



**RETURN BIDS TO:  
RETOURNER LES SOUMISSIONS À :**

Bid Receiving/Réception des  
soumissions

**Email / Courriel : [urp-  
bru@international.gc.ca](mailto:urp-bru@international.gc.ca)**

**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

<b>Title / Titre</b> Field Support Services Project (FSSP) - Caribbean	<b>Date</b> May 5, 2022
<b>Sollicitation No. / N° de l'invitation</b> 2022- D-000049/P-000510-3	<b>Amendment No. – No de la modification: 002</b>
<b>Client Reference No. / No. de référence du client(e)</b> 2022- D-000049/P-000510-3	
<b>Sollicitation Closes / L'invitation prend fin</b> <b>At / à :</b> 14H00 EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) <b>On / le :</b> Thursday May 26, 2022	
<b>F.O.B. / F.A.B.</b> <b>Plant-Usine:</b> <input type="checkbox"/> <b>Destination:</b> <input type="checkbox"/> <b>Other-Autre:</b> <input type="checkbox"/>	
<b>Destination of Goods and Services / Destinations des biens et services</b> Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)	
<b>Address Inquiries to : / Adresser toute demande de renseignements à :</b> Senior Contracting Management Services Officer Development Contracting and Management Services (SPBC) <b>Email / Courriel:</b> <a href="mailto:Pierre.Rocan@international.gc.ca">Pierre.Rocan@international.gc.ca</a>	
<b>Delivery Required / Livraison exigée</b> See herein	<b>Delivery Offered / Livraison proposée</b> Voir en ceci
<b>Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur</b>	
<b>Telephone No. / No. de téléphone</b>	<b>Facsimile No. / No. de télécopieur</b>
<b>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)</b>	
<b>Signature</b>	<b>Date</b>



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## **PART 1 - GENERAL INFORMATION**

### **1.1 Security Requirements**

There is no security requirement associated with this bid solicitation

### **1.2 Statement of Work**

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

### **1.3 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.

### **1.4 Trade Agreements**

The requirement is subject to the, Atlantic Procurement Agreement, 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).

### **1.5 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.



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## PART 2 - BIDDER INSTRUCTIONS

### 2.1 Standard Instructions, Clauses and Conditions

**As this solicitation is issued by Department of Foreign Affairs, Trade and Development (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(s).**

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>) 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 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 to DFATD will not be accepted.

### 2.3 Enquiries - Bid Solicitation

All enquiries must be submitted in writing to the Contracting Authority no later than seven (7) 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:
  - DFATD [Internal Review Mechanism \(IRM\)](#). Complaints should be submitted using the [IRM Enquiry Form](#).
  - 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.



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## 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 soft copy in PDF format)

**Section II: Financial Bid** (one soft copy in PDF format)

**Section III: Certifications** (one soft copy in PDF format)

#### **Important Note:**

The Department of Foreign Affairs, Trade and Development (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 the file 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 approaching 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 instructions below and the "Basis of Payment in Annex "B").

### **3.1.2 Exchange Rate Fluctuation**

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

### **3.1.3 SACC Manual Clauses**

## **Section III: Certifications**

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



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## 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 Point Rated Technical Criteria

Refer to annex "D"

### 4.2 Basis of Selection

#### 4.2.1 Highest Combined Rating of Technical Merit and Price

1. To be declared responsive, a bid must:
  - a. comply with all the requirements of the bid solicitation; and
  - b. meet all mandatory criteria; and
  - c. obtain the required minimum of **156 points** for the technical evaluation criteria of component A) Personal which are subject to point rating. The rating is performed on a scale of **260 points**.
  - d. obtain the required minimum of **258 points** insert minimum number of points overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **430 points** insert total number of available points.
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 60% for the technical merit and 40% 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 60 %.
5. To establish the pricing score, each responsive bid will be prorated against the lowest evaluated price and the ratio of 40 %.
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 60/40 ratio of technical merit and price round up, respectively. The total available points equal 135 and the lowest evaluated price is \$45,000 (45).





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<b>Basis of Selection - Highest Combined Rating Technical Merit (60%) and Price (40%)</b>				
	<b>Bidder 1</b>	<b>Bidder 2</b>	<b>Bidder 3</b>	
<b>Overall Technical Score</b>	115/135	89/135	92/135	
<b>Bid Evaluated Price</b>	\$55,000.00	\$50,000.00	\$45,000.00	
<b>Calculations</b>	<b>Technical Merit Score</b>	$115/135 \times 60 = 51.11$	$89/135 \times 60 = 39.56$	$92/135 \times 60 = 40.89$
	<b>Pricing Score</b>	$45/55 \times 40 = 32.73$	$45/50 \times 40 = 36.00$	$45/45 \times 40 = 40.00$
<b>Combined Rating</b>	83.84	75.56	80.89	
<b>Overall Rating</b>	<b>1st</b>	<b>3rd</b>	<b>2nd</b>	



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## PART 5 - CERTIFICATIONS

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

##### 5.1.2.2 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 website](https://www.canada.ca/en/employment-social-development/programs/employment-equity/federal-contractor-program.html) (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.

Canada will also have the right to terminate the Contract for default if a Contractor, or any member of the Contractor if the Contractor is a Joint Venture, appears on the “[FCP Limited Eligibility to Bid](#)” list during the period of the Contract.

The Bidder must provide the Contracting Authority with a completed annex titled Federal Contractors Program for Employment Equity - Certification, before contract award. If the Bidder is a Joint Venture, the Bidder must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification, for each member of the Joint Venture.

### 5.2.3 Additional Certifications Precedent to Contract Award

#### 5.2.3.1 Status and Availability of Resources

SACC Manual clause [A3005T](#) (2010-08-16) Status and Availability of Resources

#### 5.2.3.2 Education and Experience

SACC Manual clause [A3010T](#) (2010-08-16) Education and Experience

SACC Manual clause [A3015C](#) (2014-06-26) Certifications - 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 Foreign Affairs, Trade and Development to comply with this requirement, the Contractor hereby agrees to provide the following information, which it certifies to be correct, complete, and



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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 - Former Public Servant - Competitive Bid**

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:

an individual;

an individual who has incorporated;

a partnership made of former public servants; or

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:

name of former public servant;

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:

name of former public servant;

conditions of the lump sum payment incentive;

date of termination of employment;

amount of lump sum payment;

rate of pay on which lump sum payment is based;

period of lump sum payment including start date, end date and number of weeks;

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 for the position of the FSSP Project Manager, Satellite Office Managers, LDI Fund Coordinator, Office Administrators and Country Coordinators possess an advance reading, oral interaction and writing proficiency in **English**.

#### **ADVANCED PROFICIENCY**

For the purpose of this RFP and resulting contract, an individual who is "advanced" **French** can, **as a minimum** perform the following:

##### **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](#)



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## PART 6 - RESULTING CONTRACT CLAUSES

### 6.0 DEFINITIONS

In the Contract, unless the context otherwise requires:

"Applicable Taxes" means the Goods and Services Tax (GST), the Harmonized Sales Tax (HST), and any provincial tax, by law, payable by Canada such as, the Quebec Sales Tax (QST) as of April 1, 2013;

"Articles of Agreement" means the clauses and conditions incorporated in full text or incorporated by reference from the *Standard Acquisition Clauses and Conditions Manual* to form the body of the Contract; it does not include these general conditions, any supplemental general conditions, annexes, the Contractor's bid or any other document;

"Canada", "Crown", "Her Majesty" or "the Government" means Her Majesty the Queen in right of Canada as represented by the Minister of Public Works and Government Services and any other person duly authorized to act on behalf of that minister or, if applicable, an appropriate minister to whom the Minister of Public Works and Government Services has delegated his or her powers, duties or functions and any other person duly authorized to act on behalf of that minister;

"Contract" means the Articles of Agreement, these general conditions, any supplemental general conditions, annexes and any other document specified or referred to as forming part of the Contract, all as amended by agreement of the Parties from time to time;

"Contracting Authority" means the person designated by that title in the Contract, or by notice to the Contractor, to act as Canada's representative to manage the Contract;

"Contractor" means the person, entity or entities named in the Contract to supply goods, services or both to Canada;

"Contract Price" means the amount stated in the Contract to be payable to the Contractor for the Work, exclusive of Applicable Taxes;

"Cost" means cost determined according to Contract Cost Principles 1031-2 as revised to the date of the bid solicitation or, if there was no bid solicitation, the date of the Contract;

"Government Property" means anything supplied to the Contractor by or on behalf of Canada for the purposes of performing the Contract and anything acquired by the Contractor in any manner in connection with the Work, the cost of which is paid by Canada under the Contract;

"Party" means Canada, the Contractor, or any other signatory to the Contract and

"Parties" means all of them;

"Specifications" means the description of the essential, functional or technical requirements of the Work in the Contract, including the procedures for determining whether the requirements have been met;

"Total Estimated Cost", "Revised Estimated Cost", "Increase (Decrease)" on page 1 of the Contract or Contract Amendment means an amount used for internal administrative purposes only that comprises the Contract Price, or the revised Contract Price, or the amount that would increase or decrease the Contract Price and the Applicable Taxes as evaluated by the Contracting Authority, and does not constitute tax advice on the part of Canada;





"Work" means all the activities, services, goods, equipment, matters and things required to be done, delivered or performed by the Contractor under the Contract.

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.

### **6.1.2 Security Measures**

- (a) It is the sole responsibility of the Contractor to conduct a security assessment and take any and all necessary measures to ensure its own security and the security of its Personnel. If the Contractor determines that a security plan is necessary, the Contractor will develop, adapt and implement a security plan based on international best practices in this area, taking the following into consideration:
- i. Security related issues and challenges in general, and within the Project area;
  - ii. Local customs, laws and regulations;
  - iii. Restrictions and protocols for movement in the Project area, where applicable;
  - iv. Security equipment and equipment-related protocols (vehicles, communications, personal protective equipment, etc.), as required;
  - v. Security and Personnel safety protocols (guards, office, staff housing, the Project area, etc.);
  - vi. Evacuation, including emergency medical evacuation, procedures;
  - vii. Abduction/Missing person protocol(s); and
  - viii. Processes for security awareness updates, as required.
- (b) The Contractor should also put in place for itself and its Personnel, but not limited to, the following:
- i. Hospitalization and medical treatment arrangements;
  - ii. Mortuary affairs arrangements;
  - iii. Procedures for expected conduct and discipline;
  - iv. Health and safety protocols as well as insurance requirements; and
  - v. Critical incident management procedures, which should be in accordance with the Contractor's internal policies and harmonized, where practicable, with the Canadian Embassy consular procedures.

### **6.1.3 Subcontractors**

The contractor must ensure that all its subcontractors are bound by compatible terms.

## **6.2 Statement of Work**

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 (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** 2035 (2021-12-02), General Conditions - Higher Complexity Services apply to and form part of the Contract.

**6.3.1.2** Subsection 12 of 2035 (2021-12-02), General Conditions - Higher Complexity - Services– Invoice submission, is amended as follows:

#### Invoice submission

1. Invoices must be submitted in the Contractor's name to be inserted at Contract award. 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

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

#### Suspension of the work

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)



24 “Default by the Contractor” or 25 “Termination for convenience” of general conditions 2010B (2021-02-12).

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 from date of Contract to \_\_\_\_\_ inclusive.

## 6.5 Authorities

### 6.5.1 Contracting Authority (to be inserted at Contract award)

The Contracting Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.

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 Technical Authority (to be inserted at Contract award)

The Technical Authority for the Contract is:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Facsimile: \_\_\_\_ - \_\_\_\_ - \_\_\_\_

E-mail: \_\_\_\_\_.



The Technical Authority named above 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 Technical Authority, however the Technical 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: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Address: \_\_\_\_\_  
  
 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: 2019-01](#) of the Treasury Board Secretariat of Canada.

**6.7 Payment**

**6.7.1 Basis of Payment Cost Reimbursable: Limitation of expenditure** *(to be inserted at contract award)*

The Contractor will be paid for its costs reasonably and properly incurred in the performance of the Work, in accordance with the Basis of payment in Annex "B", to a limitation of expenditure of \_\_\_\_\_. Customs duties are subject to exemption and Applicable Taxes are extra.

**6.7.2 Limitation of Expenditure** *(to be inserted at contract award)*

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



whichever comes first.

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

#### **6.7.2.1 Limitation of Expenditure for Authorized Travel and Living Expenses**

The Contractor will be reimbursed its authorized travel and living expenses reasonably and properly incurred in the performance of the Work, at cost, without any allowance for profit and/or administrative overhead, in accordance with the meal, and private vehicle allowances specified in Appendices B, C and D of the [National Joint Council Travel Directive](#), and with the other provisions of the directive referring to "travellers", rather than those referring to "employees". Canada will not pay the Contractor any incidental expense allowance for authorized travel.

All travel must have the prior authorization of the Technical Authority.

All payments are subject to government audit.

**Estimated Cost: \$300,000.00.**

#### **6.7.3 Methods of Payment**

##### **6.7.3.1 Monthly Payment**

Canada will pay the Contractor on a monthly basis for work performed during the month covered by the invoice in accordance with the payment provisions of the Contract if:

- a. an accurate and complete invoice and any other documents required by the Contract have been submitted in accordance with the invoicing instructions provided in the Contract;
- b. all such documents have been verified by Canada;
- c. the Work performed has been accepted by Canada.

#### **6.7.4 SACC Manual Clauses**

SACC Manual clause [C2000C](#) (2007-11-30) Taxes - Foreign-based Contractor

#### **6.7.5 Electronic Payment of Invoices – Contract**

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

- a. Direct Deposit (Domestic and International).

#### **6.8 Invoicing Instructions**

1. The Contractor must submit invoices in accordance with the section entitled "Invoice Submission" of the general conditions. Invoices cannot be submitted until all work identified in the invoice is completed.

Each invoice must be supported by:

- a. a copy of time sheets to support the time claimed;
- b. a copy of the release document and any other documents as specified in the Contract;
- c. a copy of the invoices, receipts, vouchers for all direct expenses, and all travel and living expenses;
- d. a copy of the monthly progress report.



2. Invoices must be distributed as follows:

One (1) electronic copy must be forwarded to the address shown on page 1 of the Contract for certification and payment.

## **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.

### **6.9.2 Federal Contractors Program for Employment Equity - Default by the Contractor**

The Contractor understands and agrees that, when an Agreement to Implement Employment Equity (AIEE) exists between the Contractor and Employment and Social Development Canada (ESDC)-Labour, the AIEE must remain valid during the entire period of the Contract. If the AIEE becomes invalid, the name of the Contractor will be added to the "[FCP Limited Eligibility to Bid](#)" list. The imposition of such a sanction by ESDC will constitute the Contractor in default as per the terms of the Contract.

### **6.9.3 SACC Manual Clauses**

SACC Manual clause [A3015C](#) (2014-06-26), Certification - 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 Ontario.

## **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;
- (c) the general conditions;
- (d) Annex "A", Statement of Work;
- (e) Annex "B", Basis of Payment;
- (f) Annex "C", Security Requirements Check List;
- (g) the Contractor's bid dated \_\_\_\_\_ .

## **6.12 Insurance**

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.



### 6.13 Basis for Canada's Ownership of Intellectual Property

6.13.1 All intellectual property rights vest with the Contractor.

6.13.2 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 sublicensee to do any or all of the acts mentioned in paragraph a.

6.13.3 The Contractor declares and warrants that the Work, an 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;

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

### 6.14 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. The Internal Review Mechanism (IRM) is available to facilitate dispute resolution. The Contractor may submit its complaint using the IRM Enquiry Form.
- (d) Options of alternative dispute resolution services can be found on Canada's Buy and Sell website under the heading "Dispute Resolution".

### 6.15 Public Recognition

- 6.15.1 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.
- 6.15.2 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.
- 6.15.3 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.

- 6.15.4 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.
- 6.15.5 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.

## **6.16 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 honour the pricing for Contractors.
- Use public transportation or another method of green transportation as much as possible.

## **6.17 Disposal of Assets**

- 6.17.1 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.
- 6.17.2 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.





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## ANNEX "A" - STATEMENT OF WORK

### List of Acronyms

CDB	Caribbean Development Bank
CRDP	Caribbean Regional Development Program
CARICOM	Caribbean Community
DFATD	Department of Foreign Affairs, Trade and Development
FIAP	Feminist International Assistance Policy
FSSP	Field Support Services Project
GDP	Gross Domestic Product
LDI	Local Development Initiative
NGO	Non-Governmental Organization
ODA	Official Development Assistance
OECD	Organisation for Economic Co-operation and Development
OECS	Organisation of Eastern Caribbean States
UNDP	United Nations Development Programme
UNICEF	United Nations Children's Fund

### 1.0 BACKGROUND

To ensure the quality and relevance of Canada's support in responding to the Caribbean's development challenges, the Caribbean Regional Development Program (CRDP) requires access to technical expertise with local knowledge and experience, sector studies and strategies, program-level monitoring, and support to aid effectiveness activities. To meet these needs, the Department of Foreign Affairs, Trade and Development (DFATD) has designed the Field Support Services Project (FSSP) to provide the required technical, administrative, procurement, financial and logistical support services. The FSSP will be managed by the Contractor.

#### 1.1 Development Context

The small island states of the Caribbean share common development challenges. Their small physical size, limited natural resource base, lack of economic diversification, and exposure to significant natural hazards leaves them vulnerable to external shocks, whether environmental or financial. The Eastern Caribbean remains 12 times more vulnerable to natural disasters than the world average. The impact of these disasters, which are exacerbated by climate change, has created a cycle of vulnerability that undercuts development, worsens the debt crisis and increases poverty.

Caribbean countries have been affected by many natural disasters over the years, and the devastation of the 2017 hurricane season clearly highlighted the limitations of the existing national and regional systems for managing these events. Climate change also brings insidious side-effects, such as rising sea levels, drought, sargassum, and degradation of marine environments, all of which burden local economies, including negatively affecting tourism.

High levels of debt and limited access to concessional finance further impede economic growth and reduce the ability to recover when disasters occur. Public sector debt, consistently high for decades, rose after the 2008 crisis and are doing so again as a result of the coronavirus pandemic. Debt levels across the region averaged 68.5% of Gross Domestic Product (GDP) in 2019, with this number expected to rise significantly as a result of government spending undertaken to rescue their economies from the pandemic. While most countries in the region have navigated the health impacts of the pandemic, the risk remains relating to inevitable subsequent waves. The long-term socio-economic effects of the pandemic are as yet not fully known, but are sure to significantly set back the forward projection that the Caribbean region had been on.

Continued structural vulnerabilities, such as the narrow range of exports, the lack of economies of scale, a weak private sector with low competitiveness and productivity, and limited government institutional



capacities, narrow the prospects for quick recovery and sustained growth. Because of their income status, some Caribbean Community (CARICOM) countries are ineligible for Official Development Assistance (ODA) as per the eligibility criteria set out by the Organisation for Economic Cooperation and Development Development Assistance Committee (OECD-DAC). The OECD regularly reviews its list of ODA-eligible countries and is subject to change.

There is still work to be done to address all kinds of inequalities and discrimination – be they based on gender, ethnicity, culture, sexual orientation, education, and other intersectionality's. In the English speaking Caribbean, women are disadvantaged in the labour market as well as the legislature, whereas men and boys face unequal outcomes in education. Violence against women is widespread throughout the region, with 1 in 3 women experiencing domestic violence.

With some exceptions the region remains peaceful, democratic, and with a relatively free media, but there is a growing challenge in terms of rising corruption, gun violence and drug trafficking. The Caribbean does not have a comprehensive development plan to guide regional and national poverty reduction and sustainable growth activities. National development strategies, where they exist, are generally not comprehensive, while implementation remains constrained by lack of capacity and resources.

## **1.2 DFATD Development Programming Context**

### **1.2.1 Geographic Programming Area**

Canada's CRDP has existing programming in 13 CARICOM countries (Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Grenada, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, Trinidad and Tobago). While the Programming Area is defined as including all 13 of the above-mentioned countries, the Field Support Services Project will focus its activities on the ODA-eligible countries amongst these, which as of January 2022 are expected to comprise: Belize, Dominica, Grenada, Guyana, Jamaica, Saint Lucia, Saint Vincent and the Grenadines, and Suriname.

### **1.2.2 Introduction**

Canada has been supporting the Caribbean region for decades. Following the devastation of the 2017 hurricane season, Canada responded by pledging \$100M over five years for Caribbean reconstruction and strengthened climate and economic resilience. Half of this commitment is being delivered through the CRDP, with the balance delivered by another DFATD Branch which channels contributions through multilateral organizations for programming. Additional programming focusing on targeted technical assistance, education exchanges, and climate and economic resilience was announced at the February 2017 Intersessional Meeting of CARICOM and, with a portfolio of some 40 projects, the CRDP continually plans and operationalizes new programming to fill the pipeline for its approximately \$39M annual budget.

CRDP programming is grounded in Canada's Feminist International Assistance Policy (FIAP), particularly in the Actions Areas of Environment and Climate Action (ECA), Inclusive Governance (IG), Growth that Works for Everyone (GR), and Gender Equality and the Empowerment of Women and Girls (GE). CRDP programming is for the most part multi-country and in some cases designed to promote Caribbean-wide harmonization and functional cooperation efforts, including communication, knowledge sharing, and synergy among projects. Further to a 2017 evaluation of the CRDP from 2011-12 to 2016-17, multi-country programming is increasingly complemented with country-specific investments.

### **1.2.3 CRDP Programming**

The following is a non-exhaustive description of CRDP programming in the above-mentioned FIAP Action Areas. Once operational, the FSSP is expected to have a comprehensive understanding of all active programming, ensuring linkages that maximize both programming effectiveness and efficiency.

#### **1.2.3.1 Environment and Climate Action**

Canada has been, and continues to be, a key contributor in the area of disaster risk management in the Caribbean region. The CRDP has been supporting the implementation of CARICOM's Comprehensive



Disaster Management Strategy by increasing the capacity of regional organizations, national governments, and local communities to prepare for, respond to, and manage the impacts of natural disasters. Following the 2017 hurricanes that devastated a number of islands, Canada has significantly increased support in this programming area.

The CRDP is working to improve disaster preparedness within the health sector (including to mitigate the impacts of pandemics on the region), to support vulnerable communities through direct community-based risk reduction programming, and to strengthen regional capacities to respond to devastating events, such as hurricanes. Canada is supporting Dominica directly with reconstruction and recovery, but at the same time is working with a number of partners to ensure that countries put the necessary mechanisms in place to manage the recovery process more effectively and efficiently.

In the area of climate change, the CRDP is supporting countries with their adaptation planning, mitigation commitments and accessing climate finance to implement priority actions at the national level. Ensuring that gender equality is integrated into these efforts is a key area of focus. The CRDP also provides technical assistance support for the advancement of renewable energy and energy efficiency goals in the region.

### **1.2.3.2 Growth that Works for Everyone**

CRDP initiatives to stimulate sustainable economic growth in the Caribbean region focus on improving the management of public institutions, and increasing support for business development and trade. Small economies, such as those of many Caribbean countries, face the perpetual challenge of entering bigger and higher-value markets. Improving access to markets is an essential incentive for both existing enterprises and new entrepreneurs. It is also important for economic growth that Caribbean youth acquire the skills that will enable them to take full advantage of opportunities. As such, Canada is supporting post-secondary educational opportunities for CARICOM students to study in both Canada and in CARICOM countries.

CRDP initiatives that contribute to supporting business development and trade are aimed at: promoting productivity, innovation and capacity in the blue economy; increasing the quality and quantity of fresh, regionally grown fruits and vegetables, and linking producers with buyers; enhancing the capacity of local governments to stimulate economic growth; improving the competitiveness of the Caribbean private sector; expanding and improving the network of business incubators in the Caribbean region; increasing private sector participation and investment in transport, power, water and communications infrastructure; supporting the advancement of the CARICOM Single Market and Economy; building the capacity of regional institutions to support the meaningful employment for youth and skilled workers, and; supporting economic growth and increasing employment through the development of human capital.

### **1.2.3.3 Inclusive Governance**

The CRDP supports the improvement of inclusive governance in the Caribbean under two pillars:

- A. strengthening public institutions, and
- B. access to justice.

#### **A. Strengthening Public Institutions:**

Canada has long supported the strengthening of Caribbean public institutions, particularly in the areas of public financial management and statistics.

How governments manage their public finances, including their debt burden, not only significantly influences the strength of their economies, but also the lives of their citizens, especially the poorest and most vulnerable. Canada seeks to foster inclusive societies in which the state, civil society, the private sector, and individuals interact to make decisions and allocate resources in ways that advance gender equality and human rights. The CRDP's public financial management portfolio includes a number of initiatives that aim to build the capacity of national and regional public institutions, including ministries of finance, to better manage public finances, particularly through the provision of technical assistance and



other capacity-building efforts. Amongst other things these initiatives are aimed at enhancing economic management by improving revenue generation, fiscal policies and reorienting budgets; enhancing management of debt through advisory services; strengthening administrative and financial management, research, data collection and analysis, and human resource management, and; enhancing the capacity of national and regional statistical offices to support evidence-based decision making.

The CRDP is also working to build more climate-resilient, gender-responsive public financial management systems in the Caribbean. This includes improving governments' capability to respond more efficiently and effectively to natural disasters, as well as to make budgetary decisions with full consideration of their impacts in terms of gender and diversity.

The CRDP is also supporting a longstanding initiative that is enhancing the capacity of national and regional statistical offices to support evidence-based decision making, providing solid and credible social and economic statistics to policy makers for use in the development of customized programs to improve the social and economic well-being of Caribbean women and men, boys and girls.

## **B. Access to Justice:**

The CRDP supports the improvement of the justice system in the Caribbean through initiatives in the areas of administration of justice and access to justice, implemented by Caribbean organizations. These initiatives are aimed at strengthening legislation; improving legal services and legal education; strengthening the Caribbean's justice apparatus, including alternatives for the settlement of disputes; and improving the justice and security of particular Caribbean countries/communities. Canada's programming is assisting the region to develop a regional training system for the judiciary and work with countries to implement innovative approaches to criminal justice, such as model sexual offences courts and specialised courts for family and labour disputes.

### **1.2.3.4 Gender Equality and the Empowerment of Women and Girls**

Canada has long held an international reputation for its emphasis on Gender Equality. Gender Equality and the Empowerment of Women and Girls is both an Action Area of the FIAP as well as a cross-cutting element of all FIAP programming Action Areas. For all initiatives, Canada assesses the potential impact on diverse groups of women and men, including the poorest and most vulnerable.

CRDP programming includes efforts to: improve the management and sustainability of local women's rights organizations in the Caribbean, particularly those representing vulnerable and marginalized women and girls; enhance delivery of programming and advocacy by women's rights organizations to advance gender equality in the Caribbean, and; increase effectiveness of national and sub-national women's rights platforms, networks and alliances to affect gender-sensitive policy change and policy implementation in the Caribbean. It also supports key areas such as access to justice for women and girls, as well as working with governments to build capacity in gender-based budgeting and statistics. The CRDP is pursuing new investments in areas such as women's economic empowerment and sexual and reproductive health and rights.

Gender-based violence (GBV) is one of the most widespread forms of violence in the Caribbean. Canada is supportive of Caribbean efforts to combat GBV through national, regional and multinational project initiatives aimed at reducing the effects of increased vulnerabilities of women and girls, their health, safety and security. Canada partners with local NGOs across the region to provide basic and essential services for women and girls who have suffered from GBV. Through long-standing strategic partnerships, Canada has supported justice reform across the Caribbean to enhance access to gender-responsive justice services and strengthening of the legal and policy frameworks.

### **1.2.4 Other DFATD Programming**

**Programming with global and multilateral partners:** Canada contributes to the achievement of development results in the Caribbean through its engagement with multilateral and global partners. Many partners implement their regional programs and initiatives in individual countries in the Caribbean, such as the World Bank, the Inter-American Development Bank (IDB), the United Nations Children's Fund



(UNICEF), and the United Nations Development Programme (UNDP). The Caribbean Development Bank (CDB) is a leading catalyst for development in the region and a key partner for Canada. Canada is a founding member of the CDB and remains the largest non-borrowing shareholder, alongside the UK. Canada is also the largest contributor to the CDB's Special Development Fund, which provides concessional financing and grant support for sustainable economic growth and poverty reduction in developing member countries. In addition, Canada has worked with the CDB to improve community-based disaster risk management and promote renewable energy and energy efficiency. In the event of a humanitarian crisis, DFATD works closely with the CDB and its other partners in the region to respond based on need.

**Canadian partnership approach:** DFATD contributes to international development efforts by leveraging Canadian expertise, funding and networks through effective development projects with Canadian civil society organizations. These projects adapt and apply Canadian expertise to local realities and enduring development challenges, while strengthening the skills and abilities of local organizations that can sustain change. This partnership approach recognizes that Canadian civil society actors and their local counterparts are development partners in their own right, in keeping with the spirit of the Accra Agenda for Action. Projects working through this approach have been in diverse areas such as sustainable economic growth, health and education, with other programming in civil society and democratic participation, community development, agriculture and food security, microfinance, and youth internships.

### 1.2.5 Programming Issues

Experienced and trusted Canadian and international partners deliver DFATD's development program. These partners include, among others, CDB, IDB, IMF, World Bank, CDEMA, Statistics Canada, Justice Canada, UNDP, UNICEF, World University Services of Canada, and the Pan American Health Organization.

Canada's commitment to strengthening aid effectiveness, achieving development results and demonstrating effective stewardship of public funds requires appropriate due diligence both prior to entering into agreements to transfer funds and throughout the life of a DFATD-funded initiative. Initiatives are assessed to determine the eligibility of specific organizations to receive funding or to determine the acceptability of use of public financial management, the procurement and management and reporting systems. The due diligence process is used to ensure that transfer payment programs are managed with integrity, transparency and accountability in a manner that is sensitive to risks; are citizen- and recipient-focused; and are designed and delivered to address Canadian government priorities in achieving results.

In addition, DFATD is bound by the *Anti-Terrorism Act* to ensure that no Canadian funds are diverted to any terrorist entity listed by the Government of Canada. To this end, DFATD assesses potential funding recipients, insists that all its agreements include appropriate anti-terrorism financing clauses, and conducts regular monitoring of its investments.

## 1.3 Links to DFATD's Policy and Programming Framework

The FSSP is aligned with DFATD's policies on [aid effectiveness \(https://www.international.gc.ca/gac-amc/publications/odaaa-lrmado/index.aspx?lang=eng&\\_ga=2.184111012.364393624.1599070129-633890984.1572025099\)](https://www.international.gc.ca/gac-amc/publications/odaaa-lrmado/index.aspx?lang=eng&_ga=2.184111012.364393624.1599070129-633890984.1572025099). Aid effectiveness is about delivering aid in a way that maximizes its impact on development. In promoting aid effectiveness, DFATD maintains a focus on accountability, value for money and real results.

### 1.3.1 Effectiveness

DFATD's support to the Caribbean through all aid channels is considerable, and the programming environment requires readily available in-depth analysis of the local context. Issues specific to the socio-political and economic context inform decision-making. The technical services, essential for effective programming in order to ensure that results are being addressed sustainably, will be provided through the FSSP.



### 1.3.2 Alignment

By providing a platform for technical services, the Project enables DFATD's participation in a broad range of efforts to assist the authorities of Caribbean member states to reform and strengthen the effectiveness of their governance and institutional systems, coordinate sector support, facilitate policy dialogue, and build inclusive partnerships. In addition, the FSSP supports the implementation of Canadian policies related to the promotion of gender equality, environmental sustainability, governance and aid effectiveness.

## 2.0 SCOPE OF WORK

### 2.1 Scope of Work

The Caribbean FSSP will provide a range of services in support of the implementation of Canada's Caribbean Regional Development Program. The FSSP will enable DFATD to enhance the quality of the delivery of its programming by providing a platform for mobilising highly qualified Technical Specialists in thematic and sector areas related to DFATD's priorities. In addition, the administrative and support services provided by an FSSP would contribute to the efficiency of DFATD's programming.

The FSSP will be instrumental in enabling DFATD to deliver on commitments and results in the Caribbean. It will provide specific local knowledge and expertise that will broaden DFATD's understanding of local development issues and inform the design of sound development strategies. It will provide administrative and logistical services in support of program delivery and oversight. It will facilitate delivery of a range of technical services including strategic, technical analysis and advice in line with Canada's development priority themes, sectors and initiatives, including cross-cutting issues; knowledge-sharing and research initiatives; monitoring of investments, including results reporting, capturing lessons learned and risk assessment; and support for emerging priorities.

The Contractor will be responsible for the implementation of all aspects of the FSSP. The Contractor must render administrative, technical, financial, procurement and logistical services as well as support the LDI on an as required basis. To implement and manage the project, the Contractor must:

- i) acquire and maintain sound and practical knowledge of the various relevant policies, regulations, guidelines and procedures governing the Government of Canada and DFATD's development programming (see paragraph 10.0 above, *Links to Relevant DFATD and Government of Canada Documents*, in the Project Description).
- ii) comply with and respect locally applicable laws, regulations and practices, including those for local human resources management and local contracting (for goods and services). The Contractor must also be aware of current and planned local and regional laws and regulations that might affect the FSSP and the Contractor's ability to function in the Project Location.

## 3.0 PROJECT LOCATION

The FSSP will be headquartered in Kingston, Jamaica, with one satellite office in Bridgetown, Barbados, and another in Georgetown, Guyana. There will be a further six (6) part-time country liaison/coordinators based in Belize, Dominica, Grenada, Saint Lucia, Saint Vincent and the Grenadines, and Suriname. (NB: Coordinators will be working remotely from their own facilities.)

### 3.1 Travel and Meetings

The Contractor is required to work throughout the Programming Area defined in the Project Description. Any travel required under the FSSP will be in accordance to the country governments' travel restrictions (COVID-19 related or other) in effect at the time of travel. The FSSP Resources and the Technical Specialists are expected to communicate monthly with the FSSP Project Manager. The Contractor will communicate with the DFATD Technical Authority on a regular, pre-agreed basis.



DFATD will provide five (5) calendar days' notice for meetings and visits outside of the region of the FSSP service delivery.

#### **4.0 TASKS**

##### **Tasking Process**

The Contractor must deliver services on an as-and-when-required basis. Specific work assignments will be initiated by DFATD through a written request for services to the FSSP Project Manager originating from the DFATD Technical Authority. The FSSP Project Manager must respond to the Technical Authority within the time frame set out in the OPM.

##### **4.1 Contractor's Tasks**

The Contractor will:

- a) Implement the FSSP towards the achievement of DFATD programming and projects results in accordance with the specific mandate of the Contractor.
- b) Develop all project documents such as the Annual Work Plans (AWPs), Operating Procedures Manual and progress and financial reports, including for the Local Development Initiative (LDI);
- c) Perform the services in accordance with the approved AWP;
- d) Collaborate with DFATD and DFATD partners in assessing needs and setting priorities;
- e) Identify, contract and manage appropriate and relevant resources, including Technical Specialists and LDIs;
- f) Receive, and manage the Technical Specialists' deliverables including the Quality Assurance review;
- g) Undertake appropriate measures to ensure cost effectiveness and proper resource utilization.

#### **5.0 RESOURCES TASKS**

The Contractor must provide resources for the following resource categories:

##### **5.1 FSSP Project Manager (located in Jamaica)**

Based full-time in Jamaica, the FSSP Project Manager will be tasked to provide Project Management services and advice on project matters to the Development Section of the High Commission of Canada in Jamaica, DFATD Headquarters, stakeholders and FSSP Resources.

The tasks for the FSSP Project Manager include:

- a) Ensuring overall quality and management oversight of all services offered by the FSSP and ensuring the quality of services provided by the FSSP meets the needs and expectations of DFATD;
- b) Leading the development of all key FSSP documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans, as well as overseeing the OPM - LDIs;
- c) Reviewing and approving FSSP and LDIs Fund budgets and financial reports;
- d) Oversight on procurement, logistics, and financial management services provided under the project, including for LDIs;
- e) Ensuring appropriate administrative oversight of the Technical Specialists, including timely delivery and quality assurance of their deliverables;
- f) Coordination of work for the satellite offices;
- g) Ensuring the quality of the reporting and invoicing for services rendered;
- h) Regularly liaising with the Technical Authority, DFATD HQ, the Recipient Country's Government Authorities or representatives, and other relevant project stakeholders;
- i) Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);



- j) Overseeing procurement services for goods and services, including but not limited to procurement/sub-contracting of Technical Specialists through local and international competitive processes;
- k) Ensuring the effective management and internal monitoring of project progress and results, including dealing with project issues and problems as they arise; and  
Providing any other related services, as required.

## **5.2 FSSP Satellite Office Managers (located in Barbados and Guyana)**

Based in Barbados and Guyana, the full-time FSSP Satellite Office Managers are responsible for managing the services provided by the Satellite offices in Barbados (covering Barbados and the six (6) countries of the Eastern Caribbean) and Guyana (covering Guyana, Trinidad and Tobago, and Suriname). The tasks of the Satellite Office Manager include:

- a) Ensuring quality and management oversight of services offered by the FSSP in their satellite country of responsibility (Barbados or Guyana), and ensuring the quality of services provided by the FSSP meets the needs and expectations of DFATD;
- b) Feeding into the development of all key FSSP documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans, as well as overseeing the OPM - LDIs;
- c) Contributing to FSSP budgets and financial reports;
- d) Local oversight on procurement, logistics, and financial management services provided under the project in their satellite country of responsibility;
- e) In concert with the Project Manager based in Jamaica, ensuring appropriate administrative oversight of the Technical Specialists if applicable in their country of responsibility, including timely delivery and performing quality assurance of their deliverables;
- f) Regularly liaising with the Technical Authority, DFATD HQ, as well as with the local Canadian High Commission, the Recipient Countries Government Authorities or representatives, and other relevant project stakeholders;
- g) Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector) in their countries of responsibility;
- h) In concert with the Project Manager based in Jamaica, overseeing procurement services for goods and services, including but not limited to procurement of Technical Specialists through local and international competitive processes;
- i) Ensuring the effective management and internal monitoring of project progress and results, including dealing with project issues and problems as they arise in their country of responsibility; and
- j) Providing any other related services as required.

## **5.3 FSSP Local Development Initiatives (LDI) Fund Coordinator (part time) (located in Barbados, Guyana or Jamaica)**

Based in Barbados, Guyana or Jamaica the part time FSSP (LDIs) Fund Coordinator is responsible for management and implementation of the LDI Fund. The tasks of the FSSP LDIs Fund Coordinator include:

- a) Developing the OPM – LDIs, as well as supporting the development of key FSSP documents, including Procurement Plan as part of the IWP, AWP and Reports;
- b) Managing and implementing the LDIs, including but not limited to:
  - i. developing tools (e.g. brochures, outreach documents, due diligence checklists) and coordinating publications related to the LDIs, including specific notices for calls for proposals;
  - ii. coordinating calls for proposals, including receipt of proponent proposals;
  - iii. conducting preliminary screening of proponent proposals in accordance with formal selection criteria;





- iv. making recommendations to the Technical Authority for non objection;
  - v. supporting or conducting due diligence of short-listed proponents, e.g. administrative and programmatic aspects, and documenting approvals processes and funding decisions;
  - vi. preparing local contribution agreements or other financial instruments, based on established templates;
- c) Ensuring proper maintenance of the record keeping and filing system of the FSSP LDIs fund;
  - d) Working with and building relationships with local organizations;
  - e) Coordinating LDIs fund activities with other stakeholders;
  - f) Providing any other LDIs fund-related services, as required.

#### **5.4 FSSP Office Administrator(s) (located in Barbados and/or Jamaica and/or Guyana)**

Based in either Barbados, Jamaica or Guyana, the FSSP Office Administrator will be tasked with the delivery of logistics, administrative and procurement services provided by FSSP Contractor in all three offices. This role could be split into two to three (2-3) part-time positions across the three countries, share some of the responsibilities of the Financial Officer, and/or serve some of the offices remotely/virtually as appropriate. The tasks of the Office Administrator include:

- a) Providing administrative services, including but not limited to document production and binding, translation and interpretation services;
- b) Providing logistical services such as arranging vehicle rental, travel arrangements, event and mission planning and management, etc., as required;
- c) Providing procurement services for goods and services, including but not limited to procurement of Technical Specialists through local and international competitive and non competitive processes;
- d) Ensuring proper maintenance of the record keeping and filing system of the FSSP;
- e) Coordinating project activities with other stakeholders;
- f) Providing advice on coordinating permanent accommodation, utilities, security, permits and other official documents;
- g) If required, facilitating or advising on local government documentation requirements, visa and work permit processes and other related services such as arranging for security, utilities, clearance of shipments, vehicle registration and accommodation;
- h) Developing Procurement Plans, the Operating Procedures Manual and the Annual Work Plans; and
- i) Providing any other related services, as required.

#### **5.5 FSSP Financial Officer (located in Barbados and/or Jamaica and/or Guyana)**

Based in either Barbados, Jamaica or Guyana, the FSSP Financial Officer is tasked with the delivery of financial management services provided by the FSSP. This position could be split into two to three (2-3) part-time roles across the three countries (e.g. services could be rendered in person or virtually, as appropriate). The tasks of the Financial Officer include:

- a) Administering and monitoring the financial system in order to ensure that the project finances are maintained in an accurate and timely manner;
- b) Maintaining the accounts payable and accounts receivable systems in order to ensure complete and accurate records of project funds;
- c) Administering timely payments to suppliers, contractors and Technical Specialists;
- d) Tracking and monitoring project expenses;
- e) Preparing financial reports and annual budgets;
- f) Developing and managing the reporting and invoicing for services rendered;
- g) Ensuring adherence to the Government of Canada's financial policies and regulations;
- h) Providing financial advice related to local laws and regulations, banking institutions, the reasonableness of estimated expenses for products or services in the Recipient Country;



- i) Ensuring proper accounting records and financial reconciliation for the FSSP;
- j) Providing any other related services, as required.

## **5.6 Country Liaison/Coordinators (part time) (located in Belize, Dominica, Grenada, Saint Lucia, Saint Vincent and the Grenadines, and Suriname)**

Based in the country of responsibility, the part time Country Liaison/Coordinator is tasked with the overall tracking of Canadian engagement in their area of responsibility, and for maintaining awareness of and reporting on the development context of the country. The tasks of the Country Liaison/Coordinator include:

- a) Delivering procurement, logistics, and financial management services if required;
- b) Regularly liaising with the Technical Authority, the Recipient Country's Government Authorities or representatives, and other relevant project stakeholders;
- c) Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);
- d) Providing support for project monitoring or other related events;
- e) Providing analyses on political, economic, and security developments in country and advising the Technical Authority on actions that could to be undertaken in order to take advantage of rising opportunities, aligned with DFATD's objectives and Action Areas;
- f) Providing quarterly and ad hoc summary reports of ongoing development activities locally, including those of government and non-governmental agencies, as well as institutional cooperation activities;
- g) Upon request, attend meetings on behalf of GAC at business, trade, economic development or other events where the promotion of DFATD's programs may be advanced; and
- h) Providing any other related services, as required.

## **5.7 Technical Specialists**

The Contractor must provide responsive Technical Specialists for sectors as identified by DFATD. Technical Specialists are expected to work from their own facilities and provide their own equipment and office supplies.

A financial envelope is reserved for areas of expertise where responsive Technical Specialists may be required to meet responsive project and program needs, which may evolve over the life of the FSSP, in alignment with Canada's development assistance priorities. This includes but is not limited to: sustainable economic growth; governance and rule of law; gender equality and women's economic empowerment; environment; disaster risk management and climate change; public finance management, public private partnerships, SME development; contracting; Education for Employment and TVET; institutional assessment and capacity building; and information communication technologies.

## **6.0 CONTRACTOR FURNISHED EQUIPEMENT**

The Contractor must provide office space, equipment and transportation, in Jamaica; Barbados & Guyana as follow.

### **6.1 Main Office in Jamaica**

#### **6.1.1 Office Space, Meeting room Area**

Provision of Office Space, Meeting Room/area for occasional meetings with the Technical Specialists and other parties designated by DFATD meeting the following minimum requirements:



- i. The Office Space must be located in a secure building and environment, within five (5) km of the High Commission of Canada located at 3 West Kings House Road, Kingston, Jamaica and include parking space for at least 2 vehicles and provide electric vehicle re-charging;
- ii. The office space must be well maintained, cleaned on a daily basis, include air conditioning, electricity, wireless internet connectivity (wifi), access to male, female, and/or gender neutral/universal restrooms on the same premises, and include: toilet with seat, toilet paper, wash hand basin, soap and paper towels. The building must provide protocols (COVID-19 related or other) as indicated by the Government of Jamaica at the time of service.
- iii. The Meeting room/area for occasional meetings must be accessible and operational Monday through Friday between 7:00AM and 6:00PM. When required, on exceptional basis, the meeting room must be accessible 24/7;
- iv. The Contractor must ensure the security of the location, including an on-site security guard on duty 24-hours a day, 7 days a week.-The Contractor must ensure that the premises hosting the Meeting room/area for occasional meetings meet the security standards for public buildings, e.g., emergency exits, fire extinguishers, etc.

#### **6.1.1.1 Meeting Room/area for occasional meetings**

- i. One (1) meeting room with video conferencing capacity;
- ii. Capacity: comfortably seat at least twenty (20) people. During the COVID-19 pandemic, the capacity must be based on the government of Jamaica guidelines for social distancing and mask wearing at the time of utilisation.

#### **6.1.1.2 Workstations**

Three (3) workstations, two for FSSP Resources, if not teleworking and one spare.

#### **6.1.2 Equipment**

Providing equipment at the Office Space/area for occasional meetings with Technical Specialists and other parties designated by DFATD, which must include one (1) high quality videoconferencing system with one (1) wall screen.

#### **6.1.3 Transportation Services**

Provision of ad-hoc transportation services for the FSSP Resources, and the Technical Specialists and other parties for working purposes such as local transportation to attend meetings and monitor projects, as well as for working missions outside Kingston, Jamaica.

- i. It is expected that the FSSP Contractor have two (2) vehicles available for use, with at least one being an Electric Vehicle;
  - a) One (1) vehicle with a passenger capacity of at least five (5) passengers including the driver like the VW ID4 all wheel drive SUV crossover or equivalent;
  - b) One (1) 5 passenger, all wheel drive pick-up truck like the GM Silverado, the Ford F-150, or the Rivian R1T.
- ii. Two (2) drivers who are qualified individuals holding valid driver's licences, able to communicate in English and available during the office hours as specified in paragraph 9.1 Office Space: Office Space, Meeting Room and Reception/ Common Area above.
- iii. Transportation will be treated as a reimbursable expense. Taxi services, vehicle rental, including but not limited to fuel, kilometric rates for the use of a personal vehicle will be reimbursed based on actual and reasonable costs.



## **6.2 Satellite Office (Barbados)**

### **6.2.1 Facilities, Workplace and Work Equipment**

In Barbados the Consultant and all FSSP Personnel will be required to provide their own workspace and equipment required to perform their tasks. It will be possible for the FSSP Personnel to work remotely. Provision of Meeting Room for occasional meetings

The Contractor may be called upon to provide an area for occasional meetings, with wifi connectivity, and usually with video conferencing capacity, for various group sizes.

### **6.2.2 Transportation Services**

Transportation will be treated as a reimbursable expense. Taxi services, vehicle rental, including but not limited to fuel, kilometric rates for the use of a personal vehicle will be reimbursed based on actual and reasonable costs.

## **6.3 Satellite Office in Guyana**

### **6.3.1 Office Space, Meeting Room Area**

Provision of Office Space, Meeting Room/area for occasional meetings with the Technical Specialists and other parties designated by DFATD that meet the following minimum requirements:

- i. The Office Space must be located in a secure building and environment within 8 km of the High Commission of Canada located at Young and High Streets, Georgetown, Guyana and include parking space for at least 2 vehicles;
- ii. The office space must be well maintained, cleaned on a daily basis, include air conditioning, electricity, wireless internet connectivity (wifi), access to male, female and/or gender neutral/universal restrooms on the same premises and include: toilet with seat, toilet paper, wash hand basin, soap and paper towels. The building must provide protocols (COVID-19 related or otherwise) as indicated by the Government of Guyana at the time of service.
- iii. The Meeting room/area for occasional meetings must be accessible and operational Monday through Friday between 7:00AM and 6:00PM. When required, on exceptional basis, the meeting room must be accessible 24/7;
- iv. Security: The Contractor must ensure the security of the location, including an on-site security guard on duty 24-hours a day, 7 days a week. The Contractor must ensure that the premises hosting the Meeting room/area for occasional meetings meet the security standards for public buildings, e.g., emergency exits, fire extinguishers, etc.

#### **6.3.1.1 Meeting Room/area for occasional meetings**

- i. One (1) meeting room with video conferencing capacity;
- ii. Capacity: comfortably seat at least twenty (20) people. During the COVID-19 pandemic, the capacity must be based on the Government of Guyana's guidelines for social distancing and mask-wearing at the time of utilisation.

#### **6.3.1.2 Workstations**

Two (2) workstations: (1) for FSSP Resources, if not teleworking and one spare.

#### **6.3.2 Equipment**

Providing equipment at the Office Space/area for occasional meetings with Technical Specialists and other parties designated by DFATD, which must include one (1) high quality videoconferencing system



with one (1) wall screen. A satellite phone and service contract to facilitate communication in remote areas.

### **6.3.3 Transportation Services**

Provision of ad-hoc transportation services for the FSSP Resources, the Technical Specialists and other parties for working purposes such as local transportation to attend meetings and monitor projects, as well as for working missions outside Georgetown, Guyana.

- i. One (1) vehicle with a passenger capacity of at least five (5) passengers including the driver;
  - a) model similar to: Nissan Path Finder, Toyota Land Cruiser or equivalent;
  - b) class: 2 axle passenger vehicle, large SUV type or larger;
  - c) engine and transmission: vehicle must have a 6 cylinders' engine at minimum and a four-wheel drive transmission;
  - d) equipment: air conditioning and heating systems; and
  - e) Accessories: muffler snorkel, heavy duty roof rack, Geo-positioning system, 1 full size spare tire.
- ii. Driver: One (1) driver who is a qualified individual holding a valid driver's licence, able to communicate in English and available during the office hours as specified in paragraph 6.3.1.

## **7.0 LANGUAGE REQUIREMENTS**

The operating language of the FSSP is English. The Contractor must provide all briefings and reports described under paragraph **12.0** to DFATD and other partners in English. DFATD may request translation to a French version.

General Professional Proficiency language skills in English (both written and oral) are also required for conducting business in the Caribbean region.

## **8.0 FSSP CONSTRAINTS**

There are possible constraints that may affect project implementation.

The FSSP will be implemented in a territory where the political environment is relatively stable, but where there is risk related to the region's vulnerable economy and weak security infrastructure. There are continuing concerns about drugs and arms trafficking through the region.

The FSSP must be implemented in conformity with Government of Canada and DFATD policies, regulations, and guidelines. This includes the anti-terrorism funding provisions of Canada's Anti-Terrorism Act, adopted in 2001. (Please refer to paragraph 6.0 below for appropriate Website links.)

## **9.0 RISKS**

In Canadian development programming, risk is defined as the effect of uncertainty on results. Managing risk in fragile, crisis and conflict-affected environments requires an increased focus on due diligence and a need for added flexibility.

DFATD places an emphasis on the importance of accurately defining the various types of risks that a project could face and the development of impact and risk response strategies.

The insecurity, potential social conflicts, volatile economies and vulnerability to natural disasters in the Caribbean demand that the nature and likelihood of various risks that could have implications for the FSSP be considered and thoroughly managed. An additional risk is ineffective coordination and lack of leadership from the FSSP in Jamaica to the offices in Barbados and Guyana.



The development and the periodic update of a contingency plan is an important element of the FSSP's risk management strategy. In addition, proactive and systematic risk planning should be integrated into all project activities.

## 10.0 REFERENCE MATERIAL

### 10.1 DFATD

DFATD's Website is found at: <http://international.gc.ca/>.

There is a wealth of information on this Website about DFATD policies, priorities, guidelines, cross-cutting themes, and the like.

Some key subject matters are:

- a) The starting point for information on DFATD's program in the Caribbean, including the Caribbean Regional Development Strategy: [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/priorities-priorites/where-ou/caribbean-caraibes.aspx?lang=eng](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/where-ou/caribbean-caraibes.aspx?lang=eng)
- b) DFATD Results-based Management approach and guidelines: [https://www.international.gc.ca/world-monde/funding-financement/results\\_based\\_management-gestion\\_axee\\_resultats.aspx?lang=eng&\\_ga=2.213005462.307912238.1597688714-999011613.1591729510](https://www.international.gc.ca/world-monde/funding-financement/results_based_management-gestion_axee_resultats.aspx?lang=eng&_ga=2.213005462.307912238.1597688714-999011613.1591729510)
- c) "Working with DFATD" at: [https://www.international.gc.ca/world-monde/funding-financement/funding\\_development\\_projects-financement\\_projets\\_developpement.aspx?lang=eng&\\_ga=2.108066310.507857442.1597426507-999011613.1591729510](https://www.international.gc.ca/world-monde/funding-financement/funding_development_projects-financement_projets_developpement.aspx?lang=eng&_ga=2.108066310.507857442.1597426507-999011613.1591729510)
- d) The *Official Development Assistance Accountability Act*: <https://www.international.gc.ca/gac-amc/publications/odaaa-lrmado/index.aspx?lang=eng>
- e) DFATD Project Browser: [https://w05.international.gc.ca/projectbrowser-banqueprojets/?lang=eng&\\_ga=2.108066310.507857442.1597426507-999011613.1591729510](https://w05.international.gc.ca/projectbrowser-banqueprojets/?lang=eng&_ga=2.108066310.507857442.1597426507-999011613.1591729510)
- f) Canada's *Feminist International Assistance Policy*: [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/priorities-priorites/policy-politique.aspx?lang=eng](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/policy-politique.aspx?lang=eng)
- g) DFATD's *Feminist International Assistance Policy Guidance Notes*: [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/priorities-priorites/fiap\\_guidance\\_notes-paif\\_notes\\_orientation.aspx?lang=eng](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/priorities-priorites/fiap_guidance_notes-paif_notes_orientation.aspx?lang=eng)
- h) DFATD's *Feminist International Assistance Toolkit for Projects*: [https://www.international.gc.ca/world-monde/funding-financement/gender\\_equality\\_toolkit-trousse\\_outils\\_egalite\\_genres.aspx?lang=eng&\\_ga=2.79626196.153074371.1599576241-1241056386.1568642067](https://www.international.gc.ca/world-monde/funding-financement/gender_equality_toolkit-trousse_outils_egalite_genres.aspx?lang=eng&_ga=2.79626196.153074371.1599576241-1241056386.1568642067)
- i) DFATD's funding guidance on *Advancing Human Rights*: [https://www.international.gc.ca/world-monde/funding-financement/advancing\\_human\\_rights-promouvoir\\_droits\\_personne.aspx?lang=eng](https://www.international.gc.ca/world-monde/funding-financement/advancing_human_rights-promouvoir_droits_personne.aspx?lang=eng)
- j) Canada's *Efforts to Promote Global Environmental Protection*: [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/environmental\\_protection-protection\\_environnement/index.aspx?lang=eng&\\_ga=2.116432514.507857442.1597426507-999011613.1591729510](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/environmental_protection-protection_environnement/index.aspx?lang=eng&_ga=2.116432514.507857442.1597426507-999011613.1591729510)
- k) Canada's *International Education Strategy*: [https://www.international.gc.ca/world-monde/issues\\_development-enjeux\\_developpement/human\\_rights-droits\\_homme/education.aspx?lang=eng&\\_ga=2.115856002.507857442.1597426507-999011613.1591729510](https://www.international.gc.ca/world-monde/issues_development-enjeux_developpement/human_rights-droits_homme/education.aspx?lang=eng&_ga=2.115856002.507857442.1597426507-999011613.1591729510)



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## 10.2 Government of Canada:

- a. Canada's Anti-Terrorism Act: <https://laws-lois.justice.gc.ca/eng/acts/A-11.7/index.html>
  - b. Treasury Board Contracting Policy: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=14494>
  - c. Treasury Board Policy on Transfer Payments: <https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=13525>
- DFATD will make available all necessary data, documentation and information to the Contractor.

## 11.0 DFATD MONITORING, MID-TERM REVIEWS AND EVALUATIONS

DFATD projects are subject to monitoring, mid-term reviews and evaluations at DFATD's discretion. In such cases, the Contractor must cooperate with such mid-term reviews and evaluations.

An end of contract performance measurement will be conducted on the FSSP to assess the performance of the Contractor.

At DFATD's discretion, a management review of the Project could be conducted at any time that DFATD believes that there are concerns or issues on the Project that need to be assessed and/or resolved.

## 12.0 FSSP DELIVERABLES AND REPORTING

The Contractor must prepare the following documents and reports for each of the offices located in Barbados, Guyana and Jamaica, and submit them to the Technical Authority for review and approval in accordance with the following timelines.

The Technical Authority may request modifications to the plans and reports. If modifications are requested, unless otherwise specified in the notice by the Technical Authority, the Contractor must address the requested modifications to DFATD's satisfaction within 20 working days.

## 13.0 DELIVERABLES

### 13.1 Initial Workplan and Operating Procedures Manual

The Contractor must prepare and submit for review and approval an Initial Workplan and the FSSP Operating Procedures Manual (OPM) and LDIs that will include the content described under paragraph 13.3 - Key Project Documents and Narrative Reports.

### 13.2 Annual Workplans

The preparation and updating of the Annual Workplan (AWP) are critical to the cost-effective provision of field support services. To meet the AWP requirement, the Contractor must assess the anticipated needs with DFATD and selected government ministries annually in order to identify expected service requirements during the subsequent fiscal year (April 1 to March 31). Upon DFATD's approval of the AWP, the Contractor must manage the FSSP in keeping with the AWP and must prepare and submit reports to DFATD based on the AWP. It is recognized that changes to the AWP may be required during the year. Such changes, or the revised AWP, must be submitted to the DFATD Technical Authority for approval. See paragraph 13.3 - Key Project Documents and Narrative Reports for the required contents of the AWP and other reports

### 13.3 Key Project Documents and Narrative Reports

All draft document/reports are to be submitted in one (1) electronic copy in Microsoft Word (version 2007 or newer) in English, unless otherwise specified by DFATD. All final documents/reports are to be submitted in three (3) hard copies and in one (1) electronic copy in Microsoft Word (version 2007 or newer) in English, unless otherwise specified by DFATD. The fiscal year refers to DFATD's fiscal year from April 1 to March



31. The Contractor must be able to provide any worksheet, calculation sheet in Microsoft Excel (version 2007 or newer) and any report in ADOBE (\*.pdf) as requested.

Report Name	Submission Requirements	Content Requirements
<b>Initial Workplan (IWP)</b>	Approved version within forty-five (45) calendar days from the date of Contract signature.	<p>The IWP must include timelines and deliverables focusing on key project start-up activities. The IWP must be approved by DFATD before its implementation. At minimum, the IWP must include the following elements:</p> <ol style="list-style-type: none"> <li>a) project and administrative management;</li> <li>b) procurement plan;</li> <li>c) set-up of plans for the three Project offices;</li> <li>d) draft workplan for 12 months;</li> <li>e) draft budget; and,</li> <li>f) risk management strategy.</li> </ol>
<b>Operating Procedures Manual</b>	Approved version within sixty (60) calendar days of the Contract signature and updated on an annual basis.	<p>The Contractor must prepare an Operating Procedures Manual that describes the policies and operating procedures of the FSSP and serves as guidance for FSSP Resources. The manual must clearly define the service cycle of the FSSP (requisition, authorization, execution, invoicing as appropriate and reporting). The manual must include (but not be limited to) the following:</p> <ol style="list-style-type: none"> <li>a) Resource responsibilities within the FSSP;</li> <li>b) Resource and Technical Specialists management procedures;</li> <li>c) Safety and security protocols;</li> <li>d) Financial management procedures;</li> <li>e) Procurement policies and procedures including: <ul style="list-style-type: none"> <li>• description of competitive selection process to procure goods and services including Technical Specialists,</li> <li>• decision making matrix,</li> <li>• standard contract template;</li> </ul> </li> <li>f) Contract and contract management procedures; i</li> <li>g) Information technology and information management systems;</li> <li>h) Quality assurance system including a regular process for reviewing the quality of services rendered;</li> <li>i) Project reporting; and</li> <li>j) Protocol to mitigate risk of conflict of interest: <ul style="list-style-type: none"> <li>• safeguard of information produced by the Technical Specialists.</li> </ul> </li> </ol>
Operating Procedures Manual – LDIs (prepared by the FSS Project Manager with support from the Satellite Office Managers and the	Within one hundred-eighty (180) calendar days of the Contract signature and updated on an annual basis.	<p>The Contractor must prepare an Operating Procedures Manual that describes the policies and operating procedures of the Local Development Initiatives (LDIs) which sets minimum compliance expectations and serves as guidance for the FSSP Personnel. The manual must include but not be limited to the following:</p> <ol style="list-style-type: none"> <li>i. Description of call for proposal process, including due diligence process to verify financial and organizational capacity of recipients;</li> <li>ii. Decision making matrix;</li> <li>iii. Roles and responsibilities within the FSSP;</li> <li>iv. Integration of relevant technical specialists (particularly, Gender Equality expertise) in the review, identification and oversight of selected organizations/sub-projects proposed;</li> </ol>





Report Name	Submission Requirements	Content Requirements
FSSP LDIs Fund Coordinator)		<ul style="list-style-type: none"> <li>v. Process for building capacity of local organizations;</li> <li>vi. Process for networking and alliance building;</li> <li>vii. Eligible organizations;</li> <li>viii. Project eligibility criteria – multi-year funding;</li> <li>ix. Project eligibility criteria – short-term projects;</li> <li>x. Financial and administrative guidelines;</li> <li>xi. Reporting and monitoring;</li> <li>xii. Documentation and records;</li> <li>xiii. Media and publications guidelines, including on Visibility and Recognition, drawing from DFATD Visibility and Recognition Planning Form;</li> </ul> <p>Annexes: Applicable forms (e.g. proposal application form, proposal assessment sheet, project approval document, contractual agreement, agreement tracking sheets, visibility and recognition planning form for local partners) and reporting templates.</p>
<b>Annual Workplan (AWP)</b>	<p>Approved version within one hundred-twenty (120) calendar days of contract signature.</p> <p>Subsequent AWP's are submitted as drafts by February 28<sup>th</sup> each year leading to final approval by the DFATD Technical Authority by the end of March each year.</p> <p>As most FSSP services are demand-driven, the Level of Effort Annex will be updated (if necessary) on a quarterly or semi-annual basis.</p>	<p>The AWP defines the results to be achieved or worked on during the year and serves as a basis to assess project performance against plans and to assess the variance analysis contained in progress reports. It should not be more than 30 pages (excluding annexes), and must include (but not be limited to) the following:</p> <ul style="list-style-type: none"> <li>a) Executive summary;</li> <li>b) Project Context (which may change from year to year);</li> <li>c) Risk management strategy;</li> <li>d) Results to be achieved during the year;</li> <li>e) Procurement Plan, including list of Technical Specialists to be procured for the year;</li> <li>f) Detailed/updated budget including financial projections with summary information for prior and future years;</li> <li>g) Project Management issues and matters including significant events or changes that are planned during the year; and,</li> <li>h) Annexes.</li> </ul>
<b>Midyear Progress Reports</b>	<p>Submitted to DFATD each year within forty-five (45) calendar days from September 30<sup>th</sup>.</p>	<p>The Midyear Progress Report (maximum of 10 pages) provides progress on activities for the previous 6-month period. The Midyear Progress Report must include (but not be limited to):</p> <ul style="list-style-type: none"> <li>a) Executive summary;</li> <li>b) Reporting on key project activities including LDIs;</li> </ul>



Report Name	Submission Requirements	Content Requirements
		<ul style="list-style-type: none"> <li>c) Problems and difficulties encountered, if any, and remedial action(s) taken or to be taken;</li> <li>d) Analysis of changes to any important aspect of the project which have been or should be made, for consultation with DFATD;</li> <li>e) Planned activities for the next period or required updates to the AWP;</li> <li>f) Management issues;</li> <li>g) Comments on risks encountered or new Risks identified;</li> <li>h) Summary analysis of support provided by Technical Specialists procured by the FSSP; and</li> <li>i) Other important issues affecting project implementation.</li> </ul>
<b>Annual Progress Report</b>	Submitted to DFATD each year within forty-five (45) calendar days from March 31 <sup>st</sup> .	<p>The Annual Progress Report (maximum of 20 pages) summarizes project activities and progress towards expected results. The Annual Progress Report must include (but not be limited to):</p> <ul style="list-style-type: none"> <li>a) Executive summary;</li> <li>b) Coordination and networking activities and results;</li> <li>c) Program planning, project monitoring and results; including LDIs;</li> <li>d) Administrative, procurement services and logistical support and results;</li> <li>e) Problems and difficulties encountered and remedial actions taken or to be taken and results;</li> <li>f) Management issues and results;</li> <li>g) Services delivered, including list of all procured Technical Specialists and a summary of the support provided; list of events organized, etc.</li> <li>h) Comments on risk assessment and updated risk management strategy, if appropriate;</li> <li>i) Summary analysis of support provided by Technical Specialists procured by the FSSP;</li> <li>j) Other important issues affecting project implementation;</li> <li>k) Lessons learned and recommendations; and</li> <li>l) Annexes.</li> </ul> <p>Note: Annual Progress Reports for the LDI to be adapted as per the reporting requirements outlined in the Operating Procedures Manual for LDIs.</p>
<b>Final Narrative Report</b>	Submitted to DFATD within sixty (60) calendar days from the end of the activities of the project.	<p>The Final Narrative Report not only includes an aggregation of previous reports as well as the Final Financial Report but also goes beyond to provide information on design, methodology, program delivery, success factors, lessons learned, etc. The report should be a stand-alone document that can be used as core source of information, a corporate memory and to help triangulate evaluations. In order to be concise, it is suggested that the report be approximately 50 pages and not exceed 75 pages (excluding annexes).</p> <p>The Final Narrative Report comprises 11 sections (including annexes):</p> <ul style="list-style-type: none"> <li>a) <b>Executive Summary</b> (not more than 5 pages);</li> </ul>



Report Name	Submission Requirements	Content Requirements
		<p>b) <b>Introduction</b> - how the document is structured and designed (1 page);</p> <p>c) <b>Project Summary</b> (1-3 pages)</p> <ul style="list-style-type: none"> <li>• Project rationale and justification: Identification of direct and indirect beneficiaries and clients;</li> <li>• Governance structure; and</li> <li>• Brief Project structure.</li> </ul> <p>d) <b>Project context</b> - analysis of the Project context (external, internal, political considerations) and the positive or negative impact on Project results and its implementation.</p> <p>e) <b>Project Management</b> - assessment of Project management approaches (governance, work planning, scheduling, procurement, logistics, finance, reporting). (3-6 pages)</p> <p>f) <b>Results Delivered</b> - list of all procured Technical Specialists and a summary of their support provided; list of events organized, LDIs etc.</p> <p>g) <b>Risk Management</b> - appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of Project (including whether any risk events occurred and what strategies were used to address them) and the positive or negative impact on Project results and its implementation. (1-3 pages)</p> <p>h) <b>Budget management</b> - brief analysis of initial budget forecasts as set out in the Contract, compared to actual disbursements, for the Project as a whole as well as for each of the main set of activities. (1-3 pages)</p> <p>i) <b>Success Factors</b> - assessment of the success factors a) relevance, b) appropriateness of design, c) innovation, d) appropriateness of resource utilization and e) informed and timely action. (5-10 pages)</p> <p>j) <b>Lessons learned and recommendations</b> – lessons learned from the Project that will be useful for DFATD to consider in planning other projects of this nature in the future. (3-5 pages); and</p> <p>k) <b>Annexes</b></p>

#### 13.4 Financial and Procurement (F&P) Reports

The financial and procurement reports are to be submitted in three (3) hard copies and one (1) electronic copy in Microsoft Excel format (version 2007 or newer) and in ADOBE (\*.pdf), in English, unless otherwise specified by DFATD.

Report Name	Submission Requirements	Content Requirements
<b>Quarterly F&amp;P Reports</b>	Within thirty (30) calendar days from the end of every quarter according	<p>The Quarterly F&amp;P Reports will include the following:</p> <p>a) costs incurred throughout the period covered by the report;</p> <p>b) procurement transactions undertaken;</p>



Report Name	Submission Requirements	Content Requirements
	to DFATD's fiscal year	<ul style="list-style-type: none"> <li>c) year-to-date costs as of the date of the report (amount and percentage);</li> <li>d) analytical comments on significant variances (+/- 10%) between forecasted and actual expenditures, as they relate to successes or problems encountered and actions taken, as well as consequences on the financial forecasting for the next quarter;</li> <li>e) estimate of the costs required to complete the activities versus the contractual amounts; and</li> <li>f) cost estimate for the period to be covered in the next report.</li> </ul>
<b>Annual F&amp;P Report</b>	Within forty-five (45) calendar days from March 31 <sup>st</sup> each year together with the Annual Progress Report.	<p>The Annual F&amp;P Report must take a full-year perspective on the project and must be tied closely to the appropriate AWP and the costs of the activities. It must, amongst other elements, detail the following:</p> <ul style="list-style-type: none"> <li>a) a comparison between the forecasted expenditures/ procurement transactions and the actual expenditures/ procurement transactions for the year just completed.</li> <li>b) costs incurred throughout the period covered by the report;</li> <li>c) estimate of the costs required to complete the activities and achieve the planned results under the Contract;</li> <li>d) a forecast for the upcoming fiscal year, i.e. the forecast of the cost of the activities identified in the Annual Workplan; and</li> <li>e) analysis of significant variances +/- 10% during the year.</li> </ul>
<b>Final F&amp;P Report</b>	Within sixty (60) calendar days from the end of the activities of the project.	<p>In addition to the elements in the final Annual F&amp;P Report, the project Final F&amp;P Report must present an account of actual disbursements throughout the life of the project on the basis of a line item breakdown, in comparison to the basis of payment of the Contract. The Final F&amp;P Report must also include:</p> <ul style="list-style-type: none"> <li>a) An explanation of variances;</li> <li>b) Key financial issues arising during the life of the project; and</li> <li>c) Pertinent lessons learned relating to financial and procurement management.</li> </ul>

#### 14.0 ENVIRONMENT

The Contractor must notify DFATD if any project components could have adverse environmental effects. In this case, DFATD may take necessary action to ensure that the project is not likely to cause significant adverse environmental effect



**ANNEX “B” – BASIS OF PAYMENT**

Available Funding

Maximum available funding for the resulting Contract, is inclusive of the estimated travel amount identified in the resulting Contract clause 6.7.2.1 Limitation of Expenditures for Authorized Travel and Living Expenses and excluding Applicable Taxes	<b>\$ 11,406,000 CAN</b>
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Proposals valued in excess of this amount will be considered non-responsive. This disclosure does not commit DFATD to pay the maximum funding available.

The Bidder must complete only the pricing schedule of Annex B and include it in its financial bid.

The volumetric data included in this pricing schedule are provided for bid evaluated price determination purposes only. They are not to be considered as a contractual guarantee. Their inclusion in this pricing schedule does not represent a commitment by Canada that Canada’s future usage of the services described in the bid solicitation will be consistent with this data

**Definition of a Day/Proration**

A day is defined as 7.5 hours exclusive of meal breaks. Payment will be for days actually worked with no provision for annual leave, statutory holidays and sick leave. Time worked which is more or less than a day will be prorated to reflect actual time worked in accordance with the following formula:

**(Hours worked × applicable All inclusive Fees rate) ÷ 7.5 hours**

- i. All proposed personnel must be available to work outside normal office hours during the duration of the Contract.
- ii. No overtime charges will be authorized under the Contract. All time worked will be compensated according to paragraph above.

**TABLE 1A – PERSONNEL FEES YEAR 1**

For the Personnel based in the Contractor’s or Personnel’s home country or on short-term assignment in the Recipient Country, the fees for the portion of time directly related to the performance of the services are inclusive of all overhead and profit.

PERSONNEL	NAME OF PROPOSED RESOURCE	PER DIEM RATE	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAN
FSSP Project Manager (Jamaica)			220	
FSSP Satellite Office manager (Barbados)			220	
FSSP Satellite Office manager (Guyana)			220	
FSSP LDIs Fund Coordinator (Barbados, Guyana or Jamaica)			200	
FSSP Office Administrator(s) (Jamaica and/or Barbados and/or Guyana)	Not required to be named		220	
FSSP Financial Officer (Jamaica and/or Barbados and/or Guyana)	Not required to be named		125	



Country Liaison/Coordinator – Belize	Not required to be named		50	
Country Liaison/Coordinator – Dominica	Not required to be named		50	
Country Liaison/Coordinator – Grenada	Not required to be named		50	
Country Liaison/Coordinator – Saint Lucia	Not required to be named		50	
Country Liaison/Coordinator – Saint Vincent and the Grenadines	Not required to be named		50	
Country Liaison/Coordinator – Suriname	Not required to be named		50	
<b>Sub-total, \$CAN</b>				

**TABLE 1B: OPERATIONAL COSTS YEAR 1**

<b>OPERATIONAL COSTS IN JAMAICA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 1C: OPERATIONAL COSTS YEAR 1**

<b>OPERATIONAL COSTS IN BARBADOS</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	



**TABLE 1D: OPERATIONAL COSTS YEAR 1**

OPERATIONAL COSTS IN GUYANA	FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN	NUMBER OF MONTHS	SUB-TOTAL, CAN \$
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 2A – PERSONNEL FEES YEAR 2**

For the Personnel based in the Contractor’s or Personnel’s home country or on short-term assignment in the Recipient Country, the fees for the portion of time directly related to the performance of the services are inclusive of all overhead and profit.

PERSONNEL	NAME OF PROPOSED RESOURCE	PER DIEM RATE	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAN
FSSP Project Manager (Jamaica)			220	
FSSP Satellite Office manager (Barbados)			220	
FSSP Satellite Office manager (Guyana)			220	
FSSP LDIs Fund Coordinator (Barbados, Guyana or Jamaica)			200	
FSSP Office Administrator(s) (Jamaica and/or Barbados and/or Guyana)	Not required to be named		220	
FSSP Financial Officer (Jamaica and/or Barbados and/or Guyana)	Not required to be named		125	
Country Liaison/Coordinator – Belize	Not required to be named		50	
Country Liaison/Coordinator – Dominica	Not required to be named		50	
Country Liaison/Coordinator – Grenada	Not required to be named		50	
Country Liaison/Coordinator – Saint Lucia	Not required to be named		50	
Country Liaison/Coordinator – Saint Vincent and the Grenadines	Not required to be named		50	
Country Liaison/Coordinator – Suriname	Not required to be named		50	



<b>Sub-total, \$CAN</b>	
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**TABLE 2B: OPERATIONAL COSTS YEAR 2**

<b>OPERATIONAL COSTS IN JAMAICA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 2C: OPERATIONAL COSTS YEAR 2**

<b>OPERATIONAL COSTS IN BARBADOS</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 2D: OPERATIONAL COSTS YEAR 2**

<b>OPERATIONAL COSTS IN GUYANA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	





**TABLE 3A – PERSONNEL FEES YEAR 3**

For the Personnel based in the Contractor’s or Personnel’s home country or on short-term assignment in the Recipient Country, the fees for the portion of time directly related to the performance of the services are inclusive of all overhead and profit.

PERSONNEL	NAME OF PROPOSED RESOURCE	PER DIEM RATE	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAN
FSSP Project Manager (Jamaica)			220	
FSSP Satellite Office manager (Barbados)			220	
FSSP Satellite Office manager (Guyana)			220	
FSSP LDIs Fund Coordinator (Barbados, Guyana or Jamaica)			200	
FSSP Office Administrator(s) (Jamaica and/or Barbados and/or Guyana)	Not required to be named		220	
FSSP Financial Officer (Jamaica and/or Barbados and/or Guyana)	Not required to be named		125	
Country Liaison/Coordinator – Belize	Not required to be named		50	
Country Liaison/Coordinator – Dominica	Not required to be named		50	
Country Liaison/Coordinator – Grenada	Not required to be named		50	
Country Liaison/Coordinator – Saint Lucia	Not required to be named		50	
Country Liaison/Coordinator – Saint Vincent and the Grenadines	Not required to be named		50	
Country Liaison/Coordinator – Suriname	Not required to be named		50	
<b>Sub-total, \$CAN</b>				



**TABLE 3B: OPERATIONAL COSTS YEAR 3**

<b>OPERATIONAL COSTS IN JAMAICA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 3C: OPERATIONAL COSTS YEAR 3**

<b>OPERATIONAL COSTS IN BARBADOS</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 3D: OPERATIONAL COSTS YEAR 3**

<b>OPERATIONAL COSTS IN GUYANA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	



**TABLE 4A – PERSONNEL FEES YEAR 4**

For the Personnel based in the Contractor’s or Personnel’s home country or on short-term assignment in the Recipient Country, the fees for the portion of time directly related to the performance of the services are inclusive of all overhead and profit.

PERSONNEL	NAME OF PROPOSED RESOURCE	PER DIEM RATE	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAN
FSSP Project Manager (Jamaica)			220	
FSSP Satellite Office manager (Barbados)			220	
FSSP Satellite Office manager (Guyana)			220	
FSSP LDIs Fund Coordinator (Barbados, Guyana or Jamaica)			200	
FSSP Office Administrator(s) (Jamaica and/or Barbados and/or Guyana)	Not required to be named		220	
FSSP Financial Officer (Jamaica and/or Barbados and/or Guyana)	Not required to be named		125	
Country Liaison/Coordinator – Belize	Not required to be named		50	
Country Liaison/Coordinator – Dominica	Not required to be named		50	
Country Liaison/Coordinator – Grenada	Not required to be named		50	
Country Liaison/Coordinator – Saint Lucia	Not required to be named		50	
Country Liaison/Coordinator – Saint Vincent and the Grenadines	Not required to be named		50	
Country Liaison/Coordinator – Suriname	Not required to be named		50	
<b>Sub-total, \$CAN</b>				



**TABLE 4B: OPERATIONAL COSTS YEAR 4**

<b>OPERATIONAL COSTS IN JAMAICA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 4C: OPERATIONAL COSTS YEAR 4**

<b>OPERATIONAL COSTS IN BARBADOS</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 4D: OPERATIONAL COSTS YEAR 4**

<b>OPERATIONAL COSTS IN GUYANA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	



**TABLE 5A – PERSONNEL FEES YEAR 5**

For the Personnel based in the Contractor’s or Personnel’s home country or on short-term assignment in the Recipient Country, the fees for the portion of time directly related to the performance of the services are inclusive of all overhead and profit.

PERSONNEL	NAME OF PROPOSED RESOURCE	PER DIEM RATE	ESTIMATED LEVEL OF EFFORT	TOTAL \$CAN
FSSP Project Manager (Jamaica)			220	
FSSP Satellite Office manager (Barbados)			220	
FSSP Satellite Office manager (Guyana)			220	
FSSP LDIs Fund Coordinator (Barbados, Guyana or Jamaica)			200	
FSSP Office Administrator(s) (Jamaica and/or Barbados and/or Guyana)	Not required to be named		220	
FSSP Financial Officer (Jamaica and/or Barbados and/or Guyana)	Not required to be named		125	
Country Liaison/Coordinator – Belize	Not required to be named		50	
Country Liaison/Coordinator – Dominica	Not required to be named		50	
Country Liaison/Coordinator – Grenada	Not required to be named		50	
Country Liaison/Coordinator – Saint Lucia	Not required to be named		50	
Country Liaison/Coordinator – Saint Vincent and the Grenadines	Not required to be named		50	
Country Liaison/Coordinator – Suriname	Not required to be named		50	
<b>Sub-total, \$CAN</b>				



**TABLE 5B: OPERATIONAL COSTS YEAR 5**

<b>OPERATIONAL COSTS IN JAMAICA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 5C: OPERATIONAL COSTS YEAR 5**

<b>OPERATIONAL COSTS IN BARBADOS</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 5D: OPERATIONAL COSTS YEAR 5**

<b>OPERATIONAL COSTS IN GUYANA</b>	<b>FIRM ALL-INCLUSIVE MONTHLY RATE, \$ CAN</b>	<b>NUMBER OF MONTHS</b>	<b>SUB-TOTAL, CAN \$</b>
Operational Costs include Office Space, Equipment and Driver fees (does not include reimbursable expenses already covered under the NJC Directive on Travel including fuel and mileage)		12	

**TABLE 6 – TECHNICAL SPECIALISTS LIMITATION OF EXPENDITURE**

<b>TECHNICAL SPECIALISTS</b>	<b>SUB-TOTAL, CAN \$</b>
Limitation of Expenditure - Technical Specialist fees	2,000,000.00



**TABLE 7 – LOCAL DEVELOPMENT INITIATIVES- LIMITATION OF EXPENDITURE**

LIMITATION OF EXPENDITURE LOCAL DEVELOPMENT INITIATIVES	Sub-total, CAN
Limitation of Expenditure– Local Development Initiatives (LDI's) Actual eligible and reasonable disbursements incurred by recipient/beneficiary organizations Contractor that are directly related to the implementation of the Local Development Initiatives. Eligible expenses are those listed under the Guidance on Eligible Costs for Development Initiatives found at: <a href="http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng">http://international.gc.ca/world-monde/funding-financement/eligible_costs_guidance-directives_cout_admissibles.aspx?lang=eng</a> , and are applicable to the recipient organization's activities with the exclusion of the "Allowance for Indirect/Overhead Costs" (items 1.7 and 1.8 of the guidance) which is not an eligible cost	1,500,000.00

**TABLE 8 – LIMITATION OF EXPENDITURE FOR AUTHORIZED TRAVEL AND LIVING EXPENSES**

EXPENDITURE FOR AUTHORIZED TRAVEL AND LIVING EXPENSES	SUB-TOTAL, CAN \$
Limitation of Expenditure for Authorized Travel and Living Expenses	300,000.00

	<b>TOTAL CAN \$ Excluding Taxes</b>
<b>(Table 1A +Table 1B + Table 1C + Table 1D + Table 2A +Table 2B + Table 2C + Table 2D + Table 3A +Table 3B + Table 3C + Table 3D + Table 4A +Table 4B + Table 4C + Table 4D + Table 5A + Table 5B + Table 5C + Table 5D +Table 6 + Table 7 + Table 8)</b>	



ANNEX "C" - SECURITY REQUIREMENTS CHECK LIST



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: NMO-FSS-2015
Security Classification / Classification de sécurité

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

ART A - CONTRACT INFORMATION / PARTIE A - INFORMATION CONTRACTUELLE

1. Originating Government Department or Organization / Ministère ou organisme gouvernemental d'origine: DFATD
2. Branch or Directorate / Direction générale ou Direction: NMO
a) Subcontract Number / Numéro du contrat de sous-traitance
3. b) Name and Address of Subcontractor / Nom et adresse du sous-traitant

Brief Description of Work / Brève description du travail: STAFFING FIELD SUPPORT SERVICES (FSS) OFFICES IN VARIOUS COUNTRIES

a) Will the supplier require access to Controlled Goods? [X] No [ ] Yes
b) Will the supplier require access to unclassified military technical data subject to the provisions of the Technical Data Control Regulations? [X] No [ ] Yes

6 a) Will the supplier and its employees require access to PROTECTED and/or CLASSIFIED information or assets? [X] No [ ] Yes

b) Will the supplier and its employees (e.g. cleaners, maintenance personnel) require access to restricted access areas? [X] No [ ] Yes

c) Is this a commercial courier or delivery requirement with no overnight storage? [X] No [ ] Yes

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: N/A, Canada, NATO / OTAN, Foreign / Étranger

b) Release restrictions / Restrictions relatives à la diffusion: No release restrictions, Not releasable, Restricted to / Limité à

c) Level of information / Niveau d'information: PROTECTED A, PROTECTED B, PROTECTED C, CONFIDENTIAL, SECRET, TOP SECRET





Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: NMO-FSS-2015  
Security Classification / Classification de sécurité

PART A (continued) / PARTIE A (suite)

- 8. Will the supplier require access to PROTECTED and/or CLASSIFIED COMSEC information or assets?
9. Will the supplier require access to extremely sensitive INFOSEC information or assets?
Short Title(s) of material / Titres(s) abrégé(s) du matériel

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

- 10. a) Personnel security screening level required / Niveau de contrôle de la sécurité du personnel requis
RELIABILITY STATUS / COTE DE FIABILITE
TOP SECRET - SIGINT / TRÈS SECRET - SIGINT
SITE ACCESS / ACCÈS AUX EMPLACEMENTS
CONFIDENTIAL / CONFIDENTIEL
NATO CONFIDENTIAL / NATO CONFIDENTIEL
SECRET / SECRET
NATO SECRET / NATO SECRET
TOP SECRET / TRÈS SECRET
COSMIC TOP SECRET / COSMIC TRÈS SECRET
Special comments: No CONTROL REQUIRED
NOTE: If multiple levels of screening are identified, a Security Classification Guide must be provided.

- 10. b) May unscreened personnel be used for portions of the work?
If Yes, will unscreened personnel be escorted?
N.A.

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?
11. b) Will the supplier be required to safeguard COMSEC information or assets?
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?
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?
11. e) Will there be an electronic link between the supplier's IT systems and the government department or agency?

TBS/SCT 350-103(2004/12)

Security Classification / Classification de sécurité





Contract Number / Numéro du contrat  
**NMD-FSS-2015**  
 Security Classification / Classification de sécurité

**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 / CLASSIFIÉ			NATO				COMSEC					
	A	B	C	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	RESTRICTED	CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET	PROTECTED / PROTÉGÉ			CONFIDENTIAL / CONFIDENTIEL	SECRET	TOP SECRET / TRÈS SECRET
											A	B	C			
N/A																
Information / Assets / renseignements / biens / Production																
IT Media / Support IT / Média 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).



Government of Canada / Gouvernement du Canada

Contract Number / Numéro du contrat: NMO - FSS - 2015  
Security Classification / Classification de sécurité

PART D - AUTHORIZATION / PARTIE D - AUTORISATION

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

Name (print) - Nom (en lettres moulées): SACHA LEVASSEUR	Title - Titre: ANALYSTE	Signature: [Signature]
Telephone No. - N° de téléphone: 203-3650	Facsimile No. - N° de télécopieur: -	E-mail address - Adresse courriel: sacha.levasseur@
		Date: 2015-09-24

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

Name (print) - Nom (en lettres moulées): Paul Goupil	Title - Titre: Coord. Sécur. Marchés	Signature: [Signature]
Telephone No. - N° de téléphone: 343-203-3069	Facsimile No. - N° de télécopieur: -	E-mail address - Adresse courriel: paul.goupil@international.gc.ca
		Date: 2015-10-19

15. Are there additional instructions (e.g. Security Guide, Security Classification Guide) attached?

Des instructions supplémentaires (p. ex. Guide de sécurité, Guide de classification de la sécurité) sont-elles jointes?

No / Non  Yes / Oui

16. Procurement Officer / Agent d'approvisionnement

Name (print) - Nom (en lettres moulées): Tatyana Nyehyperovych	Title - Titre: FSS Coordinator	Signature: [Signature]
Telephone No. - N° de téléphone: 343 203 5497	Facsimile No. - N° de télécopieur: -	E-mail address - Adresse courriel: tatyana.nyehyperovych@international.gc.ca
		Date: Oct 20, 2015

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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## ANNEX "D" - EVALUATION CRITERIONS

### Instructions for Bidders

- If more projects/assignments are included in the Proposal than the number stipulated in a requirement, DFATD will only consider the specified number in order of presentation.
- The terms **at least** or **minimum** represent the minimal expectations of a requirement. No points will be given if the minimal expectation is not demonstrated.

### Definitions

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

- **Developing Country(ies):** includes any country(ies) and territory(ies) listed in the OECD DAC list of ODA Recipients. It is available on the following webpage:  
<http://www.oecd.org/dac/stats/documentupload/DAC%20List%20of%20ODA%20Recipients%202014%20final.pdf>
- **International Development Assistance Stakeholder(s):** includes the following types of organizations involved in International Development: Civil Society Organizations (CSO's); the private sector; multilateral organizations; donors; as well as local or national governments.
- **International Development Project:** relates to a project whose mandate is to support the achievement of the sustainable development goals (SDGs) in Developing Countries, in order to reduce poverty and to contribute to a more secure, equitable and prosperous world.
- **Local Development Initiatives or LDIs:** means the provision of funding to local development partners, including for knowledge-building or sharing initiatives selected through a particular selection mechanism (e.g call for preliminary proposals or unsolicited proposal) that would help advance the Program's implementation and/or knowledge and relevance of its programming, and/or respond to host government needs and priorities.
- **Project Countries:** Barbados, Guyana and Jamaica.
- **Project Region** includes the following countries: Belize, Dominica, Grenada, Saint Lucia, Saint Vincent and the Grenadines, Suriname.



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
<b>A</b>	<b>PERSONNEL</b> For the purpose of the requirements under A) Personnel, the term 'assignment' is defined as a mandate with specific duties, deliverables and a specific period. An assignment can be part of a full-time job.		
<b>R1</b>	<b>Requirement 1: FSSP Project Manager (Jamaica)</b> The Bidder should describe the academic qualifications and management experience of the proposed individual for the position of FSSP Project Manager (Jamaica).		
<b>R1.1</b>	<b>Academic Qualifications</b> Highest level of education completed in a relevant discipline from a recognized institution: <ul style="list-style-type: none"> <li>• Post-graduate degree (i.e. higher than bachelor): 15 points</li> <li>• Undergraduate degree (i.e. bachelor or equivalent): 6 points per degree, maximum 2 degrees</li> </ul> For the purpose of criterion: <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences.</li> <li>• “recognized institution” is 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.</li> </ul>	/15	
<b>R1.2</b>	<b>Demonstrated Project Management Experience</b> In the context of each assignment presented to demonstrate this criterion, the proposed individual should have performed the following management duties: <ul style="list-style-type: none"> <li>• Ensuring overall quality and management oversight of all services offered by the organization;</li> <li>• Leading the development of all key organizational documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans;</li> <li>• Reviewing and approving organization budgets and financial reports;</li> <li>• Oversight of procurement, logistics, and financial management services provided under the organization;</li> <li>• Ensuring the quality of the reporting and invoicing for services rendered;</li> <li>• Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);</li> <li>• Ensuring the effective management and internal monitoring of project progress and results, including dealing with project issues and problems as they arise;</li> </ul>		



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	<p>Worked with an International Development Assistance Stakeholder(s) or on an International Development Project; AND,</p> <p>Completed assignments should have started on or after January 1st, 2009. Ongoing assignments will also be considered regardless of when they started, but only the experience acquired on or after January 1st, 2009 will be considered for evaluation; AND,</p> <p>Only assignments with a duration of at least three (3) months will be considered for evaluation.</p>		
R1.2.1	<p><b>Duration</b> of cumulative experience. The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 60 months: 0 points;</li> <li>• From 60 months to less than 74 months: 9 points;</li> <li>• From 74 months to less than 120 months: 12 points;</li> <li>• 120 months or more: 15 points.</li> </ul>	/15	
R1.2.2	<p><b>Maximum average annual budget</b> managed by the proposed individual on an assignment:</p> <ul style="list-style-type: none"> <li>• From \$0 CAD to less than \$500,000 CAD: 0 points;</li> <li>• From \$500,000 CAD to less than \$1 million CAD: 2 points;</li> <li>• From \$1 million CAD to less than \$1.5 million CAD: 3 points;</li> <li>• \$1.5 million CAD or more: 5 points.</li> </ul> <p>Only budgets expressed in Canadian dollars (\$CAD) will be considered for evaluation.</p>	/5	
R1.2.3	<p>Demonstrated experience working with different types of International Development Assistance Stakeholders (up to a maximum of 5 points).</p> <ul style="list-style-type: none"> <li>• Less than 2 different types of organizations: 0 points;</li> <li>• 2 different types of organizations: 1 point;</li> <li>• 3 different types of organizations: 3 points;</li> <li>• 4 different types of organizations or more: 5 points.</li> </ul>	/5	
R1.2.4	<p>Demonstrated relevant experience managing the following services (1 point per relevant activity, up to 5 points per type of service.):</p> <p>Relevant services include:</p> <ul style="list-style-type: none"> <li>• Administrative services;</li> <li>• Procurement services;</li> <li>• Financial services;</li> <li>• Logistical services.</li> </ul>	/20	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R1.2.5	<p>Demonstrated cumulative experience working in-country in a Developing Country(ies). The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points;</li> <li>• From 12 months to less than 36 months: 4 points;</li> <li>• From 36 months to less than 60 months: 6 points;</li> <li>• 60 months or more: 8 points.</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/10	
<b>Sub-Total Requirement 1 - FSSP Project Manager (Jamaica)</b>		<b>/70</b>	
<b>R2</b>	<p><b>Requirement 2: FSSP LDIs Fund Project Coordinator (Barbados, Guyana or Jamaica)</b></p> <p>The Bidder should describe the academic qualifications and management experience of the proposed individual for the position of FSSP Project Manager (Barbados, Guyana or Jamaica).</p>		
R2.1	<p><b>Academic Qualifications</b></p> <p>Highest level of education completed in a relevant discipline, from a recognized institution (up to a maximum of 10 points):</p> <ul style="list-style-type: none"> <li>• Post-graduate degree (i.e. higher than a bachelor): 10 points;</li> <li>• Undergraduate degree (i.e. bachelor or equivalent): 5 points per degree, maximum 10 points.</li> </ul> <p>For the purpose of criterion:</p> <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to business, finance, accounting, logistics, economics, international development, procurement, project management, business administration, engineering or applied sciences, and can also include political science, project management, and/or social sciences.</li> <li>• “recognized institution” is 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.</li> </ul>	/10	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R2.2	<p><b>Demonstrated Experience in the management, implementation and coordination of LDI's</b></p> <p>In the context of each assignment presented to demonstrate this criterion, the proposed individual should have performed the following project coordination duties:</p> <p>Managing and implementing LDIs, including but not limited to:</p> <ul style="list-style-type: none"> <li>• developing tools (e.g. brochures, outreach documents, due diligence checklists) and coordinating publications related to the LDIs, including specific notices for calls for proposals; coordinating calls for proposals, conducting preliminary screening of proponent proposals; making recommendations to, and providing Secretariat support for, the Project Review Committee or equivalent; supporting or conducting due diligence of short-listed proponents, e.g. administrative and programmatic aspects, and documenting approvals processes and funding decisions; preparing local contribution agreements or other financial instruments, based on established templates;</li> <li>• Ensuring proper maintenance of the record keeping and filing system of the FSSP LDIs fund;</li> <li>• Working with and building relationships with local organizations;</li> </ul> <p>Worked with an International Development Assistance Stakeholders(s) or on an International Development Project(s); AND,</p> <p>Completed assignments should have started on or after January 1st, 2009. Ongoing assignments will also be considered regardless of when they started, but only the experience acquired on or after January 1st, 2009 will be considered for evaluation; AND,</p> <p>Only assignments with a duration of at least three (3) months will be considered for evaluation.</p>		
R2.2.1	<p><b>Duration</b> of cumulative experience. The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points;</li> <li>• From 12 months to less than 24 months: 3 points;</li> <li>• From 24 months to less than 48 months: 6 points;</li> <li>• 48 months or more: 8 points.</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/10	
R2.2.2	<p>Demonstrated experience providing the following <b>services</b>:</p> <ol style="list-style-type: none"> <li>i) Logistical services (1 point per example, up to a maximum of 5 points);</li> <li>ii) Support to Local Development Initiatives (LDIs) (2 points per example, up to a maximum of 10 points).</li> </ol>	/15	





Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R2.2.3	Demonstrated experience <b>developing operational documents</b> including but not limited to: manuals, procedures policies or templates (1 point per document).	/5	
R2.2.4	<p>Demonstrated cumulative experience working in country in a Developing Country (ies). The months where the assignments overlap are counted once:</p> <p>Less than 12 months: 0 points; From 12 months to less than 48 months: 6 points; From 48 months to less than 60 months: 8 points; 60 months or more: 10 points.</p> <p>Additional 2 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 5 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/15	
<b>Sub-Total Requirement 2 - LDIs Fund Project Coordinator (Barbados, Guyana or Jamaica)</b>		<b>/55</b>	
<b>R3</b>	<p><b>Requirement 3: FSSP Satellite Office Manager (Barbados)</b></p> <p>The Bidder should describe the academic qualifications and overall experience of the proposed individual for the position of FSSP Office Manager (Barbados).</p>		
R3.1	<p><b>Academic Qualifications</b></p> <p>Highest level of education completed in a relevant discipline, from a recognized institution (up to a maximum of 5 points):</p> <ul style="list-style-type: none"> <li>• Post-graduate degree (i.e. higher than a bachelor): 15 points</li> <li>• Undergraduate degree (i.e. bachelor or equivalent): 6 points per degree, maximum 2 degrees</li> </ul> <p>For the purpose of criterion:</p> <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to political sciences, law, business, finance, accounting, logistics, economics, international development, procurement, project management, business administration, engineering or applied sciences.</li> <li>• “recognized institution” is defined as a public, non-governmental or private entity that has been given full or limited authority</li> </ul>	/15	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	to grant degrees by an act of the relevant legislature.		
<b>R3.2</b>	<p><b>Demonstrated Office Project Management Experience</b></p> <p>In the context of each assignment presented to demonstrate this criterion, the proposed individual should have performed the following office management duties:</p> <ul style="list-style-type: none"> <li>• Ensuring quality and management oversight of services offered by the office;</li> <li>• Feeding into the development of key organization documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans, as well as overseeing the OPM - LDIs;</li> <li>• Contributing to budgets and financial reports; oversight on procurement, logistics, and financial management and technical specialist services;</li> <li>• Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);</li> </ul> <p>Worked with International Development Assistance Stakeholder(s) or on an International Development Project; AND,</p> <p>Completed assignments should have started on or after January 1st, 2009. Ongoing assignments will also be considered regardless of when they started, but only the experience acquired on or after January 1st, 2009 will be considered for evaluation; AND,</p> <p>Only assignments with a duration of at least three (3) months will be considered for evaluation.</p>		
R3.2.1	<p><b>Duration</b> of cumulative experience. The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points</li> <li>• From 12 months to less than 24 months: 3 points</li> <li>• From 24 months to less than 48 months: 6 points</li> <li>• 48 months or more: 8 points</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/10	
R3.2.2	<p><b>Maximum average annual budget</b> managed by the proposed individual on an assignment:</p> <ul style="list-style-type: none"> <li>• From \$0 CAD to less than \$500,000 CAD: 0 points</li> <li>• From \$500,000 CAD to less than \$1 million CAD: 2 points</li> <li>• From \$1 million CAD to less than \$1.5 million CAD: 3 points</li> <li>• \$1.5 million CAD or more: 5 points</li> </ul> <p>Only budgets expressed in Canadian dollars (\$CAD) will be considered for evaluation.</p>	/5	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R.3.2.3	<p>Demonstrated experience <b>working</b> with different types of <b>International Development Assistance Stakeholders</b>.</p> <ul style="list-style-type: none"> <li>• Less than 2 different types of organizations: 0 points;</li> <li>• 2 different types of organizations: 1 point;</li> <li>• 3 different types of organizations: 3 points;</li> <li>• 4 different types of organizations or more: 5 points.</li> </ul>	/5	
R3.2.4	<p>Demonstrated experience providing the following <b>services</b> (1 point per relevant activity, up to 5 points per type of service).</p> <p>Relevant services include:</p> <ul style="list-style-type: none"> <li>• Administrative Services;</li> <li>• Procurement services;</li> <li>• Financial services;</li> <li>• Logistical services.</li> </ul>	/20	
R3.2.5	<p>Demonstrated cumulative experience working in-country in a Developing Country(ies). The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points;</li> <li>• From 12 months to less than 36 months: 4 points;</li> <li>• From 36 months to less than 60 months: 6 points;</li> <li>• 60 months or more: 8 points.</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/10	
<b>Sous-total pour l'exigence 3 — Gestionnaire de bureau satellite du PSAT (Barbade)</b>		<b>/65</b>	
<b>R4</b>	<p><b>Requirement 4: FSSP Satellite Office Manager (Guyana)</b></p> <p>The Bidder should describe the academic qualifications and experience of the proposed individual for the position of FSSP Satellite Office Manager (Guyana).</p>		



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R4.1	<p><b>Academic Qualifications</b> Highest level of education completed in a relevant discipline, from a recognized institution:</p> <ul style="list-style-type: none"> <li>• Post-graduate degree (i.e. higher than bachelor): 15 points</li> <li>• Undergraduate degree (i.e. bachelor or equivalent): 6 points per degree, maximum 2 degrees.</li> </ul> <p>For the purpose of criterion :</p> <ul style="list-style-type: none"> <li>• “relevant discipline” is defined as a discipline related to political sciences, law, business, finance, accounting logistics, economics, international development, procurement, project management, business administration, engineering or applied sciences.</li> <li>• “recognized institution” is 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.</li> </ul>	/15	
R4.2	<p><b>Demonstrated Office Project Management Experience</b></p> <p>In the context of each assignment presented to demonstrate this criterion, the proposed individual should have performed the following office management duties:</p> <ul style="list-style-type: none"> <li>• Ensuring quality and management oversight of services offered by the office;</li> <li>• Feeding into the development of key organization documents, including Procurement Plans, Operating Procedures Manual and Annual Work Plans, as well as overseeing the OPM - LDIs;</li> <li>• Contributing to budgets and financial reports; oversight on procurement, logistics, and financial management and technical specialist services;</li> <li>• Developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);</li> </ul> <p>Worked with International Development Assistance Stakeholder(s) or on an International Development Project; AND,</p> <p>Completed assignments should have started on or after January 1st, 2009. Ongoing assignments will also be considered regardless of when they started, but only the experience acquired on or after January 1st, 2009 will be considered for evaluation; AND,</p> <p>Only assignments with a duration of at least three (3) months will be considered for evaluation.</p>		



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
R4.2.1	<p><b>Duration</b> of cumulative experience. The months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points;</li> <li>• From 12 months to less than 24 months: 4 points;</li> <li>• From 24 months to less than 48 months: 6 points;</li> <li>• 48 months or more: 8 points.</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>	/10	
R4.2.2	<p><b>Maximum average annual budget</b> managed by the proposed individual on an assignment:</p> <ul style="list-style-type: none"> <li>• From \$0 CAD to less than \$500,000 CAD: 0 points;</li> <li>• From \$500,000 CAD to less than \$1 million CAD: 2 points;</li> <li>• From \$1 million CAD to less than \$1.5 million CAD: 3 points;</li> <li>• \$1.5 million CAD or more: 5 points.</li> </ul> <p>Only budgets expressed in Canadian dollars (\$CAD) will be considered for evaluation.</p>	/5	
R4.2.3	<p>Demonstrated experience <b>working</b> with different types of <b>International Development Assistance Stakeholders</b>.</p> <ul style="list-style-type: none"> <li>• Less than 2 different types of organizations: 0 points;</li> <li>• 2 different types of organizations: 1 point;</li> <li>• 3 different types of organizations: 3 points;</li> <li>• 4 different types of organizations or more: 5 points.</li> </ul>	/5	
R4.2.4	<p>Demonstrated experience providing the following <b>services</b> (1 point per example, up to 5 points per type of services)</p> <p>Relevant services can include:</p> <ul style="list-style-type: none"> <li>• Administrative Services</li> <li>• Procurement services;</li> <li>• Financial services;</li> <li>• Logistical services.</li> </ul>	/20	
R4.2.5	<p>Demonstrated cumulative experience working in country in a Developing Country (ies). The</p>	/10	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	<p>months where the assignments overlap are counted once:</p> <ul style="list-style-type: none"> <li>• From 0 months to less than 12 months: 0 points;</li> <li>• From 12 months to less than 36 months: 4 points;</li> <li>• From 36 months to less than 60 months: 6 points;</li> <li>• 60 months or more: 8 points.</li> </ul> <p>Additional 1 point for at least 12 months of experience in any of the six countries in the Project Region (excluding the three Project Countries).</p> <p>Additional 2 points for at least 12 months of experience in one or more of the three Project Countries.</p>		
<b>Sub-Total Requirement 4 - FSSP Satellite Office Manager (Guyana)</b>		/65	
<b>TOTAL FOR A) PERSONNEL</b>		/250	
<b>PASSING MARK FOR A) PERSONNEL (60%)</b>		/153	
<b>B</b>	<b>BIDDER EXPERIENCE</b>		
R5	<p><b>Requirement 5: Experience Providing Services similar to the FSSP</b></p> <p>The Bidder should provide two (2) different projects demonstrating its experience providing the following services:</p> <ul style="list-style-type: none"> <li>• Acting as the overall manager, administrator and coordinator, bringing together the various resources required to execute a project.</li> <li>• Providing administrative, financial and logistical services, and undertaking the procurement and contract administration of goods, services and Technical Specialist;</li> <li>• Supporting the implementation of a local development initiative program.</li> </ul> <p>For the purpose of this requirement, the term 'project' is defined as a contract, agreement or arrangement signed by the Bidder individually or in a consortium to provide the services.</p> <p>To be eligible, any project describing the Bidder's experience should:</p> <ol style="list-style-type: none"> <li>a) in the case of a completed project, have started on or after January 1<sup>st</sup>, 2011, AND</li> <li>b) be at least one (1) year in duration; AND</li> <li>c) include the provision of at least three (3) types of the following services: (1) administrative; (2) procurement; (3) financial; (4) logistical; AND</li> <li>d) have an average annual project value of at least \$500,000 CAD per year; AND</li> <li>e) be carried-out in a Developing Country.</li> </ol> <p>If the Bidder does not demonstrate that the project satisfies elements a) to e) above, no points will be allocated to the assignment.</p>		



<b>Item</b>	<b>RATED EVALUATION CRITERIA</b>	<b>MAXIMUM SCORE</b>	<b>Reference to Proposal</b> (Please indicate section and page number, if applicable)
R5.1	<p>Average annual <b>Project Value</b> (Maximum points per project)</p> <ul style="list-style-type: none"> <li>• From \$500,000 CAD to less than \$1 million CAD per year: 6 points;</li> <li>• From \$1 million CAD to less than \$1.5 million CAD per year: 8 points;</li> <li>• \$1.5 million CAD per year or more: 10 points.</li> </ul> <p>Only budgets expressed in Canadian dollars (\$CAD) will be considered for evaluation.</p>	/20	
R5.2	<p><b>Project Location</b> (Maximum points per project)</p> <ul style="list-style-type: none"> <li>• In a Developing Country: 6 points;</li> <li>• In the Project Region, excluding the Project Countries: 8 points;</li> <li>• In one or more of the Project Countries: 10 points.</li> </ul>	/20	
R5.3	<p>Managing projects with different types of <b>international development assistance stakeholder(s)</b> for at least for one of the projects.</p> <ul style="list-style-type: none"> <li>• Less than 2 different types of organizations: 0 points;</li> <li>• 2 different types of organizations: 2 points;</li> <li>• 3 different types of organizations: 3 points;</li> <li>• 4 different types of organizations or more: 5 points.</li> </ul>	/5	
R5.4	<p>Types of <b>services</b> provided in at least one of the projects.</p> <p>The Bidder should describe examples of the activities performed in the project that are relevant to each type of service while:</p> <ul style="list-style-type: none"> <li>• Acting as the overall manager, administrator and coordinator, bringing together the various resources required to execute a project.</li> <li>• Providing administrative, financial and logistical services, and undertaking the</li> </ul>	/25	



	<p>procurement and contract administration of goods, services and Technical Specialists;</p> <ul style="list-style-type: none"> <li>• Supporting the implementation of a local development initiative program.</li> </ul> <p>Simply repeating the information found in Sub-section 2.0 <i>Tasks</i> is not sufficient to obtain full marks.</p> <p>Relevant types of services include:</p> <ul style="list-style-type: none"> <li>• Administrative: (1 point per example of the activity, up to 5 points) <ul style="list-style-type: none"> <li>i. providing secretarial and administrative support services, including but not limited to document production and binding;</li> <li>ii. developing and maintaining appropriate databases;</li> <li>iii. setting up and maintaining electronic and physical filing systems for correspondence and documents based on projects, sectors, thematics, and administrative and management contractual requirements;</li> <li>iv. providing assistance and technical support in the preparation and delivery of communications materials (e.g. brochures, outreach documents, multimedia presentations);</li> <li>v. advising visiting missions and stakeholders on the structure and functions of local organizations or ministries, and culturally appropriate modes of engagement; and</li> <li>vi. providing interpretation and translation services.</li> </ul> </li> <li>• Procurement: (2 points per example of the activity, up to 10 points) <ul style="list-style-type: none"> <li>i. procuring the services of country, regional, or sub-regional coordinators to oversee and provide project administrative, technical, and logistical support and services.</li> <li>ii. developing and managing databases or lists of suppliers (firms and individuals) for Technical Specialists in the various local and regional themes and sectors;</li> <li>iii. carrying out market research on availability of local goods and services and market rates and costs;</li> <li>iv. providing assistance in identification of requirements, including development of Statement of Work and budget for sourcing Technical Specialists;</li> </ul> </li> </ul>		
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Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	<ul style="list-style-type: none"> <li>v. undertaking procurement exercises for Technical Specialists and all other goods and services required;</li> <li>vi. conducting evaluation and selection of suppliers (including Technical Specialists);</li> <li>vii. issuing and administering solicitation processes, contracts, including issuance of contract amendments and contract termination (including Technical Specialists); and</li> <li>viii. providing administrative oversight of suppliers (including Technical Specialists), including ensuring day-to-day time management, adherence to the schedule of deliverables, and client's satisfaction in accordance with relevant quality assurance procedures.</li> <li>• Financial: (1 point per example of the activity, up to 6 points)               <ul style="list-style-type: none"> <li>i. preparing financial instruments, based on established templates;</li> <li>ii. processing payments to Technical Specialists and suppliers of goods and services procured by the Contractor;</li> <li>iii. providing ongoing monitoring and advice on local economic indicators such as inflation and exchange rates to support programming;</li> <li>iv. providing financial advice related to local laws and regulations, banking institutions, the reasonableness of estimated expenses for products or services in the project country to support compliance with financial policies and regulations;</li> <li>v. providing accounting and financial reconciliation services for project accounts; and</li> <li>vi. maintaining up-to-date information on local remuneration scales for development project staff and Fees for professionals in the project countries.</li> </ul> </li> <li>• Logistical: (1 point per example of the activity, up to 4 points)               <ul style="list-style-type: none"> <li>i. Booking accommodation, making in-country and international travel arrangements, and arranging or confirming appointments and meetings;</li> </ul> </li> </ul>		



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	<ul style="list-style-type: none"> <li>ii. arranging vehicle rental or taxi services, as required and in accordance with the policies and directives;</li> <li>iii. booking meeting rooms with video and teleconferencing services for meetings;</li> <li>iv. event planning and management;</li> <li>v. providing advice on obtaining permanent accommodation, utilities, security, permits and other official documents, including but not limited to identification of suitable accommodation for both residential and office space; drafting and negotiation of suitable lease agreements, taking into consideration local norms and practices, as well as the city and location of the properties concerned; obtaining new telephone connections and/or shifting of telephones; and</li> <li>vi. providing assistance with obtaining various government permits and documentation, including but not limited to obtaining multiple entry visas; police registration; travel/exit permits; duty-free procurement, duty-free clearance of goods, registration of vehicles; permission to sell vehicles; local driver licences, export permits, obtaining excise duty refunds for gasoline, etc., as required.</li> </ul>		
<b>TOTAL FOR B) EXPERIENCE OF THE BIDDER</b>		<b>/70</b>	
<b>C</b>	<b>PROPOSED METHODOLOGY</b>		
R6	<b>Requirement 6: Proposed Methodology</b> The Bidder should describe its proposed methodology for managing the FSSP.		
R6.1	<b>Procurement and Contract Administration Procedures.</b> The Bidder should describe the proposed procurement and contract administration procedures in relation to the procurement of individual consulting services under the Technical Specialist envelope. Points will be awarded based on the description and explanation of the required elements (steps	/30	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	<p>and actions to be taken) for each procedure. (2 points per element, up to a maximum of 10 points per procedure).</p> <p>The procedures should describe and explain:</p> <ul style="list-style-type: none"> <li>• The approach to take into consideration the local context and constraints;</li> <li>• Ensure procurement will be conducted in a transparent, fair and competitive manner;</li> <li>• Demonstrate how Technical Specialist contracts will be administered to respond to client needs and standards.</li> </ul>		
<b>R6.2</b>	<p><b>Financial Management</b></p> <p>The Bidder should describe the proposed approach to financial management, including a description of the following categories.</p> <p>Points will be awarded based on the description and explanation of the required elements (steps and actions to be taken) for each category. (1 point per element, up to 5 points per category).</p> <p>The approach should describe and explain:</p> <ul style="list-style-type: none"> <li>• Roles and responsibilities;</li> <li>• Adherence to applicable laws and standards;</li> <li>• Budget planning and reporting;</li> <li>• Disbursement/payment mechanisms; and,</li> <li>• Control mechanisms or checkpoints.</li> </ul>	/25	
<b>R6.3</b>	<p><b>Logistical Services</b></p> <p>The Bidder should describe the proposed approach to the provision of logistical services.</p> <p>Points will be awarded based on the description and explanation of the required elements (steps and actions to be taken) under each service. (1 point per element, up to 5 points per service)</p> <p>The approach should describe and explain:</p> <ul style="list-style-type: none"> <li>• Travel Support Services;</li> <li>• Event Organization Services;</li> <li>• Transportation Related Services.</li> </ul>	/15	



Item	RATED EVALUATION CRITERIA	MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)								
R6.4	<p><b>Management Approach</b></p> <p>The Bidder should describe the proposed management approach with respect to the following categories.</p> <p>Points will be awarded based on the description and explanation of the required elements (steps and actions to be taken) under each category.</p> <p>The approach should describe and explain:</p> <ul style="list-style-type: none"> <li>Managing Timelines (1 points for each element, up to a maximum of 5 points);</li> <li>Methodology for Managing Client Satisfaction (1 point for each element, up to a maximum of 5 points).</li> </ul>	/10									
R6.5	<p><b>Risk Management Approach</b></p> <p>The Bidder should describe the proposed approach with respect to Risk Management.</p> <p>For each of the four (4) risks, the Bidder should describe the risk’s impacts on the FSSP Project and the proposed risk response measures. The Bidder will be awarded points for each risk impact that demonstrates an understanding of the risk and points for each risk response that provides a measure to mitigate the risk.</p> <p><b>The scoring guidelines details included in the table below will be used to evaluate the four (4) risks:</b></p> <ul style="list-style-type: none"> <li>Risk 1: Coordination of challenges across multiple countries (up to a maximum of 8 points)</li> <li>Risk 2: Insecurity and Potential Social Conflicts (up to a maximum of 4 points)</li> <li>Risk 3: Volatile Economies (up to a maximum of 4 points)</li> <li>Risk 4: Vulnerability to Natural Disasters (up to a maximum of 4 points)</li> </ul> <table border="1" data-bbox="318 1556 899 1927"> <thead> <tr> <th data-bbox="318 1556 537 1619" rowspan="2">Risks</th> <th colspan="2" data-bbox="537 1556 899 1619">Point Allocation</th> </tr> <tr> <th data-bbox="537 1619 716 1713">Risk Impacts</th> <th data-bbox="716 1619 899 1713">Risk Responses</th> </tr> </thead> <tbody> <tr> <td data-bbox="318 1713 537 1927">Risk 1: Coordination challenges</td> <td data-bbox="537 1713 716 1927">up to 1 point per risk impact, up to a maximum of 4 points.</td> <td data-bbox="716 1713 899 1927">up to 1 point per risk response, up to a maximum of 4 points.</td> </tr> </tbody> </table>	Risks	Point Allocation		Risk Impacts	Risk Responses	Risk 1: Coordination challenges	up to 1 point per risk impact, up to a maximum of 4 points.	up to 1 point per risk response, up to a maximum of 4 points.	/20	
Risks	Point Allocation										
	Risk Impacts	Risk Responses									
Risk 1: Coordination challenges	up to 1 point per risk impact, up to a maximum of 4 points.	up to 1 point per risk response, up to a maximum of 4 points.									



Item	RATED EVALUATION CRITERIA			MAXIMUM SCORE	Reference to Proposal (Please indicate section and page number, if applicable)
	Risk 2: Insecurity and potential social conflicts	up to 1 point per risk impact, up to a maximum of 2 points.	up to 1 point per risk response, up to a maximum of 2 points.		
	Risk 3: Volatile economies	up to 1 point per risk impact, up to a maximum of 2 points.	up to 1 point per risk response, up to a maximum of 2 points.		
	Risk 4: Vulnerability to natural disasters	up to 1 point per risk impact, up to a maximum of 2 points.	up to 1 point per risk response, up to a maximum of 2 points.		
<b>TOTAL FOR C) PROPOSED METHODOLOGY</b>				<b>/100</b>	
<b>TOTAL – TECHNICAL COMPONENT</b>				<b>/425</b>	
<b>PASSING MARK - TECHNICAL COMPONENT (60%)</b>				<b>255</b>	



**ANNEX "E" - MANDATORY VACCINATION CERTIFICATION FORM**

Please complete the required information in the document hereunder.

<b>Name of Representative (insert first and last name)</b>	<b>Business/Company Name</b>
<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"> <li>• 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</li> <li>• 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>;</li> </ul> <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>	
<b>Title</b>	
<b>Telephone number</b>	<b>Email Address</b>
<b>Date (yy-mm-dd)</b>	<b>Signature</b>

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](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(DFATD) facilities occasionally (for example, weekly or ad hoc meetings, occasional work related activities).

<b>ANNEX E-1</b>			
<b>I warrant and certify :</b> (Indicate the following required information)			
<b>(a)</b>	<b>(b)</b>	<b>(c)</b>	<b>(d)</b>
<b>Will comply with the requirements<sup>1</sup></b>	<b>Requires Accommodations<sup>2</sup></b> <ul style="list-style-type: none"> <li>• the number of such personnel</li> <li>• the impacted work locations</li> <li>• the steps the contractor proposed to undertake to mitigate any associated risk (such as, regular rapid testing)</li> </ul>	<b>Does not require access to any federal government workplaces<sup>3</sup></b>	<b>Does not require contact with public servants on a regular basis</b>
<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

<sup>1</sup> 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.

<sup>2</sup> 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.

<sup>3</sup> 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.



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## ANNEX "F" - FEDERAL CONTRACTORS PROGRAM FOR EMPLOYMENT EQUITY - CERTIFICATION

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

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

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

Complete both A and B.

A. Check only one of the following:

- A1. The Bidder certifies having no work force in Canada.
- A2. The Bidder certifies being a public sector employer.
- A3. The Bidder certifies being a [federally regulated employer](#) being subject to the [Employment Equity Act](#).
- A4. The Bidder certifies having a combined work force in Canada of less than 100 permanent full-time and/or permanent part-time employees.

A5. The Bidder has a combined workforce in Canada of 100 or more employees; and

- A5.1. The Bidder certifies already having a valid and current [Agreement to Implement Employment Equity](#) (AIEE) in place with ESDC-Labour.

**OR**

- A5.2. The Bidder certifies having submitted the [Agreement to Implement Employment Equity](#) (LAB1168) to ESDC-Labour. As this is a condition to contract award, proceed to completing the form Agreement to Implement Employment Equity (LAB1168), duly signing it, and transmit it to ESDC-Labour.

B. Check only one of the following:

- B1. The Bidder is not a Joint Venture.

**OR**

- B2. The Bidder is a Joint Venture and each member of the Joint Venture must provide the Contracting Authority with a completed annex Federal Contractors Program for Employment Equity - Certification. (Refer to the Joint Venture section of the Standard Instructions)