

QUESTIONS AND ANSWERS

RFP – Call for Developmental Evaluation Consultancy Services

Updated: January 13, 2021

Q: COVID-19 - Regarding the continued concerns around COVID-19, what expectations do you have for travel, and field work?

A: We are assuming online approaches for the foreseeable future. Should the situation change, and it becomes safe to travel we can reassess at that time.

Q: Given the request for a developmental evaluation approach, it is likely that the scope of the evaluation will adjust periodically. Therefore, do you have suggestions for how we should accommodate this expectation in budgeting? Would you be open to a phased approach to budgeting, whereby we might provide a detailed budget for the first year only, and revisit the budget for subsequent years at the end of year one? Or, shall we budget for multiple years with expectations that we would adjust if the scope changes?

A: We would suggest the latter option. We can always revisit expectations with the successful consultant as circumstances/scope change.

Q: Is there a budget range for this project that you can provide to guide us?

A: We are unable to provide guidance on the expected budget range; we would recommend using knowledge of current market rates as a guide.

Q: Is there a ceiling or cap on consultants' hourly/daily rates?

A: No, we do not have a ceiling on hourly rates, however; we would suggest rates be in line with current market rates.

Q: Page limit: Page 13 requests that The Bidder submits examples of past experience.

a. Is this asking for products (e.g., case study) or a description of a prior project?

A: A list of prior evaluation projects with some brief description would suffice (with 2 samples annexed as examples of this work).

b. If it's for products, would both narratives or PowerPoints be acceptable?

A: See comment above.

c. Please clarify that that these project examples (10-20 pages) are NOT to be included as in the Proposal Appendixes are included in the page limit must "not exceed 15 pages" according to Part 3, 1.0 Section 1: Technical Proposal on page 8.

A: Yes, that is correct. Sampled reports are not part of the page limit, but rather, could be annexed.

Q: We recognize the existence of a document from 2011 "Grand Challenges Approach" as noted on your website. Have there been any updates to the strategy after 2011 to lay out any additional strategic priorities for GCC?

- a. Would you be able to provide us any documents that can provide us a sense of the Grand Challenges “business process”, or operational plan that guides your work with innovators, partners and stakeholders?

A: Out of fairness to other applicants, we cannot share additional supporting documents/information beyond what is publicly accessible on our website.

Q: The RFP states that the technical bid must not exceed 15 pages, including cover sheet and any appendices. Are resumes / CVs to be included within this 15 page total limit, or can they be additional, in an annex? If the latter, is there a maximum page length per CV?

A: If the team is quite large which means several CVs, then we can make exceptions to the page limit. Two pages per CV would be ideal and yes, included in an annex is fine.

Q: Are we correct to assume that the sample of previous work to be included in the submission (10-20 pages long), and also the two client references, are not counted within the 15 page limit, and that they can be annexed separately?

A: Yes, that is correct. Sample of reports is not part of 15 page limit.

Q: The RFP states that each resume should ‘describe the number of projects completed and in progress’ – does that mean that we should quantify the number of assignments completed by an individual over their whole working life through which they acquired the qualifications/experience (p. 14)

A: Yes, it would be helpful for us to have a quantifiable number of relevant or similar projects. I would suggest to highlight the most recent ones; I think it’s fair to leave it to bidders to use their discretion on how they define ‘recent’.

Q: Would attachment of our most recent financial accounts provide sufficient evidence of our financial capacity to carry out the required work or do you have additional requirements?

A: Yes, that should be sufficient.

Q: The RFP requests that the financial proposal provides hourly fee rates in Canadian dollars per personnel involved. How many hours constitute a working day for GCC (and are therefore the maximum that could be invoiced for any one day)?

A: 7.5 working hours per day.

Q: Are you able to give any indication of expected budget range?

A: We are unable to provide guidance on the expected budget range; we would recommend using knowledge of current market rates as a guide.

Q: Can you provide a list of deliverables with timeline and workplan?

A: No, we are unable to provide a list of deliverables. We would like to give the opportunity to bidders to propose a list of deliverables they think would be appropriate/sufficient for this undertaking.

Q: Can you provide the details of the innovators and innovations?

*A: You can find a list of our funded innovations/innovators on our website:
https://humanitariangrandchallenge.org/innovators/?page=1&per_page=50*

Q: This is a two-year contract extendable up to 1 year, so is it going to be one evaluation or multiple?

A: It will likely involve multiple (i.e. a midterm and final) alongside other formats of iterative evaluation bidders deem to be relevant as part of a developmental evaluation.

Q: Is there a chance of an extension in the submission deadline?

A: Sorry, we are unable to provide an extension to the submission deadline as the deadline has already been extended from January 8th to January 15th, 2021.