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**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

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 hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Ministère des Affaires étrangères, commerce et développement

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 annexes ci-jointes, les biens, services et construction énumérés ici sur toutes feuilles ci-annexées, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office – Bureau de distribution

Foreign Affairs, Trade and Development / Affaires étrangères, commerce et développement, SPBC
200 Promenade du Portage,
Gatineau, QC

Title / Titre Evaluation of the Partnerships for Strengthening Maternal, Newborn, and Child Health Initiative evaluation (PSMNCH)		Date March 17, 2022
Solicitation No. / N° de l'invitation 2022-7426836/B		
Client Reference No. / No. de référence du client(e) P-001006-001-PR1-000		
Solicitation Closes / L'invitation prend fin At / à : 14h00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : April 13, 2022		
F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>		
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)		
Address Inquiries to : / Adresser toute demande de renseignements à : Claudine Morin, Senior Contracting Officer Email / Courriel: Claudine.morin@international.gc.ca		
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée	
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur		
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur	
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)		
Signature	Date	



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PART 1 - GENERAL INFORMATION

1.1 Reissue of Bid Solicitation

This bid solicitation cancels and supersedes previous bid solicitation number 2022-P-001006-7426836 dated August 20, 2021 with a closing of October 21, 2021 at 14:00pm. A debriefing or feedback session will be provided upon request to bidders/offerors/suppliers who bid on the previous solicitation.

1.2 Security Requirements

There is no security requirement associated with this bid solicitation.

1.3 Statement of Work

The Work to be performed is detailed under Annex A of the resulting contract clauses.

1.4 Debriefings

Bidders may request a debriefing on the results of the bid solicitation process. Bidders should make the request to the Contracting Authority within 15 working days from receipt of the results of the bid solicitation process. The debriefing may be in writing or by telephone.

1.5 Trade Agreements

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

1.6 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 as part of the bid will render the bid non-responsive.



PART 2 - BIDDER INSTRUCTIONS

2.1 Standard Instructions, Clauses and Conditions

As this solicitation is issued by Department of Foreign Affairs, Trade and Development Canada (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this solicitation, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister.

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

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

The [2003](#) (2020-05-28) Standard Instructions - Goods or Services - Competitive Requirements, are incorporated by reference into and form part of the bid solicitation.

Subsection 5.4 of [2003](#), Standard Instructions - Goods or Services - Competitive Requirements, is amended as follows:

Delete: 60 days

Insert: 180 days

2.2 Submission of Bids

Bids must be submitted only at the following email address: urp-bru@international.gc.ca by the date, time and place indicated on page 1 of the bid solicitation.

Due to the nature of the bid solicitation, bids transmitted by facsimile will not be accepted.

2.2.1 Improvement of requirement during the solicitation period A9076T (2007-05-25)

Should bidders consider that the specifications or Statement of Work contained in the bid solicitation could be improved technically or technologically, bidders are invited to make suggestions, in writing, to the Contracting Authority named in the bid solicitation. Bidders must clearly outline the suggested improvement as well as the reason for the suggestion. Suggestions that do not restrict the level of competition nor favor a particular bidder will be given consideration provided they are submitted to the Contracting Authority at least five (5) calendar days before the bid closing date. Canada will have the right to accept or reject any or all suggestions.

2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than five (5) 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 question(s) or may request that the Bidder do so, so that the proprietary nature of the question(s) is



eliminated, and the enquiry can be answered to all bidders. Enquiries not submitted in a form that can be distributed to all bidders may not be answered by Canada.

2.4 Applicable Laws

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

2.5 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.



PART 3 - BID PREPARATION INSTRUCTIONS

3.1 Bid Preparation Instructions

Canada requests that the Bidder submit **all** its **email** bid in separately saved sections as follows and **prior to the bid closing date, time and location**:

Section I: Technical Bid (one electronic copy)

Section II: Financial Bid (one electronic copy)

Section III: Certifications and Additional Information (one electronic copy)

Important Note:

Department of Foreign Affairs, Trade and development Canada (DFATD) requests that Bidders follow the format instructions described below in the preparation of their bid:

- Use a numbering system corresponding to that of the bid solicitation;
- The size of the e-mail, including all attachments should **not exceed 20MB**, otherwise DFATD may not receive it. Should the e-mail exceed this size, Bidders are encouraged to compress files before attaching them to the e-mail.

It is important to note that e-mail systems can experience transmission delays, block e-mails that exceed its size limit and block or delay e-mails that contain elements such as scripts, formats, embedded macros and/or links. Such emails may be rejected by DFATD's e-mail system and/or firewall(s) without notice to the Bidder or to DFATD.

For bids transmitted by email, DFATD will not be responsible for any failure attributable to the transmission or receipt of the email bid. DFATD will send a confirmation email to the Bidders when the submission is received.

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 hard copy of their bid:

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

In April 2006, Canada issued a policy directing federal departments and agencies to take the necessary steps to incorporate environmental considerations into the procurement process [Policy on Green Procurement](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573) (<https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=32573>). To assist Canada in reaching its objectives, bidders should:

- 1) use 8.5 x 11 inch (216 mm x 279 mm) paper containing fibre certified as originating from a sustainably-managed forest and containing minimum 30% recycled content; and
- 2) use an environmentally-preferable format including black and white printing instead of colour printing, printing double sided/duplex, using staples or clips instead of cerlox, duotangs or binders.



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.

Section II: Financial Bid

3.1.1 Bidders must submit their financial bid in accordance with the Basis of Payment in Annex B.

3.1.2 Exchange Rate Fluctuation C3011T (2013-11-06)

The requirement does not offer exchange rate fluctuation risk mitigation. Requests for exchange rate fluctuation risk mitigation will not be considered. All bids including such provision will render the bid non-responsive.

3.1.3 SACC Manual Clauses

Section III: Certifications and Additional Information

Bidders must submit the certifications and additional information required under Part 5.



PART 4 - EVALUATION PROCEDURES AND BASIS OF SELECTION

4.1 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 representatives of Canada will evaluate the bids.

4.1.1 Technical Evaluation

4.1.1.1 Mandatory Technical Criteria

Refer to Annex D

4.1.1.2 Point Rated Technical Criteria

Refer to Annex D

4.1.2 Financial Evaluation

A0220T (2014-06-26), Evaluation of Price-Bid

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

Refer to Annex D

4.2 Basis of Selection

4.2.1 Highest Combined Rating of Technical Merit and Price - A0027T (2012-07-16)

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 required for the technical evaluation criteria which are subject to point rating.
2. Bids not meeting (a) or (b) or (c) will be declared non-responsive.
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. To establish the technical merit score, the overall technical score for each responsive bid will be determined as follows: total number of points obtained divided by the maximum number of points available multiplied by the ratio of 70%.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 30 %.
6. For each responsive bid, the technical merit score and the pricing score will be added to determine its combined rating.



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 equal 135 and the lowest evaluated price is \$45,000 (45).

Basis of Selection - Highest Combined Rating Technical Merit (70%) and Price (30%)				
		Bidder 1	Bidder 2	Bidder 3
Overall Technical Score		115/135	89/135	92/135
Bid Evaluated Price		\$55,000.00	\$50,000.00	\$45,000.00
Calculations	Technical Merit Score	$115/135 \times 70 = 59.63$	$89/135 \times 70 = 46.15$	$92/135 \times 70 = 47.70$
	Pricing Score	$45/55 \times 30 = 24.55$	$45/50 \times 30 = 27.00$	$45/45 \times 30 = 30.00$
Combined Rating		84.18	73.15	77.70
Overall Rating		1st	3rd	2nd



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.

5.1 Certifications Required with the Bid

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

5.1.1 Integrity Provisions – Declaration of Convicted Offences

In accordance with the Integrity Provisions of the Standard Instructions, all bidders must provide with their bid, **if applicable**, the declaration form available on the [Forms for the Integrity Regime](http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html) website (<http://www.tpsgc-pwgsc.gc.ca/ci-if/declaration-eng.html>), to be given further consideration in the procurement process.

5.1.2 Additional Certifications Required with the Bid

5.1.2.1 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 E** 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.

5.2 Certifications Precedent to Contract Award and Additional Information

The certifications and additional information listed below should be submitted with the bid, but may be submitted afterwards. If any of these required certifications or additional information is not completed and submitted as requested, the Contracting Authority will inform the Bidder of a time frame within which to provide the information. Failure to provide the certifications or the additional information listed below within the time frame provided will render the bid non-responsive.

5.2.1 Integrity Provisions – Required Documentation

In accordance with the section titled Information to be provided when bidding, contracting or entering into a real procurement agreement of the [Ineligibility and Suspension Policy](http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html) (<http://www.tpsgc-pwgsc.gc.ca/ci-if/politique-policy-eng.html>), the Bidder must provide the required documentation, as applicable, to be given further consideration in the procurement process.

5.2.2 Federal Contractors Program for Employment Equity - Bid Certification

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" list available at the bottom of the page of the [Employment and Social Development Canada \(ESDC\) - Labour's](https://www.canada.ca/en/employment-social-development/canada-esdc-labour-s) website (<https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html>).



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.

5.2.3 Additional Certifications Precedent to Contract Award

5.2.3.1 Status and Availability of Resources A3005T (2010-08-16)

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

5.2.3.2 Education and Experience A3010T (2010-08-16)

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

5.2.3.3 List of Names for Integrity Verification Form

Bidders must complete the List of Names for Integrity Verification form found in Attachment 1 to Part 5.

5.2.3.4 Contractor's Representative

The Contractor's Representative for the Contract is:

Name: _____

Title: _____

Address: _____

Telephone: _____

E-mail: _____

5.2.3.5 Supplementary Contractor Information

Pursuant to paragraph 221 (1)(d) of the Income Tax Act, payments made by departments and agencies under applicable services contracts (including contracts involving a mix of goods and services) must be reported on a T4-A supplementary slip.



To enable the Department of Fisheries and Oceans to comply with this requirement, the Contractor hereby agrees to provide the following information which it certifies to be correct, complete, and fully discloses the identification of this Contractor:

- a) The legal name of the entity or individual, as applicable (the name associated with the Social Insurance Number (SIN) or Business Number (BN), as well as the address and the postal code:

- b) The status of the contractor (individual, unincorporated business, corporation or partnership:

- c) For individuals and unincorporated businesses, the contractor's SIN and, if applicable, the BN, or if applicable, the Goods and Services Tax (GST)/Harmonized Sales Tax (HST) number:

- d) For corporations, the BN, or if this is not available, the GST/HST number. If there is no BN or GST/HST number, the T2 Corporation Tax number must be shown:

5.2.4 Former Public Servant A3025T (2020-05-04)

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 awarded to FPSs, bidders must provide the information required below before contract award. If the answer to the questions and, as applicable the information required have not been received by the time the evaluation of bids is completed, Canada will inform the Bidder of a time frame within which to provide the information. Failure to comply with Canada's request and meet the requirement within the prescribed time frame will render the bid non-responsive.

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.

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 FPSs 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: 2019-01 and the Guidelines on the Proactive Disclosure of Contracts.

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.

5.2.5 Language Requirement(s)

The Bidder certifies that the propose resource(s) possesses an advance reading, oral interaction and writing proficiency in **English and French**.

- **The Evaluation Team Leader must possess at least the following language proficiencies in English**

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.



- **The Evaluation Team Leader must possess at least the following language proficiencies in French**

Beginner Reading Proficiency:

Ability to understand very simple texts; ability to grasp the main idea of texts about familiar topics; and read and understand elementary points of information such as dates, numbers, or names from relatively more complex text to perform routine job-related tasks.

Beginner Oral Interaction Proficiency:

Ability to ask and answer simple questions; ability to give simple instructions and uncomplicated directions relating to routine work situations.

Beginner Writing Proficiency:

Ability to write isolated words, phrases, simple statements or questions on very familiar topics using words of time, place or person.

- **Team members: At least one member of the Core Evaluation Team must possess the following levels in French and English:**

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.

The following certification signed by the contractor or an authorized officer:

"I certify that I have examined the information provided above and that it is correct and complete"

Signature

Print Name of Signatory



ATTACHMENT 1 TO PART 5 LIST OF NAMES FOR INTEGRITY VERIFICATION FORM

Requirements

Section 17 of the [*Ineligibility and Suspension Policy*](#) (the Policy) requires suppliers, regardless of their status under the Policy, to submit a list of names with their bid or offer. The required list differs depending on the bidder or offeror's organizational structure:

- Suppliers including those bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all current directors.
- Privately owned corporations must provide a list of the owners' names.
- Suppliers bidding as sole proprietors, including sole proprietors bidding as joint ventures, whether incorporated or not, must provide a complete list of the names of all owners.
- Suppliers that are a partnership do not need to provide a list of names.

Suppliers may use this form to provide the required list of names with their bid or offer submission. Failure to submit this information with a bid or offer, where required, will render a bid or offer non-responsive, or the supplier otherwise disqualified for award of a contract or real property agreement. Please refer to [Information Bulletin: Required information to submit a bid or offer](#) for additional details.

List of names for [integrity verification form](#)



PART 6 - RESULTING CONTRACT CLAUSES

DEFINITIONS

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 “Statement of Work,” 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: Department of Foreign Affairs, Trade and Development 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.



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

6.1 Security Requirements

6.1.1 There is no security requirement applicable to the Contract.

6.2 Statement of Work B4007C (2014-06-26)

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

6.3 Standard Clauses and Conditions

As this contract is issued by Department of Foreign Affairs, Trade and Development Canada (DFATD), any reference to Public Works and Government Services Canada or PWGSC or its Minister contained in any term, condition or clause of this contract, including any individual SACC clauses incorporated by reference, will be interpreted as reference to DFATD or its Minister.

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

6.3.1 General Conditions

6.3.1.1 2010B (2021-12-02), General Conditions - Professional Services (Medium Complexity) apply to and form part of the Contract.

6.3.1.2 Subsection 10 of 2010B (2013-03-21), General Conditions - Professional Services (Medium Complexity) – Invoice submission, is amended as follows:

Delete: 2010B 10 (2013-03-21), Invoice submission

Insert: **Invoice submission**

1. Invoices must be submitted in the Contractor's name to aner.klino@international.gc.ca. The Contractor must submit invoices for each delivery or shipment; invoices must only apply to the Contract. Each invoice must indicate whether it covers partial or final delivery.
2. Invoices must show:
 - a. Contractor's Name and remittance physical address;
 - b. Contractor's CRA Business Number or Procurement Business Number (PBN);
 - c. Invoice Date;
 - d. Invoice Number;
 - e. Invoice Amount (broken down into item and tax amounts);
 - f. Invoice Currency (if not in Canadian dollars);
 - g. DFATD Reference Number (PO Number or other valid reference number);
 - h. Description of the goods or services supplied (provide details of expenditures (such as item, quantity, unit of issue, fixed time labour rates and level of effort, subcontracts, as applicable) in accordance with the Basis of Payment, exclusive of Applicable Taxes;
 - i. Deduction for holdback, if applicable;
 - j. The extension of the totals, if applicable; and
 - k. If applicable, the method of shipment together with date, case numbers and part or reference numbers, shipment charges and any other additional charges.



3. Applicable Taxes must be specified on all invoices as a separate item along with corresponding registration numbers from the tax authorities. All items that are zero-rated, exempt or to which Applicable Taxes do not apply, must be identified as such on all invoices.
4. By submitting an invoice, the Contractor certifies that the invoice is consistent with the Work delivered and is in accordance with the Contract.

6.3.2 Supplemental General Conditions

6.3.2.1 4013 (2021-11-29) Compliance with on-site measures, standing orders, policies, and rules applies to and forms part of the Contract.

The Contractor must comply and ensure that its employees and subcontractors comply with all security measures, standing orders, policies or other rules in force at the site where the Work is performed.

6.3.2.2 4014 (2021-11-29) Suspension of the work applies to and forms part of the Contract.

1. The Contracting Authority may at any time, by written notice, order the Contractor to suspend or stop the Work or part of the Work under the Contract for a period of up to 180 days. The Contractor must immediately comply with any such order in a way that minimizes the cost of doing so. While such an order is in effect, the Contractor must not remove any part of the Work from any premises without first obtaining the written consent of the Contracting Authority. Within these 180 days, the Contracting Authority must either cancel the order or terminate the Contract, in whole or in part, under section(s) *Default by the Contractor* or *Termination for convenience* of general conditions 2010B.
2. When an order is made under subsection 1, unless the Contracting Authority terminates the Contract by reason of default by the Contractor or the Contractor abandons the Contract, the Contractor will be entitled to be paid its additional costs incurred as a result of the suspension plus a fair and reasonable profit.
3. When an order made under subsection 1 is cancelled, the Contractor must resume work in accordance with the Contract as soon as practicable. If the suspension has affected the Contractor's ability to meet any delivery date under the Contract, the date for performing the part of the Work affected by the suspension will be extended for a period equal to the period of suspension plus a period, if any, that in the opinion of the Contracting Authority, following consultation with the Contractor, is necessary for the Contractor to resume the Work. Any equitable adjustments will be made as necessary to any affected conditions of the Contract.

6.4 Term of Contract

6.4.1 Period of the Contract

The period of the Contract is one (1) year from Contract Award date.

6.5 Authorities

6.5.1 Contracting Authority

The Contracting Authority for the Contract is:

Name: Claudine Morin



Title: Senior Contracting Officer
Department: Foreign Affairs, Trade and Development Canada
Directorate: Development Contracting and Management Services - SPBC
Telephone: 343-553-1818
E-mail address: Claudine.morin@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.

6.5.2 Project Authority *(to be inserted at Contract award)*

The Project Authority for the Contract is:

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

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.

6.5.3 Contractor's Representative *(to be inserted at Contract award)*

The Contractor's Representative for the Contract is:

Name: _____
Title: _____
Telephone: _____
E-mail address: _____

6.6 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.

6.7 Payment

6.7.1 Basis of Payment – Firm Price Services C02013C (2018-04-17)

In consideration of the Contractor satisfactorily completing all of its obligations under the Contract, the Contractor will be paid a firm price, as specified in Annex B – Basis of Payment, Table 1- Schedule of Milestones, for a cost of \$ _____. Customs duties are excluded and Applicable Taxes are extra.

6.7.2 Milestone payments – Not subject to holdback (2016-01-28)

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.

6.7.3 Limitation of Price C6000C (2017-08-17)

Canada will not pay the Contractor for any design changes, modifications or interpretations of the Work, unless they have been approved, in writing, by the Contracting Authority before their incorporation into the Work.

6.7.4 Electronic Payment of Invoices – Contract

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

- Acquisition Card;
- Direct Deposit (Domestic and International).

6.8 Invoicing Instructions progress payment claim – Supporting documentation required H3022C (2016-01-28)

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. the description and value of the milestone claimed as detailed in the Contract;
- d. the following codes:
 - Purchase order: 7426836
 - WBS Element: P001006-001-PR1-000
 - GL Acct/ CC/ Fund:
 - Vendor:

Applicable Taxes must be calculated on the total amount of the claim before the holdback is applied. At the time the holdback is claimed, there will be no Applicable Taxes payable as it was claimed and payable under the previous claims for progress payments.

The Contractor must prepare and certify one original copy of the claim on form [PWGSC-TPSGC 1111](#), and forward it to the Technical Authority and Contracting Transaction Authority identified under the section entitled "Authorities" of the Contract for appropriate certification after inspection and acceptance of the Work takes place. The Technical Authority will then forward the original copy of the claim to the Contracting Authority for certification and onward submission to the Payment Office for the remaining certification and payment action.

The Contractor must not submit claims until all work identified in the claim is completed.



6.9 Certifications and Additional Information

6.9.1 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.

6.10 Applicable Laws

The 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 as specified by the Bidder in its bid, if applicable.*

6.11 Priority of Documents

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

- (a) the Articles of Agreement;
- (b) the supplemental general conditions 4013 and 4014;
- (c) the general conditions 2010B;
- (d) Annex A, Statement of Work;
- (e) Annex B, Basis of Payment;
- (f) Annex C, Security Requirements Check List;
- (g) Annex D, Technical criteria;
- (h) Annex E, Mandatory vaccination certification form;
- (i) the Contractor's bid dated _____ *insert date of bid [If the bid was clarified or amended, insert at the time of contract award]:* “, as clarified on _____ *or*, as amended on _____ *and insert date(s) of clarification(s) or amendment(s)*

6.12 Foreign Nationals (Canadian Contractor) AND/OR (Foreign Contractor) (to be confirmed at contract award)

SACC Manual clause A2000C (2006-06-16) Foreign Nationals (Canadian Contractor)
and/or

SACC Manual clause A2001C (2006-06-16) Foreign Nationals (Foreign Contractor)

6.13 Insurance - G1005C (2016-01-28)

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.

6.14 Basis for Canada's Ownership of Intellectual Property

6.14.1 All intellectual property rights vest with the Contractor.

6.14.2 The Contractor hereby grants Canada, the beneficiaries of the Project and any person designated by DFATD, notably in the disposal of assets plan, a worldwide, perpetual, irrevocable, non-



exclusive, non-commercial, free-of-charge and royalty-free license, authorizing them to exercise all of the intellectual property rights in the Work and which:

- a. Authorizes them to do the acts reserved to the owner by the national law applicable to the Work or, if there is no law in a country where the license is exploited, the acts reserved to the owner by the applicable law in Canada; and
- b. Grant a free-of-charge and royalty-free sublicense to any person, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph a.

6.14.3 The Contractor declares and warrants that the Work, and the exercise of the intellectual property rights granted under the Contract, in no way infringe upon the intellectual property rights of others or upon the legislation in force;

6.14.4 The obligations contained in this section must be reproduced in all sub-agreements and subcontracts.

6.15 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](#)".

6.16 Public Recognition

6.16.1 In consultation with DFATD, the Contractor must ensure visibility and provide public recognition of Canada's support to the Project in publications, speeches, press releases, websites, social media or other communication material. This must be done in a manner compliant with [Canada's Federal Identity Program](#).

6.16.2 The Contractor must plan for, and report on its public recognition activities in accordance with the reporting requirements of the Contract. The Contractor must supply DFATD with a copy of any written or electronic material acknowledging DFATD's support or information on its public recognition activities. DFATD may provide content and input into any supporting communication material.

6.16.3 The Contractor must provide at least fifteen (15) days advance notice to DFATD, unless otherwise agreed upon, of any planned initial public announcement of Canada's support. Prior to the initial announcement or until such time that DFATD publishes the Project in the public domain, communications activities must be limited to routine communications associated with Project implementation. DFATD will have the right to make the initial public announcement or participate in any official ceremony, public event or announcement made by the Contractor.

6.16.4 All public materials issued jointly by DFATD and the Contractor must be judged acceptable by both Parties and will be made available in both English and French.



6.16.5 After consultation, DFATD or the Contractor may request to cease all public recognition activities *inter alia* for security, programming or other compelling reasons. DFATD and the Contractor will consult each other to determine when the public recognition activities may resume.

6.17 Environmental Considerations

As part of Canada's policy directing federal departments and agencies to take the necessary steps to acquire products and services that have a lower impact on the environment than those traditionally acquired, Contractors should:

a) Paper consumption:

- Provide and transmit draft reports, final reports in electronic format. Should printed material be required, double sided printing in black and white format is the default unless otherwise specified by the Project Authority.
- Printed material is requested on minimum recycled content of 30% and/or certified as originating from a sustainably managed forest.
- Recycle unneeded printed documents (in accordance with Security requirements).

b) Travel requirements:

- The Contractor is encouraged to use video and/or teleconferencing where possible to cut down unnecessary travel.
- Use of Properties with Environmental Ratings: Contractors to the Government of Canada may access the PWGSC Accommodation directory, which includes Eco-Rated properties. When searching for accommodation, Contractors can go to the following link and search for properties with Environmental Ratings, identified by Green Keys or Green Leafs that will honor the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.

6.18 Disposal of Assets

6.18.1 Equipment, and materials purchased by the Contractor wholly or partly with funds provided by DFATD, will be the property of the Contractor until transferred to a Recipient Country or another approved entity in accordance with the approved disposal plan and will be marked accordingly by the Contractor until such transfer.

6.18.2 At the time of submission of the final report, or as required at any other time, the contractor will make available to DFATD an inventory of such equipment, and materials along with a plan for disposal, and will at no cost transfer such equipment and materials to the Recipient Country or another entity following DFATD's approval of the disposal plan.



ANNEX A - STATEMENT OF WORK

List of acronyms

CSO:	Civil Society Organisation
CCSO:	Canadian Civil Society Organisation
CUSO	Canadian University Service Overseas
DFATD:	Department of Foreign Affairs, Trade and Development Canada
KFM:	Partnerships for Development Innovation Branch
KSD:	Partnerships for Health and Social Development Bureau
EIA:	Environmental Impact Assessment
FIAP	Feminist International Assistance Policy
GE:	Gender Equality
LM:	Logic Model
LoE:	Level of Effort
MNCH:	Maternal, Newborn, and Child Health
NGO:	Non Governmental Organization
OECD/DAC:	Organisation for Economic Co-operation and Development/Development Assistance Committee
PMF:	Performance Measurement Framework
PSMNCH:	Partnerships for Strengthening Maternal, Newborn, and Child Health
TA:	Technical Authority
RBM:	Results Based Management
SDG:	Sustainable Development Goal(s)
SOW:	Statement of Work
SRHR:	Sexual, Reproductive Health and Rights



1 Rationale, purpose and Specific objectives of the evaluation

Rationale and Purpose of the Evaluation

The *Partnerships for Strengthening Maternal, Newborn and Child Health (PSMNCH)* is an initiative funded by the Partnerships for Health and Social Development Bureau (KSD) of the Partnerships for Development Innovation Branch (KFM) of the Department of Foreign Affairs, Trade and Development (DFATD)¹ Canada. PSMNCH is one component of Canada's \$3.5 billion Maternal, Newborn and Child Health commitment (2015-2020) and funds 36 Canadian CSOs, professional organizations and universities to help increase the survival of women and children across 30 countries of Africa, Asia and Latin America².

The purpose of the evaluation is to:

- examine and understand how approaches implemented by selected Canadian organizations funded under the PSMNCH initiative have strengthened health systems in developing countries, particularly at the primary health care level; and
- inform and improve the design and delivery of future health programming implemented through Canadian partners.

The intended end users of this evaluation are PSMNCH implementing partners in Canada and abroad, Canadian CSOs and others working within DFATD working on programming issues related to maternal, newborn and child health (MNCH) and sexual and reproductive health and rights (SRHR).

Specific Objectives of the Evaluation

The evaluation will be carried out in three phases: Phase 1 (which includes Participatory Scoping, Evaluability Assessment), Phase 2 (which includes Work Planning and Design), and Phase 3 (which includes Data Collection and Reporting). The full evaluability assessment and work plan will provide the basis on which the evaluation will be conducted. This evaluation is intended to be participatory in nature, engaging DFATD and implementing partners, as well as project participants, where possible, in the design and execution.

The specific objectives of the evaluation are the following:

- (a) assess the strengths and weaknesses of the selected approaches in supporting health systems strengthening³, particularly at the primary health care level;
- (b) examine how the selected approaches were able (or not) to advance gender equality and the empowerment of women and girls in all their diversity, in line with the three corporate objectives⁴ of the Feminist International Assistance Policy;
- (c) provide findings, conclusions, recommendations and lessons to fulfil the evaluation purposes as stated above.

Note: selected approaches will be defined, identified and mapped by the Contractor through a participatory process with Canadian partner organizations.

¹ DFATD is the official registered name of the department, referring to Global Affairs Canada

² The total value of all projects funded under this initiative was \$421 million.

³ Please refer to the 2007 World Health Organization (WHO) framework for health systems strengthening <https://www.who.int/publications/i/item/everybody-s-business----strengthening-health-systems-to-improve-health-outcomes>

⁴ The three objectives are to: enhance the protection and promotion of the human rights of women and girls; increase the participation of women and girls in equal decision-making, particularly when it comes to sustainable development and peace; and give women and girls more equitable access to and control over the resources they need to secure ongoing economic and social equality. Source: www.international.gc.ca/world-monde/funding-financement/gender_equality_toolkit-trousse_outils_egalite_genres.aspx?lang=eng&_ga=2.127979404.1269244749.1602181042-1944886317.1584631155#intro



2 Background Information

The following sub-sections briefly describe the context and the development interventions under the PSMNCH Initiative, the intervention logic and stakeholders. The object of the evaluation is NOT the set of development interventions (projects) itself but the approaches used within the PSMNCH Initiative and the way in which they helped to reinforce the local health systems. In methodological terms, these “approaches” constitute the Units of analysis of the evaluation.

Development Context

Canada has a long history in supporting gains related to maternal, newborn and child health. These include programming and policy initiatives. In 2010, Canada led donor countries in launching the G-8 Muskoka Initiative for Maternal, Newborn and Child health (MNCH), with a commitment of \$2.8 billion (2010-2014), of which, \$82 million was programmed through Canadian civil society organizations (CCSOs) under the *Muskoka Initiative Partnership Program (MIPP)*. In 2015, Canada renewed its (G-7) MNCH commitment by an additional \$3.5 billion (2016-2020), of which \$375 million is programmed through CCSOs under the *PSMNCH Initiative*.

In 2017, Canada launched the Feminist International Assistance Policy. The Feminist Policy promotes gender equality and the empowerment of women and girls in all their diversity, as the most effective way to build a more inclusive and prosperous world⁵. As part of Canada's commitment to empower women and girls and gender equality, Canada also committed \$650 million over three years (2017-2020) to improve SRHR.

These programming and policy initiatives are an important backdrop to the context of this evaluation. Programmatically, in 2015, DFATD completed a **Formative Evaluation of Canada's Contribution to the Maternal, Newborn and Child Health (MNCH) Initiative (2010-2014)**⁶. Among the administrative and programmatic recommendations in the evaluation report was the following: *The Department should consider aligning the MNCH Initiative Performance Management Strategy more closely with the World Health Organization framework of health systems building blocks*. Similarly, DFATD's **Final Report for the Evaluation of the MNCH Initiative (2010-2018)**⁷, completed in 2019, noted the following policy consideration: *Given the importance of health systems strengthening for all health support programs, it would be better framed not as a programming pillar, but as an overarching theme through which all health investments are evaluated*.

These observations above have framed the purpose of this evaluation and the evaluation questions listed below.

Evaluation focus: Description of the development intervention

The 2015 PSMNCH call for proposals aimed to fund projects that would help reduce maternal and child mortality in targeted regions by addressing issues critical to the health of mothers, newborns and children. The Call requested partners to include interventions that aligned with one or more of four specific paths: strengthening health systems, reducing the burden of disease, improving nutrition, and ensuring accountability for results. All initiatives were also required to integrate DFATD's three crosscutting themes: environmental sustainability, gender equality and governance.

CCSOs applied for initiatives either on their own or as the lead organization of a consortium. Furthermore, initiatives were funded under two streams:

- those seeking *less than \$19 million*,

⁵https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/policy-politique.aspx?lang=eng&utm_campaign=iap-pai-2017&utm_source=media&utm_medium=media-en

⁶https://www.international.gc.ca/gac-amc/publications/evaluation/2016/eval_mnch-smne.aspx?lang=eng#a42

⁷<https://www.international.gc.ca/gac-amc/assets/pdfs/publications/evaluation/2019/mnch-smne-final-report-eng.pdf>



- those seeking *more than \$20 million*.

DFATD's PSMNCH Initiative has supported 36 projects between 2016-2020⁸, in 30 countries across Africa, Asia Latin America and the Caribbean. Of the 36 lead CSOs, 18 were also previously funded by DFATD under the MIPP between 2011-2015. Twelve (12) PSMNCH projects supported MNCH activities in the same countries that were funded through the MIPP. This is noted because the 12 partners funded by both MIPP and PSMNCH had almost 10 years of programming in specific countries. For the full list of Selected Initiatives, visit <https://www.international.gc.ca/development-developpement/partners-partenaires/calls-appels/psmnch-results-prsmne-resultats.aspx?lang=eng>.

Note: A separate evaluation has been designed and commissioned to look into the five PSMNCH projects that were funded in Haiti ⁹.

2.2.1 Logic Model

See Annex 1.7 for the menu of indicators provided to PSMNCH Call for Proposals applicants in 2016. These are provided for information purposes only.

2.2.2 Stakeholders

Implementers

Thirty-six (36) CCSOs receive funding through the PSMNCH Initiative and make up the implementing organizations covered by this evaluation. Each implementing organization is responsible for planning, managing, implementing, monitoring and reporting on the intervention, for both itself and their local partners.

Rights-holders (also referred to as Beneficiaries)

The ultimate rights holders (beneficiaries) of the PSMNCH Initiative include adolescent girls, women and their children.

Intermediaries

The project intermediaries include: professional health workers; community health workers (formal/informal, paid or unpaid); community health volunteers; and district, provincial and national health management staff, in select districts of the countries of implementation.

Interested parties

Interested parties include: local governments, local partners supporting the implementation of the PSMNCH or other health projects, other Canadian and international development organizations working in MNCH, including networks such as the Canadian Partnership for Women's and Children's Health, academic and health professional associations, and potentially other donors supporting MNCH programming.

Evaluation Scope

The scope of the evaluation covers all 36 development projects funded through the PSMNCH Initiative but focusses on those approaches which led to strengthening of health systems, particularly at the primary health care level in order to improve the delivery of essential health services related to MNCH. The scope, will be further refined as per section 8.2 *Participatory scoping*.

3 Evaluation Questions

Using a participatory approach, the Contractor will work with partners to identify and select the approaches to be examined and to develop sub-questions for the following questions (see Section 8.2).

⁸ Some PSMNCH projects received cost or no-cost extensions and will complete their activities in 2021 instead of 2020. The funding commitment for the PSMNCH Initiative was officially from 2016-2020.

⁹ Solicitation No. - 2021- P-001041, P-001057, P-001033, P-001055, P-001039 - Summative Evaluation of the Five Maternal, Newborn and Child Health (MNCH) Projects in Haiti



1. Which components of the health system were strengthened by PSMNCH projects (particularly at the primary health care level)? Which approaches contributed and how?

Note: Components include (i) health services, (ii) health workforce, (iii) health information systems, (iv) medical products, vaccines and technologies, (v) health financing, and (vi) leadership and governance¹⁰

2. In what ways were host governments (local government, health authorities or higher) engaged through the selected approaches? Note that the Contractor will need to define “engaged”.
3. How did the coordination between Canadian and local organizations (working in their sector/geographical area) contribute to or hinder health systems strengthening, particularly at the primary health care level?
4. To what extent and how were rights holders (beneficiaries) involved by the implementing partners in the design, implementation and monitoring and evaluation of the PSMNCH projects? If they were, to what extent did their involvement contribute to the approaches employed by the PSMNCH projects to improve health service delivery, particularly at the primary health care level?
5. To what extent and how did the selected approaches advance or hinder gender equality and women’s empowerment?

Note: The evaluation questions listed above do not aim to measure the effectiveness of individual PSMNCH projects or specific implementing partners, nor the relevance and sustainability of PSMNCH project results. Questions should examine how a set of selected approaches contributed to results at the primary health care level.

4 Contractor TASKS

The Contractor’s tasks will include, but are not limited to :

- Carrying out the evaluation in conformity with the “*OECD/DAC (2010) Quality Standards for Development Evaluation*”¹¹ ;
- Reporting regularly on progress to the TA;
- Manage, administer and coordinate all aspects of the work, and coordinate the various resources required to implement the evaluation;
- Provide a team composed of the categories detailed at section 12;
- Undertake an Evaluability Assessment, as per section 8.3;
- Upon approval of the Evaluability Assessment by DFATD, develop a work plan as per section 9.1;
- Undertake the evaluation following the work plan approved by the Technical Authority (TA);
- Prepare and submit all deliverables for revision and approval by the TA;
- Report regularly on progress to the TA;
- Ensure the quality assurance of all deliverables;
- Ensure quality interpretation and translation services if/when necessary;
- Provide qualified professional resources;
- Identify, prepare Terms of Reference, procure and manage a team of local resources with the requisite skills, subject to the TA’s non-objection

Note 1: The Contractor will NOT share draft deliverables with stakeholders without DFATD’s approval. This is required to ensure a robust quality assurance throughout the evaluation process.

Note 2: The Contractor is fully responsible for managing and administering all aspects of all team members, including local consultants’ involvement in evaluation. Responsibility for all team members lies strictly with the Consultant.

Note 3: The Contractor must protect the anonymity and confidentiality of individual informants. The Contractor must provide maximum notice, minimize demands on time, and respect people’s right not to

¹⁰ In 2007 the World Health Organization (WHO) proposed a framework describing health systems in terms of six core components or “building blocks” <https://www.who.int/healthinfo/systems/monitoring/en/>

¹¹ <http://www.oecd.org/dac/evaluation/qualitystandardsfordevelopmentevaluation.htm>



engage. The Consultant must respect people's right to provide information in confidence, and must ensure that sensitive information cannot be traced to its source.

5 Role and support provided by DFATD

The TA in charge of the evaluation will be responsible for the following:

- Acting as the main contact person for the Contractor;
- Reviewing, commenting and approving all deliverables;
- Facilitating access to documentation and people deemed of importance to the evaluation process;
- Ensuring that all deliverables meet the *OECD/DAC* Standards and Guidelines mentioned above, in collaboration with DFATD Diplomacy, Trade and Corporate Affairs Evaluation Division, and as required with sector and thematic specialists;
- Sharing deliverables with key stakeholders;
- Collecting stakeholders' comments on the draft evaluation report;
- Including the management response in the final evaluation report;
- Including verbatim stakeholders' comments (if applicable); and
- Disseminating the evaluation.

6 Risks

Operational Risk - There is a risk that the COVID-19 pandemic will affect 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 at project sites, etc.). This risk is currently affecting many of DFATD development interventions. Both DFATD program analysts and other Canadian government departments are closely monitoring the evolution of the global COVID-19 pandemic. Mitigation measures will be adjusted as required. The Technical Authority will consider repurposing the evaluation where necessary based on the above information and the evaluability assessment.

Response Measures

The Contractor must thoroughly assess these constraints as part of 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 project sites, increased use of information and communication technologies (ICT), 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 rather than local ICTs, 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.

7 Evaluation Process and Deliverables

All deliverables must be prepared in English or French, and submitted to the TA. Only the executive summary of the final evaluation report must be written in both official languages.

All deliverables (draft and final evaluability assessment, draft and final work plan, and draft and final evaluation reports) must be submitted in MS Word or a compatible software. PDF files are not acceptable. Only the final evaluation report is to be submitted in hard copy format. Presentations to be delivered will be submitted in electronic format to the TA for review prior to delivery.

Upon the TA's request, the Contractor shall submit documents used/created under the current mandate (e.g., questionnaires, focus groups protocols, interview notes, raw data, survey data, database(s)).

The evaluation will be conducted in three phases as outlined below. The Contractor is only authorized to perform the work necessary to complete one phase of the evaluation at a time. At the end of each phase, deliverables will be reviewed by DFATD. During this period, the Contractor will not be authorized to provide



any services directly related to a subsequent phase. Upon acceptance of the results of the review and assessment of the deliverables, the TA will provide the Contractor with approval to proceed to the subsequent phase.

8 Phase One

Start-up Meeting

The Contractor must attend (in person or via a tele- or video-conference) a start-up meeting with 1) the TA in charge of managing the contract, and 2) a member of the Evaluation Services, Learning and Innovation Unit of the Diplomacy, Trade and Corporate Evaluation Division. The purpose of this meeting is to ensure that:

- The participants understand (1) DFATD expectations with regards to the quality of evaluation deliverables, and (2) quality assessment processes and timelines; and (3) the evaluation mandate.

The Contractor will provide the TA with any questions that they have at least one day prior to the start-up meeting.

Participatory scoping

DFATD requires a participatory scoping process for this evaluation as detailed below. The Contractor will:

- (a) Undertake an Analysis and Mapping of the stakeholders involved in this development intervention;
- (b) Define, identify and map the various approaches used within the PSMNCH Initiative to strengthen health systems, particularly at the primary health care level;

Note: Selected approaches would include concrete activities or programming interventions such as: (i) Training on a given subject for a specific cadre of health workers, (ii) Technical assistance provided to a Government Ministry as it relates to implementation of a health initiative, (iii) Information, education and communication activities with a targeted community on a given subject.

- (c) Using a structured participatory priority setting approach involving DFATD and Canadian partner organizations,
 - identify and select the set of approaches to be explored through this evaluation;
 - identify those PSMNCH projects which have used the selected approaches identified above;
 - identify the most efficient and effective means for consulting with and conducting key informant interviews with stakeholders in project countries and across Canada, throughout the evaluation process;
 - present the key questions for the evaluation and define a set of relevant underlying sub-questions to the key questions

The results of these exercises will be documented in the evaluability assessment report and in the work plan as outlined in Annexes 1.1 and 1.2.

Evaluability Assessment

The Contractor will:

- 1. Review previous related evaluations.** The purpose of reviewing previous evaluation(s) as part of an evaluability assessment is NOT to update or follow-up on previous recommendations. The review is done to inform the current evaluation design and/or to mitigate constraints and limitations faced when previously evaluating the same intervention.
- 2. Examine the following key factors:**
 - Existence (available and accessible) and quality of qualitative and quantitative data (specifically including sex-age disaggregated data);



- Availability and accessibility of key informants (e.g., who is available, and the best way to reach them): a stakeholder mapping and analysis must complete;
- The timing of the evaluation;
- Risks with the evaluation design and how it informed the choice of research methods. In particular, this section should include the Contractor's assessment of the pandemic's impact on the ability of women in developing countries to effectively participate in the evaluation;
- Identification of whether and why key stakeholders want to or may have challenges in having their development intervention evaluated (e.g., the level of resistance to the evaluation and its reasons).

3. Reconstruct a theory of change for the PSMNCH initiative.

- 4. Review the evaluation questions.** The Contractor may recommend that one or more of the evaluation questions can be withdrawn if they are too difficult to answer 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. The Contractor must explain and note any factors that compromise the independence of the evaluation and address possible conflicts of interest openly and honestly.

8.3.1 Deliverable 1: Draft Evaluability Assessment Report

The evaluability assessment report must follow the instructions indicated above and the structure as set out in Annex 1.1.

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 Quality Assurance System. If the quality of the evaluability assessment report is deemed satisfactory by DFATD (form and substance), it will be circulated to co-operation partners and other stakeholders as necessary for comments. In the event that the quality is unsatisfactory, the Contractor will be required to produce a new version of the evaluability assessment report.

8.3.2 Deliverable 2: Final Evaluability Assessment Report

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

For each and every comment, the Contractor indicates in writing how they have responded ("trail of comments"), using the proposed format set out in Annex 1.3. The trail of comments document is to be submitted to the TA at the same time as the updated evaluability assessment.

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

9 Phase Two

Work plan

Following the review of the evaluability assessment and based on DFATD's decision to continue the evaluation mandate, the Contractor¹² will prepare a work plan that will operationalize and direct the evaluation. The work plan will follow the outline provided in Annex 1.2. Once approved by the TA, the work plan will serve as the agreement between the parties on how the evaluation is to be 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 will be elaborated based on the information presented in this SoW to bring greater precision to the planning and design of the evaluation. It will be informed by the evaluability assessment and will be based on a preliminary review of project documentation, discussions with key stakeholders, literature review, etc.

¹² Heretofore and unless otherwise specified the word 'Consultant' will refer to either an individual or to a team of consultants.



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 1.2 must be completed.

The purpose, scope and evaluation questions are to be used by the Contractor to determine the most appropriate approach for the present evaluation. The methodology must be developed in a participatory manner with identified stakeholders and must be 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 will 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. The Contractor must also explain how key stakeholders in Canada and in-country, including rights holders (beneficiaries) will be engaged in conducting the evaluation.

To describe and explain the evaluation methodology and its application, the Contractor shall detail the proposed techniques for both qualitative and quantitative data collection and analysis (**note**: specific details on methods or techniques for collecting sex-disaggregated data, as well as gender-sensitive data and information must be provided). The rationale for choosing those techniques must be provided and potential limitations and shortcomings must be explained, including those related to COVID-19. As noted above, alternative data collection methods must be proposed for these limitations. Given that data will 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 will 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.

Note: Between 10 to 15 projects must be included in the sample.

Due to the existing situation related to COVID-19, international and in-country travel may be restricted. The evaluation design should rely primarily on virtual consultations, remote data collection, and where feasible and appropriate, the use of in-country Contractors. The design and approach for interviews with key informants must be appropriate and safe for both the evaluation team members and the stakeholders being interviewed. The evaluability assessment report should assess and discuss the limitations caused by the COVID-19 pandemic and the impact on the reliability of the methods used.

For data analysis, the Contractor should explain how the information collected will be organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions, including what will be done to integrate multiple sources and how information will be safeguarded to respect the privacy of informants, if required.

The Contractor must set-up and maintain an Evaluation Evidence Matrix (EEM) (see Annex 1.5) to ensure that the collection and recording of data and information is done systematically. This matrix will help 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 will play important but slightly varying roles throughout all stages of the evaluation process and therefore will require particular attention from the Contractor. Owing to the changing role and function of the EEM over the course of the evaluation, the matrix will need 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 Consultant will develop a *Use and Influence Plan* during the work plan phase. It should be conducted concurrently while stakeholders are providing their input to the theory of change and evaluation questions. While not departing from the stated purpose of the evaluation (Section 1.1), the Consultant's team will examine stakeholders' expectations surrounding how the evaluation products might be used and what kind of influence this use might have. The plan is expected to propose concrete types of dissemination activities or materials based on stakeholder-identified needs. The proposed dissemination activities (e.g. webinar, podcast, videos, user-/issue-targeted briefs, presentations, etc.) should be user- and purpose-specific. For each, the plan should explain specific influence objectives, communication channels, milestones, timing,



and identify the stakeholders who will use/disseminate the material. The plan should include the knowledge products mentioned in Section 10.2.4 “Deliverable 8: Knowledge Products”, however should also include dissemination activities/ materials that would not be included as part of this evaluation mandate.

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.).
- Use and Influence Plan.

9.1.1 Deliverable 3: Draft Work Plan

The draft work plan must follow the instructions indicated above and the structure as set out in Annex 1.2.

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 draft 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.

In the event that the quality is unsatisfactory, the Contractor will be required to produce a new version of the draft work plan.

9.1.2 Deliverable 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 and every comment, the Contractor indicates in writing how they have responded (“trail of comments”), using the proposed format set out in Annex 1.3. 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.

10 phase three

Data Collection

Data collection will be undertaken according to the TA-approved work plan. It is expected that the Contractor will identify a subset of project locations (outside of Canada) for the purposes of this evaluation. For those project locations, DFATD staff at missions abroad, and the TA are to be briefed by the Contractor before commencing consultations (virtual or in person) with in-country partners. It is also expected that the Contractor will engage local professionals and teams of enumerators for the data collection during the evaluation phase. As noted above, data collection and methodologies may change based on the evolving COVID-19 situation.

Reporting

10.2.1 Deliverable 5: Post Data Collection Debriefing Session

The Contractor’s Team Leader conducts a debriefing session to be held in a mutually agreeable location either in-person or 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 working days prior to the session. Minutes and any supplementary material provided during the session are to be submitted one week after the session.

10.2.2 Deliverable 6: 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 1.4, including an executive summary (following the outline provided in Annex 1.6) and all relevant annexes.

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

In the event that 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 evaluation report and collecting stakeholder comments. ***The Contractor shall not submit the draft evaluation report to stakeholders without the TA's approval.***

10.2.3 Deliverable 7: 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 and every comment, the Contractor indicates in writing how they have responded ("trail of comments"), using the format set out in Annex 1.3. 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. The final evaluation report reflects these comments and acknowledges any substantive disagreements. 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.

10.2.4 Deliverable 8: Knowledge Products

The Contractor will prepare knowledge products to capture findings from the evaluation. These knowledge products will be a combination of the key findings (conclusions, lessons learned) taken from the evaluation that are translated into user-friendly documents. The products should be short documents (2-5 pages) that could focus on the key approaches identified, and where possible, include human-interest stories, quotes and pictures to reflect results/findings. The products should be of value to both DFATD and implementing partners, as such, the subject areas should be defined in a participatory manner.

10.2.5 Deliverable 9: Final Presentation

The Contractor's Team Leader prepares and conducts a presentation to present the findings, conclusions, recommendations and lessons of the evaluation in a mutually agreeable location and at a time to be decided by the TA. This may be done virtually.

11 Management Response and Dissemination Phase

The Contractor is not responsible for these activities. This is provided for information purposes only.

Management Response



The TA 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.

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.

12 Contractor Profile

The operational requirements of the TA in terms of resources are specific to international development and to the use of resources outside of Canada (from developing countries). The majority of the tasks required for this evaluation mandate are not related to Canada but to the use of Canadian funds outside of Canada. The evaluand (the object of this evaluation) is 36 development projects that have been implemented in 30 developing countries. The Contractor must provide a team with specific international development experience, knowledge and expertise and must also include resources located in developing countries as indicated below.

It is the Contractor's responsibility to put together a team of individuals possessing a mix of evaluative skills, and thematic knowledge, drawing extensively from local resources. In particular, the team will have the capacity to ensure that gender equality is taken into account both thematically in terms of the content, as well as in the participatory nature of the evaluation.

The team of individuals should include the following positions (it is possible for one individual to cumulate functions).

The Contractor must engage local professionals and teams of enumerators for the data collection during the evaluation phase. It will be important for local professionals to be experienced in sex-age disaggregated data collection and gender-sensitive data and information collection. Where this cannot be found, the Contractor team should provide Technical Assistance to the local professionals at the outset of the evaluation work.

Evaluation Team Leader

The Evaluation Team Leader (ETL) must be an Evaluator at the senior level. In addition, the ETL will have the following experience, skills, and knowledge:

- Demonstrated experience with international assistance evaluation mandates similar to the one for this evaluation;
- Demonstrated experience designing multi-country evaluations in a developing country context;
- Demonstrated experience supervising and leading a team of local professionals in Asia, Africa or Latin America.

Core Evaluation Team

The Core Evaluation Team is composed of at least an Evaluation Team Leader (ETL). It will also include Local Coordinators-Specialists and a Quality Assurance Resource. The Team may also include other Specialized and Non Specialized personnel as necessary, drawing heavily on expertise from the countries selected among the sample grouping.

The core evaluation team (including the Team Leader) must collectively have experience in the following areas:

- Experience in designing and/or conducting evaluation of programming related to health systems strengthening, and either MNCH or SRHR;



- Experience in designing, implementing and analysing (virtual) surveys;
- Experience in designing participatory evaluations including the participation of women and girls and other under-represented groups;
- Experience in undertaking Literature Review;
- Experience working in developing countries in Asia, Africa and/or Latin America.

The Core Evaluation Team together, in addition to its extensive experience working on similar international development evaluations as described in this SoW, and must possess technical expertise in:

- i) health systems strengthening,
- ii) maternal, newborn and child health,
- iii) sexual and reproductive health and rights,
- iv) gender equality,
- v) qualitative data analysis.

Local Coordinators-Specialists

Reporting to the Core Evaluation Team, each country selected as a sample must have an assigned Local Coordinator-Specialist, who will be responsible for coordinating and performing evaluation activities in the selected country. The same resource may be proposed for more than one country as long as they have demonstrated experience in each country for which they are being proposed, including working knowledge of the local language. These positions should be identified after contract signature.

The Local Coordinator-Specialist must have the following experience for this position:

- Planning and organizing evaluation-related work; and
- Performing primary data collection or supervising data collection personnel for an evaluation

Note: These resources are subject to change depending on the results of the evaluability assessment component of the evaluation (see sections *Participatory Scoping* and *Operational Risks* in this SOW). As per section 9.1, countries for data collection are to be identified and approved in the work plan.

Quality Assurance Resource

As part of the evaluation's quality assurance, the Bidder must hire a quality assurance Resource that must be independent from the Core Evaluation Team, the Local Coordinators-Specialists and additional specialized or non-specialized Resource.

Additional Specialized Resource

The Core Evaluation Team may draw upon additional intermediate level evaluators and/or resources from within the countries to be sampled, with specialized technical expertise as necessary to support in the evaluation mandate.

Additional Non-Specialized Resource

The Core Evaluation Team may draw upon other non-specialized staff, as necessary from within the countries to be sampled. These resources may include the following and other non-specialized categories similar in nature and necessary to support the evaluation mandate:

- Researchers
- Editorial and communications staff
- Administrative and logistical assistance Resource
- Translators
- Enumeration Resource



13 Location of work

The data collection will be performed at various country locations where PSMNCH project activities were carried out. The specific locations and data collection methods will be proposed by the Contractor in the work plan and be approved by the Technical Authority. Should conditions preclude travel to the proposed locations, the Contractor will work with DFATD to identify opportunities and modalities for undertaking activities virtually, if possible, as described below in Section 14 TRAVEL. A portion of the work will also be done at the Contractor's office.

14 Travel

The Contractor will be required to participate in an inception meeting in Ottawa, Ontario via teleconference, videoconference, or in person, and to travel to a sample of project sites – as per the DFATD approved work plan, for the country-based analysis.

IMPORTANT NOTE: Travel to Ottawa and a sample of project sites will be reviewed, as appropriate, in light of the evolving COVID 19 pandemic. The TA reserves the right to modify the sample of project sites. If international, regional and/or national travel is not possible, work will be done through tele/videoconference during the inception phase and again during the reporting phase for the final presentation. Dates and times for the inception meeting will be confirmed during Contract negotiation and should take place within two weeks of contract signature.

IMPORTANT NOTE: All travel required for this evaluation is subject to the COVID-19 regulations and recommendations of the Government of Canada and the Governments of the countries selected within the sample.

15 Language level

The working languages for this evaluation mandate are **English and French**.

16 Quality Assurance

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

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 TA.

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).

17 Deliverables and indicative time schedule

This evaluation, including project site visits, are expected to be carried out within 12 months of contract signature.

	Deliverable	Indicative Time Schedule
	Start-up Meeting	Approximate date to be set at contract signature
1	Draft Evaluability Assessment	Within 6 weeks after the Start-up meeting
2	Final Evaluability Assessment	1 week after reception of comments from the TA on draft evaluability assessment



3	Draft Work Plan	3 weeks after approval of the evaluability assessment and conditional on DFATD decision to continue the evaluation
4	Final Work Plan	3 weeks after reception of comments from the TA on draft work plan
5	Post Data Collection Debriefing Session	2 weeks after data collection is completed
6	Draft Evaluation Report with Executive Summary	3 weeks after data collection is completed
7	Final Evaluation Report with Bilingual Executive Summary	2 weeks after reception of comments from the TA on draft evaluation report
8	Knowledge Products	2 weeks after the approval of the final report
9	Final Presentation	2 weeks after the approval of the final report



Annex 1.1: Outline of the Evaluability Assessment Report

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 results from Stakeholder Mapping
- Identification and definition of selected approaches
- Documented and analyzed results from Participatory Priority Setting Exercise
- Documented and analyzed key factors as per section 8.3;
- Documented review of the logic of the intervention as per section 8.3;
- Documented (provide supporting argument/rationale) updates for all changes, additions or deletions of questions as per section 8.3;
- 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 follows:

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
- Identification and definition of selected approaches
- Results from Participatory Priority Setting Exercise
- 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 1.2: Outline of the Evaluation Work Plan

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. Evaluation Questions

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

5. Evaluation Approach and Methodology

The approach and methodology should clearly indicate how they have been informed by the results of the participatory priority setting exercise and the evaluability assessment.

Should include: (i) definition and identification of selected approaches, (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 country-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 will be organized, classified, tabulated, inter-related, compared and displayed relative to the evaluation questions, etc.); (vi) limitations.

6. Reporting

Should include: an explanation of the debriefing sessions.

7. 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.

8. 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 project site visits, including the list of interventions for in-depth analysis at project site locations (explanation of the value added for the visits), preparation process and logistics, recruitment of in-country teams, etc.

9. Annexes

Should include:

- Revised Theory of Change
- SOW (and amendments if applicable)
- 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 Work Schedule at project site locations
- Use and Influence Plan

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



Annex 1.3: 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.		
5.		
6.		
7.		



Annex 1.4: 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*, 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 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.²

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.

¹*“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.

² See description the *Evaluation Evidence Matrix* in annex 1.5.



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:

- Evaluability Assessment Report
- SoW (and amendments if applicable)
- Evaluation Evidence Matrix duly completed
- 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 1.5: 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.
- **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.
- **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 1.6: 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*

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).

Intervention 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

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.*

Language: *This report is only available in (language). If you would like a copy, please contact info@international.gc.ca*



Annex 1.7: Partnerships for Strengthening Maternal, Newborn and Child Health (PSMNCH) Indicators Listed in the Initial Call for Proposals

Results and Indicators: in order to increase our ability to report on, and be accountable for, our MNCH investments, DFATD has identified a set of common indicators. All initiatives will be required to report against one or more of the common indicators listed below. Partners are expected to include additional indicators, as required: however, these additional indicators cannot replace the common indicators. Organizations receiving funding through this call will be expected to work with DFATD to ensure effective monitoring, evaluation and reporting on the proposed results and indicators framework.

The following results continue to build on the paths of Canada's investments in improving the health of women and children. Proposals must have direct links to increasing the coverage of key health interventions scientifically proven to prevent, manage and treat the leading causes of death in vulnerable groups of women and children, with the ultimate aim of leading to improved health status and reductions in mortality rates.

Proposals must demonstrate that they respond to one or more of the intermediate outcomes and at least one of the common indicators listed below.

Ultimate outcome: Contribute to the reduction of maternal and child mortality in targeted regions

Intermediate outcomes: 1) Maternal Mortality Ratio (deaths per 100,000 live births). **2)** Under-five child mortality, with the proportion of newborn deaths (deaths per 1,000 live births). **3)** Stunting among children under five: Percentage of children under five years of age whose height for age is below minus two standard deviations from the median of the WHO Child Growth Standards).

Indicators:

1. Demand for family planning satisfied: Percentage of women aged 15-49, either married or in union, who have their need for family planning satisfied.
2. Antenatal care (four or more visits): Percentage of women attended at least four times during pregnancy by any provider for reasons related to the pregnancy.
3. Skilled attendant at delivery: Percentage of live births attended by skilled health personnel.
4. Postnatal visit for mothers and babies: Percentage of mothers, and percentage of babies, who received postnatal care within two days of childbirth.
5. Thermal/newborn care: Percentage of newborns who received positive care practices, including newborns dried immediately after birth, newborns wrapped immediately after birth, newborns with delayed first bath after birth, newborns with nothing (harmful) applied to the cord.
6. Measles immunization coverage: Percentage of children aged 12-23 months immunized with measles vaccine.
7. DTP3 immunization coverage: Percentage of children aged 12-23 months who received three doses of diphtheria, tetanus and pertussis vaccine (DTP3).
8. Oral rehydration salts: Percentage of children aged 0-59 months with diarrhea who received oral rehydration salts.
9. Zinc for treatment of diarrhea: Percentage of children aged 0-59 months with diarrhea who received zinc supplementation.
10. Insecticide-treated net coverage: Percentage of people, and of children aged 0-59 months, sleeping under an insecticide-treated bed net.
11. Antimalarial treatment: a) Percentage of children under 5 years old with fever in the previous two weeks for whom advice or treatment was sought; b) Percentage receiving first line antimalarial treatment among those children with fever in the last two weeks who received any antimalarial.
12. Care-seeking for pneumonia: Percentage of children aged 0-59 months with suspected pneumonia who are taken to an appropriate health provider.
13. Use of improved drinking water sources: Percentage of the population using improved drinking water sources (piped on premises or other improved drinking water sources).
14. Use of improved sanitation facilities: Percentage of the population using improved sanitation facilities.
15. Exclusive breastfeeding (<6 months): Percentage of infants aged 0-5 months who are exclusively breastfed.
16. Early initiation of breastfeeding: Percentage of newborns put to the breast within one hour and 24 hours of birth.



-
17. Appropriate infant and young child feeding practices (following indicators are currently under technical review by global experts but presented for illustrative purposes): a) Minimum dietary diversity - percentage of children 6-23 months of age who received foods from four or more food groups; b) Minimum meal frequency - percentage of children 6-23 months of age who received solid, semi-solid or soft foods the minimum number of times or more; and c) Minimum acceptable diet - percentage of children 6-23 months of age who receive adequate nutrition.
 18. Vitamin A supplementation coverage: Percentage of children aged 6-59 months who received two doses of vitamin A during the previous year.

Common indicators under the accountability for Results path have not yet been established. Applicants who propose to address this path through their initiatives should include appropriate indicators in their proposals. For example: 1) percentage of births, deaths and causes of deaths registered. 2) Frequency of data collection, dissemination and use of local decision making and planning. 3) Quality of data collected (i.e. scale of completeness, timelines and accuracy of data).



ANNEX B - BASIS OF PAYMENT

The Bidder must complete this pricing schedule and include it in its financial bid.

Table 1 Schedule of Milestones

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

Table 1 – Schedule of milestones			
	Deliverable	Firm Price %	Amount per milestone \$ (CAN)
Work Plan Phase			
	Start-up Meeting	0	n/a
1	Draft Evaluability Assessment Report	0	n/a
2	Final Evaluability Assessment Report	15	\$ _____
3	Draft Work Plan	0	n/a
4	Final Work Plan	25	\$ _____
Reporting Phase			
5	Post-data Collection Debriefing Session	10	\$ _____
6	Draft Evaluation Report with Executive Summary	0	n/a
7	Final Evaluation Report with Bilingual Executive Summary	35	\$ _____
8	Bilingual Evaluation Brief	10	\$ _____
Dissemination Phase			
9	Dissemination presentation	5	\$ _____
10	Total before taxes		\$ _____
11	Applicable taxes		\$ _____
12	Contract total including applicable taxes		\$ _____



ANNEX C - SECURITY REQUIREMENTS CHECK LIST



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du Canada

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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 Global Affairs Canada	2. Branch or Directorate / Direction générale ou Direction KSD/KSNH	
3. a) Subcontract Number / Numéro du contrat de sous-traitance Not yet identified	3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant Not yet identified	
4. Brief Description of Work / Brève description du travail PSMNCH End of Initiative Evaluation (P-001006)		
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 checked="" type="checkbox"/> No / Non <input 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 / A 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 type="checkbox"/>	NATO UNCLASSIFIED / NATO NON CLASSIFIÉ <input type="checkbox"/>	PROTECTED A / PROTÉGÉ A <input type="checkbox"/>
PROTECTED B / PROTÉGÉ B <input 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 <input type="checkbox"/>	CONFIDENTIAL / CONFIDENTIEL <input type="checkbox"/>
SECRET <input type="checkbox"/>	NATO SECRET <input type="checkbox"/>	SECRET <input type="checkbox"/>
TOP SECRET / TRÈS SECRET <input type="checkbox"/>	COSMIC TOP SECRET / COSMIC 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 / Non Yes / 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 / Non Yes / 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 type="checkbox"/> RELIABILITY STATUS COTE DE FIABILITE	<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 EMPLACEMENTS			

Special comments:
Commentaires spéciaux : The consultant will not need a security clearance as they won't be reviewing classified or protected documents.

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

INFORMATION TECHNOLOGY (IT) MEDIA / SUPPORT RELATIF À 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 / Non Yes / 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 / Non Yes / 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.

Les utilisateurs qui remplissent le formulaire manuellement doivent utiliser le tableau récapitulatif ci-dessous pour indiquer, pour chaque catégorie, les niveaux de sauvegarde requis aux installations du fournisseur.

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

Dans le cas des utilisateurs qui remplissent le formulaire en ligne (par Internet), les réponses aux questions précédentes sont automatiquement saisies dans le tableau récapitulatif.

SUMMARY CHART / TABLEAU RÉCAPITULATIF

Category / Catégorie	PROTECTED / PROTÉGÉ			CLASSIFIED / CLASSIFIÉE			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	NATO RESTRICTED / NATO DIFFUSION RESTREINTE	NATO CONFIDENTIAL / NATO CONFIDENTIEL	NATO SECRET	COSMIC TOP SECRET / COSMIC TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	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? 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? 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) Geetanjaltee Khosia		Title - Titre Senior Development Officer	Signature <i>G. Khosia</i>
Telephone No. - N° de téléphone 3439870371	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel geetanjaltee.khosia@international.gc.ca	Date 26/11/2020
14. Organization Security Authority / Responsable de la sécurité de l'organisme			
Name (print) - Nom (en lettres moulées) Andreea Stoinesteanu		Title - Titre Manager, Personnel Security & Contracting	Signature Andreea Stoinesteanu <small>Digitally signed by Andreea Stoinesteanu Date: 2020.11.30 21:28:02 -05'00'</small>
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel andreea.stoinesteanu@international.gc.ca	Date 2020-11-30
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?			<input type="checkbox"/> No / <input type="checkbox"/> Yes / <input type="checkbox"/> Oui
16. Procurement Officer / Agent d'approvisionnement			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature Morin, Claudine 2022.01.31 08:19:36 -05'00'
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date
17. Contracting Security Authority / Autorité contractante en matière de sécurité			
Name (print) - Nom (en lettres moulées)		Title - Titre	Signature
Telephone No. - N° de téléphone	Facsimile No. - N° de télécopieur	E-mail address - Adresse courriel	Date

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Security Classification / Classification de sécurité





ANNEX D - EVALUATION CRITERIONS

	TABLE 1: MANDATORY TECHNICAL CRITERIA	Reference to Proposal (Please indicate section and page number, if applicable)
M1	<p>Evaluation Team Leader</p> <p>The Bidder must submit two (2) completed Projects, demonstrating that the proposed Evaluation Team Leader has led or conducted (all three phases of evaluation: design and implementation and reporting) two (2) Development Evaluation Assignments as defined above in the definitions and with the following characteristics.</p> <p>Each Development Evaluation Project must have:</p> <ul style="list-style-type: none"> (i) a contract value of CAD \$100,000 or more; (ii) an Evaluand value of CAD \$25 million or more; (iii) an Evaluand time period covered by the Development Evaluation Assignment of three (3) years or more. 	

Item	TABLE 2: POINT RATED TECHNICAL CRITERIA	Maximum Points	Reference to Proposal (Please indicate section and page number, if applicable)
PROPOSED PERSONNEL			
R1	<p>Evaluation Team Leader</p> <p>The Bidder should identify at least two (2) but no more than five completed projects that demonstrate the proposed Evaluation Team Leader as follows:</p>		
R1.1	<p>Thematic Experience</p> <p>Experience related to evaluation of Health Systems Strengthening (HSS) projects, including projects with a focus on Maternal, Newborn and Child Health (MNCH), or Sexual and Reproductive Health and Rights (SRHR) programming. Each project must have at least 30 days of level of effort and have been completed within 15 years of the closing date of this RFP.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • Two (2) Projects: 8 points • Three (3) Projects or more: 12 points 	/12	
R1.2	<p>Experience designing multi-country evaluations in a developing country context:</p> <p>Experience designing multi-country evaluations in developing country contexts. Each project must include at least 15 days of work and have been completed within 15 years of the closing date of this RFP. Points will be awarded as follows:</p> <ul style="list-style-type: none"> • Two (2) Projects: 8 points • Three (3) Projects or more: 12 points 	/12	



<p>R1.3</p>	<p>Experience supervising a team of local professionals in Asia, Africa or Latin America:</p> <p>The Bidder should identify completed projects which demonstrate their experience supervising a team of professionals in different developing country contexts. Each project must have at least 30 days of level of effort and have been completed within 15 years of the closing date of this RFP.</p> <p>Points will be awarded as follows (cumulative points):</p> <ul style="list-style-type: none"> • One (1) Project in Asia: 4 point • One (1) Project in Africa: 4 point • One (1) Project in Latin America: 4 point • One (1) Project (in addition to those above) in either Asia, Africa or Latin America: 4 point 	<p>/16</p>	
<p>R2</p>	<p>Health Systems Strengthening Expertise</p> <p>The Bidder should demonstrate that <u>one member of the proposed Core Evaluation Team</u> has technical expertise related to Health Systems Strengthening (HSS) and either Maternal, Newborn and Child Health (MNCH), or Sexual and Reproductive Health and Rights (SRHR) as follows:</p>		
<p>R2.1</p>	<p>Education</p> <p>The proposed resource with this technical services has a degree with a specialty in social sciences issued from a Recognized Education Institution. Acceptable degrees include: Masters or PhD in Public Health, Health Sciences, Global Health, Health Administration & Community and Population Health. Specific experience related to health systems strengthening is also an asset.</p> <p>Points will be awarded for the highest level of education obtained from a Recognized Educational Institution, with the most relevant specialty demonstrated as follows:</p> <ul style="list-style-type: none"> • Bachelor or Master's or PhD degree with a specialty in HSS issues: 8 points • Bachelor or Master's or PhD degree with a specialty in HSS issues complemented by an academic focus in MNCH or SRHR : 12 points 	<p>/12</p>	
<p>R2.2</p>	<p>Cumulative experience</p> <p>The Bidder should identify no more than five (5) completed Projects that demonstrate the proposed resource has experience in designing and/or conducting evaluation of programming related to HSS, and either MNCH or SRHR in the context of international development projects. Each Project 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 Projects together, so each Project does not need to</p>	<p>/28</p>	



	<p>cover all elements. 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 projects, programs, strategies or policies related HSS and MNCH or SRHR: 8 points b. Experience with data collection and analysis related to HSS and MNCH or SRHR, including literature review of existing reports and documents, and interviews with project participants, that ensured that ethical and safety protocols were followed: 4 points c. Experience in using participatory methods with women and girls and other under-represented groups: 8 points d. Experience in developing evaluation criteria, evaluation questions, evaluation methods and in reporting related to this area of expertise: 8 points 		
R3	<p>Gender Equality Expertise</p> <p>The Bidder should demonstrate that <u>one member of the proposed Core Evaluation Team</u> has Expertise in Gender Equality (GE), as follows:</p>		
R3.1	<p>Cumulative Experience</p> <p>The Bidder should identify no more than five (5) completed Projects that demonstrate the proposed resource has provided these technical services in the context of international development projects. Each Project 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 Projects together, so each Project does not need to cover all elements. 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 GE projects, programs, strategies or policies: 8 points b. Experience with data collection and analysis related to GE, 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 and other under-represented groups: 8 points d. Experience in developing evaluation criteria, evaluation questions, evaluation methods and in reporting related to GE: 8 points e. Experience with feminist research and analysis: 8 points 	/40	



R4	<p>Qualitative Data Analysis Expertise</p> <p>The Bidder should demonstrate that one member of the proposed Core Evaluation Team has Qualitative Data Analysis Expertise as follows:</p>		
R4.1	<p>Cumulative Experience</p> <p>The Bidder should identify no more than five (5) completed Projects that demonstrate the proposed resource with Qualitative Data Analysis Expertise has provided technical services focusing on qualitative data analysis. Each Project 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 Projects together, so each Project does not need to cover all elements. 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 designing, implementing and analysing (virtual) surveys: 8 points b. Experience in the design and implementation of qualitative data collection instruments and protocols, including measures to safeguard project participants, in a developing country context: 8 points c. Experience with qualitative data analysis and frequent application of Qualitative Data Analysis Software (NVIVO, ATLAS.ti, etc.): 8 points 	/24	
R5	<p>Quality Assurance Personnel</p> <p>The Bidder should propose at least one resource dedicated to Quality Assurance that is not a member of the Core Evaluation Team. There is no maximum number of Quality Assurance resources.</p>		
R5.1	<p>Cumulative Experience</p> <p>The Bidder should demonstrate that, cumulatively, the proposed Quality Assurance resource(s) has completed two (2) Projects of at least 15 days each, completed within 15 years of the closing date of this RFP, demonstrating experience in providing quality assurance services for evaluations of Global Health programming.</p> <p>Points will be awarded as follows:</p> <ul style="list-style-type: none"> • Two (2) Projects: 8 points • Three (3) Projects or more: 16 points 	/16	
EVALUATION APPROACH AND METHODOLOGY			
R6	<p>The Bidder should describe their detailed approach and methodology that responds to the services described in the SOW. The Bidder can include these elements in any order, ideally in an integrated manner.</p> <p>The text should include, but is not limited to:</p> <ol style="list-style-type: none"> 1. a description of the evaluation approach(es) and methodologies that will be used to conduct the evaluation; 		



	<ol style="list-style-type: none"> 2. a description of how the data collection will be integrated within the overall evaluation; 3. comments on any challenges or issues (e.g. methodological, contextual - including COVID-19, etc.), which might arise in structuring and conducting the evaluation, and suggesting mitigating strategies when applicable. 4. a description on the integration of Gender Equality. <p>For point 4, 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 the Gender Equality theme is included only at a high level without in depth consideration in the project, program or evaluation.</p> <p>The proposed evaluation methodology should be realistic and feasible to meet the evaluation objectives, while taking into account the current COVID-19 situation. The appropriateness of the methodology will be evaluated as described in the elements below.</p>
<p>R6.1</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 c. How the proposed data collection and analysis methods/tools ensure triangulation 5 points d. How the COVID-19 situation is taken into consideration in the development of the data collection strategy 5 points e. Limits and mitigation measures of the data collection 5 points

/60



	<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> <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>		
EVALUATION QUALITY ASSURANCE SYSTEM			
<p style="text-align: center;">Total Rated Technical Criteria</p> <p>The minimum pass mark for the rated technical criteria is 60% (138 points minimum required)</p>		/220	

TABLE 3: FINANCIAL MANDATORY CRITERIA		Met / Not Met
F1	<p>The total maximum funding available for the contract resulting from the bid solicitation is \$375,000.00, 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.</p>	



ANNEX E - MANDATORY VACCINATION CERTIFICATION FORM

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 E-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 Department of Foreign Affairs, Trade and Development Canada (DFATD) facilities occasionally (for example, weekly or ad hoc meetings, occasional work related activities).

ANNEX E-1			
I warrant and certify: (Indicate the following required information)			
(a)	(b)	(c)	(d)
Will comply with the requirements¹⁵	Requires Accommodations¹⁶ <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 workplaces¹⁷	Does not require contact with public servants on a regular basis
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

¹⁵ 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.

¹⁶ 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.

¹⁷ 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.