

CREATING HOPE IN CONFLICT:

A HUMANITARIAN
GRAND CHALLENGE

Bid Solicitation for Developmental Evaluation Consultancy Services

RFP Reference Number: RFP-HUM-2020-12-18

December 18, 2020

Updated January 11, 2021



BID SOLICITATION FOR DEVELOPMENTAL EVALUATION CONSULTANCY SERVICES

INTRODUCTION

GRAND CHALLENGES CANADA'S OBJECTIVE

Grand Challenges Canada is dedicated to supporting **Bold Ideas with Big Impact®**. Grand Challenges Canada is seeking an external evaluation consultant(s) to conduct a developmental evaluation of the Creating Hope in Conflict: Humanitarian Grand Challenge program (HGC) program portfolio.

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 April 1, 2021 to March 2023 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 (“GCC”) is dedicated to supporting Bold Ideas with Big Impact® in global health. Funded by the Government of Canada and other partners, UpGrand 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 c-first investors in Canada, Grand Challenges Canada has supported a pipeline of over 1,000 innovations in 95 countries since its creation.

Grand Challenges Canada is seeking **an external evaluation consultant(s)** to support the **Creating Hope in Conflict: Humanitarian Grand Challenge (“CHIC”)** program in conducting a developmental evaluation of the program.

1.4 About Creating Hope in Conflict: Humanitarian Grand Challenge

THE CHALLENGE

Today, more than 235 million people around the world require humanitarian aid and protection¹. Millions of these people are unreachable by traditional humanitarian aid delivery due to armed conflict. As the length, frequency, and scope of the world's conflicts increase, it is becoming more difficult to reach affected people in insecure areas with life-saving and life-improving humanitarian assistance. We need new solutions that respond to the needs of vulnerable, inaccessible communities – yet, less than one percent of humanitarian aid is focused on investing in the innovations necessary to reach them.

¹ UN OCHA (2020) Global Humanitarian Overview 2021

THE SOLUTION

The United States Agency for International Development (USAID), the Foreign, Commonwealth & Development Office, United Kingdom of Great Britain and Northern Ireland (FCDO), and the Stabilisation and Humanitarian Aid Department, Ministry of Foreign Affairs, of the Netherlands (NL MFA), with support from GCC are partnering on *Creating Hope in Conflict: A Humanitarian Grand Challenge*. Through this “Grand Challenge”, we are identifying and supporting groundbreaking solutions that engage the private sector and draw from the experiences of affected communities in order to significantly improve - and in many cases, save - the lives of vulnerable people affected by conflict. Our goal is to identify solutions that allow communities and/or humanitarian responders to respond more nimbly to complex emergencies and take steps to create better lives for themselves.

THE APPROACH

We seek life-saving or life-improving innovations that engage the private sector and involve input from affected communities to help people hardest-to-reach in humanitarian crises. By mobilizing governments, companies, and foundations, and through a combination of grants, capacity-building services, and research this Grand Challenge seeks to:

- Build the case for private sector engagement in conflict settings.
- Identify, test, and scale solutions to the world’s most intractable problems in conflict settings.
- Advance the humanitarian principles of humanity, neutrality, impartiality and independence.

To date, two rounds of funding have been launched, with 52 innovations selected for funding. A third round of funding was launched in October 2020.

TARGET POPULATION

We seek innovations that support the most vulnerable and hardest-to-reach populations impacted by humanitarian crises caused by conflict. This includes people who are particularly vulnerable due to their gender, sexuality, religion, age, or income; people with disabilities, chronic health conditions; as well as people who are stateless, minorities, or unable to evacuate to safety. We are particularly interested in funding locally-led innovations.

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 January 15, 2021 at 11:59 PM EST (“Closing Date”)**. For greater certainty, Bids will only be accepted from December 18, 2020 at 12:00 PM until January 15, 2021 at 11:59 PM EST (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 located on the first 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 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 its Bid 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 an additional 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: Zainah Alsamman, Knowledge Management Associate

Email: info@humanitariangrandchallenge.org

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 sub-paragraph 2.1a, 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 Proposal

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 and any appendices.

Section 2: Financial Proposal

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

The United States Agency for International Development (USAID), the Foreign, Commonwealth & Development Office, United Kingdom of Great Britain and Northern Ireland (FCDO), and the Stabilisation and Humanitarian Aid Department, Ministry of Foreign Affairs, of the Netherlands (NL MFA), with support from GCC are partnering on Creating Hope in Conflict: A Humanitarian Grand Challenge (CHIC). Additional funding partners may contribute to CHIC going forward.

CHIC intends to save and improve lives of people living in conflict zones by funding innovative projects which deliver water and sanitation, health supplies and services, energy and life-saving information.

SCOPE OF WORK

CHIC is seeking an external evaluator(s) to partner in the undertaking of a developmental evaluation to improve and optimize the CHIC platform through real-time feedback to program staff and iterative assessment to allow for a continuous and adaptive development process that responds to emerging conditions.

The developmental evaluation will be a collaborative process conducted during program implementation, with the objective of using findings to refine the CHIC platform processes, and inform CHIC planning and process adjustments for future program implementation, as well as forthcoming funding rounds.

The developmental evaluation should include the following five phases:

1. Evaluation inception will include initial consultations with key program staff, review of project documentation and exploratory research to understand the CHIC program;
2. Collaborative development of evaluation tools, and refinement of methodology;
3. Information gathering;
4. Analysis of findings and recommendations; and
5. Sharing findings and recommendations; this process should be a participatory approach that occurs throughout the evaluation process. It should be iterative and enable the CHIC team to make changes and improvements in a timely manner.

The evaluation consultant(s) will be responsible for performing the following activities:

1. In collaboration with the CHIC program and GCC's Knowledge Management & Translation teams, design a learning/evaluation framework, including a series of evaluation questions and user-friendly outputs, to inform a robust and responsive evaluation approach that considers the program's emergent needs.
2. Collaboratively design, test and deploy a range of data collection and assessment tools.
3. Assess the overall relevance and effectiveness of CHIC's current approach and strategy to address humanitarian challenges and create systems change, and

nurture learning by all relevant stakeholders and enable timely program adaptation.

4. Assess programmatic progress, challenges and organizational effectiveness, track expected and unexpected results, in order to inform the program's strategic direction.
5. Validate results achieved, challenges to progress and develop a series of clear and actionable recommendations for adaptive programming in response to changing circumstances and, in an agreed upon format, communicate evaluation findings, conclusions and recommendations to relevant stakeholders.
6. Support the program and knowledge management teams to test the hypotheses and assumptions laid out in the theory of change and logframe, as well as propose modifications, as necessary.
7. Support the program and knowledge management teams to test the program's value for money and provide guidance and/or validation on the program's framework and approach to value for money.

Key Project Stakeholders

The key stakeholders in the CHIC platform (and in the proposed evaluation) include:

- Innovators
- Local community members in conflict affected contexts
- Local Implementation partners
- CHIC Project Staff, GCC Knowledge Management Team, Program Advisory Counsel, other GCC staff and senior management
- CHIC innovator support partners (i.e. WFP Innovation Accelerator, Brink)
- External experts
- CHIC funding partners (including but not limited to USAID, FCDO, and NL MFA)

DELIVERABLES

In the proposal, the Consultant(s) is expected to outline the proposed approach, key deliverables, outputs and related touch points that will enable the CHIC team to be iterative and integrate the findings and recommendations. At minimum, deliverables should include:

Deliverable	Description
Workplan	A detailed workplan that outlines all expected deliverables/outputs, roles, responsibilities and timelines.
Evaluation Framework	A document that steers the evaluation and defines the evaluation questions. It should enable the platform to validate achieved results, and identify lessons learned, key challenges and opportunities, and identify areas program staff should pay specific attention to as the program evolves.
Information gathering tools	Data collection tools that will enable the Consultant(s) to collect relevant information from key project stakeholders.

Dissemination plan	A series of user-friendly outputs/deliverables (i.e. reports) that will enable the CHIC team to incorporate emergent findings in a timely and responsive manner.
Consultations with CHIC team	The evaluation process should be a participatory and collaborative approach between the Consultant(s) and the CHIC team. Regular consultations and/or touch-points should be incorporated into the evaluation design from project inception all the way through to the completion of the final evaluation.

METHODOLOGY

The developmental evaluation is dynamic in nature, and is meant to be iterative as well as responsive in shaping HGC learnings and processes for the future. For this reason, GCC encourages methodological flexibility, the use of both qualitative and quantitative data collection techniques, and the use of creative and agile approaches to conduct the evaluation.

Applications will be assessed based on the Bidder’s knowledge and experience conducting developmental evaluations for programs being delivered in humanitarian and/or conflict-affected contexts and the ability to develop suitable inquiry frameworks and research design that can be deployed within fragile contexts and while adhering to decolonization principles and methodologies. Participatory research methods are encouraged.

Bidders bidding for this assignment are expected to present a detailed proposal for methodologies that respond to the specific objectives listed in the scope of work. The proposal must include descriptions of which key informants will be interviewed and, if relevant, sampling methodology.

The evaluation should incorporate the participation of GCC CHIC staff, key program partners, funders, innovators, and local communities. Tools and specific methodological approaches will be discussed, designed, and agreed between GCC CHIC staff and the external evaluator.

The methodology must consider participants’ safety and employ a ‘do no harm’ approach that takes into consideration issues such as ethics, confidentiality, security conditions and participant physical safety, data protection and overall digital security, age and ability-appropriate consent processes and quality assurance (i.e. tools piloting, enumerator training, data cleaning). This also includes a consideration of safety throughout the process of recruitment and training of research staff, data collection / analysis and report writing).

All data collected as part of this evaluation will remain GCC’s property. By the end of the contract, the third party monitor shall submit all HGC-/project-related documentation back to GCC management. None of the reports produced under the present contract shall be shared externally without GCC’s prior written approval.

OVERVIEW OF SUPPORT

The consultant(s) engaged by GCC hereunder will report to Grand Challenges Canada and will define the process and implement the infrastructure needed to provide the contracted services.

GCC will ensure the consultant(s) has access to GCC teams/personnel in order to support the evaluation process. GCC will provide the following support to the Consultant(s) in order to achieve the objectives set:

- Support the consultant(s) with an overview of the CHIC platform. This support may include:
 - Briefings on CHIC program, processes and measurement framework.
 - Sharing required program documents, such as “SOPs”, “RMAFs”, reports, logframe and theory of change.
 - Facilitating introductions and contact with key program staff and relevant stakeholders.
 - Ensuring staff are available to answer questions and queries, and participate in interviews and other information gathering activities.
- Be available to collaborate and/or consult with on the design of evaluation tools, outputs and findings. This may include the following:
 - Providing guidance and feedback on the design of evaluation instruments, methodologies and knowledge products.
 - Providing a list of key informants and facilitate introductions.
 - Providing feedback and comments on draft evaluation outputs.
 - Providing feedback on draft findings and recommendations.
- Participate in dissemination activities and consultations on the findings of the evaluation, to ensure recommendations can be intergrated into CHIC programming.

APPENDIX B: EVALUATION CRITERIA AND BASIS OF SELECTION

APPLICATION PROCESS

The Bidder is requested to include the following in its application:

1. **Technical Proposal**, which includes the following components:
 - a. **Personnel deployed:** curriculum vitae of the key personnel deployed and organogram of the team structure; availability of appropriate skills among staff, including expertise in monitoring and evaluation and knowledge of humanitarian programming in conflict-affected contexts;
 - b. **Experience in similar projects:** Past experience including contracting authority, description of the project, area of intervention, and total budget; sample from previous work (10-20 pages) from at least two separate projects; and
 - c. **Technical approach:** The proposed technical approach to evaluation services should align with the objectives and scope outlined in the Bid Solicitation; an overview of the methodology, evaluation tools, activities, deliverables, milestones, analysis and dissemination plans should be included. The expected timelines and structure of the team should be outlined per activity and deliverable.

2. **Financial Proposal**, which should include the following components:
 - a. A detailed budget of all anticipated costs and expenses;
 - b. Demonstration of cost efficiency and effectiveness in delivering consultancy services; and
 - c. Please note that the consultancy firm will have to comply with all government rules and will be responsible for government taxes.

3. A copy of all applicable legal registrations of the applicant's contracting legal entity.

4. Two (2) written references (with contact details) provided by previous clients of similar projects.

Bidders may associate to enhance their qualifications. Local organizations are encouraged to apply.

EVALUATION CRITERIA

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 in the 'Profile of the Consultant(s)' section 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 Bidder'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 proposed work**, including an overview of the methodology and evaluation tools; the key activities, deliverables, and milestones; and plans for disseminating findings and recommendations.
5. **Description of support process**, including specifics regarding the level of responsiveness that GCC 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.
6. **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.
 7. **Value-added services**, including whatever the Bidder may want to add to its proposal.

PROFILE OF THE CONSULTANT(S)

The composition of the team should address the specific objectives outlined in the Statement of Work (Appendix A), as well as the particularities of this assignment, in addition to the following education and experience qualifications:

Education

- At least one member of the team (i.e. the team lead) should have a postgraduate degree in monitoring and evaluation and/or other relevant fields of study, such as conflict management & peacebuilding, public health, health science research, social impact investment or social sciences.

Experience

- Minimum of five years of experience leading the design and implementation of program and/or developmental evaluations for projects being implemented in humanitarian and conflict-affected settings (verifiable list of evaluations conducted in the past required);
- Strong understanding of and experience employing developmental evaluation approaches, methodologies, tools and outputs;
- Strong understanding of the humanitarian innovation ecosystem and technical experience developing evaluations specifically for innovation platforms;
- Prior experience providing strategic guidance on and assessing the value for money of humanitarian programs;
- Strong analytical, writing and reporting skills, as well as the ability to translate large volumes of information into comprehensive and user-friendly outputs;
- Understanding of and/or specific experience working with various government funders, including the United States Agency for International Development (USAID), the Foreign, Commonwealth & Development Office, United Kingdom of Great Britain and Northern Ireland (FCDO), and the Stabilisation and Humanitarian Aid Department, Ministry of Foreign Affairs, of the Netherlands (NL MFA);
- Prior experience working in humanitarian and/or conflict-affected contexts, such as Democratic Republic of the Congo, Yemen, Syria, South Sudan, Afghanistan, Turkey and Jordan;
- Possess an understanding of and sensitivity to the issues and challenges related to conflict affected countries and affected communities;
- Fluency in written and spoken English;

- Ability to conduct meetings and interviews with relevant stakeholders and innovators in Arabic, French and Swahili is preferred, but not required.

The Bidder shall identify a focal point for communication and reporting purposes, with appropriate skills and experience. Upon contract signature, at the briefing session, the focal point shall submit a full contact list of all those involved in the evaluation.

Applicants and their field team must go through a screening process conducted by Grand Challenges Canada in respect to terrorist activity or other illegal activities. GCC reserves the right to reject an applicant on the basis of results of the screening process.

SCORING RUBRIC FOR EVALUATION

1. Experience

- a. **Personnel deployed:** Technical and Managerial Teams have the appropriate expertise, experience and qualifications;
- b. **Experience in similar projects:** Relevant experience and demonstrated capacity to successfully lead the design and implementation of developmental evaluations for projects being implemented in humanitarian and conflict-affected settings in addition to:
 - i. Two (2) positive written references with contact details from previous clients speak to the ability of the consulting firm to carry out similar projects.
- c. **Technical Approach:** The proposed approach to carrying out the developmental evaluation services, with clear alignment to objectives and scope outlined in the RFP.

2. Fees

- a. The scope of the proposed work and the funds requested are reasonable and commensurate with the proposed goals;
- b. The proposal represents a particularly thoughtful and efficient use of resources;
- c. The consulting firm has the financial capacity to carry out the required work; the firm is a legally registered entity and can provide insurance coverage for experts/field staff.

Evaluation of Bids will also be guided by the objective and principles of GCC's Contracting & Procurement Policy, found at www.grandchallenges.ca/funding-opportunities/resources/.

Based on the evaluation of the criteria described above, competitive proposals could be invited for an interview. The purpose of the interview would be to further assess the capacity of the organization to best deliver the scope of work outlined in the Statement of Work.

CONTACT DETAILS:

Grand Challenges Canada – Humanitarian Grand Challenge
661 University Avenue, Suite 1720
MaRS Centre, West Tower
Toronto, Ontario, M5G 1M1

Attention: Zainah Alsamman, Knowledge Management Associate

Email: info@humanitariangrandchallenge.org

Email is preferred for all communications.

RFP Reference Number: RFP-HUM-2020-12-18

The present call is open from December 18, 2020 until January 15, 2021 at 11:59 EST.

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.