

# BID SOLICITATION

Grand Challenges Canada

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Grand Challenges Canada®  
Grands Défis Canada

**BOLD IDEAS WITH BIG IMPACT®**

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## **Bid Solicitation Impact Modelling Support Junior Consultant**

**Submission Deadline:  
May 26, 2017 – 17:00 ET**

**RFP Reference Number:  
RFP-2017-01-05**

## Part 1: Introduction

### 1.1 Grand Challenges Canada's Objective

Grand Challenges Canada is seeking assistance with its impact modelling activities, which contribute to the selection of global health innovations that Grand Challenges Canada supports.

The objective of this Request for Proposals (RFP) is to select vendor(s) to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work, as defined in Appendix A. Appendix B defines the evaluation criteria that will be used during the selection process.

### 1.2 About Grand Challenges Canada

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact® in global health. We are funded by the Government of Canada and we support innovators in low- and middle-income countries and Canada. The bold ideas we support integrate science and technology, social and business innovation – we call this Integrated Innovation®. Grand Challenges Canada focuses on innovator-defined challenges through its Stars in Global Health program and on targeted challenges in its Saving Lives at Birth, Saving Brains and Global Mental Health programs. Grand Challenges Canada works closely with Global Affairs Canada and the Canadian Institutes of Health Research (CIHR) to catalyze scale, sustainability and impact. We have a determined focus on results, and on saving and improving lives.

For more information, please see: [www.grandchallenges.ca](http://www.grandchallenges.ca), including our latest Annual Report under “Who We Are”.

### 1.3 Language

The terms “**Bid Solicitation**”, “**Request for Proposals**” and “**RFP**” are used interchangeably in this document.

## Part 2: Standard Instructions, Clauses and Conditions

### 2.1 Submission of Proposal

- a. Grand Challenges Canada requests that each Bidder submit a Proposal by email only, to the email address outlined in Paragraph 2.2, as early as possible, but **no later than the deadline stipulated in Appendix A; see “Deadline For Submission”**.
- b. The Proposal must include the individual’s (or firm’s) name, (main contact name if a firm is applying), address, telephone and fax numbers, and email address.
- c. Grand Challenges Canada requests that each bid contain a covering letter signed by the Bidder or by an authorized representative of the Bidder. The covering letter should reference the RFP Reference Number, which is included on the cover page of this document. The Bidder’s signature indicates acceptance of the terms and conditions set out and/or referenced herein. The signatory must have authority to commit the organization by making such a proposal. A contract will not be awarded until a signed covering letter from the Bidder is received by Grand Challenges Canada. If the Bidder fails to provide a signed covering letter when requested to do so by Grand Challenges Canada, then the Bidder shall be disqualified from the bidding process and be declared non-compliant.
- d. It is the Bidder's responsibility to:
  - i. Obtain clarification of the requirements contained in the bid solicitation, if necessary, prior to submitting a bid
  - ii. Prepare its bid in accordance with the instructions contained in this bid solicitation
  - iii. Submit by closing time
  - iv. Send its bid only to the Contracting Authority named in Paragraph 2.2 below
  - v. Provide a contact name, address, telephone number and email address in its bid, as indicated in 1b above
  - vi. Provide a comprehensible and sufficiently detailed bid, including all requested pricing details that will permit a complete evaluation, in accordance with the criteria set out in this bid solicitation.
- e. Bids will remain **open for acceptance** for a period of not less than twenty-one (21) calendar days from the closing date of the bid solicitation. Upon notification to the responsive bidders, Grand Challenges Canada reserves the right in its sole discretion to extend the bid validity period at any time for up to fourteen (14) calendar days.
- f. Bids and/or amendments thereto will only be accepted by Grand Challenges Canada if they are received at the email address indicated below in Paragraph 2.2, on or before the closing date and time specified herein.
- g. Bids received on or before the stipulated bid solicitation closing date and time will become the property of Grand Challenges Canada and will not be returned.
- h. All information within this bid solicitation is to be held in confidence.

- i. Grand Challenges Canada will regard and preserve as confidential and proprietary to the disclosing party all information, written, oral or computer-based, to which it has access as part of this bid solicitation, except with prior approval of the Bidder.
- j. Except as specifically provided otherwise in this bid solicitation, Grand Challenges Canada will evaluate a Bidder's bid only on the documentation provided as part of its bid. Grand Challenges Canada will not evaluate information not submitted with the bid, such as references to website addresses where additional information can be found, or technical manuals or brochures not submitted with the bid.

## 2.2 Contracting Authority

### **Grand Challenges Canada**

661 University Avenue, Suite 1720  
MaRS Centre, West Tower  
Toronto, Ontario, M5G 1M1

Attention: Kristin Neudorf, Knowledge Manager  
Telephone: (416) 583-5821  
Email: [kristin.neudorf@grandchallenges.ca](mailto:kristin.neudorf@grandchallenges.ca)

**\*Email is preferred for all communications.\***

**\*Bids and amendments will only be accepted by email.\***

## 2.3 Late Bids

- a. The Bidder has sole responsibility for the timely receipt of a bid by Grand Challenges Canada and cannot transfer this responsibility to Grand Challenges Canada.
- b. Grand Challenges Canada will return bids delivered after the stipulated bid solicitation closing date and time referred to in **Appendix A**, under "**Deadline for Submission**", unless they qualify as a delayed bid.
- c. A bid received after the closing date and time but before the contract award date may be considered, provided the delay can be proven by the Bidder to have been due solely to a delay in delivery that can be attributed to incorrect handling by Grand Challenges Canada (a "delayed bid").
- d. Misrouting, traffic volume, weather disturbances, labour disputes or any other causes for the late delivery of bids are not acceptable reasons for the bid to be accepted by Grand Challenges Canada.

## 2.4 Legal Capacity

- a. The Bidder must have the legal capacity to contract. If the Bidder is a sole proprietorship, a partnership or a corporate body, the Bidder must provide, if requested by the Contracting Authority, a statement and any requested supporting documentation

indicating the laws under which it is registered or incorporated, together with the registered or corporate name and place of business. This also applies to bidders submitting a bid as a joint venture.

## **2.5 Rights of Grand Challenges Canada**

- a. Grand Challenges Canada reserves the right, in its sole discretion, to:
  - i. Reject any or all bids received in response to the bid solicitation
  - ii. Enter into negotiations with bidders on any or all aspects of their bids
  - iii. Accept any bid in whole or in part without negotiations
  - iv. During the evaluation, members of the evaluation team may, at their discretion, submit questions to or conduct interviews with Bidders, at Bidder cost, upon forty-eight (48) hours' notice, to seek clarification and/or verify any or all information provided by the Bidder with respect to this bid solicitation
  - v. To award one or more contracts, if applicable
  - vi. Not to accept any deviations from the stated terms and conditions
  - vii. Conduct a survey of bidders' facilities and/or examine their technical, managerial and financial capabilities to determine if they are adequate to meet the requirements of the bid solicitation
  - viii. Contact any or all references supplied by bidders to verify and validate any information submitted in their bid, if applicable
  - ix. Correct any mathematical errors in the extended pricing of financial bids by using unit pricing and the quantities stated in the bid solicitation
  - x. Verify any information provided by bidders through independent research, use of any government resources or by contacting third parties deemed reliable by Grand Challenges Canada
  - xi. Incorporate all or any portion of the Statement of Work, Request for Proposals and the successful bid in any resulting contract
  - xii. Cancel the bid solicitation at any time without liability
  - xiii. Reissue the bid solicitation without liability
  - xiv. Extend the bid solicitation deadline without liability
  - xv. If no compliant bids are received and the requirement is not substantially modified, re-tender the requirement by inviting only the Bidders who bid to re-submit bids within a period designated by Grand Challenges Canada
  - xvi. Not to award a contract in part or at all.
  
- b. Bidders will have the number of days specified in the request by the Contracting Authority to comply with any request related to any of the above items. Failure to comply with the request may result in the bid being declared non-responsive.

## **2.6 Communications – Solicitation Period**

- a. To ensure the integrity of the competitive bid process, all enquiries and other communications regarding the bid solicitation must be directed, by email, only to the Contracting Authority identified in the bid solicitation. Failure to comply can, for that reason alone, result in the disqualification of the bid.

- b. To ensure consistency and quality of information provided to bidders, significant enquiries received and the replies to such enquiries will be provided to all bidders, without revealing the sources of the enquiries.

## **2.7 Costs**

- a. No payment will be made for costs incurred in the preparation and submission of a bid in response to the bid solicitation. Costs associated with preparing and submitting a bid, as well as any other costs incurred by the Bidder associated with the evaluation of the bid, are the sole responsibility of the Bidder.
- b. No costs incurred relating to the Work before the receipt of a signed contract or specified written authorization from the Contracting Authority can be charged to any resulting contract. In addition, the Contractor is not to perform Work in excess of or outside the scope of any resulting contract based on verbal or written requests or instructions from any Grand Challenges Canada personnel other than the Contracting Authority. The Contracting Authority is the only authority that can commit Grand Challenges Canada to the expenditure of the funds for this requirement.

## Part 3: Bid Preparation Instructions and Evaluation Procedures

### 3.0 Format of Technical Bid

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in Appendix A of the bid solicitation, as well as demonstrate how the Bidder will meet the requirements of the Evaluation Criteria and Basis of Selection, as described in Appendix B. The bid **must not exceed 6 pages**, including the cover letter, description of the individual, reference letters from two professional references/clients, and daily rate/availability.

### 3.1 Mandatory Criteria for Technical Bid

- a. The Bidder shall provide:
  1. **Description of the individual** (see 3.2 (d), below), including a bio, relevant experience, specific expertise that they will bring to this role, and what interests them about the role. This section should demonstrate the ability of the individual (or firm) to deliver on the specific items outlined in the **Scope of Work** in Appendix A.
  2. **Two (2) reference letters ONLY**, from previous employers or clients for whom you have provided the services described in the statement of work – any Bidder who provides less or more than (2) references will be automatically disqualified from the bidding process and be given no further consideration.
  3. Daily rate for consulting work, and availability from June 12, 2017 through March 31, 2018.

### 3.2 Evaluation Criteria and Procedures

- a. Bids will be assessed against all mandatory and rated requirements identified herein and evaluated in accordance with the evaluation criteria specified in Appendix B.
- b. Only those bids that meet all mandatory requirements identified in this Request for Proposals will be further evaluated, based on the criteria listed in Appendix B.
- c. The bid should be concise and should address, at a minimum, all mandatory criteria identified herein. It is suggested that the Bidder address these criteria in sufficient depth in the bid.
- d. The bid must identify the qualifications and experience of the **individual or firm** and ensure the following:
  - The name of the individual is clearly indicated
  - The resume clearly demonstrates where, when and how the stated qualifications and/or experience of the individual were acquired. For evaluation purposes:

- **Where** means the name of the institution, as well as the position/title held
- **When** means the start date and end date (e.g., from January 2015 to March 2016) of the period during which the individual acquired the qualifications/experience
- **How** means a clear description of activities performed and the responsibilities assigned to the individual in this position and during this period.

Listing experience without providing any supporting data will not be considered to be “demonstrated” for the purpose of this evaluation. Full details should be included that describe the number of projects completed and in progress, the period of the work performed in number of months and years in past and present employment, etc.

- e. Based on the evaluation of the **Bid**, competitive bids will be invited for an interview and asked to complete an assignment. The purpose of the interview and assignment would be to further assess the capacity of the Bidders to best deliver the scope of work.
- f. The selected firm(s) will report to the Contracting Authority, and will define the process and implement the infrastructure needed to provide the contracted services.
- g. Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Request for Proposals, due to the need for independence and perception of independence.

## Appendix A: Statement of Work

### 1. OVERVIEW

#### 1.1 Title

- a. Impact Modelling Support Junior Consultant

#### 1.2 Period of Contract

The resulting contract will be in effect from approximately June 12, 2017, to March 31, 2018, with the option to renew for up to three (3) additional one-year terms, if so desired by Grand Challenges Canada

#### 1.3 Deadline for Submission

- a. Grand Challenges Canada requests that each Bidder submit a bid by email only, to the email address outlined in Paragraph 2.2, as early as possible, but **no later than May 26, 2017, at 17:00 Eastern Time.**

### 2. SCOPE OF WORK

**Grand Challenges Canada is seeking a Junior Consultant to support the development of impact models to estimate the potential impact of innovations that are being considered for transition to scale funding.**

Grand Challenges Canada's success is ultimately determined based on two key outcomes: **number of lives improved** and **number of lives saved**<sup>1</sup>. Our ability to measure and articulate these outcomes is fundamental to assess our progress – and is also one of the most significant challenges that any innovation organization faces. This challenge is rooted primarily in the fact that the social impact of innovation is only fully realized in the future<sup>2</sup>: some innovations have impact in the short term (within 5 years), and some have impact in the medium or longer term (5 to 15+ years). All of these timelines to impact are beyond the lifetimes of the funding Grand Challenges Canada provides to particular innovations.

To address this challenge, Grand Challenges Canada has developed an approach to modelling impact to estimate the potential number of lives improved and saved. Impact models are developed (much like market projections) using relevant health data and statistics; information on the target population, demand and ability to meet it; assumptions about success factors; and discounts for barriers to impact at scale, and likelihood of failure. To align with the timeline of the Sustainable Development Goals, we are modelling these potential outcomes out to 2030. This modelling is done for the ~10% of our projects that are transitioning to scale with Grand Challenges Canada funding, where we expect most of the outcomes to occur. Grand Challenges Canada strives to take a conservative approach to the impact models, and recognizes that not all of these innovations will be successful out to 2030.

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<sup>1</sup> Many innovations that save lives also improve lives so these are not meant to be mutually exclusive metrics.

<sup>2</sup> See Dr Peter A. Singer's Annual Letter from July 2015 for more on the timelines of innovation.

However, the models do provide important information about the potential impact, and the constraints that may contribute to, or limit sustainable impact at scale. The underlying assumptions, caveats and uncertainty are clearly stated within the models.

Increasingly, Grand Challenges Canada has been using these impact models to guide decision-making for resource allocation at the transition-to-scale phase, and to articulate the estimated impact of funding to and through Grand Challenges Canada. In 2017, Grand Challenges Canada plans to fully embed the impact models into the decision-making process, with model development taking place alongside the due diligence that occurs as innovations are being reviewed and selected for funding. Approximately 40 innovations will be shortlisted for funding and pitched to Grand Challenges Canada's Investment Committee, who make recommendations on which deals to fund at transition-to-scale.

Grand Challenges Canada is looking for a junior consultant to develop impact models and help integrate them into the decision-making process. This opportunity would provide an excellent learning opportunity for an individual(s) who is interested in applying quantitative analysis skills and knowledge of research methods to help Grand Challenges Canada understand the potential impact of new and novel health innovations. Successful candidates will be fully trained on how to use the impact modelling methodology at the outset of the contract. Grand Challenges Canada is a dynamic, fast-paced organization that is dedicated to supporting Bold Ideas with Big Impact and the Junior Consultant will have the opportunity to work closely with the Programs Team to make a meaningful contribution to the due diligence and decision-making process.

It is anticipated that the Impact Modelling Support Consultancy will start in mid-June 2017, and continue through March 2018. The Consultant(s) is expected to work an average of two to five days per week over this period, with flexibility on how that is distributed over the duration of the contract. The key responsibilities are outlined below and specific deliverables will be determined with the Consultant based on their availability.

**Specific responsibilities will include:**

The Impact Modelling Support (Junior) Consultant(s) will work closely with Grand Challenges Canada's Knowledge Management, Programs Team to:

1. Develop impact models for innovations under consideration for funding;
2. Support the GCC deal lead(s) in understanding and articulating health outcomes for innovations under consideration for funding;
3. Review impact models (developed by other consultants) and provide feedback to enhance quality; and
4. Periodically update impact models to ensure they reflect the most up-to-date information (i.e., if health outcomes or scaling plans are modified during negotiations, or based on actual results that are reported).

To develop the impact models, the Consultant(s) will use Grand Challenges Canada's impact modelling methodology, and work closely with the member of the Grand Challenges Canada team leading the due diligence on the innovation to gather the necessary information about the innovation.

### **Updates on progress**

The Consultant(s) will be expected to provide weekly updates to Grand Challenges Canada's Knowledge Manager, by email or over the phone. In-person meetings between the Consultant(s) and the Grand Challenges Canada team will be convened to discuss progress on each model and next steps.

### **Qualifications**

The Impact Modelling Junior Consultant(s) will have the following experience and attributes:

- Academic training in a relevant field, e.g., economics, global health, international development (Masters level degree or higher preferred);
- Three or less years' experience and in a relevant field, e.g., economics, global health, international development;
- Excellent understanding of scientific research, with the ability to interpret and critically assess scientific research;
- Strong quantitative analysis and/or mathematical skills, with an interest in learning about new approaches and methodologies to modelling;
- Strong problem solving skills and the ability to think creatively when faced with innovations that are challenging to model;
- Excellent organizational and time management skills;
- Outstanding ability to manage time effectively to work on several impact models over the same time frame;
- High degree of proficiency and comfort using Microsoft Excel to develop impact models;
- Excellent written and verbal communication skills to clearly communicate the thinking and assumptions behind each model;
- Enthusiastic team player with excellent interpersonal skills to form strong working relationships with a wide range of people across GCC's Programs Team, and the other consultants working on this project;
- Demonstrated interest in a wide range of health issues in low- and middle-income countries;
- Previous work experience in impact modelling and/or working knowledge of impact assessment considered significant assets.

## **Appendix B: Evaluation Criteria and Basis of Selection**

### **SCORING RUBRIC FOR EVALUATION**

#### **1. Experience (45%)**

- a. Relevant skills and experience – does the bidder have the:
  - i. Functional or technical skills needed to accomplish the scope of work?
  - ii. Sectoral/problem or issue-set expertise needed to accomplish the scope of work?
- b. Is the bidder an effective, results-driven individual with the proven capacity to deliver on their objectives?

#### **2. Ability to deliver on tight timelines to achieve program goals (35%)**

- a. Does the proposal show strong feasibility to operate in a fast-paced environment and deliver on tight deadlines?

#### **3. Fees (20%)**

- a. Is the proposed daily rate commensurate with the Scope of Work and the individual's expertise and previous experience?