

REQUEST FOR PROPOSAL (“RFP”)

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| <p>RFP #:</p> <p>22230015</p> | <p>RFP Title:</p> <p>AI4D Africa Mid-Term Evaluation</p> |
| <p>Issue Date:</p> <p>Wednesday, January 11, 2023</p> | <p>Close Date & Time:</p> <p>Friday, February 17, 2023 at 1:00 p.m. Eastern Daylight Time</p> |
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This RFP is subject to the rules on government procurement set out in Chapter 5 of the Canadian Free Trade Agreement (“CFTA”).

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SECTION 1 – INTRODUCTION

The purpose of this section is to provide general information about the International Development Research Centre (“IDRC” or “Centre”) and this RFP.

1.1 IDRC OVERVIEW

IDRC was established by an act of Canada’s parliament in 1970 with a mandate “to initiate, encourage, support, and conduct research into the problems of the developing regions of the world and into the means for applying and adapting scientific, technical, and other knowledge to the economic and social advancement of those regions.” A **Canadian Crown corporation**, IDRC supports leading thinkers who advance knowledge and solve practical development problems. IDRC provide the resources, advice, and training they need to implement and share their solutions with those who need them most. In short, IDRC increases opportunities — and makes a real difference in people’s lives. Working with development partners, IDRC multiplies the impact of investment and brings innovations to more people in more countries around the world. IDRC offers fellowships and awards to nurture a new generation of development leaders. IDRC employs about **375** people at the **head office** located in Ottawa, Canada and in **five (5) regional offices** located in New Delhi-India, Montevideo-Uruguay, Amman-Jordan, Nairobi-Kenya, and Dakar-Senegal. IDRC is governed by a board of up to 14 governors, whose chairperson reports to Parliament through the Minister of International Development. For more details visit: www.idrc.ca

1.2 PURPOSE OF THIS RFP

IDRC requests proposals for a team to conduct a mid-term evaluation of the Education and Science team’s Artificial Intelligence for Development (AI4D) Africa Program, where requirements are described in section 2, the Statement of Work (“Services”).

1.3 DOCUMENTS FOR THIS RFP

The documents listed below form part of and are incorporated into this RFP:

- This RFP document
- Annex A – Resulting Contract Terms and Conditions
- Annex B – Mandatory Requirements Checklist
- Annex C – Rated Requirements Checklist
- Annex D- simplified overview of the program

1.4 TARGET DATES FOR THIS RFP

The following schedule summarizes significant target events for the RFP process. The dates may be changed by IDRC at its sole discretion and shall not become conditions of any Contract which may be entered into by IDRC and the selected Proponent.

| Event | Date |
|--------------------------|-----------------|
| RFP issue date | See page 1 |
| Deadline for Enquiries | See section 5.1 |
| RFP close date | See page 1 |
| Commencement of Services | March 2023 |

SECTION 2 – STATEMENT OF WORK

This section is intended to provide Proponents with the information necessary to develop a competitive proposal. The Statement of Work (“SOW”) is a complete description of the tasks to be done, results to be achieved, and/or the goods to be supplied.

2.1 INTRODUCTION AND PROJECT OVERVIEW

In 2018, IDRC’s white paper on [Artificial intelligence and human development](#) proposed a research agenda for ethical AI in the Global South which forms the basis of IDRC’s current programming approach.

In response to this agenda, IDRC and Sweden’s International Development Cooperation Agency (Sida) launched the AI4D Africa program designed to build on Africa’s already thriving AI communities to further strengthen the AI ecosystem to support responsible AI applications that bring benefit to all Africans and beyond. The CAD 20m program collaborates with and funds Africa’s science and policy communities across more than 19 countries in sub-Saharan Africa. AI4D Africa has three main pillars of work: policy, innovation and talent (see Annex A for a simplified overview of the program).

Pillar 1. Policy Research

This pillar supports African institutions to lead policy research designed to inform and develop public policies and regulations that promote responsible, inclusive, ethical AI, while minimizing any potential costs and risks. It does so through support for two AI4D policy research centers in anglophone Africa and one policy network in francophone Africa. Key themes of research include the Future of Work; how Africa AI is different; beneficial AI and sustainable development; security, risk mitigation and trust; and AI algorithmic governance.

The pillar also supports the African Observatory of Responsible AI which seeks to position the African continent as a leading voice in global debates and policymaking in responsible AI.

Pillar 2. Responsible Innovation

Innovation activities provide targeted support and mentorship to African innovators to test, implement, and scale responsible, locally relevant AI solutions to address Africa’s development challenges. AI4D Africa supports five pan-African innovation research networks, each focused on the following issues: agriculture and food systems, climate action, education, gender and inclusion, and sexual, reproductive and maternal health. Each network is coordinated by an African institution playing the role of the network hub that provides mentorship and support to researchers and practitioners working on AI-based innovations.

The innovation pillar also supports two small innovation grant activities, one focused on early-stage AI businesses that provides support for commercialization, and the other supporting the AI research community through community led organizations such as Deep Learning Indaba and Data Science Africa.

Pillar 3. Talent

Talent activities are designed to nurture the next generation of African scientists and researchers to develop and implement responsible AI. This happens through:

- **Multidisciplinary AI4D Labs** — AI4D Africa supports three multidisciplinary AI4D labs at African public universities to help them research and implement responsible AI that help to tackle development challenges.

This is a long-term, sustainable approach to developing and nurturing local talent that responds to the knowledge requirements of the public and private sectors and helps drive innovation for the public good.

- **The African AI4D Scholarships** — These scholarships support the next generation of PhD students, post-doctoral students, and early-career academics focused on responsible AI4D. The scholarships are designed to ensure that women and linguistic minorities across Africa have access to equal opportunities to advance their leadership in machine learning.

2.2 EVALUATION PURPOSE

The primary purposes of the current evaluation are to provide:

1. Rigorous, credible, and useful information that will be considered by the Swedish International Development Cooperation Agency (Sida) and IDRC in upcoming decisions regarding refinancing AI4D,
2. Relevant and trustworthy insights to the AI4D Executive Committee to make decisions about the strategic direction of AI4D, and,
3. Accurate, relevant, and actionable insights to AI4D implementation staff and partners that they can use to improve current implementation efforts and inform the design of AI4D Africa Phase II.

2.3 KEY EVALUATION QUESTIONS

To fulfill the evaluation purposes, we provide some specific evaluation questions that might be examined. We encourage applicants to also review Attachment A to obtain additional details about considerations in forming criteria of merit that align with these example questions (where applicable). The evaluation team selected will need to further refine and prioritize these items during the inception phase in consultation with primary intended users.

PROPOSED KEY EVALUATION QUESTIONS

Overarching evaluation question: How and to what extent is our programming positioned to strengthen responsible and inclusive AI ecosystems in Africa through policy research, supporting responsible innovations and capacity strengthening?

How and to what extent is the program positioned to strengthen capacities to implement *responsible and inclusive* AI? How effective are the modalities and mechanisms used (innovation networks, scholarships, multidisciplinary labs) to support capacity development?

How effectively and to what extent are the innovation research networks and small grants activities working to ensure the development of *responsible and inclusive* AI innovations that are positioned for impact at the appropriate scale, in response to a clear development challenge?

How and to what extent is the AI4D program and its grantees influencing, or positioned to influence, key stakeholders and AI policy?

How and to what extent is the AI4D program positioned to enhance women's leadership in AI?

How well does the AI4D program advance and represent linguistic, gender and other forms of diversity of the continent?

How well is IDRC positioning the program for success, considering emerging issues, a rapidly changing context and grantee input?

Synthesis: Recommendations for current and future implementation

In addition to providing responses to the key evaluation questions articulated above, the evaluation team is expected to synthesize findings to provide insights about AI4D's strengths and accomplishments to date, the initiative's positioning for success and impact, and areas for improvement, including recommendations related to strengths and weaknesses. This final synthesis should be strongly rooted in the triangulation of data that includes diverse voices and values.

2.4 INTENDED USERS AND USES

| Primary intended users | Anticipated Uses |
|----------------------------------|--|
| AI4D Africa Implementation staff | To improve current implementation and to inform future adaptations |
| AI4D Africa Executive Committee | To adjust the strategic direction of the program To inform re-financing decisions |

| Secondary intended users | Anticipated Uses |
|--------------------------|---|
| Local partners | To improve current implementation and inform future adaptations |

2.5 EVALUATION APPROACH

The evaluation will follow the principles of Utilization-Focused Evaluation. As such, the emphasis is on providing evaluative insights that are useful and credible to the primary intended users. Though all primary intended users of this evaluation are interested in the lines of inquiry and synthesis presented under "focus of the evaluation", their information needs differ based upon how they plan to use the evaluative insights.

2.6 EVALUATION PRINCIPLES

The evaluation procedures employed by the selected team will be expected to uphold the following evaluation principles:

- The evaluation team should be **independent and impartial**. To ensure this is the case, we expect all applicants will carefully review the conflicts of interest described under "mandatory requirements" and will answer honestly and truthfully.
- The evaluation produced will be **credible** to the primary intended users. Relevant questions will be addressed with expertise, objectivity, transparency, and rigorous methodology given the available resources. Evaluation designs proposed and implemented will align with those viewed as scientifically rigorous within the evaluation discipline.
- The evaluation procedures and practices will be **transparent**. Evaluation plans will be clearly documented, changes to the evaluation plan throughout implementation will be tracked and documented, perceived strengths and limitations of the design and implementation will clearly be documented in the final products, and quantitative evaluation data will be anonymized and made available to the public upon request (with required data protection protocols in place).
- The evaluation will be **useful** for the primary intended users. To this end, the evaluation will be both relevant to this audience and will be delivered in a timely manner to support decision-making, accountability, and learning.

- The evaluation will be performed in a manner that upholds the **highest ethical principles**. All evaluation team members must be trained in ethical safeguarding of human subjects. Informed consent will be obtained from all participants providing data for this evaluation and will be notified that participation is voluntary and that they may withdraw their consent at any time without negative consequences. Confidentiality and privacy will be maintained for all individuals and clear procedures for ensuring this will be the case will be articulated in the evaluation plan. The evaluation plan must also assess any potential harms to participants or their communities that may arise from participating in this evaluation and propose reasonable mitigation strategies. Respect for cultural sensitivities and human rights should be integrated into all stages and types of evaluation and evaluation-related country-level protocols must be followed as part of designing and implementing the evaluation.
- The evaluation team should **ensure participation from beneficiaries** where this aligns with the evaluation questions of interest. Diverse views and experiences should be captured through the data collected for the evaluation, as such the evaluators should strive to obtain relevant feedback from country level stakeholders and civil society involved in AI4D when applicable.
- The evaluation team must ensure that the evaluation addresses **gender equality and inclusion**. AI4D and IDRC are committed to gender equality, equity, and inclusion and these principles must be upheld in the evaluation approach. To do so, the evaluation team composition should reflect these principles and the evaluation must examine whether and how the work performed within AI4D support or otherwise affect gender equality, equity, and inclusion. To uphold this principle, the evaluation team should also perform analyses that disaggregate by gender/other groups to the extent possible.

Applicants should review [Evaluation at IDRC](#) for more information about these, and other, relevant principles.

2.7 DESCRIPTION AND SCOPE OF WORK

2.7.1 Project Scope

In Scope:

The majority of this evaluation will be performed between March 2023 and August 2023. The evaluation team will engage in an inception phase in which they will clarify, refine and prioritize the example evaluation questions articulated in section 3.2. They will then use these insights to produce an evaluation plan that includes a proposed design for the evaluation documenting data collection strategies, analytic approaches, techniques for interpreting and synthesizing findings, and a plan for learning/dissemination. Given the timeline for this evaluation, it is critical that the evaluators engage in processes to clearly define terms included in the evaluation questions and establish criteria of merit (where appropriate). It is anticipated that the evaluation team will gather primary data for this evaluation.

In addition to primary data collection, the evaluation team will have access to the following data sources to design and perform the evaluation:

- AI4D Program documents
- IDRC's AI4D proposal to SIDA

- IDRC's annual reports to SIDA
- Documents provided by the AI4D Implementation Team to the Executive Committee for approval of funding decisions
- Record of decisions by the AI4D Executive Committee
- Presentations and communications products
- AI4D MEL strategy (including theory of change/impact pathway, key learning questions, reporting templates with indicators)
- AI4D communications plans and strategies
- Calls for proposal documents
- AI4D website [Artificial Intelligence for Development \(ai4d.ai\)](https://www.ai4d.ai)
- Grantee proposals and interim technical reports
- AI4D partners websites (e.g., [African AI Observatory](https://www.africanaiobservatory.org/))
- Project and workshop outputs
- Sub-grantee project information

2.7.2 Key Activities and Deliverables

An estimated timeline of key activities is provided in the table below with associated deliverables. Applicants may suggest a revised schedule to align with their proposed strategy.

| Date | Activities and Deliverables | Intended recipient |
|------------------|---|-------------------------------------|
| INCEPTION PHASE | | |
| Mar 15 | Contracting and Commencement of Services | |
| April 3 | Presentation of draft evaluation plan | IDRC / SIDA AI4D Africa partners |
| April 17 | Delivery of final evaluation plan | IDRC / SIDA |
| EVALUATION PHASE | | |
| June | Learning session at AI4D Conference in Kigali | AI4D Africa partners IDRC / SIDA |
| Sept 1 | Draft evaluation report with executive summary and presentation | IDRC / SIDA |
| Sept 15 | Presentation of draft findings and discussion with AI4D Executive Committee | IDRC / SIDA |
| Oct 1 | Final written evaluation report with executive summary and presentation | IDRC / SIDA AI4D Africa partners |
| Oct TBD | Webinar presentation of findings and discussion | AI4D Africa partners |

2.7.3 Project Budget

Estimated Budget for this Contract is expected to be a maximum of 110,000 CAD including all fees and taxes.

2.8 IDRC RESPONSIBILITIES, SUPPORT, AND REPRESENTATIVES

IDRC will identify a **Project Authority** to whom the successful Proponent will report during the period of a resulting Contract. The Project Authority will be responsible for coordinating the overall delivery of service, providing as required direction and guidance to the Proponent, monitoring Proponent performance and accepting and approving Proponent deliverables on behalf of IDRC. The Project Authority will ensure that appropriate subject matter experts from within IDRC are available to the Proponent to discuss and provide content material, as well as facilitate cooperation with regional IDRC staff and other stakeholders, as required.

IDRC will identify a **Contracting Authority**, who will oversee a resulting Contract throughout its lifecycle, in conjunction with the Project Authority and the Proponent, create amendments for any changes to a resulting Contract, and answer questions on terms and conditions.

2.9 LOCATION OF WORK AND TRAVEL

Work is expected to take place at the Proponent's site.

Travel to the AI4D conference in Kigali in June 2023 is envisioned as part of this contract, plus one optional trip for in-depth interviews and engagement.

2.10 PERIOD OF A RESULTING CONTRACT

A resulting Contract is expected to commence in March 2023 and conclude by October 2023.

SECTION 3 – PROPOSAL EVALUATION

This section describes the process that IDRC will use to evaluate Proposals and select a Lead Proponent.

3.1 EVALUATION COMMUNICATION

During Proposal evaluations, IDRC reserves the right to contact or meet with any individual Proponent in order to obtain clarification of its submission or to gain insight into the quality and scope of relevant services. A Proponent will not be allowed to add, change, or delete any information during the process. IDRC is in no way obligated to meet with any or all Proponents for this purpose.

3.2 EVALUATION METHODOLOGY

IDRC will use the following methodology to evaluate Proposals:

3.2.1 Step 1 - Mandatory Requirements

Each Proposal will be examined to determine compliance (pass or fail) with all IDRC's **Mandatory Requirements** as set out in **Annex B**. Non-compliant Proposals will receive no further consideration.

Summary Table:

| RFP Section | Mandatory Requirements | Pass or Fail |
|-------------|---|--------------|
| Annex B | Mandatory Requirements in response to the Statement of Work | |

3.2.2 Step 2 - Rated Requirements

Compliant Proposals will be evaluated and attributed points according to the degree to which they meet or exceed IDRC's **Rated Requirements** as set out in **Annex C**.

Summary Table:

| RFP Section | Rated Requirements | Weighting % A | *Points 0-10 B | Score A x B |
|-------------|---------------------|------------------|-------------------|----------------|
| Annex C | Team section | 45 | | |
| " | Methodology section | 40 | | |
| | Total % | 85 | | |

*Points Table:

| Points | Points Description |
|--------|---|
| 0 | Barely addresses any of the stated requirements and completely lacking in critical areas |
| 3 | Adequately meets most of the stated requirements. May be lacking in some areas which are not critical |
| 5 | Meets most stated requirements |
| 7 | Meets all stated requirements |
| 8 | Meets all stated requirements and may exceed some |
| 10 | Exceeds the stated requirements in superlative and beneficial ways |

3.2.3 Step 3 –Interviews and Clarification Meeting

Proponents may be asked to provide additional information prior to the final selection. IDRC reserves the right to supply more information to those Proponents. This will be in the form of an interview to be scheduled with selected proponents based on the scores of rated requirements in Annex C Step 2- Rated Requirements. The interview will be weighted at 10% and be added to the final evaluation score, only those proponents who score higher than 42.5% on the rated requirements (total possible is 85%) will be considered for interviews. Proponents will be notified by email and interview questions will be provided prior to the meeting.

| RFP Section | Rated Requirements | Weighting A | Points 0-10 B | Score A x B |
|-------------|--------------------|----------------|------------------|----------------|
| 3.2.3 | Interview | 10 | | |
| | Total % | 10 | | |

3.2.4 Step 4 - Financials

Proponents' Financial Proposals will be scored as follows. The Proponent submitting the lowest price will receive the maximum 10 points on the standard evaluation scale of 0-10. All other Proponents will receive a prorated score out of 10 based on the relative proportion of their price to the lowest price submitted. The evaluation team will also review the financial proposals based on the billable hours, daily rate vs total price and those proposals determined to be best overall value will receive an additional point.

| RFP Section | Rated Requirements | Weighting A | Points 0-10 B | Score A x B |
|-------------|-----------------------------------|----------------|------------------|----------------|
| 4.6 | Total pricing, exclusive of taxes | 4 | | |
| | Overall Value | 1 | | |
| | Total % | 5 | | |

3.2.5. Step 4 - Final Score

Scores for the shortlisted Proponents' proposals will be calculated, and IDRC may select the Lead Proposal achieving the highest total points ("Lead Proponent"), subject to IDRC's reserved rights.

3.3 PROPONENT FINANCIAL CAPACITY

IDRC reserves the right to conduct an assessment of the **Lead Proponent's** financial capacity. IDRC may request that the Lead Proponent provide proof of financial stability via bank references, financial statements, or other similar evidence. This is a pass/fail test. Pass means that Contract discussions begin. Fail means that the Lead Proponent may not enter into Contract discussions and is disqualified from further consideration. The Lead Proponent must provide this information upon 72 hours of IDRC's request; failure to comply may result in disqualification.

Note: In the case of a joint venture or consortium, each and all members of the joint venture or consortium must provide the information required for their legal form.

3.4 PROPONENT SELECTION

As noted in section 5.8, acceptance of a proposal does not oblige IDRC to incorporate any or all of the accepted proposal into a contractual agreement, but rather demonstrates a willingness on the part of IDRC to enter into negotiations for the purpose of arriving at a satisfactory contractual arrangement with one or more parties.

Without changing the intent of this RFP or the Lead Proponent's proposal, IDRC will enter into discussions with the Lead Proponent for the purpose of finalizing the Contract.

In the event no satisfactory Contract can be negotiated between the Lead Proponent and IDRC, IDRC may terminate negotiations. In such event, if IDRC feels that the Proponent with the second highest score may meet the requirements, IDRC will continue the process with the secondary Proponent, and so on.

Announcement of the successful Proponent will be made to all Proponents following the signing of a Contract no later than 72 days following the award of a Contract. Upon request from an unsuccessful Proponent, IDRC will provide the reasons why that particular proposal was not selected.

SECTION 4 – PROPOSAL FORMAT

Proposal responses should be organized and submitted in accordance with the instructions in this section.

4.1 GENERAL

Proposals should be in 8 1/2" x 11" (letter) format, with each page numbered. Elaborate or unnecessary voluminous proposals are not desired. The font used should be easy to read and generally be no smaller than 11 points (smaller font can be used for short footnotes).

4.2 OFFICIAL LANGUAGES

Proposals may be submitted in English or French.

4.3 ORGANIZATION OF RESPONSES

Responses should be organized as follows, where the sections that follow provide more details:

| see RFP Section for full details | File | Contents |
|----------------------------------|------|---|
| 4.4 | 1.0 | Cover Letter |
| 4.5, Annex B, Annex C | 2.0 | Mandatory Requirements Checklist and Rated Requirements Checklist |
| 4.6 | 3.0 | Technical Proposal |
| 4.7 | 4.0 | Financial Proposal |
| 5.9, Annex A | 5.0 | Objections with reasons regarding the proposed contract terms and conditions included in this RFP |

4.4 COVER LETTER

The Proponent should provide *as a separate file*.

A one (1) page covering letter on the Proponent's letterhead should be submitted and should include the following:

- a. A reference to the RFP number and RFP title.
- b. The **primary contact person** with respect to this RFP: the individual's name, address, phone number and email address.
- c. A statement confirming the **validity** of the proposal (refer to section 5.4).
- d. A statement confirming the Proponent does not have a **conflict of interest** with this RFP, real or perceived (refer to section 5.7).
- e. The letter **signed** by person(s) duly authorized to sign on behalf of the Proponent and bind the Proponent to statements made in response to the RFP.

4.5 MANDATORY AND RATED REQUIREMENTS CHECKLIST

The Proponent should provide *as a separate file*.

The Proponent **should** create and include a Checklist, using the following format*, of all **Mandatory Requirements** and all **Rated Requirements** listed in **Annex B** and in **Annex C**, that indicates where in the Proponent's Proposal the response to each requirement can be found:

*Example:

| Item # | Requirement | Rating | Response Location |
|--------|----------------------------------|-----------|--|
| B2.4.1 | Lead Resource must be bilingual. | Mandatory | See page 3, heading "xxx", paragraphs 3 and 4. |

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|--------|--|-------|---------------------------------------|
| C3.2.2 | Demonstrate the qualifications of the Lead Resource. | Rated | See page 18, Appendix B, section B1.1 |
|--------|--|-------|---------------------------------------|

*Hint: copy the tables in Annex B and C

4.6 TECHNICAL PROPOSAL

The Proponent should provide *as a separate file*.

4.6.1 Table of Contents

The Proponent should include a table of contents that contains page numbers for easy reference by the evaluation committee.

4.6.2 Response to the Statement of Work

The Proponent **must** provide detailed information relative to:

1. Each requirement listed in the Statement of Work;
2. Each **Mandatory Requirement** in Annex B; and
3. Each **Rated Requirement** in Annex C.
4. The Proponent must clearly outline the work that the Proponent proposes to undertake for the provision of these Services to IDRC.
5. Include a **Summary of Qualifications**: Provide a narrative description (up to 7 single-spaced pages) that includes the following elements.
 - a) **Team composition and expertise**
 - i. IDRC values diversity and inclusion. The evaluation team composition should reflect these values, at a minimum, by ensuring gender balance. Representation from countries within the AI4D program (Sub-Saharan Africa) is viewed as an asset. The proponent should explain how their team reflects these values.
 - ii. Provide a description of the experience and expertise that each member of the team brings to this project. This should include the team members' level of (1) experience evaluating multi-country research for development projects and/or programs, (2) understanding of development contexts in sub-Saharan Africa, (3) understanding of digital (and/or artificial intelligence) innovation for development, including key policy, innovation and capacity constraints, and (4) understanding of key gender and inclusion issues.
 - iii. Include a description of each individual's role and responsibilities with respect to the services requested in this RFP.
 - iv. The applicant should provide a resume/CV of all team members as an annex to the proposal. Each resume/CV is limited to no more than 5 pages.
 - b) **Description of similar experience**:
 - i. Provide a minimum of one (1), to a maximum of three (3) examples of similar services delivered in the past. These services must have been delivered within the past seven (7) years.
 - ii. For each experience, provide a description of the services provided, the total budget amount, how the information was used by the commissioner of the study/evaluation, and a rationale for how this experience adequately prepares the evaluation team to deliver successfully on the scope of work outlined in this RFP.
 - iii. Provide the name and contact information for the client associated with each experience selected. This shall include: company name, client contact name, contact title, contact

telephone number, email address, and the time period during which services were provided.

6. **Evaluation Approach** (up to 7 single-spaced pages)

- a) The applicant must clearly outline the work that the evaluation team proposes to undertake for the provision of these Services to IDRC.
- b) The evaluation approach should include a description of:
 - i. The applicant's understanding of the assignment at hand
 - ii. Activities the evaluation team will undertake during the inception phase including strategies for clarifying ambiguous terminology and articulating the parameters that will be used to judge performance and come to evaluative conclusions with respect to the evaluation questions
 - iii. The general content the inception report will include
 - iv. A brief outline of the proposed evaluation approach and design that may be suitable with an associated rationale
 - v. Draft workplan and timeline
- c) A description of potential challenges the evaluation team may encounter in carrying out the scope of work and a strategy for addressing and minimizing the risks associated with these challenges

4.7 FINANCIAL PROPOSAL

The Proponent should provide a *as a separate file*.

4.7.1 Financial Requirements

The Proponent **must** provide pricing for all of its proposed Services.

| Financial Requirements |
|---|
| a. The Proponent is to state the assumptions underlying its financial proposal. |
| b. All prices are to be quoted in Canadian dollars (CAD) and be exclusive of the Goods and services Tax (GST) or Harmonized Sales Tax (HST). The GST or HST, whichever is applicable, shall be extra to the prices quoted by the Proponent and will be paid by IDRC. If the Proponent will not be charging IDRC taxes, an explanation should be provided. See the Notes below for more details on taxes. |
| c. All prices must include a detailed breakdown following the response to section 2 (Statement of Work). Prices shall include all components normally included in providing the proposed services such as professional fees. All prices must include a detailed breakdown and include at a minimum the following: <ol style="list-style-type: none"> i. all-inclusive daily rate applicable to proposed personnel who will do the work; ii. estimated total number of billable days to do the work; |
| d. The Proponent shall propose an invoicing schedule if other than providing one (1) invoice upon completion of all Services. <i>Important Note:</i> IDRC's payment terms are NET 30 and IDRC will make no advance on fees. |

4.7.2 Mathematical Errors

If there are errors in the mathematical extension of unit price items, the unit prices prevail, and the unit price extension is adjusted accordingly.

If there are errors in the addition of lump sum prices or unit price extensions, the total is corrected, and the correct amount reflected in the total price.

Any Proponent affected by mathematical errors shall be notified by IDRC and be given the corrected prices.

SECTION 5 – CONDITIONS

The purpose of this section is to inform the Proponent about IDRC's procedures and rules pertaining to the RFP process.

5.1 ENQUIRIES

All matters pertaining to this RFP are to be referred exclusively to the RFP Authority named on page 1.

No verbal enquiries or verbal requests for clarifications will be accepted.

Proponents should, as much as feasible, aggregate enquiries and requests for clarifications and shall submit them in **writing via email** to the RFP Authority by Friday, January 27, 2023, at 11:00 a.m. EDT in order to receive a response prior to the close date. When submitting, Proponents *email subject line* should cite "**RFP22230015 - AI4D Africa Mid-Term Evaluation**".

Commented [MS1]: I changed to the 27th to give them more time. too late?

The RFP Authority will provide **all answers to significant enquiries** received on <https://canadabuys.canada.ca/en> without revealing the sources of the enquiries.

In the event that it becomes necessary to revise any part of the RFP as a result of any enquiry or for any other reason, an **Amendment** to this RFP will be issued and posted on <https://canadabuys.canada.ca/en>

Important note: Proponents must download all RFP documents directly from the Canada Buys website. IDRC will not distribute RFP documents that are posted on <https://canadabuys.canada.ca/en>.

5.2 SUBMISSION DEADLINE

IDRC will only accept proposals up to the close date and time indicated on page 1.

Important note: Late proposals will not be accepted. No adjustments to proposals will be considered after the close date and time.

5.3 PROPOSAL SUBMISSION INSTRUCTIONS

Proposals should be submitted in accordance with the instructions in this section.

5.3.1 Method of Sending

The preferred method of proposal submission is electronic, via **email**, in **Microsoft Word** or in **PDF** format to the RFP Authority named on page 1. Proponents *email subject line* should cite "**RFP22230015 - AI4D Africa Mid-Term Evaluation**." when submitting via email.

Important Note: Email messages with large attachments can be slowed down in servers between the Proponent's email and the RFP Authority's email inbox. It is the Proponent's responsibility to ensure that large emails are sent sufficiently in advance to be at IDRC by the close date and time. Proponents should use electronic receipt confirmation and or contact the RFP Authority to confirm receipt.

Important Note: The maximum size of an email that IDRC can receive is 10MB. If necessary, Proponents can send multiple emails.

5.3.2 Number of Files

The Proponent's electronic submission should consist of **five (5) files** (i.e., 5 separate documents) as noted in section 4.3.

5.3.3 Changes to Submission

Changes to the submitted proposal can be made, if required, provided they are received as an Addendum (or an Amendment) to, or clarification of, previously submitted proposal, or as a complete new proposal to cancel and supersede the earlier proposal. The addendum, clarification, or new proposal should be submitted as per the delivery instructions outlined above, be clearly marked "**REVISION**", and **must be received no later than the submission deadline**. In addition, the revised proposal should include a description of the degree to which the contents are in substitution for the earlier proposal.

5.3.4 Multiple Proposals

IDRC will accept only one (1) proposal per Proponent.

5.4 VALIDITY OF PROPOSAL

Proposals must remain open for acceptance for **ninety (90) days** after the close date.

5.5 PROPONENTS COSTS

All costs and expenses incurred by a Proponent in any way related to the Proponent's response to the RFP, including but not limited to any clarifications, interviews, presentations, subsequent proposals, review, selection or delays related thereto or occurring during the RFP process, are the sole responsibility of the Proponent and will not be chargeable in any way to IDRC.

5.6 GOVERNING LAWS

This RFP is issued pursuant to the laws of the province of Ontario and the laws of Canada.

5.7 CONFLICT OF INTEREST

In submitting a Proposal, the Proponent must avoid any real, apparent or potential conflict of interest and will declare to IDRC any such conflict of interest.

In the event that any real, apparent, or potential conflict of interest cannot be resolved to the satisfaction of IDRC, IDRC will have the right to immediately reject the Proponent from consideration and, if applicable, terminate any Contract entered into pursuant to this RFP.

5.8 RIGHTS OF IDRC

IDRC does not bind itself to accept any proposal submitted in response to this RFP, and may proceed as it, in its sole discretion, determines following receipt of proposals. IDRC reserves the right to accept any proposal(s) in whole or in part, or to discuss with any Proponents, different or additional terms to those envisioned in this RFP or in such a Proponent's proposal.

After selection of preferred proposal(s), if any, IDRC has the right to negotiate with the preferred Proponent(s) and, as a part of that process, to negotiate changes, amendments or modifications to the proposal(s) at the exclusion of other Proponents.

Without limiting the foregoing, IDRC reserves the right to:

- a. seek clarification or verify any or all information provided by the Proponent with respect to this RFP, including, if applicable to this RFP, contacting the named reference contacts;
- b. modify, amend or revise any provision of the RFP or issue any addenda at any time; any modifications, amendment, revision or addendum will, however, be issued in writing and provided to all Proponents;
- c. reject or accept any or all proposals, in whole or in part, without prior negotiation;
- d. reject any proposal based on real or potential conflict of interest;
- e. if only one proposal is received, elect to accept or reject it;
- f. in its sole discretion, cancel the RFP process at any time, without award, noting that the lowest or any proposal will not necessarily be accepted;
- g. negotiate resulting Contract terms and conditions;
- h. cancel and/or re-issue the RFP at any time, without any liability whatsoever to any Proponent;
- i. award all or any part of the work to one or more Proponents based on quality, services, and price and any other selection criteria indicated herein; and
- j. retain all proposals submitted in response to this RFP.

5.9 PROPOSED CONTRACT

Annex A has been provided as part of the RFP documents so that Proponents may review and become familiar with certain specific conditions that are expected to be adhered to in connection with the provision of Services. While some of the language may be negotiated between IDRC and the successful Proponent, IDRC's flexibility to amend its standard terms and conditions may be limited.

Important note: The Proponent should outline any objections with reasons to any terms and conditions contained in this RFP and include them in its proposal (reference section 4.3). Failure to identify objections at the proposal stage may preclude Proponents from raising these objections in the course of any future negotiations.

ANNEX A – Proposed Contract

Below is the proposed sample Contract and Terms and Conditions (reference section 5.9).

Specific Terms and Conditions of the Contract

CONTRACT NO. _____

This Contract is between _____ (“**Consultant**”) and Canada’s **International Development Research Centre**, 150 Kent Street, PO Box 8500, Ottawa, ON, K1G 3H9 (“**IDRC**” or “the **Centre**”).

The parties agree as follows:

1. TERMS OF REFERENCE AND SCHEDULE

1.1 Summary

1.2 Scope

1.3 Schedule

1.4 Contract Resources

The following individuals are the main contacts for this Contract:

1.4.1 IDRC will be represented by:

1.4.2 The Consultant will be represented by:

It is understood that the Consultant will assign performance of all work under this Contract to _____. Written authorization from IDRC’s **Project Authority** must be obtained in advance for any substitution of personnel. The Consultant must ensure that its employees, subcontractors and assignees alike are subject to the terms and conditions of this Contract, which shall take precedence over any other terms and conditions that may exist between the Consultant and those persons.

1.5 Service Location

1.6 Service Engagement Process

1.7 Change Management

Any changes to the Services will require written agreement from both parties. IDRC's **Contracting Authority** may issue Amendments to the Standing Offer to reflect such changes.

2. FEES

In consideration of these Services, IDRC will pay the Consultant _____.

3. TRAVEL AND TRAVEL EXPENSES

4. INVOICES

4.1 Invoice Schedule

The Consultant shall invoice IDRC according to the following schedule:

4.2 Invoice Submission Instructions

Invoices and any required backup documentation must be sent electronically to:

invoices-factures@idrc.ca

Invoices must be set out as follows:

- IDRC's **Contract number**
- Invoice number
- Invoice Date
- Fees - detailed description, daily rate and number of days or unit rate and number of units or fixed price
- Travel expenses, if applicable – detailed description, quantity, and price (and include any required back up documents with invoice)
- Taxes - Canadian GST (Goods and Services Tax) or HST (Harmonized Sales Tax), as applicable; Consultants not registered for Canadian GST purposes must itemize the taxes they paid and are charging back to IDRC
- Canadian GST/HST registration number, if applicable
- Currency

5. PAYMENTS

5.1 Payment Inquiries

Payment inquiries should be sent electronically to:

ap-cc@idrc.ca

5.2 Payment Method

RFP# 22230015

All payments related to this Contract will be made based on information provided by the Consultant in the **Supplier, Tax and Bank Information form**, which will form part of the Contract and should be supplied from time to time to IDRC for updates to the information.

5.3 Advance Payments

IDRC will make no advance on fees and travel expenses.

5.4 Conditions Precedent for Payment

The following sets out the conditions precedent that the Consultant must comply with to ensure payment for Services and Deliverables pursuant to this Contract:

- a. Completion and delivery of the information requested in the **Supplier, Tax and Bank Information form**.
- b. Satisfactory performance of Services and satisfactory completion of Deliverables.
- c. Proper completion of invoice(s) as set out in the **Invoice section** above.

IDRC will issue payment of fees, and travel expenses if applicable, according to IDRC's standard payment period of **thirty (30) calendar days**. The **payment period is measured** from the date IDRC receives the duly completed Supplier, Tax and Bank Information form, or the date IDRC receives an acceptable invoice, or the date the Services and Deliverables are performed and delivered in acceptable condition as required in the Contract, whichever is latest. If the content of the invoice or the requisite form is incomplete, if the Services have not been performed in accordance with this Contract, or the Deliverables are not accepted by IDRC, the Consultant will be notified, and the payment period will be deferred until all deficiencies have been rectified to IDRC's satisfaction.

IDRC will reimburse the Consultant for applicable commodity taxes, net of input tax credits that have claimed directly from Canada Revenue Agency or the Consultant's country commodity tax offices.

IDRC will not pay more than one (1) day of fees per 24-hour period. IDRC will not pay any fee nor any travel expenses incurred after the Termination Date of the Contract.

Following the Termination Date, and payment of the final invoices, all taxes due and owing in relation to the provision of Services pursuant to this Contract are deemed to have been paid by IDRC. The Consultant will be liable for any tax claims, debts, actions or demands in relation to the Services provided pursuant to this Contract (hereinafter referred to as "Tax Claims") and the Consultant shall indemnify and hold IDRC harmless against said Tax Claims.

6. SPECIAL CONTRACT CONDITIONS

7. CONTRACT DOCUMENTS

The Specific Terms and Conditions of the Contract, Attachment **A**- General Terms and Conditions of the Contract, Attachment **B**- Travel and Travel Expenses, and Attachment **C**- _____ constitute the entire Contract between the parties.

The Contract documents are complementary and what is called for in any one shall be binding as if called for by all. The Contract documents shall be interpreted as a whole and the intent of the whole rather than the interpretation of any particular part shall govern. In the event of a conflict between them, the Contract documents shall have precedence among themselves in the order as listed above.

8. CONTRACT ACCEPTANCE AND SIGNATURES

By signing this Contract, each party accepts the contents of the Contract.

This Contract will become effective when all the parties have signed it. The date this Contract is signed by the last party to sign (as indicated by the date associated with the party's signature) will be deemed the date of this Contract.

CONSULTANT

IDRC

By: _____
Signed

By: _____
Signed

Printed Name

Printed Name

Title

Title

Date

Date

Attach:

- Attachment A – General Terms and Conditions of the Contract
- Attachment B – Travel and Travel Expenses
- Attachment C – _____

ATTACHMENT A - General Terms and Conditions of the Contract

A1. DEFINITIONS

For the purposes of this Contract:

"Commencement Date" shall mean the date on which the Services are to commence.

"Confidential Information" shall mean any and all technical and non-technical information including patent, copyright, trade secret, and proprietary information, techniques, sketches, drawings, models, inventions, know-how, processes, apparatus, equipment, algorithms, software programs, software source documents, source codes, and formulae related to the current, future, and proposed products and services of IDRC, and includes, without limitation, IDRC's information concerning research, experimental work, development, design details and specifications, engineering, financial information, procurement requirements, purchasing, manufacturing, and marketing plans and information.

“*Consultant*” shall mean either the individual, institution, corporation or partnership retained pursuant to this Contract, and its employees, directors, officers, partners, subcontractors and agents, as applicable, and any other representative for whom the Consultant is responsible at law.

“*Contract*” shall mean the **Specific Terms and Conditions of the Contract**, including any and all **attachments** incorporated therein by reference. In the event of a conflict between the Specific Terms and Conditions versus the attachments, the Specific Terms and Conditions shall prevail.

“*Day*” means seven and a half hours (7.5) hours, unless otherwise specified in the Contract, and exclusive of meal breaks, with no provision for annual leave, statutory holidays and sick leave.

“*Deliverables*” means the items to be written, developed or prepared by the Consultant pursuant to this Contract, including, without limitation, all works of authorship, reports, recordings, information, documents, materials, or software, whether in hard copy or electronic form.

“*Derivatives*” shall mean: 1. any translation, abridgement, revision, or other form in which an existing work may be recast, transformed, or adapted; 2. for patentable or patented material, any improvement thereon; and, 3. for material which is protected by trade secret, any new material derived from such existing trade secret material, including new material which may be protected by copyright, patent, and/or trade secret.

“*IDRC*” or “*the Centre*” means the International Development Research Centre.

“*Services*” mean the services to be provided by the Consultant in accordance with the Contract, including the Deliverables as set out in the Contract.

“*Termination Date*” shall mean the earlier of (a) the date on which all Services and Deliverables have been performed and delivered; (b) the end date as specified in the Contract; and (c) the date on which the Contract terminates by operation of the Termination provisions contained in this Contract.

A2. TIME OF ESSENCE

Time shall be of the essence of every provision of this Contract.

A3. ENTIRE AGREEMENT

This Contract supersedes all previous Contracts and correspondence, oral or written, between IDRC and the Consultant, pertaining to the subject matter of this Contract, and represents the whole and entire understanding between the parties. No modification, variation or amendment of it shall be binding upon the parties unless it is in writing and signed by both parties.

A4. NON-EXCLUSIVITY

This Contract shall not grant the Consultant exclusivity of supply. IDRC may perform services or develop items similar or identical to the Services or Deliverables, or obtain them from any third party.

A5. WARRANTY

The Consultant covenants that it will provide its Services pursuant to this Contract in a diligent and workmanlike manner, with regard to the best interests of IDRC, and warrants that its personnel possess the skill and experience necessary to the satisfactory performance of the Services.

A6. TAXES

IDRC is subject to applicable commodity and other tax legislation and regulations in Canada and is generally not exempt from paying HST/GST on goods and services it procures, unless otherwise specified in the Contract. Additionally, IDRC is subject to applicable tax legislation and regulations in force in the countries where its regional offices are located.

IDRC will **withhold** and remit to the Canada Revenue Agency (CRA), **15% of fees and non-exempt travel expenses of non-Canadian resident** Consultants performing work in Canada unless the Consultant provides to IDRC a Contract-specific waiver from the CRA. Such funds can be reclaimed by the Consultant from the CRA or from their own governments, as the case may be. Non-Canadian resident Consultants that are travelling to Canada to perform work can contact the CRA to obtain additional information about the current regulations and waivers. The main CRA website can be found at <http://www.cra-arc.gc.ca>.

A7. INVOICES

Invoice requirements are noted in the **Invoices section** of the **Specific Terms and Conditions of the Contract**.

A8. PAYMENTS

Conditions precedent for payment are noted in the **Payments section** of the **Specific Terms and Conditions of the Contract**.

A9. TERMINATION

Termination for Cause: In addition to or in lieu of any other remedies that IDRC has in law or in equity, IDRC may terminate this Contract immediately without notice in the event:

- a. The Consultant breaches any material term of this Contract, and fails to remedy such breach within thirty (30) calendar days of receiving notice to do so by IDRC.
- b. IDRC, in its sole discretion, determines that the Consultant made a misrepresentation during the process of selection.
- c. The Consultant:
 - i. ceases to carry on business,
 - ii. commits an act of bankruptcy within the meaning of the Bankruptcy and Insolvency Act (*Bankruptcy and Insolvency Act, R.S., 1985, c. B-3*) or is deemed insolvent within the meaning of the Winding-up and Restructuring Act (*Winding-up and Restructuring Act, R.S., 1985, c. W-11*) or makes an assignment, against whom a receiving order has been made under the applicable bankruptcy legislation or in respect of whom a receiver, monitor, receiver-manager or the like is appointed, or
 - iii. becomes insolvent or makes an application to a court for relief under the Companies' Creditors Arrangement Act, the Bankruptcy and Insolvency Act or the Winding Up and Restructuring Act (*Companies' Creditors Arrangement Act, R.S., c. C-25*) or comparable local legislation.

Termination without Cause: IDRC may at any time by notice in writing suspend the work of the Consultant or any part thereof. This Contract may be terminated in its entirety or in part by IDRC upon written notice. On such termination or suspension, the Consultant shall have no claim for damages, compensation, or loss of profit against IDRC except payment for Services performed and Deliverables submitted up to the date of notice of such suspension or termination, or completed thereafter in accordance with the notice.

A10. INSURANCE

The Consultant is responsible for taking out at its own expense any insurance deemed necessary while executing this Contract.

If the Consultant will be working on-site at IDRC, the Consultant shall maintain during the term of this Contract, Commercial General Liability insurance in the amount of not less than CAD 5,000,000.00 inclusive per occurrence, with IDRC named as "additional insured", unless otherwise specified in the Contract.

Upon the request of IDRC, the Consultant shall provide the **insurer's certificate**.

A11. USE OF IDRC PROPERTY

Access to Information Systems and Electronic Communication Networks: During the course of this Contract, the Consultant may be provided with access to IDRC information systems and electronic communication networks. The Consultant, on behalf of its/his/her employees, subcontractors and representatives, agrees to abide by IDRC policies concerning use of such information systems and networks. IDRC will provide the Consultant with any such policies upon commencement of Services pursuant to this Contract, or as such policies are put into effect, and the Consultant will make such policies known to its personnel, and will take such steps as are necessary to ensure compliance with such policies.

Access to IDRC Premises: The parties agree that reasonable access to IDRC's premises by Consultant's authorized personnel and which is necessary for the performance of the Services hereunder, in accordance with the terms of this Contract, shall be permitted during normal business hours of IDRC. The Consultant agrees to observe all IDRC security requirements and measures in effect at IDRC's premises to which access is granted by this Contract.

A12. SUB-CONTRACTORS, SUCCESSORS AND ASSIGNEES

The Consultant is prohibited from entering into any sub-contract, designating any successor or assigning any rights under this Contract without the express written consent of IDRC.

A13. RELATIONSHIP WITH IDRC

Nothing in this Contract shall be deemed in any way or for any purpose to constitute the parties hereto partners in the conduct of any business or otherwise. The Consultant shall have no authority to assume or create any obligation whatsoever, expressed or implied, in the name of IDRC, or to bind IDRC in any manner whatsoever.

The Consultant acknowledges and agrees that, in carrying out this Contract, the Consultant is acting as an independent contractor and not as an employee of IDRC. The Consultant shall be responsible for all matters related to it or its employees including but not limited to deducting or remitting income tax, Canada Pension Plan contributions, Employer Insurance contributions or any other similar deductions required to be made by law for employees. The Consultant agrees to indemnify IDRC in respect of any such remittances which may be subsequently required by the relevant authorities, together with any related interest or penalties which IDRC may be required to pay.

A14. CONFIDENTIALITY OF INFORMATION

Non-Disclosure and Non-Use of Confidential Information: The Consultant agrees that it will not, without authority, make use of, disseminate or in any way disclose any Confidential Information to any person, firm or business.

The Consultant shall take all reasonable precautions at all times (and in any event, efforts that are no less than those used to protect its own confidential information) to protect Confidential Information from disclosure, unauthorized use, dissemination or publication, except as expressly authorized by this Contract.

The Consultant agrees that it, he, or she shall disclose Confidential Information only to those of its, his, or her employees or subcontractors who need to know such information and certifies that such employees or subcontractors have previously agreed, either as a condition to employment or service or in order to obtain the Confidential Information, to be bound by terms and conditions substantially similar to those of this Contract.

The Consultant will immediately give notice to IDRC of any unauthorized use or disclosure of the Confidential Information. The Consultant agrees to indemnify IDRC for all damages, costs, claims, actions and expenses (including court costs and reasonable legal fees) incurred by IDRC as a result of the Consultant's failure to comply with its obligations under this section. The Consultant further agrees to defend and participate in the defence of any claim or suit alleging that IDRC has a liability with regard to any unauthorized disclosure, provision or making available of any Confidential Information the Consultant may have acquired from a third party.

Exclusions from Nondisclosure and Non-use Obligations: The Consultant's obligations under the preceding subsection with respect to any portion of the Confidential Information shall terminate when the Consultant can document that:

- a. it was in the public domain at or subsequent to the time it was communicated to the Consultant by IDRC through no fault of the Consultant;
- b. it was rightfully in the Consultant's possession free of any obligation of confidence at or subsequent to the time it was communicated to Consultant by IDRC; or
- c. it was developed by the Consultant, its employees or agents independently of and without reference to any information communicated to the Consultant by IDRC.

A disclosure of Confidential Information (1) in response to a valid order by a court or other governmental body, (2) otherwise required by law, or (3) necessary to establish the rights of either party under this Contract, shall not be considered to be a breach of this Contract or a waiver of confidentiality for other purposes; provided, however, that the Consultant shall provide prompt written notice thereof to enable IDRC to seek a protective order or otherwise prevent such disclosure.

Ownership of Confidential Information and Other Materials: All Confidential Information and any Derivatives thereof, whether created by IDRC or the Consultant, remain the property of IDRC and no license or other rights to Confidential Information is granted or hereby implied.

The Consultant shall, on request, promptly return to IDRC all of its proprietary materials together with any copies thereof.

This section shall survive the termination of this Contract.

A15. ASSIGNMENT OF COPYRIGHT AND WAIVER OF MORAL RIGHTS

In consideration of the fees paid, the Consultant, its employees, subcontractors, successors and assignees expressly agree to assign to IDRC any copyright arising from the Deliverables. The Consultant hereby agrees to waive in favour of IDRC any moral rights in the Deliverables. The Consultant shall secure any additional waivers of moral rights in the works in favour of IDRC, from personnel and subcontractors, as appropriate.

Furthermore, the Consultant may not use, reproduce or otherwise disseminate or authorize others to use, reproduce or disseminate such Deliverables without the prior written consent of IDRC.

A16. PATENT, TRADE MARK, TRADE SECRET AND COPYRIGHT INFRINGEMENT

The Consultant covenants that no Services or Deliverables to be provided to IDRC under this Contract will infringe upon or violate the rights of any third parties, including such parties' intellectual property rights. Without limiting the generality of the foregoing, the Consultant represents and warrants that no Services or Deliverables provided pursuant to this Contract will infringe any existing patent, trade mark, trade secret or copyright registered or recognized in Canada or elsewhere, with respect to or in connection with the intended use of the Services or Deliverables by IDRC.

The Consultant agrees to indemnify and hold IDRC harmless from and against any and all damages, costs, and expenses (including court costs and reasonable legal fees) incurred by IDRC as a result of the infringement or alleged infringement of any third party intellectual property rights, and further agrees to defend and participate in the defence of any claim or suit alleging that IDRC has a liability in this regard.

This section will survive termination of the Contract.

A17. CONFLICT OF INTEREST

The Consultant must avoid participating in activities or being in situations that place it, him, or her, in a real, potential or apparent conflict of interest that has the potential of influencing the Services and Deliverables being contemplated by this Contract.

The Consultant must not accept, directly or indirectly, for themselves or on behalf of any person or organization with whom they are in a close social, family or economic relationship, any gift, hospitality, or other benefit from any person, group, or organization having dealings with IDRC where such gift, hospitality, or other benefit could reasonably foreseeably influence the Consultant in the exercise of its, his or her official duties and responsibilities pursuant to this Contract.

A18. COMPLIANCE WITH LAWS

In performing services under this Contract, the Consultant shall be responsible for complying with all legislation of the country (countries) in which it, he, or she must work (including but not limited to laws pertaining to immigration, taxation, customs, employment and foreign exchange control).

It is the individual's responsibility to comply with the travel visa regulations of any country visited or in transit.

The overhead (included in fees) and allowances paid under this Contract include provision for complying with national legislation of the countries the Consultant may visit (including Canada). IDRC will not entertain any claim for work visas, work permits, etc., or any other costs relating to compliance with the national legislation of any country in the world.

A19. GOVERNING LAW

This Contract shall be governed and construed in accordance with the laws of the Province of Ontario, Canada. Where a dispute cannot be resolved by mutual agreement, the parties agree that any legal action or claim must be brought before the courts of the Province of Ontario, Canada, which will have exclusive jurisdiction over all such actions and claims.

A20. SEVERABILITY

The provisions of this Contract are severable, and the invalidity or ineffectiveness of any part shall not affect or impair the validity and effectiveness of remaining parts or provisions of this Contract.

A21. WAIVER

Failure by a party to enforce any right or to exercise any election provided for in this Contract shall not be considered a waiver of such right or election. The exercise of any right or election of this Contract shall not preclude or prejudice a party from exercising that or any other right or election in future.

A22. FORCE MAJEURE

Neither party shall be in default by reason of its delay or failure to perform its obligations by reason of strikes, lockout or other labour disputes (whether or not involving the party's employees), floods, riots, fires, acts of war or terrorism, explosions, travel advisories or any other cause beyond the party's reasonable control. Each party will use its best efforts to anticipate such delays and failures, and to devise means to eliminate or minimize them.

A23. NOTICES

Any notices, requests, or demands or other communication relating to this Contract shall be in writing and may be given by: 1. hand delivery, 2. commercial courier, 3. facsimile, 4. registered mail, postage prepaid, or, 5. electronic mail.

Any notice so sent shall be deemed received as follows: 1. if hand delivered, on delivery, 2. if by commercial courier, on delivery, 3. if by registered mail, three (3) business days after so mailing, or, 4. if by facsimile or electronic e-mail, on the date sent. The initial address and facsimile number for notice are set out in this Contract and may be changed by notice hereunder.

A24. REVIEW AND AUDIT

The Consultant agrees, if IDRC so requests at any time up to two (2) years following the Termination Date to:

- a. submit a complete financial accounting of expenses, supported by original (or certified copies of) invoices, timesheets or other documents verifying the transactions (excluding any receipts which have been submitted at the time of invoicing as deemed necessary according to the terms of the Contract);
- b. give officers or representatives of IDRC reasonable access to all financial records relating to the Services and Deliverables to permit IDRC to audit the use of its funds. This shall include books of account, banking records and, in the case of individuals, credit card statements.

This section will survive termination of the Contract.

A25. LANGUAGE

The parties have requested that this Contract and all notices or other communications relating thereto be drawn up in English. Les parties ont exigé que ce contrat ainsi que tous les avis et toutes autres communications qui lui sont relatifs soient rédigés en Anglais.

ATTACHMENT B – Travel and Travel Expenses

1. GENERAL

B1.1 Travel Expenses

IDRC agrees to pay the **travel expenses** detailed in this **Attachment** incurred by the Consultant only when the travel expenses are *directly* related to the purposes for which the Consultant is engaged.

B1.2 Travel Approval

All travel requirements must be pre-approved in writing with IDRC's **Project Authority**.

B1.3 Arrangements for visas, passports, immunization, and prophylaxis medication are the responsibility of the Consultant. **Costs** associated with these items are also the responsibility of the Consultant, *except for 'visitor type' visas*, which are included under the **mobilization allowance** provided to Consultants.

B1.4 Travel Insurance, Personal Safety and Health

The Consultant retained by IDRC is responsible for the **cost of any insurance** he/she may wish to have in connection with travel undertaken in fulfilment of his/her commitments to this Contract. This applies to all types of insurance including, but not limited to, insurance in respect of death, bodily injury, permanent disability, medical, hospitalization, and evacuation

Upon the request of IDRC, the Consultant shall provide IDRC with an **insurer's certificate**.

The Consultant has the exclusive responsibility for maintaining **personal safety and good health** during the period of this Contract. IDRC strongly suggests that the Consultant consult the diplomatic and consular authorities of the country of their nationality with a view to heed the travel recommendations applicable in the countries to be visited under this Contract. It is the responsibility of the Consultant to seek information and advice from any other reliable sources.

Should travel not be advised by the authorities, the Consultant must immediately upon making that determination advise the IDRC Representatives who will, at IDRC's discretion, either terminate the Contract, or with the Consultant's agreement, defer performance until the restrictions on travel are removed, or propose an alternative work plan for the Consultant's agreement.

IDRC also strongly suggests that Consultants seek guidance from qualified health personnel concerning potential health risks in the areas to be visited. In preparing for a trip to a developing country, Consultants should receive all recommended immunizations and take malaria prophylaxis when travelling to an area where malaria is endemic. IDRC especially recommends that:

- A Travel Medicine Clinic be consulted if possible; and
- Health and accident insurance, including coverage for emergency evacuation, be obtained.

Traveller's health information is available in the public domain, including from sites such as <http://www.tripprep.com/> or those maintained by the World Health Organization, Health Canada and the United States Centers for Disease Control and Prevention.

B1.5 Air/Rail Travel Booking Process

The Consultant must travel **economy class** by the most direct and economical routing. The Consultant is free to reroute or upgrade, where possible, at his or her own expense and settle any additional cost directly with the airline/rail line after the ticket has been purchased.

B1.6 Hotel Booking Process

The Consultant pays the hotels directly (reference **section B2.2**).

B1.7 Travel Time

The Consultant **will not charge fees for travel time** to and from any work site, for any purpose. Cost of such time will be the sole responsibility of the Consultant.

2. TRANSPORTATION AND LIVING ALLOWANCE EXPENSES

IDRC agrees to cover the following transportation and living expenses provided in the tables below, to a maximum of _____ (where this amount does not include travel prepaid by IDRC, which is thus over and above this amount).

B2.1. Travel Expenses-Transportation

-Rates are per person.

| Transportation Travel Expense Description | Arranged by | Rate | Receipts required with invoice |
|---|-------------|---------------|--------------------------------|
| Air travel | Consultant | Economy Class | n/a |

B2.2. Travel Expenses-Living Allowance

-Rates are per person.

| Living Allowance Travel Expense Description | Arranged by | Rate | Receipts required with invoice |
|--|---|--------------------|--------------------------------|
| Daily Living Allowance While in ___ city and ___ country, this living allowance covers the cost of accommodations, meals, laundry, local telephone calls, and gratuities. **to be included on invoices** | Consultant (note section B1.6 re: hotels) | IDRC Publish rates | No |

ANNEX B – Mandatory Requirements Checklist

INSTRUCTIONS:

As stated in **Section 3.2.1 Mandatory Requirements**, to qualify as an eligible Proponent, you must meet all the following requirements.

PART 1: General Mandatory Requirements of this RFP

These general Mandatory Requirements will be confirmed by IDRC:

| # | Mandatory Requirements |
|------|------------------------------------|
| Mi. | Met submission close date and time |
| Mii. | Included all required files |

PART 2: Statement of Work Mandatory Requirements

As stated in in **Section 4.6 Response to the Statement of Work**, the Proponent **must provide detailed information relative to each mandatory requirement**. Indicate in the table, where in the Proponent's Proposal the response to the mandatory requirement can be found:

Mandatory Requirements in Response to the Statement of Work:

| # | Mandatory Requirements | Compliant (yes or no) | Response |
|-----|---|-----------------------|----------|
| | TEAM | | |
| | RESOURCES | | |
| M1. | All Proposed Resources - Outline The Proponent shall outline <i>all proposed resources</i> to be used in completing the project and include: a. their roles, structure and reporting relationships b. name, title, telephone #, email address, location (city and province only*) | | |
| M2. | All Proposed Resources - CV The Proponent shall include an up-to-date cv/resume of <i>each proposed resource</i> . (no more than 5 pages per CV/resume) | | |
| M3. | Statement assuring no real or perceived conflicts of interest. Criteria for excluding certain individuals/organizations from undertaking the evaluation based on conflict of interest could include: 1) having been involved in the design, implementation, or oversight of the activities within the project or program being evaluated; 2) expectation of applying for funding from the organization/program for the duration of the evaluation; and 3) having a stake in what the evaluation uncovers. | | |
| M4. | | | |

Commented [LE2]: What do you mean by full capacity, like 1 member of the team must speak french? Also we may want to move this down to Rated as if they do not meet this criteria they would be disqualified.

Commented [GD3R2]: I moved it to rated Lindsay and made some adjustments accordingly. I think a minimum of 1 team member who can operate in French is a fair criteria

ANNEX C – Rated Requirements Checklist

INSTRUCTIONS:

As stated in **Section 3.2.2 Rated Requirements**, the following requirements will be evaluated according to the degree to which they meet or exceed IDRC's requirements.

As stated in **Section 4.6 Response to the Statement of Work**, the Proponent **must provide detailed information relative to each Rated Requirement**. Indicate in the table, where in the Proponent's Proposal the response to the Rated Requirement can be found:

RATED REQUIREMENTS:

Rated Requirements in Response to the Statement of Work:

| # | Rated Requirements | Weight | Response |
|------------|--|-----------|----------|
| | Team | 45 | |
| R1. | Team Expertise Proponents will be scored on the extent to which the team clearly demonstrates a depth of understanding, experience, and expertise in domains that are required to produce a high-quality evaluation: (1) experience evaluating multi-country research for development projects and/or programs, (2) understanding of development contexts in sub-Saharan Africa, (3) understanding of digital (and/or artificial intelligence) innovation for development, including key policy, innovation and capacity constraints, and (4) understanding of gender and inclusion issues. This score will also account for any proposed subcontracting arrangements including the roles, responsibilities, and relevant experience for each subcontracted entity. In the event such experience is not already covered by core team members, potential beneficial subcontracts may include those acquiring services from an editor, graphic designer, and/or communications specialist to ensure the deliverables are clear and engaging for the intended recipients. | 25 | |
| R2. | Team composition Proponents will be scored on the extent to which the composition of the evaluation team reflects a balance in gender and other types of diversity and inclusion. Representation from SSA countries will be viewed as an asset. | 5 | |
| R3. | Relevance and quality of previous work Proponents will be scored based upon the examples of prior work provided. Proponents that have engaged in prior work that is similar to that requested under this RFP, for similar types of clients, and with similar stakeholder groups will be rated higher. Quality of work performed based upon references received will weigh strongly in the rating assigned. | 10 | |
| R4. | Language Capacity to operate in English and French (the working language of the project will be English, but some data collection and analysis will be required in French). | 5 | |
| | METHODOLOGY | 40 | |

| | | | |
|-----|--|----|--|
| R4. | Understanding of IDRC and SOW The Proponent should demonstrate that it has a solid understanding of: a. IDRC approach to supporting research for development and the AI4D Africa Program; and b. the objectives and requirements in Annex B – Statement of Work | 5 | |
| R5. | Methodological Rigor Proponents will be scored based upon the quality and thoughtfulness of the evaluation approach they present in the technical proposal. Particular attention will be paid to the extent to which the proposed approach aligns with the needs reflected in this RFP, including the information needs of the primary intended users. The committee will consider the extent to which the proposal is likely to result in findings that are accurate, credible, trustworthy, useful, and relevant. Omission of items requested in the RFP under “evaluation approach” (section 3.4) will result in lower scores. Abilities to conduct proposed data collection activities in languages beyond English and French given the countries involved in AI4D will be viewed as an asset. | 20 | |
| R6. | Feasibility of Approach Proponents will be scored on the extent to which the proposed approach including the draft workplan and timeline are feasible given the funding amount and project timeframe. | 10 | |
| R7. | Risk Management- Describe any contingencies that may hinder the progress or outcome of the project and suggest how you would mitigate them. | 5 | |

ANNEX D – Simplified program overview

