

# BID SOLICITATION

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Grand Challenges Canada<sup>®</sup>  
Grands Défis Canada

**BOLD IDEAS WITH BIG IMPACT<sup>®</sup>**

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## **Bid Solicitation: Health Innovation Monitoring and Evaluation Support**

**Submission Deadline:  
June 5, 2020 – 5:00PM ET**

**RFP Reference Number: RFP-KMTVA-2020-05-11**

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## Introduction

### GRAND CHALLENGES CANADA'S OBJECTIVE

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact®. Grand Challenges Canada is seeking a contractor to support global health innovators to strengthen project monitoring and evaluation for fiscal year 2020-2021. In order to fulfil this role, it is anticipated that the selected contractor will provide a team of expert venture advisors (“Venture Advisors”) to provide critical support to a range of innovators working across different health sectors within the Transition to Scale (“TTS”), Saving Lives at Birth (“SLAB”) and Options for Pregnancy Termination (“OPTions”) portfolios.

Individual Venture Advisors will be matched with innovators requiring guidance for their performance measurement strategies and approaches. Venture Advisors will provide targeted advice based on innovator demand for technical assistance in areas including but not limited to:

- Revising monitoring and evaluation plans;
- Advising on data collection instruments and methods and research designs;
- Using results-based management tools;
- Developing appropriate indicators;
- Sampling approaches and calculations;
- Impact evaluation design;
- Measuring health impacts of innovations;
- Setting and measuring progress toward gender equality objectives; and
- Reporting results.

The objective of this “**Bid Solicitation**” is to select a candidate to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work, attached hereto as Appendix A. All bidders (“**Bidders**”) are invited to bid (“**Bid**”) for consideration by Grand Challenges Canada in accordance with the terms of this Bid Solicitation.

## Part 1: General Information

### 1.1 Objective

- a. The objective of this Bid Solicitation is to select a vendor to enter into a contract with Grand Challenges Canada to provide the services described in the Statement of Work attached herein as Appendix A in a manner that will provide the best value for Grand Challenges Canada's funds.

### 1.2 Period of Contract

- a. The term of the resulting contract will be from approximately **June 22, 2020 to March 31, 2021**, with the possibility of renewal or extension for successive one-year term(s) up to a maximum of three years, depending on the needs of Grand Challenges Canada.

### 1.3 About Grand Challenges Canada

Grand Challenges Canada is dedicated to supporting Bold Ideas with Big Impact® in global health. Funded by the Government of Canada and other partners, Grand Challenges Canada is driven by the mission to catalyze innovation that saves and improves the lives of the most vulnerable in Canada and low- and middle-income countries. One of the largest impact-first investors in Canada, Grand Challenges Canada has supported a pipeline of over 1,250 innovations in 105 countries since its creation.

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

Grand Challenges Canada provides technical assistance to innovators for performance measurement, monitoring and evaluation at key points in time in the project cycle. Innovators have wide-ranging needs and capacities in these areas and require guidance that is bespoke but consistent across different types of innovations. Guidance is based on best practices, emerging evidence, and contextualized understanding of innovators' operating environments. Grand Challenges Canada is now seeking a contractor to further systematize and expand the support provided to innovators as our portfolios grow and evolve.

Innovators from the following portfolios and thematic areas will be supported through this contract:

#### **1) TTS portfolio**

Our TTS investments aim to bridge the gap in funding between philanthropy and more market-rate capital. We invest in early-stage innovations or enterprises that can demonstrate improved health outcomes at a pilot level and have a clear, credible vision to long-term scale and sustainability. We support innovations with significant potential for improved outcomes in Reproductive, Maternal, Newborn

and Child Health. We fund a wide range of innovations that align with this goal, including but not limited to, those within the following thematic areas:

**Sexual & Reproductive Health & Rights:** Promotion and access to full range of services and information for women and adolescent girls including contraception, family planning, and sexuality education, as well as access to menstrual products and information, sexual- and gender-based violence, and early childhood marriage.

**Sanitation:** Ensuring availability and sustainable management of sanitation services through container-based toilet enterprises and, end-to-end sanitation solutions, and other approaches.

**Communicable and Non-communicable Diseases:** Innovations may relate to immunization and other prevention, treatment and management interventions.

**Digital health:** The use of information and communications technology in support of health and health-related fields, including mHealth and the Internet of Things.

## **2) SLAB portfolio**

Improving health-seeking behaviors and outcomes through prevention and treatment approaches for pregnant women and newborns around the time of birth.

<https://www.grandchallenges.ca/programs/saving-lives-at-birth/>

## **3) OPTions Initiative portfolio**

Supporting the testing and development of new approaches to increase early access to existing abortion products and services in low- and middle-income countries and next-generation methods of pregnancy termination.

<https://www.grandchallenges.ca/programs/optionsinitiative/>

## Part 2: Standard Instructions, Clauses and Conditions

### 2.1 Submission of Bid

- a. Grand Challenges Canada requests that each Bidder submit a Bid to the email address outlined in Paragraph 2.2, as early as possible, but **no later than June 5, 2020 (“Closing Date”)**. For greater certainty, Bids will only be accepted from May 15 at 9:00 am until June 5 at 5:00PM ET (bid solicitation period).
- b. The Bid must include the firm or vendor’s name, a contact name, 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. 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 Bid. 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 the Bid Solicitation;
  - iii. Submit by Closing Date;
  - iv. Send its Bid only to the **“Contracting Authority”** at the email address set out in Paragraph 2.2 below;
  - v. Provide a contact name, address, telephone number and email address in its Bid, as indicated in 2.1b above; and
  - 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 by Grand Challenges Canada** 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 Closing Date at any time for up to twenty-one (21) 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 therein.

- g. Bids received 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. Except as specifically provided otherwise in the 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: Becca Smith, Senior Manager, Knowledge Management and Translation

Email: [becca.smith@grandchallenges.ca](mailto:becca.smith@grandchallenges.ca)

## 3.1 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 Closing Date referred to in Paragraph 2, sub-paragraph 1a, unless they qualify as a "delayed bid" in paragraph (c) below.
- c. A Bid received after the Closing Date 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 a delayed bid and accepted by Grand Challenges Canada.

## 4.1 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 Grand Challenges Canada, 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.

## 5.1 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 Bidders' 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 in the awarded contract;
  - 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, Bid Solicitation, 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. Contract with vendors outside of the Bid Solicitation process; and
  - xvii. Not to award a contract in part or at all.
  
- b. Bidders will have the number of days specified in the request by Grand Challenges Canada 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.

## 6.1 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

Grand Challenges Canada 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.

### **7.1 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 outlined in Appendix A: Statement of Work (“**Work**”) before the receipt of a signed contract or specified written authorization from Grand Challenges Canada can be charged to any resulting contract. In addition, the successful Bidder 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 those specified by Grand Challenges Canada in the final contract.

### **8.1 Governing Law**

This Bid Solicitation and any resulting contract for services shall be governed by and construed in accordance with the laws of the Province of Ontario and the federal laws of Canada applicable therein. Each Bidder agrees that any and all disputes, actions or proceedings relating to this Bid Solicitation whether as to interpretation, validity, performance or otherwise, shall be subject to the exclusive jurisdiction of the courts of the Province of Ontario and each Bidder and Grand Challenges Canada irrevocably attorn to the jurisdiction of the courts of such province.

## **Part 3: Bid Preparation Instructions and Evaluation Procedures**

### **1.0 Format of Bid**

#### **Section 1: Technical Bid**

In its technical bid, the Bidder must demonstrate its understanding of the requirements described in the Bid Solicitation, as well as demonstrate how the Bidder will meet the requirements of Evaluation Criteria and Basis of Selection, as described in Appendix B. The technical bid must not exceed 15 pages including the cover sheet, team members' CVs and any appendices.

#### **Section 2: Financial Bid**

The Bidder must submit its financial bid in accordance with the Basis of Fees, attached herein as Appendix C. The total amount of any taxes (e.g., the Harmonized Sales Tax (HST), Goods and Services Tax (GST), etc.) is to be shown separately, if applicable.

### **2.0 Evaluation 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. Any firm currently providing audit services to Grand Challenges Canada cannot be considered for this Bid Solicitation due to the need for independence and perception of independence.

## **Appendix A: Statement of Work**

### **A. Title**

This Bid Solicitation seeks to engage an organization for hire in the role of:

- Venture Advisor, Health Innovation Monitoring and Evaluation

### **B. Scope of Work**

#### **1) Support to individual innovators**

The contractor will provide a team of monitoring and evaluation experts to support individual health innovators (non-profits and companies/ social enterprises) in strengthening their ability to capture and demonstrate health outcomes and to report against a range of performance indicators.

The contractor will provide targeted one-to-one technical assistance to innovators, advising on aspects of monitoring and evaluation that include but are not limited to:

- Developing theories of change and monitoring and evaluation plans
- Performance measurement indicators
- Data collection methods
- Sample design and approaches
- Impact evaluation design
- Measuring effects of innovations on gender equality
- Measuring health impacts of innovations
- Use of results-based management tools
- Reporting results to Grand Challenges Canada

Technical assistance may be provided in person (when an advisor is located in the same locality as an innovator), by telephone or videoconference, or by email as requested by individual innovators.

A maximum of six (6) days of support may be provided within a six-month period to any one innovator.

It is anticipated that a minimum of ten (10) innovators will be provided with Venture Advisor support between June 2020 and March 2021.

The contractor will be responsible for the management of individual expert advisors, including quality assurance of the support provided to innovators and facilitating communication between Grand Challenges Canada and the advisors.

#### **2) Provision of monitoring and evaluation resources**

In addition to providing innovator-specific assistance, the contractor will produce monitoring and evaluation resource materials as requested by Grand Challenges

Canada to respond to innovator demand and evolving needs. These may include: quality assurance checklists, methodological guidance documents, webinars and/or recorded presentations, and other materials or formats as required to meet identified needs. In sectors for which there are minimal industry standards for performance indicators (e.g. related to sexual and reproductive health), the contractor may be requested to work with Grand Challenges Canada to develop new frameworks for capturing impact.

### **C. Deliverables**

- 1) Delivery of high quality, demand-driven technical assistance to innovators for strengthening the monitoring and evaluation approaches of individual innovations

For support provided to individual innovators, timelines and specific tasks will be agreed between the selected contractor, Grand Challenges Canada, and innovators on a case-by-case basis. Technical assistance may be provided in person, by telephone or videoconference, or by email as requested by individual innovators.

- 2) Production of monitoring and evaluation resource materials for innovators

Timelines, format and content for the provision of monitoring and evaluation resource materials will be determined in agreement between Grand Challenges Canada and the contractor.

### **Overview of Support**

The selected contractor will report to Grand Challenges Canada and will define the process and implement the infrastructure needed to provide the contracted services. The contractor will provide monthly verbal reports to update Grand Challenges Canada on the status of technical assistance activities and to discuss any emergent challenges or additional innovator support needs.

## Appendix B: Evaluation Criteria and Basis of Selection

### Evaluation Criteria and Process

Only those Bids that meet all mandatory requirements identified in this Bid Solicitation will be further evaluated, based on the criteria listed below.

The Bid should be concise and should address, at a minimum, all mandatory criteria identified below. It is suggested that the Bidder address these criteria in sufficient depth in the bid.

The Bid must identify the qualifications and experience of the personnel who will carry out the tasks, by systematically addressing each of the experience criteria as detailed below.

The firm's profile and resume for each proposed resource must be included in the Bid.

For each resume submitted, the Bidder should ensure that:

- i. The name of the individual is clearly indicated; and
- ii. The resume clearly demonstrates where, when and how the stated qualifications/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 2000 to March 2002) of the period during which the individual acquired the qualifications/experience; and
- **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, years in past and present employment, and other relevant information.

### Mandatory Criteria for Technical and Financial Bid

In addition to those elements described above, the Bidder shall also provide:

1. **Basis of fees**, which will be evaluated separately, as described in Appendix C
2. **History of the firm and location**, affiliation with any relevant partners or networks, size, etc.
3. **Description of support team**, including bios, relevant experience and specific expertise that they will bring to this role – this section should demonstrate the ability of the firm to deliver on the specific items outlined in **Deliverables** in Appendix A
4. **Description of support process**, including specifics regarding the level of responsiveness that Grand Challenges Canada can expect on a regular basis –

this section should include details about measures in place for when the primary contact/support staff are not available.

5. **Two (2) client references ONLY**, 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.
6. **Value-added services**, including whatever the Bidder may want to add to its proposal.

## Scoring Rubric for Evaluation

### 1. Experience (40%)

- a. Functional or technical, sectoral, geographic
- b. Does the Bidder have the:
  - i. Functional, technical or vertical expertise needed to accomplish their proposed deliverables? (monitoring and evaluation; performance indicators; theories of change; measuring health and gender equality impacts; research and impact evaluation design)
  - ii. Sectoral/problem or issue set expertise related to the portfolios and thematic areas identified in section 1.3 needed to accomplish their proposed deliverables?
  - iii. Geographic/location-based expertise and multilingual language competency necessary to accomplish their proposed deliverables? (Fluent French, English, and Spanish required at a minimum)
  - iv. Last mile/base of pyramid client/user expertise needed to accomplish the proposed scope of work? Team members should have significant experience working in low and middle-income countries and a strong understanding of research and monitoring challenges in low resource contexts.
- c. Is the Bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?

### 2. Proposed delivery plan (30%)

- a. Does the bidder demonstrate a plan for effective management of a pool of individual experts to provide monitoring and evaluation expertise?
- b. Does the proposed delivery plan include needs assessment activities?
- c. Does the proposed delivery plan include engaging content to support innovators to increase their capacity for performance measurement?
- d. Does the proposed delivery plan leverage high quality and existing content where available?
- e. Has the variety of innovator types (non-profit/profit, stage of organization) and thematic areas been considered in the design of the proposed delivery plan?
- f. Are the proposed tools and approaches to support innovators feasible and appropriate?
- g. Have proposed tool(s) been effectively used by the Bidder(s) in the past?

**3. Fees (30%)**

- a. Are the scope of the proposed work and the funds requested reasonable and commensurate with the proposed goals?
- b. Does the proposal represent a particularly thoughtful and efficient use of resources?

Evaluation of Bids will also be guided by the Objective and Principles of Grand Challenges Canada's Contracting & Procurement Policy, found at [www.grandchallenges.ca/funding-opportunities/resources/](http://www.grandchallenges.ca/funding-opportunities/resources/).

Based on the evaluation of the criteria described above, competitive Bids could be invited for an interview. The purpose of the interview would be to further assess the capacity of the Bidders to best deliver the scope of work outlined in the Bid Solicitation.

## **Appendix C: Fees**

Bidders are required to provide their estimated fees in Canadian dollars, excluding applicable taxes, for each deliverable listed in Appendix A. Bidders are requested to provide the hourly fee for personnel involved in delivering the proposed deliverables.

Please note that Grand Challenges Canada is unable to cover indirect/overhead costs for the services. Any such costs need to be captured within the hourly rates.