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AMENDMENT #1

**REQUEST FOR PROPOSAL
DEMANDE DE PROPOSITION**

Proposal To: Department of Foreign Affairs Trade and Development.

We hereby offer to sell to Canada, in accordance with the terms and conditions set out herein, referred to herein or attached hereto, the goods, services, and construction listed herein and on any attached sheets at the price(s) set out thereof.

Proposition aux: Ministère des Affaires étrangères, commerce et développement

Nous offrons par la présente de vendre au Canada, aux conditions énoncées ou incluses par référence dans la présente et aux annexes ci-jointes, les biens, services et construction énumérés ici sur toutes feuilles ci-annexées, au(x) prix indiqué(s).

Comments - Commentaires

Issuing Office – Bureau de distribution

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

Title / Titre Field Support Services Project (FSSP) in Nigeria	Amendment Date May 24, 2024
Solicitation No. / N° de l'invitation: 23-238135	
Client Reference No. / No. de référence du client(e): P-010366	
Solicitation Closes / L'invitation prend fin At / à : 2:00 pm / 14:00 pm EDT (Eastern Daylight Time) / HAE (Heure Avancée de l'Est) On / le : June 11, 2024	
F.O.B. / F.A.B. Plant-Usine: <input type="checkbox"/> Destination: <input checked="" type="checkbox"/> Other-Autre: <input type="checkbox"/>	
Destination of Goods and Services / Destinations des biens et services Department of Foreign Affairs, Trade and Development (DFATD)/ Ministère des Affaires étrangères, commerce et développement (MAECD)	
Address Inquiries to : / Adresser toute demande de renseignements à : Viacheslav Zub (he/il) Senior Contracting Officer Email / Courriel: Viacheslav.Zub@international.gc.ca	
Delivery Required / Livraison exigée See herein — Voir en ceci	Delivery Offered / Livraison proposée
Vendor Name, Address and Representative / Nom du vendeur, adresse et représentant du fournisseur/de l'entrepreneur	
Telephone No. / No. de téléphone	Facsimile No. / No. de télécopieur
Name and title of person authorized to sign on behalf of Vendor (type or print) / Nom et titre de la personne autorisée à signer au nom du fournisseur (taper ou écrire en caractères d'imprimerie)	
Signature	Date



REQUEST FOR PROPOSAL AMENDMENT #1

This Request for Proposal amendment #1 has been raised to:

- (A) Respond to questions regarding the Request for Proposal (RFP)
- (B) Identify changes to the RFP

(A) QUESTIONS AND ANSWERS

Question 1	Could GAC clarify the rationale for a half time Project Manager? This approach does not follow the model in any other FSSP and has significant implications on the availability of candidates. In our experience, the pool of interested and qualified candidates will be much smaller. Additionally, and as most experts will be looking to fill the balance of their time with other work, this could have a material impact on the availability of the Project Manager. It is not reasonable to expect an individual to have part-time level of effort and to be available on a full-time basis.
Answer 1	Development Programs tailor their contracting requests based on their needs assessment, country specific conditions and previous FSSP experience. There is no “one size fits all” approach in the FSSP model. The request for the Project Manager resource in this RFP has been identified as 110 days in the level of effort per year, and remains unchanged.
Question 2	Reference RT2, RT4, and RT5 in which completed project descriptions are to be provided. Noting that there could be very relevant experience in projects that are still active, and are very close to completion, will GAC consider removing the requirement for ‘completed’ projects and consider adding a % complete basis for projects to be eligible? We note that this amendment was recently accepted/included in the FSSP tender for Mozambique and this ensures consistency with tender approaches.
Answer 2	DFATD (GAC) will not change criteria RT2, RT4 and RT5 to accept the percentage of completed project requirements.
Question 3	Please review the scoring totals (within each category and the total) and provide an updated evaluation grid.
Answer 3	The scoring of subtotal and total points in the Evaluation Criteria has been reviewed and amended accordingly. Please see the respective amendments below.
Question 4	Academic accreditation and equivalency assessment can often take longer than the 60 days indicated in the RfP. This is due to official translation requirements and accreditation processing timeframes beyond the control of the bidder. Will GAC consider extending the process to 90 days?
Answer 4	DFATD (GAC) accepts to extend submission of academic credential assessment process up to 90 days after RFP closing date. The respective change is reflected in the amended Annex D – Evaluation Criteria.



(B) AMENDMENTS TO THE RFP

1) In Part 4 – EVALUATION PROCEDURES AND BASIS OF SELECTION, paragraph 4.2.1 (1) **DELETE** sub-paragraph (c) in its entirety and **REPLACE** with the following:

- c. obtain the required minimum of **106.2 points** overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of **177 points**.

2) **DELETE** ANNEX A – STATEMENT OF WORK, in its entirety and **REPLACE** with the following:

ANNEX A – STATEMENT OF WORK

List of acronyms

AWP	Annual work plan
DFATD	Department of Foreign Affairs, Trade and Development
FSSP	Field Support Services Project
GE	Gender equality
GAC	Global Affairs Canada
HQ	Headquarters
IWP	Initial work plan
NGO	Non-governmental organization
ODA	Official Development Assistance
SDG	Sustainable Development Goal
TA	Technical authority
UN	United Nations

1. Title

Field Support Services Project (FSSP) in Nigeria

2. Objective

Global Affairs Canada requires the services of a Contractor to ensure the quality and relevance of Canada's support in responding to Nigeria's development challenges. The Nigeria Development Program requires access to technical expertise with local knowledge and experience, sector studies and strategies and support to aid effectiveness activities. To meet these needs, the Department of Foreign Affairs, Trade and Development (DFATD) has designed the Field Support Services Project (FSSP) in Nigeria to provide the required technical, administrative, financial and logistical support services.

3. Context

In 2021-22, Canada provided \$152.20 million in international assistance to Nigeria, of which \$92 million was from DFATD. Nigeria is the eighth largest recipient of Canadian international assistance.

Bilateral Development Program: Bilaterally, Canada supports efforts to improve the quality of life for poor and marginalized people in Nigeria, particularly women and girls, through:

- Health: Canada seeks to strengthen primary health care and sexual and reproductive health and rights, particularly for women and adolescent girls. Programming seeks to meet the health needs of



women and girls, transform behaviours and support an enabling environment for more inclusive, gender-responsive service delivery and use.

- **Inclusive growth:** Canada seeks to improve the participation, productivity and economic empowerment of women and youth in the Nigerian economy. Programming focuses on building inclusive value chains and scaling-up women-led enterprises.
- **Gender equality:** Canada seeks to advance the rights and empowerment of women and girls in Nigeria by supporting the women's movement and by addressing harmful gender norms.

Programming with global and multilateral partners: Canada also contributes to development results in Nigeria through its support to multilateral, humanitarian and global organizations. Many of these organizations have some of their largest programs in Nigeria.

Humanitarian Assistance: Canada provides funding to UN agencies, the International Committee of the Red Cross, and Canadian and international NGOs, to assist crisis-affected people in Nigeria, based on assessed priority needs. This funding helps to provide critical life-saving assistance, including food, treatment for acute malnutrition and other healthcare, and access to safe water and sanitation services to internally displaced people and other vulnerable households.

Canadian partnership approach: DFATD contributes to international development efforts by leveraging Canadian expertise, funding and networks through effective development projects with Canadian civil society organizations, including through scholarship programs and volunteers.

Peace and Stability: Canada maintains an ongoing funding envelope of \$10M annually to support counter-terrorism capacity building in Sub-Saharan Africa, including in Nigeria and the Lake Chad Basin region.

Other Canadian Investments: Apart from investments from GAC programs, Canadian international assistance flows from other departments, such as the Department of Finance Canada, Environment and Climate Change Canada, from Canadian provinces and municipalities, and from the International Development Research Centre (IDRC).

4. Work Location

The resources must be based in Abuja, Nigeria. The FSSP will be implemented throughout Nigeria.

5. Constraints

The FSSP will be implemented in a territory where the political environment is relatively stable, but where there is risk related to the country's vulnerable economy, deteriorating security situation and civil unrest.

The Contractor must have knowledge and comply with local laws, regulations and practices, that might affect the FSSP and the contractor's ability to provide the services under this contact in the country of intervention.

6. Risks

DFATD uses the internationally recognized definition of risk as the effect of uncertainty on objectives. In this context, risk is expressed as the likelihood and the impact of an event occurring with the potential to affect the achievement of development outcomes. Managing risk in fragile, crisis and conflict-affected environments requires an increased focus on due diligence and a need for added flexibility.

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

The insecurity, potential social conflicts, volatile economies and vulnerability to natural disasters in Nigeria demand that the nature and likelihood of the various risks that could have implications for which, should be considered and thoroughly managed.



7. Scope of Work

The Nigeria FSSP will provide a range of services in support of the implementation of Canada's ODA in Nigeria. The FSSP will enable DFATD to enhance the quality of the delivery of its programming by providing a platform for mobilising highly qualified Technical Specialists in thematic and sector areas related to DFATD's priorities and will be instrumental in enabling DFATD to deliver on commitments and results in Nigeria.

In addition, the administrative and support services provided by the FSSP will contribute to the efficiency of DFATD's programming by providing specific local knowledge and expertise that will broaden DFATD knowledge of local development issues and inform the design and implementation of sound development strategies and will facilitate delivery of a range of technical services including strategic, technical analysis and advice in line with Canada's development priority themes, sectors and initiatives, including cross-cutting issues; knowledge-sharing and research initiatives; monitoring of investments, including results reporting, capturing lessons learned and risk assessment; and support for emerging priorities.

8. Tasks

8.1 Contractor

To help improve the efficiency of the work of stakeholders and the impact of Canada's international assistance programs in Nigeria, the contractor is responsible for the management of the services provided under the contract, including:

- a) Remaining informed of, and complying with locally applicable laws, regulations and practices, including those for local human resources management and its ability to operate in the programming area.

8.2 FSSP Manager

Based in Abuja, the tasks of the FSSP Manager include:

- a) providing advice on project matters to the Development Section at the High Commission of Canada in Nigeria, and DFATD;
- b) aggregating sector-level learning to inform future technical assistance;
- c) collaborating with DFATD, stakeholders and partners in support of assessing needs and setting priorities for technical specialists;
- d) supporting policy dialogue and researching best practices across sectors through the services of technical specialists and local expertise to expand knowledge on local development issues and development strategies;
- e) sourcing qualified resources, including Technical Specialists / sub-contractors (as and when required);
- f) preparing all FSSP documents, including deliverables as described in Section 13. Deliverables;
- g) communicating on a weekly basis with the Development Section at the High Commission of Canada in Nigeria, DFATD Headquarters, Nigerian government authorities, and other relevant project stakeholders;
- h) developing and maintaining networks of key stakeholders (government, civil society, other donors, private sector);

8.3 FSSP Project Coordinator

Based in Abuja, the tasks of the FSSP Project Coordinator include:

- a) Recommend and coordinate subject matter specialists in support of partner or stakeholder lead policy dialogue and knowledge-sharing events, facilitating stakeholder coordination and promoting knowledge-sharing among projects;
- b) assembling effective and user-friendly sector-level and/or program-level information;



- c) providing advice, including travel advice for all requested tasking and Technical expertise, including local government documentation requirements, visa and work permit processes, and related services, such as security, flights and accommodation;
- d) assisting with travel and logistical arrangements for technical specialists/sub-contractors and other eligible recipients;
- e) administering the provision of logistical services, such as mission planning, as required by technical specialists/sub-contractors and resources;

8.4. FSSP Financial and Administrative Officer

Based in Abuja, the FSSP Financial and Administrative Officer tasks include:

- a) maintaining accurate records and supporting documents and invoices, including time sheets for every expenditure for submission to DFATD;
- b) making travel arrangements for technical specialists / Sub-Contractors;
- c) providing advice or assistance in relation to local government documentation requirements, visa and work permit processes, and related services, such as arranging for security and accommodation.

9. Contractor's Office Space and Equipment

9.1 Facilities, workplace and work equipment

The Contractor and its resources will be required to provide its own workspace, software and equipment needed to provide the services and complete their tasks.

9.2 Meetings

If the Contractor require office space or meetings space, it will be their sole responsibility to source and cover the associated fees. All meetings are encouraged to be held virtually. Should the Technical Authority request a meeting, it will either be held virtually or at a Government of Canada site, where appropriate security measures must be followed.

10. Technical Specialists

A financial envelope (see Annex B – Basis of Payment) is reserved for the services of short, medium, and long-term Technical Specialists as requested by DFATD.

Technical Specialists are responsive and DFATD's required expertise may change over the course of the contract, in alignment with Canada's development assistance priorities; and will include, but will not necessarily be limited to: health and nutrition, education, gender equality, environmental sustainability, inclusive governance, humanitarian assistance, peace-building, conflict resolution, institutional capacity building, public financial management, private sector development, communications, and monitoring and evaluation.

11. Language Requirements

The operating language of the FSSP is English. The Contractor must provide all documents and reports described under Section 13 to DFATD and other partners in English.

12. Client Support

DFATD will make available all necessary data, documentation and information to the Contractor.

13. Deliverables

13.1 Key Project Documents and Reports

All draft and final deliverables/reports are to be submitted to the TA in one (1) electronic copy in Microsoft format (Word/Excel/PowerPoint version 2010 or newer) in English, unless otherwise specified by the TA.



Title	Description	Delivery Date
Initial Work Plan (IWP)	The IWP must include a summary of the kick-off meeting and Technical Specialists requested by DFATD for the initial period of the contract. At minimum, the IWP must include the following elements in alignment with DFATD defined activities: <ul style="list-style-type: none">a) a list of the technical specialists anticipated during the year, determined by the TA, and discussed with the Contractor;b) summary of the tasks assigned by DFATD 12 months from the date of contract award.	IWP is due within sixty (60) calendar days following contract signature.
Annual Work Plan (AWP)	The AWP is a summary of the Technical Specialists used, and their achievements for the previous year and serves as a basis for assessing project performance) and must include the following: <ul style="list-style-type: none">a) executive summary;b) project context (which may change from year to year) for Nigeria;c) risk management strategy;d) a summary of the Technical Specialists used during the previous annual period and a summary of the outcomes achieved per Technical Specialist.	February 28th of each year.
Semi-annual Reports	The semi-annual narrative report (maximum 10 pages) provides progress on activities for the previous 6 months (April to September). It must include, but not be limited to: <ul style="list-style-type: none">a) executive summary;b) report on key contract activities;c) problems and difficulties encountered, if any, and remedial action taken or to be taken;d) comments on risks encountered or new risks identified;e) summary of costs and results achieved by technical specialists;f) annexes (list of key deliverables initiated or completed in the period).	November 15th of each year.
Annual Progress Report	The annual progress report (maximum 20 pages) summarizes project activities and progress toward expected outcomes. It must include, but not be limited to: <ul style="list-style-type: none">a) executive summary;b) coordination and networking activities and results;c) problems and difficulties encountered, and remedial actions taken or to be taken;d) management issues and results;e) comments and results on risk assessment and updated risk management strategy with a view to improve service strategies and delivery, as appropriate;f) summary analysis of support provided by technical specialists / sub-contractors.	May 15 th of each year.
Final Report	The final report provides information on program design, methodology and delivery, success factors, lessons learned. <ul style="list-style-type: none">a) Executive Summary	Due on contract end date



Title	Description	Delivery Date
	<p>b) FSS Project Summary</p> <ul style="list-style-type: none"> • project rationale and justification: identification of direct and indirect beneficiaries and clients; • governance structure; • brief project structure <p>c) Project Management – assessment of project management approaches (governance, work planning, logistics, reporting);</p> <p>d) Results Delivered – list of all technical specialists / sub-contractors, their tasking and summary of their results achieved;</p> <p>e) Risk Management – appraisal of the validity of the original risk assessment, changes in risk and risk response strategies during the life of the project (including whether any risk events occurred and what strategies were implemented to address them) and the positive or negative impact on the performance of activities and delivery of services from the technical specialists / sub-contractors vise-à-vis overall project implementation;</p> <p>f) Lessons Learned and Recommendations – Project elements to be included such as, analysis of successes through: (a) demonstrated relevance of activities, (b) appropriateness of the selection of TS, (c) informed and timely remedial action taken during periods of elevated risk.</p>	

14. Travel

Travel will be required outside of the Canadian National Capital Region (NCR). Most required travel will occur in Nigeria. All travel must have the prior approval of the TA.

All travel must be in accordance with the [National Joint Council \(NJC\) Travel Directive](#).

- 3) In the ANNEX D – EVALUATION CRITERIA **DELETE** section 3. Point Rated Technical Criteria in its entirety and **REPLACE** with the following:



3. Point Rated Technical Criteria

No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>
A. RESOURCES - FSSP Manager				
RT1 Academic Qualifications				
RT1.1	<p><u>Education</u></p> <p>The Bidder should provide proof of the proposed FSSP Manager's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> • "relevant discipline" is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences. • "recognized educational institution" is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training. • A copy of the stated proof of education MUST be provided with the proposal. <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder MUST provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials. Bidders will be permitted up to a maximum of 90 calendar days after the date of bid closing, to provide the assessment.</p>	<p>Maximum 8 points</p> <ul style="list-style-type: none"> • Graduate degree (i.e. higher than bachelor): 8 points <p><u>OR</u></p> <ul style="list-style-type: none"> • Undergraduate degree (i.e. bachelor OR equivalent): 3 points per degree, maximum 2 degrees 	/8	
RT2	<p>The Bidder should submit two (2) completed project descriptions, demonstrating the proposed FSSP Manager's experience.</p> <p>The two (2) completed project descriptions will be used to evaluate RT2.1 to RT2.3.</p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) ii. Had a minimum duration of two (2) years; and iii. Been completed within ten (10) years from the date of bid closing. 			



<p>RT2.1</p>	<p>The Bidder is required to demonstrate the proposed FSSP Manager's experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> 1. Leading the development of project documents, including work plans and reports; 2. Ensuring quality and management oversight of all services delivered within the project, including administrative, financial and logistics management services; 3. Communicating with government authorities or their representatives and other relevant project stakeholders; 4. Ensuring cost-effectiveness of services delivered within the project; 5. Ensuring the effective management of internal monitoring of project progress and results, including dealing with project issues and problems as they arise. <p>4 points will be awarded for cumulative experience per task above only once.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;">Maximum 20 points</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		<p>/20</p>	
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<p>RT2.2</p>	<p>The Bidder should describe the proposed FSSP Manager's experience working with different types of international development assistance stakeholders.</p> <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The Bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p> <p>1 point will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> 1. Developing and implementing a strategic engagement plan for regular liaison with key stakeholders. 2. Establishing and maintaining networks with critical stakeholders across government, civil society, other donors, and the private sector. 3. Assessing stakeholder needs, priorities, and expectations and aligning it with the project objective. 4. Working with 3 or more types of stakeholders (i.e., donors, government, civil society, private sector, academia) for an international development project. 	<p style="text-align: center;">Maximum 5 points</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> </tbody> </table> <p>An additional one (1) point will be awarded if the bidder demonstrates that the proposed FSSP Manager maintained working relationships with different types of international development assistance stakeholders in any of the following countries: Nigeria, Equatorial Guinea & Sao Tomé.</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p>/5</p>			
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	<p>For the purpose of this criterion:</p> <p>“maintaining working relationships” is defined as working collaboratively to participate in, consult on, create, or facilitate the delivery of development results.</p> <p>“Stakeholders”: Government, other donors, non-government organizations, international organizations.</p>			
<p>RT2.3</p>	<p>The Bidder should demonstrate the time period in which the proposed FSSP Manager managed the project.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p>NOTE: Months where projects overlap will be counted only once.</p>	<p>Maximum 11 points</p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months: 2 points; • From 36 months to less than 60 months: 4 points; • 60 months or longer: 6 points. <p>An additional 2 points for at least 12 months cumulative in-country experience in Sub-Saharan Africa.</p> <p>An additional 3 points for at least 12 months cumulative in-country experience in Nigeria.</p>	<p>/11</p>	
<p>Sub-Total for A. Resources – FSSP Manager</p>			<p>/44</p>	



No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal (Indicate section & page number, if applicable)
A. RESOURCES - FSSP Project Coordinator				
RT3	Academic Qualifications			
RT3.1	<p><u>Education</u></p> <p>The Bidder should provide the proposed FSSP Project Coordinator's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> • "relevant discipline" is defined as a discipline related to political sciences, law, international development, economics, finance, business administration, project management, social sciences, engineering or applied sciences. • "recognized educational institution" is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training. • A copy of the stated proof of education MUST be provided with the proposal. <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder MUST provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the <u>Canadian Information Centre for International Credentials</u>. Bidders will be permitted up to a maximum of 90 calendar days after the date of bid closing to provide the assessment.</p>	<p>Maximum 8 points</p> <ul style="list-style-type: none"> • Graduate degree (i.e. higher than bachelor): 8 points <p>OR</p> <ul style="list-style-type: none"> • Undergraduate degree (i.e. bachelor OR equivalent): 3 points per degree, maximum 2 degrees 	/8	
RT4	<p>The Bidder should submit two (2) completed project descriptions, demonstrating the proposed FSSP Project Coordinator's experience in project coordination.</p> <p>The two (2) completed project descriptions will be used to evaluate RT4.1 to RT4.3.</p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) ii. Had a minimum duration of two (2) years; and iii. Been completed within ten (10) years from the date of bid closing. 			
RT4.1	The Bidder is required to demonstrate the proposed FSSP Project Coordinator's experience	Maximum 28 points		



	<p>by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> 1. Facilitating communication between stakeholders to clarify requirements or resolve any queries; 2. Ensuring administrative oversight of service rendered and quality assurance of their deliverables; 3. Ensuring the quality of the reporting and invoicing for services rendered; 4. Coordinating project activities with stakeholders; 5. Administering the provision of logistical services, such as travel arrangements and event planning; 6. Arranging and confirming meetings; 7. Booking event space with interpretation, videoconferencing/teleconferencing services. <p>4 points will be awarded for cumulative experience per task above only once. No partial points are awarded.</p>	<table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">#</th> <th style="text-align: center;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr><td style="text-align: center;">1</td><td></td></tr> <tr><td style="text-align: center;">2</td><td></td></tr> <tr><td style="text-align: center;">3</td><td></td></tr> <tr><td style="text-align: center;">4</td><td></td></tr> <tr><td style="text-align: center;">5</td><td></td></tr> <tr><td style="text-align: center;">6</td><td></td></tr> <tr><td style="text-align: center;">7</td><td></td></tr> </tbody> </table>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		5		6		7		/28	
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<p>RT4.2</p>	<p>The Bidder should demonstrate the time period in which the proposed FSSP Project Coordinator provided project coordination services.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p>NOTE: Months where projects overlap will be counted only once.</p>	<p style="text-align: center;">Maximum 13 points</p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months: 2 points; • From 36 months to less than 60 months: 4 points; • 60 months or longer: 6 points. <p>Additional 3 points for at least 12 months of experience in Sub-Saharan Africa.</p> <p>Additional 4 points for at least 12 months of experience in Nigeria.</p>	/13																	



<p>RT4.3</p>	<p>The Bidder should describe the proposed FSSP Project Coordinator's experience in establishing and maintaining working relationships with different types of international development assistance stakeholders.</p> <p>The cumulative experience will be evaluated using all projects together, so each project does not need to cover all tasks. The Bidder is required to provide a detailed summary as to how each task was carried out, along with the associated deliverables and outcomes.</p> <p>1 point will be awarded for each task below, only once:</p> <ol style="list-style-type: none"> 1. Integrating stakeholder priorities and needs into the planning and execution of coordinated actions. 2. Convening and facilitating project-related consultations and policy dialogue among stakeholders. 3. Liaising and coordinating with multiple stakeholders at country or regional level working in the sector targeted by the project; and 4. Working with 3 or more types of stakeholders (i.e., donors, government, civil society, private sector, academia) for an international development project. <p>For the purpose of this criterion:</p> <p>"maintaining working relationships" is defined as working collaboratively to participate in, consult on, create, or facilitate the delivery of development results.</p> <p>"Stakeholders": Government, other donors, non-government organizations, international organizations.</p>	<p style="text-align: center;">Maximum 6 points</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 20px;">#</th> <th style="width: 150px;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> </tr> </tbody> </table> <p>Additional two (2) points will be awarded if the bidder demonstrates that the proposed FSSP Project Coordinator maintained working relationships with different types of international development assistance stakeholders in any of the following countries: Nigeria, Equatorial Guinea & Sao Tomé.</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p>/6</p>	
#	Indicate the PROJECT under which each task is identified													
1														
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<p>Sub-Total for A. Resources – FSS Project Coordinator</p>			<p>/55</p>											

No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>
<p>A. RESOURCES – Financial and Administrative Officer</p>				



RT5	Academic Qualifications			
RT5.1	<p><u>Education</u></p> <p>The Bidder should provide the proposed FSSP Financial and Administrative Officer's highest level of education completed in a relevant discipline from a recognized institution.</p> <p>For the purpose of this criterion:</p> <ul style="list-style-type: none"> • “relevant discipline” is defined as a discipline related to business, finance, accounting or management. • “recognized educational institution” is defined as a public, non-governmental or private entity that has been given full or limited authority to provide formal specialized training. • A copy of each stated proof of education MUST be provided with the proposal. <p>Canada will only consider educational programs that have been successfully completed by the proposed resource at the time of the bid closing date. If the degree, designation or certification was issued by an educational institution outside Canada, the Bidder MUST provide a copy of the results of the academic credential assessment and qualification recognition service issued by an agency or organization recognized by the Canadian Information Centre for International Credentials. Bidders will be permitted up to a maximum of 90 calendar days after the date of bid closing to provide the assessment.</p>	<p>Maximum 5 points</p> <ul style="list-style-type: none"> • Graduate degree (i.e. higher than bachelor): 5 points <p>OR</p> <ul style="list-style-type: none"> • Undergraduate degree (i.e. bachelor OR equivalent): 3 points 	/5	
RT5.2	<p><u>Professional Designation or Certification</u></p> <p>The Bidder should provide the proposed Financial and Administrative Officer's Professional certification/designation (e.g. Certified public accountant (CPA), Certified general accountant (CGA), Chartered Financial Analyst (CFA), etc.) in accounting or finance.</p> <p>The stated proof of the valid designation or certification MUST be provided with the proposal.</p>	<p>Maximum 5 points</p> <p>Valid professional designation or certification: 5 points</p>	/5	



<p>RT6</p>	<p>Bidder should submit two (2) completed project descriptions demonstrating the FSSP Financial and Administrative Officer's experience in providing financial and administrative services.</p> <p>The two (2) completed project descriptions will be used to evaluate RT6.1 and RT6.2.</p> <p>Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) ii. Had a minimum duration of two (2) years; and iii. Been completed within ten (10) years from the date of bid closing. 													
<p>RT6.1</p>	<p>The Bidder is required to demonstrate the proposed FSSP Finance and Administrative Officer's experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ol style="list-style-type: none"> 1. Managing and monitoring the project related expenditure in accordance with approved project budget in order to ensure that project financial data are maintained in an accurate and timely manner; 2. Preparing financial reports; 3. Administering the provision of logistical services, such as arranging vehicle rental, travel arrangements, event and mission planning and management; 4. Ensuring and maintaining record keeping and filing system. <p>4 points will be awarded for cumulative experience per task above only once.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;">Maximum 18 points</p> <table border="1" style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="width: 20px;">#</th> <th style="width: 100px;">Indicate the PROJECT under which each task is identified</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td></td> </tr> <tr> <td style="text-align: center;">2</td> <td></td> </tr> <tr> <td style="text-align: center;">3</td> <td></td> </tr> <tr> <td style="text-align: center;">4</td> <td></td> </tr> </tbody> </table> <p>Additional 2 points will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	#	Indicate the PROJECT under which each task is identified	1		2		3		4		<p>/18</p>	
#	Indicate the PROJECT under which each task is identified													
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<p>RT6.2</p>	<p>The Bidder should demonstrate the time period in which the proposed FSSP Finance and Administrative Officer provided Finance and Administrative services.</p> <p>The time period for each project will be evaluated cumulatively should more than one (1) project be submitted.</p> <p>The projects should be listed in chronological order, including the start-dates (MM-YYYY) and end-dates (MM-YYYY), duration, and number of months counted – for each Project.</p> <p>NOTE: Months where projects overlap will be counted only once.</p>	<p style="text-align: center;">Maximum 6 points</p> <p>Points will be awarded based on the demonstrated time, as follows:</p> <ul style="list-style-type: none"> • From 12 months to less than 36 months: 2 points; • From 36 months to less than 60 months: 4 points; • 60 months or longer: 6 points. 	<p>/6</p>											
<p>Sub-Total for A. Resources – FSSP Finance and Administrative Officer</p>			<p>/34</p>											



No.	Point-Rated Technical Criteria	Points	Maximum Score	Reference to Proposal <small>(Indicate section & page number, if applicable)</small>																												
B. BIDDER'S EXPERIENCE																																
RT7	<p>The Bidder should provide two (2) completed development project descriptions demonstrating its experience overseeing a development project through its tasks and deliverable of administrative, financial and logistical services.</p> <p>NOTE: Each project proposed must meet items i. to iii. Below. If the bidder does not demonstrate that a project meets items i. to iii below, no points will be awarded for demonstrated criteria under that project.</p> <ul style="list-style-type: none"> i. Have had a budget with a minimum value of one (1) million dollars Canadian (\$1,000,000.00 CAD) ii. Had a minimum duration of two (2) years; and iii. Been completed within ten (10) years from the date of bid closing. 																															
RT7.1	<p>The Bidder is required to demonstrate its experience by explaining how each below mentioned task was performed and which outcomes were reached.</p> <ul style="list-style-type: none"> 1. Tracking project progress; 2. Remaining informed of and complying with locally applicable laws, regulations and practices; 3. Ensuring cost-effectiveness of services delivered within the project; 4. Ensuring project progress and results are following the scope of the contract, including deadlines; 5. Ensuring that project issues and problems are addressed and solutions are found. <p>4 points will be awarded for experience per task above in EACH PROJECT.</p> <p>No partial points are awarded.</p>	<p style="text-align: center;">Maximum 40 points</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 95%;">Project #1</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">#</th> <th style="width: 95%;">Project #2</th> </tr> </thead> <tbody> <tr><td>1</td><td></td></tr> <tr><td>2</td><td></td></tr> <tr><td>3</td><td></td></tr> <tr><td>4</td><td></td></tr> <tr><td>5</td><td></td></tr> <tr><td>6</td><td></td></tr> </tbody> </table> <p>An additional 4 points will be awarded should at least one (1) of the two (2) proposed projects been carried out in a developing country for International Development Assistance (IDA).</p>	#	Project #1	1		2		3		4		5		6		#	Project #2	1		2		3		4		5		6		<p style="text-align: center;">Project 1: /20</p> <p style="text-align: center;">Project 2: /20</p> <p style="text-align: center;">/4</p>	
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<p>Total – Rated Technical Criteria</p> <p>Obtain the required minimum of 106.2 points (60%) overall for the technical evaluation criteria which are subject to point rating. The rating is performed on a scale of 177 points</p>	/177
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*****All other terms and conditions remain unchanged*****