



**IDRC · CRDI**

International Development Research Centre  
Centre de recherches pour le développement international

## REQUEST FOR PROPOSAL (“RFP”)

<b>RFP #:</b>  24250002	<b>RFP Title:</b>  <b>Global Partnership for Education Knowledge &amp; Innovation Exchange (GPE KIX) Development and Implementation of a Communications and Engagement Strategy</b>
<b>Issue Date:</b>  Monday April 22, 2024,	<b>Close Date &amp; Time:</b>  Friday, May 10, 2024, at 1:00 p.m. Eastern Daylight Time
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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 strives for equality in all aspects of its work and supports the generation of knowledge — including by individuals from diverse genders, communities, histories and experiences — that tackles the systems that perpetuate inequalities on the basis of identity. 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](http://www.idrc.ca)

### 1.2 PURPOSE OF THIS RFP

IDRC requests proposals for a proponent to support the development and implementation of a refreshed GPE KIX Communications and Engagement Strategy and accompanying workplan to guide its **program-level** efforts from 2024-2027. The consultant will work closely with staff at IDRC and GPE to design and implement the strategy and workplan, where requirements are described in Annex A-Section 2, the Statement of Work (“Services”).

### 1.3 DOCUMENTS FOR THIS RFP

*Note to Buyer: these documents are found XXX and can be add as needed and shared with the Project and Technical Authorities to help write the Statement of Work. Note that if translation is needed you can send just the attached documents.*

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

- This RFP document.
- Annex A- Section 2: Statement of Work
- Annex B – Mandatory Requirements Checklist
- Annex C – Rated Requirements Checklist
- Attachment A -Resulting Contract Terms and Conditions

### 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	May 2024

## SECTION 2 – STATEMENT OF WORK (Requirements)

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 and can be found in Annex A.

## 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:

#### Summary Table:

RFP Section	Requirements	Weighting % A	*Points 0-10 B	Score A x B
<b>3.2.2</b>	<b>Rated Requirements</b>			
	<b>Conformity</b> section	10		
”	<b>Feasibility</b> section	10		
”	<b>Experience Knowledge and Skills</b> section	10		
	<b>Budget</b>	10		
<b>3.2.4</b>	<b>Financials</b>			
	<b>Total %</b>	<b>10</b>		

#### \*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

#### 3.2.1 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.

### 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**.

### 3.2.3 Step 3 –Presentations/ Interviews

Proponents may be asked to provide additional information prior to the final selection. IDRC reserves the right to supply more information to those Proponents.

### 3.2.4 Step 4 - Financials

The Proponents' Financial Proposals will be scored. 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.

RFP Section	Rated Requirements	Weighting A	Points 0-10 B	Score A x B
4.5	Total pricing, exclusive of taxes	10		
	<b>Total %</b>	<b>10</b>		

### 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 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	Technical Proposal including Mandatory Requirements Checklist and Rated Requirements Checklist
4.7	3.0	Financial Proposal
5.9, Annex A	4.0	Objections with reasons regarding the proposed contract terms and conditions included in this RFP

### 4.2 OFFICIAL LANGUAGES

Proposals may be submitted in English or French.

### 4.3 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 Proponent **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.

### 4.4 TECHNICAL PROPOSAL

The Proponent should provide *as a separate file*. **Please ensure that the technical proposal is no more than 5 pages and that it includes the following:**

#### 4.4.1 Table of Contents

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

#### 4.4.2 Response to the Statement of Work

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

- a. A description of the consultant's overall approach and motivation to undertake this project.
- b. A detailed work plan and explanation of how you intend to fulfill the scope of work.
- c. A description of the services to be provided.
- d. A brief description of the consultant team's experience (please attach CVs in a separate Annex).
- e. Each **Mandatory Requirement** in Annex B; and
- f. Each **Rated Requirement** in Annex C.

#### 4.4.3 Mandatory and Rated Checklist

The Proponent **should** create and include a table, 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.

### 4.5 FINANCIAL PROPOSAL

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

#### 4.5.1 Financial Requirements

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

Financial Requirements
<p>a. The Proponent is to state the assumptions underlying its financial proposal.</p>
<p>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.</p> <p>If the Proponent will not be charging IDRC taxes, an explanation should be provided. See the <b>Notes</b> below for more details on taxes.</p>
<p>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 and capture the time and resources required to undertake this project.</p> <p>All prices must include a detailed breakdown and include at a minimum the following:</p> <ol style="list-style-type: none"> <li>i. all-inclusive daily rate applicable to proposed personnel who will do the work.</li> <li>ii. estimated total number of billable days to do the work;</li> <li>iii. estimated number of days to be spent in at IDRC's Ottawa office, if applicable.</li> </ol>
<p>d. The Proponent will invoice based on completion of phases.</p> <p><i>Important Note:</i> IDRC's payment terms are NET 30 and IDRC will make no advance on fees.</p>
<p>e. Proponents who must travel to Ottawa for onsite work must indicate if there will be fees chargeable to IDRC. For Non-Canadian Consultants who must travel to Canada, IDRC is required to withhold 15% of fees incurred while working on Canadian soil.</p>

#### 4.5.2 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, April 26, 2024, 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 "**RFP # 24250002 - Global Partnership for Education Knowledge & Innovation Exchange (GPE KIX) Development and Implementation of a Communications and Engagement Strategy**".

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. IDRC will not distribute RFP documents that are posted on <https://canadabuys.canada.ca/en>.

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### 5.2 SUBMISSION DEADLINE

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

**Important note:** Late proposals will not be accepted. No adjustments to proposals will be considered after the closing 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 "**RFP # 24250002 - Global**

**Partnership for Education Knowledge & Innovation Exchange (GPE KIX) Development and Implementation of a Communications and Engagement Strategy”** 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 **four (4) files** (i.e., 4 separate documents) as noted in section 4.

### **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

**Attachment 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. Failure to identify objections at the proposal stage may preclude Proponents from raising these objections in the course of any future negotiations.

**2023-05-10**



## ANNEX A

### SECTION 2 – STATEMENT OF WORK (or REQUIREMENTS)

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.

#### 1.2 PURPOSE OF THIS RFP

IDRC requests proposals to support the development and implementation of a refreshed GPE KIX Communications and Engagement Strategy and accompanying workplan to guide its **program-level** efforts from 2024-2027. The consultant will work closely with staff at IDRC and GPE to design and implement the strategy and workplan, where requirements are described below, the Statement of Work (“Services”).

#### 2.1 INTRODUCTION AND PROJECT OVERVIEW

The Global Partnership for Education Knowledge and Innovation Exchange (GPE KIX) is a joint endeavor between the Global Partnership for Education (GPE) and the International Development Research Centre (IDRC) to connect expertise, innovation and knowledge to help GPE partner countries build stronger education systems and accelerate progress toward the Sustainable Development Goal on education (SDG 4). GPE KIX responds to education challenges and priorities to strengthen education systems in over 80 countries across Africa, the Middle East, Asia, Eastern Europe, and Latin America & the Caribbean. Launched in 2019, GPE KIX is an 8-year, CAD \$216 million initiative that funds four regional knowledge exchange hubs and dozens of applied research projects focused on key challenges facing education systems across the Global South, as identified through the regional hubs.

The objective of GPE KIX is that GPE partner countries have and use the evidence and innovation they need to accelerate access, learning outcomes, and gender equality through equitable, inclusive, and resilient education systems. It is also important that GPE KIX be understood and valued by the diverse members of the GPE Board and by the international education community more broadly. In order to do all of this effectively, strategic communications and engagement activities are essential.

GPE KIX has three different levels at which communications and engagement activities take place, of which this consultancy will focus on the third:

1. At the **project level**: GPE KIX applied research projects each design and implement their own knowledge mobilization plan, which identifies key audiences/knowledge users and strategies to engage with them throughout the project life cycle. These audiences are often national-level education stakeholders, but may also be at the sub-national or community level.
2. At the **Hub level**: GPE KIX Regional Knowledge Exchange Hubs engage with a range of education stakeholders at both national and regional levels for peer learning and consideration of existing evidence. Hubs involve policymakers, practitioners, and researchers.
3. At the **program level**: GPE KIX-wide communications and engagement seeks to complement and go beyond project-level and Hub-level communications and engagement, positioning GPE KIX as a key contributor to global education research and evidence-use.

GPE KIX is seeking a consultant to support the development and implementation of a refreshed GPE KIX Communications and Engagement Strategy and accompanying workplan to guide its **program-level**

efforts from 2024-2027. The consultant will work closely with staff at IDRC and GPE to design and implement the strategy and workplan.

## **A. Objectives**

The main objectives of this project are to:

1. Update the GPE KIX Communications and Engagement Strategy for 2024-2027 and develop an accompanying workplan that will:
  - a. Identify strategic audiences for program-level communications and engagement, also noting the key audiences that are best reached through GPE KIX Regional Knowledge Exchange Hubs and applied research projects directly.
  - b. Map strategic moments for engagement at global and regional levels, building on already developed mapping by GPE's advocacy team and IDRC.
  - c. Identify communications products to be developed.
  - d. Suggest a division of work between GPE, IDRC, and the consultant according to organizational positioning and capacity.
2. Draft simplified messages for each program-level audience to promote understanding of and engagement with GPE KIX, ultimately furthering its impact.
3. Develop the communications products outlined in the workplan and others that may arise due to unforeseen needs and opportunities.
4. Support GPE KIX applied research projects and hubs in their communications activities by reviewing content and translation quality of submissions to the GPE KIX website and leading capacity strengthening workshops.
5. Define and track indicators to measure the effectiveness of the communications and engagement efforts outlined in the strategy and workplan.

## **2.2 DESCRIPTION AND SCOPE OF WORK**

### **2.2.1 Project Scope**

#### **In Scope:**

The scope of work will be divided into 5 phases:

**Phase I – Consultations with IDRC and GPE:** In Phase I, the consultant will review the current GPE KIX Communications and Engagement strategy and conduct a limited number of interviews with IDRC and GPE staff and management, along with key partners. These interviews will validate and/or refine key audiences and related requirements and objectives, and identify gaps in communications and engagement activities to date to inform potential strategies to strengthen these activities. The consultant will also review the GPE Communications and Engagement Strategy to ensure the strategy developed for GPE KIX fits within that framing and amplifies key GPE messages. During this phase, the consultant will map the key stakeholders and identify their unique communications & engagement needs for the strategy to address. This phase should include validation with the GPE KIX Team Leads and communications focal points at IDRC and GPE.

**Deliverable:** A list of key stakeholders and the specific objectives for communications and engagement with GPE KIX.

**Phase II – Strategy development:** During this phase, the consultant will create a comprehensive communications and engagement strategy for GPE KIX, based on the results of the consultations conducted during Phase I. This strategy should position KIX as a joint GPE-IDRC initiative and ensure it links with respective IDRC and GPE communications teams and approaches. It should include specific strategies to reach each group of stakeholders identified, including key messages, strategic communications channels, and major opportunities/moments for engagement. It should also include indicators and an evaluation plan to measure the strategy's effectiveness. The strategy should focus on program-level activities, while noting the key audiences that are best reached through GPE KIX Regional Knowledge Exchange Hubs and applied research projects directly. A draft strategy should be shared with the GPE KIX Team Leads and communications focal points at IDRC and GPE for feedback.

**Deliverable:** A comprehensive GPE KIX communications and engagement strategy.

**Phase III – Workplan development:** This phase involves operationalizing the strategy through the development of a workplan that includes roles and responsibilities for IDRC, GPE, and the consultant. The workplan should cover a one year period in detail, with indicative markers for major upcoming opportunities through 2027 where possible (ex. The GPE replenishment in 2026). It should include an editorial calendar, a social media strategy utilizing both GPE and IDRC social media platforms, clear channels for engagement, including through the GPE KIX website and YouTube channel, GPE's website, and IDRC's website, along with a series of communications products, and an evaluation plan. It should also take into account Hub plans and priorities, as well as project timelines. This workplan should be developed in close consultation with the GPE KIX communications focal points at IDRC and GPE, and approved by the Team Leaders at both organizations. Please note that this workplan should be agile and flexible to adapt to changing needs and opportunities that may arise in the global education landscape.

**Deliverable:** A workplan to guide the implementation and monitoring of the GPE KIX communications and engagement strategy.

**Phase IV – Workplan implementation:** This phase will be defined based on the agreed-upon workplan developed in Phase III. The consultant will develop the communications products and social media campaigns identified in the workplan, with input from IDRC and GPE communications focal points. This will be the majority of the consultant's work. Additionally, the consultant will be responsible for reviewing and providing feedback on submissions to the GPE KIX website, as well as monitoring translation quality in English, French, and Spanish on an ongoing basis. At least once a year, the consultant will organize and facilitate a training session on a different set of communications skills for GPE KIX applied research teams and regional hubs. Topics of these sessions could include writing in plain language for different audiences, delivering compelling presentations, policy engagement, knowledge translation, etc. These topics would be determined in

consultation with grantees and IDRC Program Officers and through coordination with GPE KIX comms focal points in GPE and IDRC. Throughout the workplan implementation phase, the consultant should be tracking the indicators laid out in the evaluation plan developed in Phase III and evaluating the effectiveness of the implementation.

**Deliverable:** A series of communications products and training sessions for hub and project teams.

**Phase V – Annual workplan updates and monitoring:** The workplan will be updated on an annual basis, taking into account the indicators of success that were developed in Phase III. Implementation will continue based on each year’s agreed upon workplan.

**Deliverable:** An updated workplan, implemented through a new series of communications products and additional training sessions each year.

*\*Note that Phase V is dependent upon satisfactory performance on Phases I through IV and mutual agreement between IDRC, GPE, and the selected consultant.*

### **2.2.2 Required Experience, Knowledge and Skills of the Proponent**

The proponent should demonstrate skills and experience in the following areas:

#### **Communications and Stakeholder Engagement**

- Strong communications and stakeholder engagement skills, including outreach to high-level decision makers in low- and middle-income countries.
- Solid knowledge of communications and stakeholder engagement theory and practice, including commonly used communication channels for different audiences, particularly as it relates to stakeholders in low- and middle-income countries.
- Proven experience developing and implementing communications and engagement plans for complex, multi-million-dollar initiatives.
- Demonstrated ability to translate and synthesize complex ideas and scientific research into clear and compelling messages.
- Expertise in creative and visual storytelling, including the development of communications outputs such as briefs, articles, infographics, videos, and social media campaigns.
- Significant experience working with stakeholders in low- and middle-income countries on the topic of international education.
- Experience providing science communications training to researchers and technical experts.
- Across the team, fluency in English, French and Spanish.

#### **Strategic Planning**

- Demonstrated ability to synthesize feedback from a range of stakeholders into a cohesive plan.
- Excellent creativity and problem-solving skills.
- Strong analytical and organizational skills.

#### **Collaboration**

- Exceptional interpersonal skills.
- Demonstrated ability to work across teams to develop a common strategy.

#### **Knowledge**



- Knowledge of the global education landscape, GPE, IDRC, and GPE KIX.

### 2.2.3 Timeline and Deliverables

The timeline for this project is the following:

- Phase I: Consultations with IDRC and GPE - Deliverable is a list of key stakeholders and their knowledge sharing needs for GPE KIX to address. **Two weeks.**
- Phase II: Strategy development – Deliverable is a comprehensive GPE KIX communications and engagement strategy. **Four weeks.**
- Phase III: Workplan development – Deliverable is a workplan to guide the implementation and monitoring of the GPE KIX communications and engagement strategy. **Two weeks.**
- Phase IV: Workplan implementation – Deliverable is a series of communications products and a training session for project teams. **One year.**
- Phase V: Annual workplan updates and monitoring – Deliverable is an updated workplan, implemented through a new series of communications products and an additional training session for project teams, each year. **Ongoing until April 2027.**

*\*Note that Phase V is dependent upon satisfactory performance on Phases I through IV and mutual agreement between IDRC, GPE, and the selected consultant.*

### 2.2.4 Project Budget

An initial budget of up to \$50,000 CAD will be attributed to Phases I through III. Additional budget for the implementation phases of this work (Phases IV and V) will be negotiated upon agreement of the workplan developed in Phase III.

### 2.2.5 Additional Phases of Work

The Proponent who successfully completes the initial phase of work would more than likely have the necessary qualifications to complete these anticipated additional phases.

## 2.3 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.

## 2.4 LOCATION OF WORK AND TRAVEL

Due to the type of Services required, the successful Proponent will be able to work from its own location. IDRC will not provide onsite facilities for the Proponent, other than providing facilities for on-site meetings.

Travel is not expected to be required by the Proponent. If travel is required, all travel will align with IDRC's travel policy. Airfare must be booked at economy class and per diems must follow IDRC's all inclusive per-diem allowances for non-employees, you can find the rates here:

## **2.5 PERIOD OF A RESULTING CONTRACT**

A resulting Contract for Phases 1-3 will expected to commence on May 2024 and conclude by July 31, 2024.

## 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

## 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
	<b>Conformity</b>		
R1.	How well does the proposal respond to the terms of reference (TORs) drafted by GPE KIX? <ul style="list-style-type: none"> <li>Does the proposal include all of the required submission documents?</li> <li>Do the proposed deliverables reflect the scope of work and deliverables required in the TORs?</li> <li>Does the timeline conform to the requirements of the TORs?</li> <li>Do the number of deliverables to be produced conform to what is asked in the TORs?</li> </ul> Otherwise, is what is proposed relevant?	10	
	<b>Feasibility</b>		
R2.	Will the approach proposed by the Proponent address and fulfill the project's purpose and scope of work? <ul style="list-style-type: none"> <li>Is the proposed timeline/work plan realistic and sufficient to complete the project?</li> </ul> How much flexibility does the proponent demonstrate to adapt to the scope of work?	10	
	<b>Experience Knowledge and Skill</b>		
R3.	How well do the skills and knowledge of the Proponent align with skills and knowledge required in the TORs? <ul style="list-style-type: none"> <li>Does the Proponent's experience align with the experience required in the TORs?</li> </ul>	10	

	Does the Proponent effectively explain their relevant experience and demonstrate how their experience will enable them to undertake the project?		
	Budget (excluding travel)		
<b>R4.</b>	Is the initial strategy and workplan development budget within the limit of \$50,000 CAD? Did the Proponent consider all the elements (interviews with key personnel, time, etc.)? Is the budget realistic?	10	

## 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.

*“Supplier”* 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 Supplier 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 Supplier 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 Supplier 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 Supplier,

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 Supplier 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 Supplier 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** Supplier performing work in Canada unless the Supplier provides to IDRC a Contract-specific waiver from the CRA. Such funds can be reclaimed by the Supplier from the CRA or from their own governments, as the case may be. Non-Canadian resident Suppliers 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 Supplier 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 Supplier:
  - 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 Supplier 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 Supplier 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 Supplier is responsible for taking out at its own expense any insurance deemed necessary while executing this Contract.

If the Supplier will be working on-site at IDRC, the Supplier 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 Supplier 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 Supplier may be provided with access to IDRC information systems and electronic communication networks. The Supplier, 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 Supplier with any such policies upon commencement of Services pursuant to this Contract, or as such policies are put into effect, and the Supplier 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 Supplier'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 Supplier 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 Supplier 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 Supplier 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 Supplier acknowledges and agrees that, in carrying out this Contract, the Supplier is acting as an independent contractor and not as an employee of IDRC. The Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier will immediately give notice to IDRC of any unauthorized use or disclosure of the Confidential Information. The Supplier 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 Supplier's failure to comply with its obligations under this section. The Supplier 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 Supplier may have acquired from a third party.

**Exclusions from Nondisclosure and Non-use Obligations**

The Supplier's obligations under the preceding subsection with respect to any portion of the Confidential Information shall terminate when the Supplier can document that:

- a) it was in the public domain at or subsequent to the time it was communicated to the Supplier by IDRC through no fault of the Supplier;
- b) it was rightfully in the Supplier's possession free of any obligation of confidence at or subsequent to the time it was communicated to the Supplier by IDRC; or
- c) it was developed by the Supplier, its employees or agents independently of and without reference to any information communicated to the Supplier 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 Supplier 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 Supplier, remain the property of IDRC and no license or other rights to Confidential Information is granted or hereby implied.

The Supplier 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 Supplier, its employees, subcontractors, successors and assignees expressly agree to assign to IDRC any copyright arising from the Deliverables. The Supplier hereby agrees to waive in favour of



IDRC any moral rights in the Deliverables. The Supplier shall secure any additional waivers of moral rights in the works in favour of IDRC, from personnel and subcontractors, as appropriate.

Furthermore, the Supplier 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, TRADEMARK, TRADE SECRET AND COPYRIGHT INFRINGEMENT**

The Supplier 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 Supplier represents and warrants that no Services or Deliverables provided pursuant to this Contract will infringe any existing patent, trademark, 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 Supplier 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 Supplier 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 Supplier 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 Supplier 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 Supplier 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, health, taxation, customs, employment and foreign exchange control). The Consultant will consult public health guidelines in the countries or regions where travel will be undertaken.

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.

The Consultant acknowledges that the Centre is bound by:

Canada's *Anti-Terrorism Act* 2001, c.41 (hereinafter "*ATA*"), including the provisions of the *Criminal Code of Canada* R.S.C. 1985, c. C-46 (hereinafter "*Code*") brought into effect by the *ATA*, namely Part II.1 of the *Code*, which *Code* provisions create offences related to the participation in, financing, facilitation and carrying out of terrorism and support for entities affiliated with terrorism, as well as Canada's sanction regime as set out in:

- the *Special Economic Measures Act* S.C. 1992, c. 17, (hereinafter the “SEMA”), and regulations made pursuant to the SEMA;
- the *United Nations Act* R.S.C., 1985, c. U-2 (hereinafter the “UN Act”), and regulations made pursuant to the UN Act;
- the *Justice for Victims of Corrupt Foreign Officials Act (Sergei Magnitsky Law)*, SC 2017, c 21 (hereinafter the “SML”) and regulations made pursuant to SML,
- the *Freezing Assets of Corrupt Foreign Officials Act*, SC 2011, c 10, (hereinafter the “FACFO”), and regulations made pursuant to FACFO, and
- the *Export and Import Permits Act* R.S.C., 1985, c. E-19 (hereinafter the “EIPA”).

The Centre is committed to adhering to the provisions and principles of the *ATA*, the *SEMA*, the *UN Act*, the *FACFO*, the *SML*, and the *EIPA* in all work it undertakes and supports.

During and after the term of this Agreement, with regards to the fees provided by the Centre to the Consultant pursuant to this Agreement, the Consultant shall ensure that the receipt and use of the fees would not constitute a breach of the *Code*, the *SEMA*, the *UN Act*, *FACFO*, the *SML*, the *EIPA*.

The Consultant further agrees to comply with any other instructions regarding compliance with the terms and conditions of this section, which the Centre may be required to issue during the term of this Agreement in response to changes to Canadian law.

#### **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 Supplier 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.

#### **A26. SIGNATURE**

The parties agree that the Contract, any amendments thereto, and any notices related to the Contract may be executed by electronic signature, and further that such execution will have the same binding effect as if executed by physical signature.

PS 2023-07-30

