

BID SOLICITATION

Grand Challenges Canada / Grands Défis Canada
MaRS Centre, West Tower, 661 University Avenue, Suite 1720, Toronto, Ontario, Canada M5G 1M1
T 416.583.5821 F 416.978.6826 E info@grandchallenges.ca



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®

Bid Solicitation Gender Equality Venture Advisor

**Submission Deadline:
March 24, 2024 – 11:59 PM EDT**

RFP Reference Number: RFP-VA-2024-03-04

Introduction

GRAND CHALLENGES CANADA'S OBJECTIVE

GRAND CHALLENGES CANADA/ GRANDS DÉFIS CANADA (“**Grand Challenges Canada**”) is seeking a Gender Equality Venture Advisor to support its Programs Teams and innovators for fiscal year 2024-2025.

The Gender Equality Venture Advisor will be responsible for:

1. Advising and supporting Grand Challenges Canada on integrating gender equality considerations through its innovator-facing processes and activities.
2. Advising and supporting innovators on integrating gender equality considerations into their innovations.

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 applicants or bidders (“**Bidders**”) are invited to submit a proposal or 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 in a manner that will provide the best value for Grand Challenges Canada's funds, attached herein as Appendix A.

1.2 Period of Contract

- a. The resulting contract will be in effect from approximately April 2024 – March 2025 with the possibility of renewal or extension for successive one (1)-year term(s) up to a maximum of three (3) years, depending on the needs of the organization.

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 1,000 innovations in 95 countries since its creation.

For more information, please see: www.grandchallenges.ca, including our latest Annual Report under "Who We Are".

Part 2: Standard Instructions, Clauses and Conditions

2.1 Submission of Proposal

- a. Grand Challenges Canada requests that each Bidder to submit a Bid to the email address outlined in Paragraph 2.2, as early as possible between **March 04 2024 at 9 a.m. EDT and no later than March 24, 2024, at 11:59 EDT** (the “**Closing Date**”), (**bid solicitation period**). **For greater certainty bids will only be accepted during the bid solicitation period.**
- b. The Bid must include the Bidder’s 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 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 the Bid Solicitation
 - iii. Submit its Bid 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 2.1b 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 solicitation period 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 specified herein.

- 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: Alana Changoor, Manager, Knowledge Management and Translation
Email: alana.changoor@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 bid solicitation Closing Date and time referred to in Paragraph 2, Sub-paragraph 1a, unless they qualify as a "delayed bid" (see 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 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 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.

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
 - 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. 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.

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 the Contracting Authority identified in this 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 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.

7.2 Governing Law

This Bid Solicitation is governed by the laws of the Province of Ontario and Canada as applicable therein. A Bidder and Grand Challenges Canada shall attempt to resolve any disputes, differences or claims arising under the Bid Solicitation in good faith. Any action or proceeding relating to this Bid Solicitation may (but need not) be brought in a court of competent jurisdiction in the Province of Ontario, and for that purpose now irrevocably and unconditionally attorns and submits to the jurisdiction of such Ontario court.

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 10 pages including the cover sheet 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 individual/firm for hire in the role of: Gender Equality Venture Advisor.

B. Scope of Work

Grand Challenges Canada is committed to advancing gender equality as an organization as well as across all of the activities and programs that we fund. We believe that advancing gender equality is an important objective on its own, as well as being critical to increasing the impact of life improving and life-saving innovations that can contribute to the holistic health and well-being of all people across all genders.

Grand Challenges Canada has developed a gender equality strategy to guide the application of this important aspect of our work.

Grand Challenges Canada is seeking a contractor to support and enhance our approach to integrating gender equality, both in terms of our own operations and internal processes, as well as the support and guidance we provide to the innovations we fund. In order to fulfil this role, it is anticipated that the selected contractor will provide expert venture advisor support on gender equality to a range of innovators working across different portfolios within Grand Challenge Canada's Global Health Innovation and Humanitarian Grand Challenge programs. The scope of work may extend to the Indigenous Innovation Initiative.

Objectives of the consultancy:

1. To advise and support Grand Challenges Canada on integrating gender equality considerations throughout its innovator-facing processes and activities.
2. To advise and support innovators on integrating gender equality considerations into their innovations.

Grand Challenges Canada funds innovators in LMICs, conflict-affected countries and Indigenous communities in Canada, and seeks a firm/consultant with in-depth experience working on gender equality within LMICs, conflict-affected countries and/or Indigenous communities. More specifically, Grand Challenges Canada is looking for a firm/consultant(s) with:

- Lived experience in an LMIC, conflict-affected country, or an Indigenous community in Canada
- Demonstrated expertise on gender equality integration in LMICs, conflict affected countries, and/or Indigenous communities in Canada

- In-depth knowledge of the contextual factors that create opportunities and barriers for integrating gender equality in LMICs, conflict affected countries, and/or Indigenous communities in Canada
- Demonstrated expertise on advising funding organizations on how to strengthen and enhance their gender equality activities and approaches to meet the needs of a wide range of projects in different countries and contexts
- Prior experience working with innovations, or funding for innovations is an asset

C. Deliverables

The Gender Equality Venture Advisor will be expected to do the following:

1. Support efforts to operationalize Grand Challenges Canada's Gender Equality Strategy.
2. Advise Grand Challenges Canada on opportunities to optimize and enhance tools, processes, and approaches related to gender equality including the existing gender equality scoring rubric.
3. Provide tailored support to innovators to strengthen their approaches and activities related to gender equality, including but not limited to:
 - a. Conducting gender equality analysis
 - b. Developing gender equality strategies
 - c. Integrating gender equality considerations in planning, operations, implementation, and monitoring and evaluation.
 - d. Carrying out monitoring and evaluation activities to assess the progress and results on gender equality.
4. Provide support and training to the Grand Challenges Canada team to:
 - a. Build capacity related to integrating gender equality in their own work, and their interactions with innovators.
 - b. Build capacity related to supporting innovators to consider how to integrate gender equality in all aspects of their work.
 - c. Ensure standardization and consistency in how gender equality considerations are integrated across Grand Challenges Canada, and the support we provide to innovators.
5. Develop a framework that defines the key indicators that will be used to measure the results of the consultancy (i.e., progress, successes, challenges, expected and unexpected results), and include reports on these indicators at regular intervals to Grand Challenges Canada.

6. Develop case studies and/or learning briefs to describe the approaches and outcomes of the Gender Equality Venture Advisory work.
7. Developing innovator-facing Gender Equality resources and tools.

Overview of Support

The selected Gender Equality Venture Advisor will report to the Contracting Authority and will define the process and implement the infrastructure needed to provide the contracted services.

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
- 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
- **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.

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 their proposal.

Scoring Rubric for Evaluation

1. Experience (60%)

Does the Bidder have the:

- a. Needed functional and technical expertise in gender equality to accomplish their proposed deliverables
- b. Demonstrated expertise on gender equality integration in LMICs, conflict affected countries, and/or Indigenous communities in Canada
- c. In-depth knowledge of the contextual factors that create opportunities and barriers for integrating gender equality in LMICs, conflict affected countries, and/or or Indigenous communities in Canada
- d. Demonstrated expertise on advising funding organizations on how to strengthen and enhance their gender equality activities and approaches to meet the needs of a wide range of projects in different countries and contexts
- e. Prior experience working with innovations, or funding for innovations is an asset
- f. Is the Bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?

2. Fees (40%)

- 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/.

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.

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.