are the main factors that have influenced the sustainability or non-sustainability of the Jam Suka project outcomes among the project's target communities?
7. To what extent has the Jam Suka been well managed? (Operational efficiency?)

4 TASKS

The tasks of the Contractor include, but are not limited to, the following:

- Carry out the evaluation in conformity with the [OECD/DAC \(2010\) Quality Standards for Development Evaluation](#) and best practices in evaluation:
 - Achieve the specific objectives (as per section 1.2) and ensure that they can be used to achieve the intended purpose (as per section 1.1);
 - Ensure that the evaluation covers the scope of the evaluation (as per section 2.2) and provide answers to the evaluation questions (as per section 3);
- Consult with stakeholders throughout the evaluation process;
- Carry out the evaluation in conformity with the detailed requirements in the SoW.
- Ensure that all deliverables conform with the OECD-DAC 2010 Quality Standards for Development Evaluation;
- Attend the start-up meeting (see section 5.2.1);
- Undertake evaluability assessment (see Section 5.2.2 and Annex A-1);
- Develop a work plan after the Technical Authority (TA) has approved evaluability assessment; see Section 5.3.1 and Annex A-1);
- Conduct the evaluation in accordance with the work plan approved by the TA;
- Prepare and submit all deliverables for revision and approval by the TA;
- Provide regular evaluation progress reports to the TA;
- Ensure the quality control of all deliverables; and
- Assemble a team with the required skills, subject to approval by the TA.

5 EVALUATION PROCESS AND PHASES

The evaluation will occur in three phases, as described below.



5.1 PHASE ONE

5.1.1 Start-up meeting

- i. The Contractor attends (in person or via a tele- or video conference) a start-up meeting with:
 - a. the TA in charge of managing the contract for DFATD and,
 - b. a member of the Evaluation Services, Learning and Innovation Unit of the Diplomacy, Trade and Corporate Affairs Evaluation Division.
- ii. The purpose of this meeting is to ensure that:
 - a. the Contractor understands DFATD: (1) expectations with regards to the quality of evaluation deliverables and (2) quality assessment processes and timelines;
 - b. the Contractor has the opportunity to ask for clarifications of the mandate.
- iii. The Contractor will provide the TA with any questions that they have at least one day prior to the start-up meeting.

5.1.2 Evaluability Assessment

The Contractor shall prepare an evaluability assessment report which shall follow the instructions and structure outlined in Annex A-1.

5.2 PHASE TWO

5.2.1 Work plan

The Contractor shall prepare a work plan which shall follow the instructions and structure outlined in Annex A-2.

5.3 PHASE THREE

5.2.2 Data collection

The Contractor will undertake the data collection (on the ground) and analysis as per the TA approved work plan. As mentioned earlier, data collection may change as the COVID-19 situation evolves.

DFATD² field staff are to be briefed by the Contractor on arrival in the country.

5.2.3 Report

During this phase, the Contractor:

1. will conduct an In-country Debrief Session;
2. will conduct a Post Data Collection Debrief Session;
3. will submit a Draft Evaluation Report;
4. will submit a Final Evaluation Report; and
5. will make a final presentation.

² Only if applicable, as DFATD is not on the ground in some countries.



6 RISKS

6.1 Operational Risk – There is a risk that the COVID-19 pandemic will impact the evaluation.

The evolving COVID-19 pandemic may affect the conduct of the evaluation (e.g., availability of key informants and ability to carry out data collection on the ground, etc.). This risk is currently affecting many DFATD development interventions. Both DFATD program analysts and other Canadian government departments are closely monitoring the evolution of the global COVID-19 pandemic. Mitigations measures will be adjusted as required. The Technical Authority will consider reattributing the evaluation where necessary based on the above information and the evaluability assessment.

6.2 Corrective Measures

The Contractor should thoroughly assess these constraints through an evaluability assessment to inform the feasibility of the evaluation as well as methodological choices that may require greater reliance on certain sources of evidence, minimizing field travel, increased use of information and communication technology (ICT), etc.

Note: the use of local expertise cannot be ethically justified as a substitute for Canadian expertise if both bear or create the same risks associated with COVID-19 (catching or spreading the virus). However, there may be circumstances where Canadian expertise is prohibited from entering a country where local expertise is more appropriate than to use local ICTs, etc. It is important to reiterate for all evaluations, regardless of COVID-19, that i) local expertise is always strongly encouraged and ii) ethical standards must always be maintained.

7 CLIENT SUPPORT

This evaluation's TA will be responsible for:

- Managing the Contractor's contract;
- Acting as the main contact person for the Contractor;
- Reviewing, for the purposes of non-objection, the selection of all resources and/or firms to be provided after contract signature;
- Reviewing, commenting on and approving the deliverables; and facilitating access to any documentation or resource persons deemed relevant for the evaluation process;
- Ensuring that all deliverables meet the OECD/DAC (2010) Quality Standards for Development Evaluation, in collaboration with DFATD's Diplomacy, Trade and Corporate Affairs Evaluation Division, and as required with sector and thematic specialists;
- Sharing deliverables with key stakeholders;
- Gathering comments from stakeholders on the draft work plan and evaluation report;
- Including the management response in the final evaluation report;
- Including stakeholders' comments reproduced verbatim, if applicable;
- Disseminate the evaluation's results and ensure that the executive summary is made public.



8 DELIVERABLES AND SCHEDULE:

8.1 Deliverables

DELIVERABLE 1: DRAFT EVALUABILITY ASSESSMENT REPORT

The evaluability assessment report must follow the instructions and the structure as set out in Annex A-1.

Prior to submission to the TA, the Contractor must ensure that the evaluability assessment report has undergone an internal quality control process through the Contractor's Evaluation Quality Assurance System (EQAS). If the quality of the draft evaluability assessment report is deemed satisfactory by DFATD (form and substance), the draft evaluability assessment report will be circulated to co-operation partners and other stakeholders as necessary for comments.

If the quality is not satisfactory, the Contractor will be required to produce a new version of the draft evaluability assessment report to be provided within the time frame agreed upon by the Contractor and the TA.

DELIVERABLE 2: FINAL EVALUABILITY ASSESSMENT REPORT

The Contractor must address all the comments and make appropriate amendments to the evaluability assessment report prior to submission to the TA for review and approval.

For each comment, the Contractor indicates in writing how they have responded ("trail of comments"), using the proposed format set out in Annex A-3. The trail of comments document is to be submitted to the TA at the same time as the updated evaluability assessment report.

The evaluability assessment will be considered final upon approval by the TA.

DELIVERABLE 3: DRAFT WORK PLAN

The draft work plan must follow the instructions and the structure as set out in Annex A-2.

Prior to submission to the TA, the Contractor must ensure that the draft work plan has undergone an internal quality control process through the Contractor's Evaluation Quality Assurance System (EQAS). If the quality of the work plan is deemed satisfactory by DFATD (form and substance), the draft work plan will be circulated to co-operation partners, and other stakeholders as necessary, for comments.

If the quality is not satisfactory, the Contractor shall produce a new version of the draft work plan to be provided within the time frame agreed upon between the Contractor and the TA.

DELIVERY 4: FINAL WORK PLAN

The Contractor must address all the comments and make appropriate amendments to the work plan prior to submission to the TA for review and approval.

For each comment, the Contractor indicates in writing how they have responded ("trail of comments"), using the proposed format set out in Annex A-3. The trail of comments document is to be submitted to the TA at the same time as the updated work plan.

The work plan will be considered final upon approval by the TA.

DELIVERABLE 5: IN-COUNTRY DEBRIEF SESSION

The Contractor presents preliminary data to in-country key stakeholders and DFATD staff (in-country or via tele- or video conference) for discussions two days before departure from the field. Note: In-country debrief is needed to review data with selected key stakeholders, increase the Contractor's understanding of data



accumulated so far, and identify data issues or gaps that may be addressed/collected/revisited before leaving the country. The in-country debrief is not to be used to present preliminary findings as the data analysis is not yet completed and could mislead stakeholders.

Presentation material is to be submitted to the TA prior to the debriefing session. Minutes and any supplementary material provided during the session is to be submitted one week following the session.

As mentioned in Section 7, data collection may change depending on the COVID-19 situation.

DELIVERABLE 6: POST DATA COLLECTION DEBRIEF SESSION

The Contractor's Team Leader conducts a debriefing session to be held in Ottawa via tele- or video conference after finalizing the data collection phase. The presentation is to include preliminary findings responding to the evaluation questions.

Presentation material is to be submitted to the TA at least five (5) working days prior to the session. Minutes and any supplementary material provided during the session is to be submitted one week following the session.

DELIVERABLE 7: DRAFT EVALUATION REPORT

The draft evaluation report must conform to the [OECD/DAC \(2010\) Quality Standards for Development Evaluation](#) and follow the structure and instructions as set out in Annex A-4, include an executive summary (following the outline provided in Annex A-6) and includes all the relevant Annexes.

Prior to submission to the TA, the Contractor must ensure that the draft work plan has undergone an internal quality control process through the Contractor's Evaluation Quality Assurance System (EQAS). If the quality of the work plan is deemed satisfactory by DFATD (form and substance), the evaluation report will be circulated to co-operation partners, and other stakeholders as necessary, for comments.

If the quality is unsatisfactory, the Contractor will be required to produce a new version of the draft evaluation report.

The TA is responsible for sharing the draft report and collecting stakeholder comments. ***The Contractor shall not submit the draft evaluation report to stakeholders without the TA's approval.***

DELIVERABLE 8: FINAL EVALUATION REPORT

The Contractor must address all the comments and make appropriate amendments to the evaluation report prior to submission to the TA for review and approval.

For each comment, the Contractor indicates in writing how they have responded ("trail of comments"), using the proposed format set out in Annex A-3. The trail of comments document is to be submitted to the TA at the same time as the updated evaluation report.

Note: As per the [OECD/DAC \(2010\) Quality Standards for Development Evaluation](#), "Relevant stakeholders are given the opportunity to comment on the draft report. Any difference of opinion between evaluation team members is acknowledged in the report. In disputes about facts that can be verified, the evaluators investigate and change the draft where necessary. In the case of opinion or interpretation, stakeholders' comments are reproduced verbatim, in an Annex or footnote, to the extent that this does not conflict with the rights and welfare of participants."

The evaluation report will be considered final upon approval by the TA.



DELIVERABLE 9: FINAL PRESENTATION

The Contractor’s Team Leader prepares and conducts a workshop to present the findings, conclusions, recommendations, and lessons of the evaluation in Ottawa or by tele- or video conference, and at a time to be decided by the TA.

NOTE:

Management Response

Both TA and Right to Play will prepare a management response to the evaluation report that documents their response to the recommendations and establishes how each organization will (or will not) follow-up on the recommendations. **Note: the Contractor is not responsible for this part of the process.**

Dissemination

The TA responsible for the current evaluation is also responsible for the dissemination of the report and for ensuring that the executive summary is made public as per Canada’s commitment to the International Aid Transparency Initiative.

8.2 Deliverables and indicative time schedule

This evaluation, including the field mission, is expected to be carried out over a period of six (6) months.

Deliverable #	Deliverable (See Section 9.1 for description)	Instructions and Template	% of the total budget in Annex B – Basis of Payment (excluding taxes)	Notional timelines
Phase One				
	Start-up Meeting	N/A		One week after contract has been signed
1	Draft Evaluability Assessment Report	Annex A-1 Annex A-3		Two weeks after Start-up Meeting
2	Final Evaluability Assessment Report	Annex A-1 Annex A-3	15%	One week after reception of comments from the TA on Draft Evaluability Assessment Report
3	Draft Work Plan	Annex A-2 Annex A-3 Annex A-5		Two weeks after approval of the evaluability assessment report and conditional on DFATD decision to continue the evaluation
4	Final Work Plan	Annex A-2 Annex A-3 Annex A-5	25%	One week after reception of comments from the TA on Draft Work Plan
Phase Two				
5	In-country Debrief Session	N/A		Two days before the end of each country mission
Phase Three				



6	Post Data Collection Debrief Session	N/A	10%	Two weeks after the last country mission
7	Preliminary Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4 Annex A-5 Annex A-6		Three weeks after post data collection debrief session
8	Final Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4 Annex A-5 Annex A-6	40%	Two weeks after Recommendation Workshop (or after reception of comments from the TA on draft evaluation report)
9	Final Presentation	N/A	10%	Two weeks after the approval of the final report

9 MEETING

Meetings attended by participants during the work period will be held either in person, by tele- or video conference.

10 LOCATION OF WORK

The location of the work is to be determined by the Contractor, with potential travel to Ottawa and to Mali for data collection on the ground (to be selected in the work plan). Opportunities to hold virtual meetings with Ottawa-based staff may be explored. However, Contractors should budget for travel in the event it is required.

11 OFFICIAL LANGUAGES/SOFTWARE

a) Language

- i. The Department has an obligation to respect the spirit and the letter of the *Official Languages Act*. It is therefore imperative that the evaluation team leader be able to communicate verbally and in writing in English and in French.
- ii. For the subject matter experts it is imperative that evaluation team members be able to communicate verbally and in writing in French.
- iii. The deliverables are to be provided in French.

b) Software

All draft and final versions of the evaluability assessment, of the work plan and of the report must be submitted in MS Word or in a compatible software. PDF files are not acceptable.

12 Quality

12.1 Quality assurance

The Contractor must have an Evaluation Quality Assurance System (EQAS) that will be used throughout the evaluation process. The Contractor must also dedicate specific resources to quality assurance efforts and must have quality assurance mechanisms that will be applied throughout the evaluation process.

12.2 Quality of evaluation deliverables



The first level of quality assurance for evaluation deliverables will be conducted by the Contractor. That is, the Contractor must systematically quality control all deliverables prior to submission to the PTA.

The second level of quality assurance for evaluation deliverables will be conducted by DFATD. Deliverables will be reviewed by (i) DFATD program staff, (ii) DFATD Diplomacy, Trade and Corporate Affairs Evaluation Division staff and (iii) DFATD specialists. As part of DFATD's decentralized EQAS, a quality assurance report (QAR) will be applied in the assessment of deliverables for this evaluation. The QAR uses evaluation quality standards that follow primarily the OECD/DAC Quality Standards for Development Evaluation, but also the United Nations Evaluation Group (UNEG) Norms and Standards for Evaluation and best practices from the international evaluation community. To further enhance the quality and credibility of this evaluation, DFATD-identified stakeholders will also comment on the deliverables (factual checks).

The PTA maintains an oversight function and approves all deliverables.



ANNEX A-1 – INSTRUCTIONS AND OUTLINE OF THE EVALUABILITY ASSESSMENT REPORT

A- Instructions

The Contractor must:

1. Examine the following key factors:

- existence (available and accessible) and quality of data (specifically including sex-disaggregated data);
- availability and accessibility of key informants: a stakeholder mapping and analysis must be completed;
- the timing of the evaluation;
- identification of whether key stakeholders want/resist having their development intervention evaluated (e.g., the level of resistance to the evaluation and its reasons).

2. Review the logic of the intervention to:

- assess the immediate, intermediate and ultimate outcome statements and propose measures to address flaws for the purpose of conducting the evaluation in terms of:
 - is each outcome clearly and unambiguously worded, containing only one idea?
 - can each outcome be measured?
 - is each outcome realistic and achievable?
 - is each outcome located at the proper outcome level?
 - are the causal relationships between outcome levels logical?
- confirm a shared interpretation among key stakeholders of the development intervention's expected immediate and intermediate outcomes;
- validate indicators and targets to assess each outcome (NOT output) according to DFATD's RBM guide. https://www.international.gc.ca/world-monde/assets/pdfs/funding-financement/results_based_management-gestion_axee_resultats-guide-fr.pdf

3. Review the evaluation questions.

Evaluation questions can be withdrawn if they are impossible to answer, overly difficult or if there is a need to reduce the focus of the evaluation. Questions may be further elaborated, modified or added. All changes, additions or deletions of questions must be accompanied by a supporting argument/rationale.

4. Explain and note any factors that compromise the independence of the evaluation and address possible conflicts of interest openly and honestly.

The evolving COVID 19 pandemic may affect the conduct of the evaluation (e.g. availability of key informants and ability to carry out data collection at project sites, etc.). The Contractor must thoroughly assess these constraints through the evaluability assessment in order to inform the evaluation's feasibility as well as the methodological choices, which may require greater reliance on certain lines of evidence, minimized travel to the field, increased use of information and communication technologies (ITC), etc.

Note: The use of local expertise cannot be ethically justifiable to replace international expertise if both bear or create the same COVID-19 related risks (getting or propagating the virus). However, there may be circumstances where international expertise is barred from reaching a country or where local expertise is more appropriate to use local ITCs, etc. It is important to restate for all evaluations, regardless of the COVID-19 situation, that: i) local expertise is always strongly encouraged; and ii) ethical norms always have to be maintained.



B- Outline

Table of Contents
List of Acronyms
List of Tables (*)
List of Figures

1. Introduction

Should include: rationale, purpose and specific objectives of the evaluation.

2. Development Context

Should include: a brief description of key contextual elements, specific to the development Intervention. A more exhaustive context is expected in the work plan deliverable.

3. Evaluation Object

Should include: a brief description of the development Intervention (e.g. the time period; budget; geographical area; programming; stakeholder mapping; organizational set-up; implementation arrangements).

4. Methodology

Should include: a description and an explanation of the evaluability assessment methodology (details of techniques for data collection and data analysis, and justification for, methodological choices) and its application (*details of what was done along with limitations and shortcomings*). The report acknowledges any constraints encountered and how these have affected the evaluability assessment, including the independence and impartiality of the evaluability assessment.

5. Main findings and analysis

Should include:

- Documented and analyzed key factors;
- Documented review of the logic of the intervention;
- Documented (provide supporting argument/rationale) updates for all changes, additions or deletions of questions;
- Documented explanation regarding any factors that may compromise the independence of the evaluation;
- Documented and addressed possible conflicts of interest openly and honestly.

It is suggested that the findings and analysis be presented as follow:

Finding # – Finding Statement [*Findings are numbered successively to ease cross-references. The length of a finding statement is maximum 1 to 2 lines in bold character*]

1st Paragraph: Explanation detailing the finding statement.

Following Paragraph(s): present the analysis of the data/info on which the finding is based. It provides sufficient detail on the sources of data/information so that the adequacy of the information can be assessed.



Following Paragraph: *present data gaps where the findings cannot be fully triangulated and/or discuss the validity and reliability of the data, as well as any weaknesses in the analysis used to support the finding.*

6. Evaluation Options

Should include: Documented options for the conduct of the evaluation (cancel or delay or adjust/modify reduce scope or repurpose).

Options must be clear, relevant, targeted and actionable so that the evaluation can be used to meet the needs of the intended users. Options must flow logically from the findings. Options are presented as follows:

Option# – Option Statement. *The length of an option statement is maximum 1 to 2 lines in bold character]*

Following paragraph: *Explain the option in more detail*

Annexes

Should include:

- SoW (and amendments if applicable)
- Stakeholder Mapping
- Explanation of sampling and samples (if applicable)
- Methodological instruments used (survey, focus groups, interviews etc.)
- Bibliography
- List of people interviewed
- Additional information on context, program or methodology and analysis as necessary.

() Tables, Graphs, diagrams, maps etc. presented in the final evaluability assessment report are also to be provided to the TA in their original version (in Excel, PowerPoint or word files, etc.).*



ANNEX A-2 – INSTRUCTIONS AND OUTLINE OF THE EVALUATION WORK PLAN

A. INSTRUCTIONS

Following the approval of the evaluability assessment the Contractor must prepare a work plan that must operationalize and direct the evaluation. The work plan must follow the outline provided in Annex A-2. Once approved by the TA, the work plan must serve as the agreement between the parties on how the evaluation is carried out. It is important to note that the work plan completes, but does not contractually replace, the Statement of Work in the Contract.

The work plan must be elaborated based on the information presented in this SoW to bring greater precision to the planning and design of the evaluation. It must be informed by the evaluability assessment and must be based on a preliminary review of project documentation, discussions with key stakeholders, literature review, etc.

The following paragraphs provide guidance on how to address some sections of the work plan. However, all sections and Annexes indicated in the outline of the work plan provided in Annex A-2 must be completed.

Following the evaluability assessment, the work plan may propose revisions to the evaluation questions.

The purpose, scope and evaluation questions are used by the Contractor to determine the most appropriate approach for the present evaluation. The methodology must be developed in line with the evaluation approach chosen and support the answering of evaluation questions using credible evidence.

The methodology section is the most important section of the work plan. This importance must be reflected in its size relative to the entire document. In that section, the Contractor must explain and justify the selection of the proposed evaluation approach and must also specify and justify the overall evaluation design.

To describe and explain the evaluation methodology and its application, the Contractor must detail the proposed techniques for both data collection and data analysis (note: specific details on techniques for gender-sensitive data must be provided). The rationale for choosing those techniques must be provided and potential limitations and shortcomings must be explained. The methodology must take into consideration any data collection limitations due to COVID 19, and propose alternative data collection methods, for example through remote data collection and the use of local coordination specialists where appropriate (e.g. ethical) and necessary.

In order to add robustness to this section, the Contractor must include a stakeholder mapping and analysis of the stakeholders involved in this development intervention.

Given that data is or must be collected from various samples (people, locations, etc.), it is important that each sample be representative of its population. Thus, in the methodology section of the work plan, the Contractor must detail the characteristics of each sample: how it is selected, the rationale for the selection, and the limitations of the sample for interpreting evaluation results. If a sample is not used, the rationale for not sampling and the implications for the evaluation should be provided.

Where data is collected during the evaluation stakeholder consultation process, the Contractor must explain how the information collected is organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions, including what will be done to integrate multiple sources.



The Contractor must set-up and maintain an Evaluation Evidence Matrix (EEM) (see Annex A-5) to ensure that the collection and recording of data and information is done systematically. This matrix helps the Contractor consolidate in a structured manner all collected information corresponding to each evaluation question and to identify data gaps and collect outstanding information before the end of the data collection phase. The EEM plays important but slightly varying roles throughout all stages of the evaluation process and therefore; requires particular attention from the Contractor. Owing to the changing role and function of the EEM over the course of the evaluation, the matrix needs to serve as a series of working tools throughout the evaluation process. It is essential that the final (published) version of the EEM be structured and drafted in a manner that facilitates the easy access of evaluation users to the evidence that support the answer of each evaluation question.

The Contractor attaches the following Annexes to the work plan:

- Evaluation Evidence Matrix (EEM).
- Sampling. For each sample the following must be defined and explained in detail: the purpose, objectives, universe/population, sampling criteria, sample design, sampling frame, sampling unit, sample size, sampling method(s), proposed sample and limitations.
- Proposed draft data collection tools (interviews, focus groups or other participatory methods, protocols, tabulations, etc.).

B. OUTLINE

Table of Contents

List of Acronyms

List of Tables (*)

List of Figures (*)

1. Rationale, Purpose and Specific Objectives of the Evaluation

Should include: rationale, purpose and specific objectives of the evaluation.

2. Development Context

Should include: a description of key contextual element, specific to the development intervention.

3. Evaluation Object and Scope

Should include: a brief description of the development intervention (e.g. the time period; budget; geographical area; programming; intervention logic, stakeholder mapping; organizational set-up; implementation arrangements)

4. Evaluability Assessment

Should include: summary of key findings from the evaluability assessment report.

5. Evaluation Questions

Should include: a set of revised evaluation questions with the explanatory associated comments.

6. Evaluation Approach and Methodology

Should include:

- ii. a description and an explanation of the evaluation approaches, evaluation methodology and its application; including details of, and justification for, the methodological choices;
- iii. description of the methods of data collection (desk and field-based) -- including data collection plan; preparation of interview and guides for focus groups; surveys; etc.
- iv. description of samples, sampling choices/methods and limitations regarding the representativeness of samples for interpreting evaluation results.



- v. data analysis plan (i.e. how the information collected is organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions, etc.);
- vi. limitations.

7. Reporting

Should include: an explanation of the debriefing sessions.

8. Evaluation Management

Should include: team composition and distribution of tasks, roles and responsibilities; the Contractor's approach to ensure quality assurance of all evaluation deliverables.

9. Deliverables, Milestones, Schedule, Level of Effort and Budget

Should include: a detailed plan for the next phases/stages of the evaluation; including detailed plans for field visits, including the list of interventions for in-depth analysis in the field (explanation of the value added for the visits), preparation process and logistics, recruitment of field teams, etc.

10. Annexes

Should include:

- Logic Model and PMF
- SoW (and amendments if applicable)
- Stakeholder Mapping and Analysis
- Evaluation Evidence Matrix
- Explanation of Sampling and Proposed Samples
- List of Documents Consulted for the Work Plan
- List of Individuals Consulted for the Work Plan (Disaggregated by Affiliation and Sex)
- Proposed Data Collection Tools / Protocols
- Proposed Field Work Schedule

(* *Tables, figures, graphs and diagrams should be numbered and have a title.*)



ANNEX A-3 – EVALUATION TRAIL OF COMMENTS TEMPLATE

DFATD QAR Comment	Page #	Contractor's Response
1. [Please insert DFATD's comments as stated in the QAR]	[p.XX]	[Please explain what modifications were made and why or provide a justification for rejecting the comment]
2.		
3.		
4		
5		
6		
7		



ANNEX A-4 – OUTLINE OF THE EVALUATION REPORT

- Table of Contents
- List of Acronyms
- List of Tables (*)
- List of Figures

Executive Summary

1. Introduction

Should include: rationale, purpose and specific objectives of the evaluation;

2. Development Context

Should include: a description of key contextual element, specific to the development Intervention;

3. Evaluation Object

Should include: a brief description of the development Intervention (e.g. the time period; budget; geographical area; programming; stakeholder mapping; organisational set-up; implementation arrangements);

4. Methodology

Note: This is a standalone document. Information included in the work plan may be used (synthesized, copied and updated as needed) in this section while never referencing to the work plan report. This section can be complemented in an Annex.

Should include: a description and an explanation of the evaluation approaches and methodology (*details of*³, and justification for, methodological choices) and its application (*details of* what was done along with limitations and shortcomings). The report acknowledges any constraints encountered and how these have affected the evaluation, including the independence and impartiality of the evaluation.

5. Main findings and analysis

This section is divided by evaluation questions. Under each evaluation question, key finding(s) are presented as follow:

Finding # – Finding Statement [*Findings are numbered successively to ease cross-references. The length of a finding statement is of 1 to maximum 2 lines in bold character*]

1st Paragraph: *Explanation detailing the finding statement*

Following Paragraph(s): *present the analysis of the data/info on which the finding is based. It provides sufficient detail on the sources of data/info so that the adequacy of the information can be assessed. The text is structurally presented in a way that eases cross-referencing to the Evaluation Evidence Matrix (EEM) located in the Annex while never referencing to the Annex. i.e. a reader can read the text without the need to access the Annex.⁴ The EEM is to be duly completed, that is, the Contractor must compile and organize the data (source, etc.) in the EEM to facilitate the systematic analysis of all collected information.*

³“*Details of*” pertain to: techniques for data collection (including sampling choices/methods, samples and limitations regarding their representativeness for interpreting evaluation results) and data analysis.

⁴ See description the *Evaluation Evidence Matrix* in Appendix A-5.



Following Paragraph: present data gaps where the findings cannot be fully triangulated and/or discuss the validity and reliability of the data, as well as any weaknesses in the analysis used to support the finding.

6. Conclusions

Should include: at least one conclusion for each evaluation issue. Additional conclusions may encompass more than one issue. Conclusions are presented as follow:

Conclusion # – Conclusions Statement [Conclusions are numbered successively to ease cross-references. The length of a conclusion statement is of 1 to maximum 2 lines in bold character]

1st Paragraphs: 1) Explain the conclusion in more detail and 2) State the specific findings # to which the conclusion pertains.

Following paragraph: present the analysis of the findings on which the conclusion is based (i.e. critically analyzes the findings which led to the conclusions and ensures a clear link between the conclusions and the recommendations).

7. Recommendations

Recommendations are clear, relevant, targeted and actionable so that the evaluation can be used to achieve its intended purpose(s), thus meeting the needs of the intended users. Recommendations must flow logically from the conclusions. The number of recommendations should be limited to a maximum of five. Recommendations are presented as follow:

Should include for each recommendation:

Recommendation # – Recommendation Statement [Recommendations are numbered successively and ranked (prioritized) according to their relevance and importance to the evaluation purpose. The length of a recommendation statement is of 1 to maximum 2 lines in bold character];

Targeted party: [body targeted by the recommendation]

Link to Conclusion: [e.g. #X and #Y]

Following paragraph: 1) Explain the recommendation in more detail and 2) State the specific conclusion # to which the recommendation pertains.

Annexes

Should include:

- SoW (and amendments if applicable)
- Stakeholder Mapping
- Evaluation Evidence Matrix (EEM) duly completed, that is, the Contractor must compile and organize the data (source, etc.) in the EEM to facilitate the systematic analysis of all collected information.
- Explanation of Sampling and Samples
- Methodological instruments used (survey, focus groups, interviews etc.)
- Bibliography
- List of people interviewed
- Additional information on context, program or methodology and analysis as necessary.

(* Tables, Graphs, diagrams, maps etc. presented in the final evaluation report are also to be provided to the TA in their original version (in Excel, PowerPoint or word files, etc.).



ANNEX A-5 – STRUCTURE OF THE EVALUATION EVIDENCE MATRIX

The table below represents the structure for the evaluation evidence matrix (EEM) in which each evaluation question must be included.

This matrix must become the starting point for subsequent versions of the EEM that the Contractor must use to compile and organize data and information throughout the evaluation process.

The EEM serves as a working tool throughout the evaluation process and will specifically be useful during the:

- **design of the evaluation (i.e., the inception phase)**, the EEM is to be used to capture core aspects of the evaluation design: (a) what is to be evaluated (i.e. key investigation areas, evaluation questions and related issues to be examined); (b) how to evaluate (sources of information and methods and tools for data collection). In this way, the matrix is to also help the Contractor and DFATD to check the feasibility of evaluation questions and the associated data collection strategies.
- **data collection phase of the evaluation**, the EEM helps the Contractor to: (a) approach the collection of information in a systematic, structured way; (b) identify possible gaps in the evidence base of the evaluation; and (c) compile and organize the data to prepare and facilitate the systematic analysis of all collected information. *That is, the Contractor must compile all collected information in the EEM indicating for each the data collected, its source, the method/tools used and notes.*
- **analysis and reporting phase**, the EEM helps the Contractor to conduct the analysis in a systematic and transparent way, by showing clear association between the evidence collected and the findings and conclusions derived on the basis of this evidence. *The Contractor must submit the completed EEM containing all collected information. Note the EEM must be organized to facilitate the analysis supporting the line of evidence from data (and source) to findings to conclusions.*
- **dissemination phase**, and the actual use of the evaluation, the EEM plays a key role for making sure that users of the report can understand how the Contractor’s team interpreted the available evidence to arrive at their findings, so that they are considered credible and valid.

Outline for evaluation evidence matrix

Evaluation Question 1	<i>[Text of Evaluation Question]</i>		
Rationale	<i>[Summary of how the sub-questions will be used to answer the main evaluation question]</i>		
Sub-Question 1.1	<i>[Text of Sub-question 1.1]</i>		
Data / Indicators	Sources of information	Methods and tools for data collection	Notes
Indicator or Data 1.1.1 Indicator or Data 1.1.2 Etc.			(e.g. representativeness of the sample when applicable)
Sub-Question 1.2			
Etc.			



ANNEX A-6 – OUTLINE OF THE EXECUTIVE SUMMARY WITH INSTRUCTIONS

(MAXIMUM OF 6 PAGES)

Evaluation Title: *Insert the complete name of the evaluation*

Evaluation Type: *Formative, summative, prospective, thematic, etc.*

Commissioned by: *The Department's Program Branch (in the case of Joint evaluation; list agencies involved)*

Contractor: *Name of the firm/individual contracted to conduct the evaluation*

Date: *Month and year submitted*

Project #:

Rationale and Purpose of the Evaluation

As per the SoW.

Specific Objectives of the Evaluation

As per the SoW.

Scope of the Evaluation

As per the SoW.

Development Context

Description of the context in which the intervention was implemented, including key local government policies and strategies and socio-economic, political and cultural factors of relevance for the intervention.

Intervention

Description of the intervention being evaluated, including: ultimate outcome, start and end dates, budget, geographical area covered, main components, and crosscutting issues addressed (i.e. gender equality, environmental sustainability and governance).

Logic

List the ultimate, intermediate and immediate outcomes as per the Logic Model (LM).

Stakeholders

As per the SoW.

Evaluation Approach and Methodology

Description of the (1) Evaluation approach, (2) Methodology, (3) Techniques for data collection and analysis, (4) Sampling, and (5) Limitations of the evaluation.

Key Findings*

Select and list key findings.

Key Conclusions*

Select and list key conclusions.

Key Recommendations*

Select and list key recommendations.

Key Lessons

Select and list key lessons.



*The findings, conclusions, recommendations and lessons listed above are those of the Contractor and do not necessarily reflect the views of the Department or the Government of Canada. The Department does not guarantee the accuracy of the information provided in this report.

Management Responses [to be added by the TA for publication purpose]

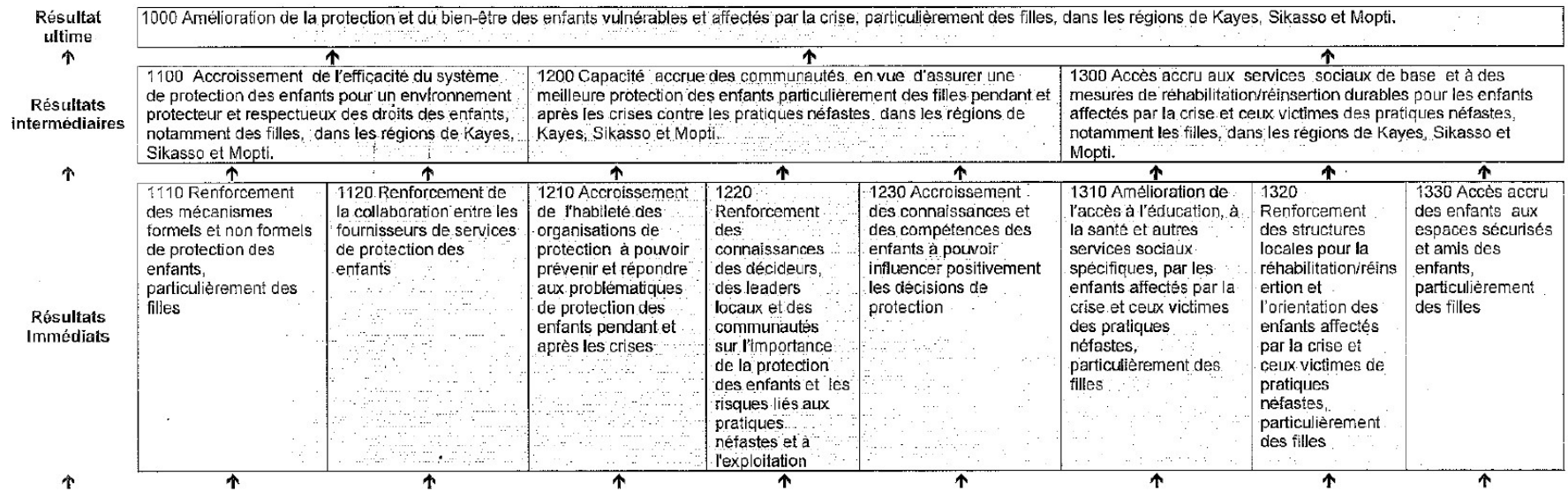
Department's response: *The program may wish to publish management responses where it is targeted by a recommendation. Otherwise, a generic response can be provided e.g. The Department took note of the Contractor's findings, conclusions and recommendations and has shared them with relevant stakeholders for consideration.*

Cooperation Partner(s) response(s): *Partners may wish to provide management responses where they are targeted by a recommendation. Otherwise, a generic response can be provided e.g. The partner(s) took note of the Contractor's findings, conclusions and recommendations and has(have) shared them within the organization(s) for consideration.*

If you would like a copy of the evaluation report, please contact info@international.gc.ca



ANNEX A-7 – LOGIC MODEL





Extraits

1111 Les acteurs(trices) et services locaux de la protection sont formés et soutenus en vue d'une utilisation efficace du guide de référence et du Système d'Information sur la Protection de l'Enfant (SIPRE)	1121 Les cadres de concertations mensuelles, trimestrielles et annuelles dans les communes et régions couvertes par le programme, y compris le niveau national, sont fonctionnels	1211 Les acteurs(trices) clés de la protection développent des compétences sur les questions de protection des enfants en période de crises et après	1221 Les décideurs, leaders locaux, y compris ceux des enfants, initient des actions contre les pratiques néfastes et l'exploitation	1231 Les coaches mettent en œuvre des activités qualitatives de sensibilisation des enfants et des communautés sur les questions de droits et de protections des enfants incluant la santé de la reproduction (activités régulières, Play Day & tournois)	1311 Les mécanismes de facilitation de l'accès des enfants affectés ou non par la crise à l'éducation sont dynamisés	1321 Des services d'appui psychosocial et récréatifs par le sport et le jeu sont offerts par les centres d'écoute communautaire aux enfants affectés par la crise et ceux victimes de pratiques néfastes	1331 Des coaches sont formés et sont capables de conduire des activités ludiques de développement holistique de qualité, respectueuses des droits des enfants, particulièrement des filles (activités régulières, Play Day & tournois)
1112 Les initiatives locales de protection des enfants contre les pratiques néfastes et l'exploitation sont soutenues	1122 Des missions de suivis et de supervisions nationales, régionales et communales des services techniques impliqués dans la question de protection de l'enfant sont réalisées	1212 Les conseils communaux et les assemblées régionales concernés sont dotés de plans de réponses d'urgence en matière de protection des enfants	1222 Les membres des communautés y compris les enfants eux-mêmes sont sensibilisés sur les pratiques traditionnelles néfastes, l'exploitation et la mendicité des enfants	1232 Les clubs d'enfants de protection y compris les pairs éducateurs(trices) sont mieux structurés et fonctionnels/opérationnels	1312 L'accès aux soins de santé d'urgence pour les enfants affectés par la crise et ceux victimes de pratiques néfastes, particulièrement les filles, est facilité	1322 Les capacités des centres d'écoute communautaire qui délivrent des services de référence et d'orientation durables sont renforcées	1332 Les enfants vulnérables ont participé au moins 2 fois/semaine à des activités ludiques protectrices et respectueuses de leurs droits



<p>1113 Les communes bénéficiaires du programme développent des initiatives conjointes pour la protection des enfants vulnérables</p>	<p>1123 Les textes locaux, nationaux et internationaux de protection des enfants y compris les bonnes pratiques locales sont plus connus des acteurs de la protection</p>	<p>1213 Vingt (20) réseaux communaux de coaches sont engagés en faveur de la protection de l'enfant</p>		<p>1233 Les bureaux locaux et nationaux du parlement des enfants, les membres des clubs d'enfants et des pairs éducateurs ont eux-mêmes développé des plans d'action en faveur de la protection des enfants, particulièrement des filles</p>	<p>1313 Les capacités institutionnelles des services sociaux de base et des organisations de la société civile partenaires, en relation à la protection des enfants, sont renforcées</p>	<p>1323</p>	<p>1333 Des espaces de jeux inclusifs et des structures socio-éducatives inclusives, respectueuses de l'environnement (3) ou CEC pour enfants, sont construits et ou réhabilités</p>
<p>1114 Les PDSEC des collectivités concernées prennent en compte la protection des enfants</p>	<p>1124 Les bonnes pratiques de protection sont connues des acteurs de la protection de l'enfant</p>			<p>1234 Les instances représentatives des enfants (Parlement, Pairs Éducateurs(trices), club d'enfants, comité de protection) ont mis elles-mêmes en œuvre des plans d'action en faveur de la protection des enfants, particulièrement des filles</p>			<p>1334</p>





↑ Activités	1111 - Former et soutenir les acteurs(trices) et services locaux de la protection sur l'utilisation des outils de prise en charge harmonisés et sur le système d'information sur la Protection de l'Enfant (SIPRE)	1121 - Dynamiser / et ou créer des cadres de concertations mensuelles, trimestrielles et annuelles dans les communes et régions couvertes par le programme (y compris le niveau national et avec la participation des enfants)	1211 - Former les acteurs(trices) clés sur la protection des enfants en période de/et post crises (incluant les enfants eux-mêmes)	1221 - Former les décideurs, leaders locaux, y compris ceux des enfants, sur les problématiques et la lutte contre les pratiques néfastes et l'exploitation des enfants	1231 - Former des coaches sur les modules de RTP et les soutenir dans la conduite d'activités inclusives de sensibilisation sur les questions de droits et de protection des enfants à travers le jeu et le sport (activités régulières, Play Day & tournois)	1311 - Faciliter l'accès à l'éducation des enfants affectés par la crise et ceux victimes des pratiques néfastes, particulièrement les filles	1321 - Mettre en place des activités d'appui psychosocial pour les enfants affectés par la crise et ceux victimes de pratiques néfastes notamment le mariage précoce, le travail dans les mines d'or traditionnelles et la mendicité	1331 - Former des coaches dans la conduite d'activités de développement holistique de l'enfant, inclusives, ludiques et respectueuses des droits de l'enfant, particulièrement des filles
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1112 - Soutenir les initiatives locales de protection des enfants contre les pratiques néfastes et l'exploitation (ONG, CAP, Écoles, AE, DRPFEF, DRDSES, DRJS, Mairies, club d'enfants, réseaux des femmes coaches)	1122 - Faciliter les missions de suivis et de supervisions nationales, régionales et communales des services techniques impliqués dans la protection de l'enfant (avec la participation des enfants)	1212 - Soutenir la mise en place de plans de réponses d'urgence régionales et communales en matière de protection des enfants vulnérables, particulièrement des filles	1222 - Sensibiliser les membres des communautés y compris les enfants eux-mêmes sur les pratiques néfastes et l'exploitation à travers des activités régulières de RTP (Play Day, tournois, émissions radio, conférences, débats, etc.)	1232 - Dynamiser et/ou créer les clubs d'enfants de protection y compris les regroupements de pairs éducateurs dans les villages	1312 - Faciliter l'accès aux soins de santé d'urgence pour les enfants affectés par la crise et ceux victimes des pratiques néfastes	1322 - Renforcer les capacités techniques et institutionnelles des centres d'écoute communautaire pour l'offre de services de référence et d'orientation durables	1332 - Offrir aux enfants vulnérables (enfants dans les mines d'or traditionnelles, victimes ou exposés au mariage précoce, enfants mendiants, enfants affectés par la crise) des opportunités d'expression physique, ludique, émotionnelle et protectrice
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Activités

<p>1113 - Renforcer la collaboration entre les communes bénéficiaires du programme en relation à la protection des enfants vulnérables, particulièrement des filles</p>	<p>1123 - Promouvoir les textes locaux, nationaux et internationaux de protection des enfants y compris les bonnes pratiques locales</p>	<p>1213 - Faciliter la mise en place des réseaux de coaches et sympathisants pour la protection des enfants</p>		<p>1233 - Former les bureaux locaux et nationaux du parlement des enfants, des clubs d'enfants et des pairs éducateurs sur les droits, la protection, les mécanismes de rapportage des abus et le plaidoyer</p>	<p>1313 - Renforcer les capacités institutionnelles des services sociaux de base (éducation, santé, DRPFEEF, etc.) et celles des organisations de la société civile partenaires du programme (ONG, CAFO, RENADJEF) à la protection de l'enfant en période d'urgence</p>		<p>1333 - Réhabiliter des espaces de jeux inclusifs et des structures socio-éducatives inclusives (respectueuses de l'environnement)</p>
<p>1114 - Faire du Plaidoyer pour la prise en compte, dans les plans de développement locaux, de la protection des enfants affectés par la crise et victimes de pratiques néfastes</p>	<p>1124 - Initier et appuyer des missions de partages et de capitalisations de bonnes pratiques et d'expériences en matière de prévention et de réponse aux atteintes des droits des enfants</p>			<p>1234 - Soutenir la mise en œuvre des initiatives des instances représentatives des enfants: des bureaux du parlement des enfants, des clubs d'enfants et des pairs éducateurs, en faveur des droits et de la protection</p>	<p>1314 - Faciliter le retour, la réinsertion sociale et économique des enfants affectés par la crise et ceux victimes de pratiques néfastes, particulièrement les filles</p>		<p>1334 - Construire des latrines inclusives respectueuses de l'environnement dans les centres fréquentés par les enfants vulnérables</p>



ANNEX B - Basis of Payment

During the period of the Contract, the Contractor will be paid as specified below, for Work performed in accordance with the Contract.

Maximum funding

The total maximum funding available for the contract resulting from the bid solicitation is CAN **\$188,543.00** Goods and Services Tax or Harmonized Sales Tax extra, as appropriate.

The schedule of milestones for which payments will be made in accordance with the Contract is as follows:

Milestones #	Deliverable (See SoW Section 9.1 for description)	Instructions and Template	% of the total budget in Annex B – Basis of Payment (excluding taxes)	Notional timelines
Phase One				
	Start-up Meeting	N/A		One week after contract has been signed
1	Draft Evaluability Assessment Report	Annex A-1 Annex A-3		Two weeks after Start-up Meeting
2	Final Evaluability Assessment Report	Annex A-1 Annex A-3	15%	One week after reception of comments from the TA on Draft Evaluability Assessment Report
3	Draft Work Plan	Annex A-2 Annex A-3 Annex A-5		Two weeks after approval of the evaluability assessment report and conditional on DFATD decision to continue the evaluation
4	Final Work Plan	Annex A-2 Annex A-3 Annex A-5	25%	One week after reception of comments from the TA on Draft Work Plan
Phase Two				
5	In-country Debrief Session	N/A		Two days before the end of each country mission
Phase Three				
6	Post Data Collection Debrief Session	N/A	10%	Two weeks after the last country mission
7	Preliminary Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4 Annex A-5 Annex A-6		Three weeks after post data collection debrief session
8	Final Evaluation Report with Bilingual Executive Summary	Annex A-3 Annex A-4	40%	Two weeks after Recommendation Workshop (or after reception of



		Annex A-5 Annex A- 6		comments from the TA on draft evaluation report)
9	Final Presentation	N/A	10%	Two weeks after the approval of the final report
TOTAL				\$



ANNEX C- Security Requirements Check List (SRCL)

COMMON-PS-SRCL#6



Government of Canada
Gouvernement du Canada

Contract Number / Numéro du contrat
Security Classification / Classification de sécurité UNCLASSIFIED

SECURITY REQUIREMENTS CHECK LIST (SRCL) LISTE DE VÉRIFICATION DES EXIGENCES RELATIVES À LA SÉCURITÉ (LVERS)

PART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE		
1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine AMC	2. Branch or Directorate / Direction générale ou Direction WWL	
3. a) Subcontract Number / Numéro du contrat de sous-traitance	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant	
4. Brief Description of Work / Brève description du travail Évaluation du projet de développement Jam Suka au Mali		
5. a) Will the supplier require access to Controlled Goods? Le fournisseur aura-t-il accès à des marchandises contrôlées?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
5. b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? Le fournisseur aura-t-il accès à des données techniques militaires non classifiées qui sont assujetties aux dispositions du Règlement sur le contrôle des données techniques?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. Indicate the type of access required / Indiquer le type d'accès requis		
6. a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? Le fournisseur ainsi que les employés auront-ils accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS? (Specify the level of access using the chart in Question 7. c) (Préciser le niveau d'accès en utilisant le tableau qui se trouve à la question 7. c)	<input type="checkbox"/> No / Non <input checked="" type="checkbox"/> Yes / Oui	
6. b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? No access to PROTECTED and/or CLASSIFIED information or assets is permitted. Le fournisseur et ses employés (p. ex. nettoyeurs, personnel d'entretien) auront-ils accès à des zones d'accès restreintes? L'accès à des renseignements ou à des biens PROTÉGÉS et/ou CLASSIFIÉS n'est pas autorisé.	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
6. c) Is this a commercial courier or delivery requirement with no overnight storage? S'agit-il d'un contrat de messagerie ou de livraison commerciale sans entreposage de nuit?	<input checked="" type="checkbox"/> No / Non <input type="checkbox"/> Yes / Oui	
7. a) Indicate the type of information that the supplier will be required to access / Indiquer le type d'information auquel le fournisseur devra avoir accès		
Canada <input checked="" type="checkbox"/>	NATO / OTAN <input type="checkbox"/>	Foreign / Étranger <input type="checkbox"/>
7. b) Release restrictions / Restrictions relatives à la diffusion		
No release restrictions Aucune restriction relative à la diffusion <input checked="" type="checkbox"/>	All NATO countries Tous les pays de l'OTAN <input type="checkbox"/>	No release restrictions Aucune restriction relative à la diffusion <input type="checkbox"/>
Not releasable À ne pas diffuser <input type="checkbox"/>		
Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>	Restricted to: / Limité à: <input type="checkbox"/>
Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:	Specify country(ies): / Préciser le(s) pays:
7. c) Level of information / Niveau d'information		
PROTECTED A PROTÉGÉ A <input checked="" type="checkbox"/>	NATO UNCLASSIFIED NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A PROTÉGÉ A <input type="checkbox"/>
PROTECTED B PROTÉGÉ B <input checked="" type="checkbox"/>	NATO RESTRICTED NATO DIFFUSION RESTREINTE <input type="checkbox"/>	PROTECTED B PROTÉGÉ B <input type="checkbox"/>
PROTECTED C PROTÉGÉ C <input type="checkbox"/>	NATO CONFIDENTIAL NATO CONFIDENTIEL <input type="checkbox"/>	PROTECTED C PROTÉGÉ C <input type="checkbox"/>
CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>	NATO SECRET NATO SECRET <input type="checkbox"/>	CONFIDENTIAL CONFIDENTIEL <input type="checkbox"/>
SECRET SECRET <input type="checkbox"/>	COSMIC TOP SECRET COSMIC TRÈS SECRET <input type="checkbox"/>	SECRET SECRET <input type="checkbox"/>
TOP SECRET TRÈS SECRET <input type="checkbox"/>		TOP SECRET TRÈS SECRET <input type="checkbox"/>
TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>		TOP SECRET (SIGINT) TRÈS SECRET (SIGINT) <input type="checkbox"/>

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PART A (continued) / PARTIE A (suite)

8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens COMSEC désignés PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

If Yes, indicate the level of sensitivity:
Dans l'affirmative, indiquer le niveau de sensibilité :

9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Le fournisseur aura-t-il accès à des renseignements ou à des biens INFOSEC de nature extrêmement délicate? No Yes
Non Oui

Short Title(s) of material / Titre(s) abrégé(s) du matériel :

Document Number / Numéro du document :

PART B - PERSONNEL (SUPPLIER) / PARTIE B - PERSONNEL (FOURNISSEUR)

10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis

- | | | | |
|---|---|---|--|
| <input checked="" type="checkbox"/> RELIABILITY STATUS
COTE DE FIABILITÉ | <input type="checkbox"/> CONFIDENTIAL
CONFIDENTIEL | <input type="checkbox"/> SECRET
SECRET | <input type="checkbox"/> TOP SECRET
TRÈS SECRET |
| <input type="checkbox"/> TOP SECRET - SIGINT
TRÈS SECRET - SIGINT | <input type="checkbox"/> NATO CONFIDENTIAL
NATO CONFIDENTIEL | <input type="checkbox"/> NATO SECRET
NATO SECRET | <input type="checkbox"/> COSMIC TOP SECRET
COSMIC TRÈS SECRET |
| <input type="checkbox"/> SITE ACCESS
ACCÈS AUX EMBLEMES | | | |

Special comments:

Commentaires spéciaux :

NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

REMARQUE : Si plusieurs niveaux de contrôle de sécurité sont requis, un guide de classification de la sécurité doit être fourni.

10. b) May unscreened personnel be used for portions of the work?
Du personnel sans autorisation sécuritaire peut-il se voir confier des parties du travail? No Yes
Non Oui

If Yes, will unscreened personnel be escorted?
Dans l'affirmative, le personnel en question sera-t-il escorté? No Yes
Non Oui

PART C - SAFEGUARDS (SUPPLIER) / PARTIE C - MESURES DE PROTECTION (FOURNISSEUR)

INFORMATION / ASSETS / RENSEIGNEMENTS / BIENS

11. a) Will the supplier be required to receive and store PROTECTED and/or CLASSIFIED information or assets on its site or premises?
Le fournisseur sera-t-il tenu de recevoir et d'entreposer sur place des renseignements ou des biens PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. b) Will the supplier be required to safeguard COMSEC information or assets?
Le fournisseur sera-t-il tenu de protéger des renseignements ou des biens COMSEC? No Yes
Non Oui

PRODUCTION

11. c) Will the production (manufacture, and/or repair and/or modification) of PROTECTED and/or CLASSIFIED material or equipment occur at the supplier's site or premises?
Les installations du fournisseur serviront-elles à la production (fabrication et/ou réparation et/ou modification) de matériel PROTÉGÉ et/ou CLASSIFIÉ? No Yes
Non Oui

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF A LA TECHNOLOGIE DE L'INFORMATION (TI)

11. d) Will the supplier be required to use its IT systems to electronically process, produce or store PROTECTED and/or CLASSIFIED information or data?
Le fournisseur sera-t-il tenu d'utiliser ses propres systèmes informatiques pour traiter, produire ou stocker électroniquement des renseignements ou des données PROTÉGÉS et/ou CLASSIFIÉS? No Yes
Non Oui

11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?
Disposera-t-on d'un lien électronique entre le système informatique du fournisseur et celui du ministère ou de l'agence gouvernementale? No Yes
Non Oui

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PART C - (continued) / PARTIE C - (suite)

For users completing the form manually use the summary chart below to indicate the category(ies) and level(s) of safeguarding required at the supplier's site(s) or premises.

For users completing the form online (via the Internet), the summary chart is automatically populated by your responses to previous questions.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉ			NATO				COMSEC				
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTRICTÉE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			SECRET	TOP SECRET / TRÈS SECRET
											A	B	C		
Information / Assets / Renseignements / Biens															
Production															
IT Media / Support TI															
IT Link / Lien électronique															

12. a) Is the description of the work contained within this SRCL PROTECTED and/or CLASSIFIED? La description du travail visé par la présente LVERS est-elle de nature PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification". Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire.

12. b) Will the documentation attached to this SRCL be PROTECTED and/or CLASSIFIED? La documentation associée à la présente LVERS sera-t-elle PROTÉGÉE et/ou CLASSIFIÉE? [X] No / Non [] Yes / Oui

If Yes, classify this form by annotating the top and bottom in the area entitled "Security Classification" and indicate with attachments (e.g. SECRET with Attachments). Dans l'affirmative, classifiez le présent formulaire en indiquant le niveau de sécurité dans la case intitulée « Classification de sécurité » au haut et au bas du formulaire et indiquez qu'il y a des pièces jointes (p. ex. SECRET avec des pièces jointes).



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PART D - AUTHORIZATION / PARTIE D - AUTORISATION

13. Organization Project Authority / Chargé de projet de l'organisme

Name (print) - Nom (en lettres moulées) Véronique Sabourin	Title - Titre Agente de développement	Signature
Telephone No. - N° de téléphone 343.543.6178	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel veronique.sabourin@international.gc.ca
		Date 9 septembre 2021

14. Organization Security Authority / Responsable de la sécurité de l'organisme

Name (print) - Nom (en lettres moulées)	Title - Titre Manager -PERSEC & Contracting	Signature Stoimesteanu, AndreeaDani	Digitally signed by Stoimesteanu, AndreeaDani Date: 2021.09.15
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel elaCrina	Date: 2021.09.15 23:40:03 -04'00'

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?
Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées) Isabelle Doray	Title - Titre Contracting Authority	Signature Doray, Isabelle	Signature numérique de Doray, Isabelle Date: 2021.10.18 16:15:13 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel isabelle.doray@international.gc.ca	

17. Contracting Security Authority / Autorité contractante en matière de sécurité

Name (print) - Nom (en lettres moulées) Jacques Saumur	Title - Titre Quality Assurance Officer	Signature Saumur, Jacques 0	Digitally signed by Saumur, Jacques 0 Date: 2019.10.30 08:07:07 -04'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel jacques.saumur@tpsgc-pwgsc.gc.ca	Date

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Security Classification / Classification de sécurité
UNCLASSIFIED

Canada



ANNEX D, COVID-19 VACCINATION REQUIREMENT CERTIFICATION

Please complete the required information in the document hereunder.

Name of Representative (insert first and last name)	Business/Company Name
<p>I, as the Bidder/Contractor with the Department of Foreign Affairs, Trade and Development Canada listed in Annex D-1, I warrant and certify that all personnel, including any subcontracted personnel, who will provide services, who access federal government workplaces or has any contact with public servants will be:</p> <ul style="list-style-type: none"> Fully vaccinated against COVID-19 with Health Canada-approved COVID-19 vaccine(s) or vaccines approved for emergency or ongoing use by the World Health Organization (WHO), as of November 15, 2021; or Subject to accommodation and mitigation measures, as of November 15, 2021, that have been presented to and approved by Canada. This applies to personnel that are unable to be vaccinated due to a medical contraindication, religion or other prohibited grounds of discrimination under the <i>Canadian Human Right Act</i>; <p>until such time that Canada indicates that the mandatory vaccination requirements of the Government of Canada are no longer in effect.</p> <p>I certify that the information provided is true, as of the date indicated below and will continue to be true for the duration of the Contract. I understand that the certifications provided to Canada are subject to verification at all times. I also understand that Canada reserves the right to declare the Contractor in default, if a certification is found to be untrue, whether made knowingly or unknowingly, during the contract period. Canada reserves the right to ask for additional information to verify the certifications. Failure to comply with any request or requirement imposed by Canada may constitute a default under the Contract.</p>	
Title	
Telephone number	Email Address
Date (yy-mm-dd)	Signature

People are considered fully vaccinated 14 days after they have either:

- Met the definition for fully vaccinated in the jurisdiction in which they currently reside (e.g. CBS posted abroad who have not yet returned to Canada and host government for locally engaged staff).
- Received one additional dose of an mRNA vaccine at least 28 days after a complete or incomplete course/series of a non-Health Canada authorized vaccine (e.g. may be applicable for public servants who were posted abroad who received a non-Health Canada authorized vaccination and have now returned to Canada).
- Received three doses of any COVID-19 vaccine regardless if they are Health Canada authorized vaccines or non-Health Canada authorized vaccines.
- Received both doses of a Health Canada authorized vaccine that requires 2 doses to complete the vaccination series.



- Received 1 dose of a Health Canada authorized vaccine that only requires 1 dose to complete the vaccination series (as of September 16, 2021): Janssen (Johnson & Johnson) COVID-19 vaccine.
- Received required doses of vaccines approved for emergency or ongoing use by the World Health Organization (WHO), as of November 15, 2021.

Vaccines on the World Health Organizations Emergency Utilization List can be used to meet the definitions of non-Health Canada authorized and fully vaccinated above.

https://extranet.who.int/pqweb/sites/default/files/documents/Status_COVID_VAX_19August2021.pdf

Definitions will be adjusted if and as required when the National Advisory Committee on Immunization (NACI) makes any future recommendations. Where a host-government authority has mandated a vaccine that is not WHO listed, inclusion may be considered, based on medical advice to the Deputy Minister of Foreign Affairs or her delegate.

The vaccination requirement does not apply to:

- situations where federal employees must enter contractor facilities (for example, meetings or other work related activities);
- situations where contractor personnel are only required to access Global Affairs Canada (GAC) facilities occasionally (for example, weekly or ad hoc meetings, occasional work related activities).

ANNEX D-1			
I warrant and certify: (Indicate the following required information)			
(a)	(b)	(c)	(d)
Will comply with the requirements ⁵	Requires Accommodations ⁶ <ul style="list-style-type: none"> • the number of such personnel • the impacted work locations • the steps the contractor proposed to undertake to mitigate any associated risk (such as, regular rapid testing) 	Does not require access to any federal government workplaces ⁷	Does not require contact with public servants on a regular basis
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

⁵ While Canada reserves the right to ask for additional information at a later date to verify the certifications, please do not submit any personal information pertaining to your resources or employees, including proofs of vaccination through this certification request.

⁶ Please do not provide any personal information, such as the name of an affected personnel or any specifics about an individual’s medical contraindications or religious grounds with the Government of Canada contracting authorities.

⁷ If option (c) is selected, you warrant and certify that no personnel, including subcontractors and their personnel, will require any access to federal government workplaces for the performance of this Contract. This includes temporary access, such as the access required for in-office delivery, installation or repair of goods, equipment or supplies.