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Request for Proposal

Project Evaluator

for

Advancing Gender Equality by Building WEC's Capacity Project

April 1, 2019 – March 31, 2023

Responses Due:

September 13, 2019 4:30 P.M. EDT

Email:

info@womenseconomiccouncil.ca

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1. Introduction

The Women’s Economic Council (WEC) invites qualified firms and/or consultants to submit a proposal to design and develop an evaluation plan and then evaluate a national project titled: *Advancing Gender Equality by Building WEC’s Capacity (CAP)*, funded by Department for Women and Gender Equality (WAGE) from April 01, 2019 to March 31, 2023.

A proposal in electronic form must be submitted for the attention of WEC by email as noted in Clause 18. The proposal should be labelled WEC EVALUATOR RFP and submitted before the closing date with the vendor's name clearly identified in the email. Late proposals will not be accepted.

2. Timelines

RFP release date	09/03/2019
Deadline for vendor questions	09/09/2019
Proposal submission date	09/13/2019
WEC meetings with shortlisted vendors (if required)	09/18/2019
Bid notification date	09/19/2019
Agreement between vendor and WEC	09/20/2019

3. Definitions

"WEC" means Women’s Economic Council

“WEC Collective” means project co-management team and the committee reviewing responses to this RFP

“WAGE” refers to the federal government Department for Women and Gender Equality

"Request for Proposal or “RFP" means this document including attached appendices

"Contracting Manager" means the person identified in Clause 18 of this RFP

"Vendor" means an organization or individual responding to this RFP

"Proposal" means a vendor's response to this RFP and includes all of the vendor's attachments and presentation materials

"Services" means the duties, tasks and responsibilities of the vendor as described in this RFP

4. RFP Implications for Contract

By submitting a proposal, a vendor acknowledges and agrees that the terms and conditions of this RFP are incorporated by reference into its proposal.

5. Vendor Questions

All questions regarding this RFP must be directed via email to WEC Collective's designate listed in Clause 18. Enquiries and responses may be recorded and may be distributed to all vendors. The vendor must immediately notify the designate in writing through email of any ambiguity, divergence, error, omission, oversight or contradiction in this RFP discovered by the vendor, and request whatever clarification is required to prepare the vendor's proposal.

In order for WEC to deal effectively with vendor questions or concerns about any terms, conditions or requirements of this RFP, such questions or concerns must be communicated in writing to the designate in accordance with the timeline indicated in Clause 2 above. Questions received after this time will be answered if, in the opinion of WEC, the circumstances warrant and time permits.

6. Conflict of Interest

Vendors must fully disclose in writing to the designate on or before the proposal submission date of this RFP, the circumstances of any possible conflict of interest, or what could be perceived as a possible conflict of interest, then known to the vendor between the vendor and WEC and/or the WEC Collective. WEC may reject any proposal where, in the opinion of WEC, the vendor is or could be perceived to be in a conflict of interest.

7. Vendor Expenses

The Vendor is responsible for all costs of preparing and presenting its proposal.

8. Confidentiality

All information provided by or obtained from WEC in any form in connection with this RFP either before or after the issuance of this RFP, including any confidential information, is the sole property of WEC and must be treated as confidential; is not to be used for any purpose other than replying to this RFP and the performance of any subsequent contract; must not be disclosed without prior written authorization from WEC; and must be returned by the vendor to WEC, or destroyed if held in electronic format, immediately upon the request of WEC.

9. Background

The Women's Economic Council (WEC) is the only national women-centred community economic development (CED) organization focused on women's economic security. In particular, WEC resources organizations with a mandate to support women's economic security, with a particular mandate to support vulnerable women. WEC also has a mandate to undertake national and regional initiatives in partnership with organizations and/or with women directly, when there are identified service delivery gaps impacting women. This may include, but is not limited to, projects that improve services in the area of business, social enterprise and co-operative start-up, development and sustainability.

WEC collaborates with existing businesses, community organizations and governments, believing that CED plays an integral role in promoting and facilitating sustainable livelihoods for women.

WEC's efforts are focused on the following areas:

- national and regional resourcing through partnerships;
- research and pilot projects aimed at developing and sharing new resources;
- advocacy that addresses systemic issues for women;
- capacity building/sustainability initiatives that strengthen CED and/or women's organizations.

Canada is known as an inclusive country that provides socio-economic opportunities for its citizens. WEC appreciates the successes CED has had for building lives in its communities. However, WEC also understands that many segments of Canadian society are left behind, which includes women. And within the context of women, specific segments of the women's population are worse off than others. They include visible minorities, Indigenous women, newcomers and others impacted by factors such as poverty, marital status, single parent or dependent care status, low education or literacy, or credentials not recognized in Canada, those with disabilities and others impacted by cultural or religious norms that limit choice.

10. Purpose and Objectives of the Project Being Evaluated

WEC is interested in increasing its awareness and understanding of how best to build its capacity and sustainability. This includes strengthening its appreciation of how it fits within the context of the national CED space. It also involves service provider organizations, government departments and others that are publicly funded to resource women to start and build money-making ventures in our economy.

10. Purpose and Objectives contd.

WEC's capacity and sustainability, like many other non-profit women's organizations, has been challenged by multiple factors, limiting its ability to impact women's CED throughout Canada. Some of these include organizational financial health, human resources management, board governance, strategic planning, succession planning and the use of Gender Based Analysis (GBA)+. WEC is embarking on a capacity-building journey aimed at increasing its capacity and sustainability and potential for impact in the women's CED space.

This project will allow WEC to:

- build its internal infrastructure, including strategies, processes, tools etc., to ensure consistency and responsiveness in our work;
- develop partnerships and pursuits with more stakeholders;
- address systemic issues impacting women's economic security.

11. Assumptions

WEC Collective is open to different approaches to benchmarking and assessing impact. We are especially interested in indicators and frameworks describing the overall health, wellbeing and strength of our organization, as outlined in Section 10. This includes reporting on activities and outcomes that are effective and positively increase capacity and sustainability.

12. Mandatory Qualifications

Respondents should include in this proposal the following information:

1. a clear summary of their approach to the work;
2. statement of qualifications to perform the scope of work, including staffing plans, summary of related experiences for all those to be involved in the project; supported by a resume/CV;
3. description of project management approach and ability to manage the project scope within the designated timeline;
4. sample evaluation plan and evaluation report;
5. the names, phone numbers and email addresses of three referees, preferably from different organizations, who have been clients during the last two years;

13. Contractual Arrangements

The evaluation activities will take place between September 2019 (start of evaluation contract) and March 31, 2023. Renewal of project work from year to year is contingent on satisfactory performance and WEC receiving continuation of funding. This confirmation will be communicated by March 1 each year throughout the project. WEC may however terminate the contract at any time in the event that the consultant is unable or unwilling to perform the services, or in the event of a material break of any of the evaluator's other covenants or representations.

14. Scope of Work and Deliverables

The successful consultant will work with WEC Collective and at times the WEC board of directors and/or WEC's national advisory committee to design a rigorous evaluation plan, using quantitative and qualitative approaches.

The evaluator is expected to produce the following deliverables:

- indicators that can be used to benchmark and measure changes in WEC's capacity and sustainability throughout the project; demonstrate accountability for stakeholders and funders;
- reporting that includes a logic model and results-based management plan (due 10/01/2019)
- an evaluation plan with timelines, data collection methodologies and tools defined (due: 10/01/2019);
- plans and processes for the communication and dissemination of evaluation results and learning, including interim formative evaluation reports and briefings delivered semi-annually;
- capacity-building strategies, tips or tools that can be integrated into WEC's operations as the project unfolds;
- evaluation that results in a draft evaluation report (due: 12/15/2022);
- a final evaluation report in both official languages (due: 02/28/2023);
- a work plan describing evaluation activities, deliverables, timeframes and responsible parties.

To make this evaluation as comprehensive as possible, we expect the data collection and reporting to use both quantitative and qualitative measures as necessary. The formative and summative evaluation reports should be delivered digitally in such a way that the content could be used immediately for WEC's purposes without much manipulation or editing by WEC in order to share results with stakeholders of capacity-building successes, resources used, and lessons learned.

15. Fees, Budget and Payment Terms

Proposals should include a breakdown of the vendor's fees and disbursements for completing the services. Please include the following with breakdown of costs:

- total cost of services; all expenses must be built into the proposed cost;
- proposed services, timelines, hours to complete and per diem rates;
- disbursements;
- prices must be stated in actual dollars and cents expressed in Canadian funds and inclusive of all taxes, which should be itemized separately.
- total budget available for evaluation services requested in this RFP: \$10,000.

Please provide options for the co-management team to contribute to reduced project costs and be prepared to consider which aspects of the proposal might be optional.

16. Contracting Manager

For the purposes of the provision of information surrounding this contract, the contracting manager is:

Co-manager: Janet Kranz

Email: janetk@womenseconomiccouncil.ca

Telephone: (613) 851-2761

17. Evaluation Criteria

Proposals will be scored in the following categories: 1) Content and quality of submission, 2) Expertise and Qualifications, 3) Project Management Approach, 4) Potential to Undertake the Work and produce Deliverables and 5) Cost. Proposals that fail to outline these requirements may not be evaluated.

18. Submission Information

An electronic copy of the proposal, with references, in PDF format must be submitted to Janet Kranz, WEC Co-manager by email: janetk@womenseconomiccouncil.ca on or before 16:30 EDT, September 13, 2019.

- WEC may elect to not consider any proposal that:
 - Is received after the exact time and date noted above;
 - Does not indicate the request for proposal's title, evaluator, and vendor's name on the proposal in response to the RFP;
 - Is delivered to an email address other than that provided above;

19. Acceptance of Proposals

WEC reserves to itself the unfettered right to reject any or all responses to this RFP and is not bound to accept the highest ranking responses or any response.

WEC reserves the right to:

- not consider or to reject any or all proposals in whole or in part for any reason whatsoever in its sole and absolute discretion;
- accept any proposal in whole or in part, even if it does not comply with the terms of this RFP or is not the highest rated proposal in accordance with the evaluation criteria;
- shortlist vendors, and require a presentation by the vendors shortlisted and/or the provision of additional information by such shortlisted vendors;
- at any time add, delete or modify this RFP and to have vendors advise WEC of the effect of such changes on their proposal and/or have vendors resubmit their proposals in light of same;
- negotiate at any time with any one or more of the vendors to the exclusion of the other vendors; and
- not proceed for any reason with this RFP or the project contemplated in this RFP.

WEC shall not disclose to a third party proprietary or confidential information of the other applicants. WEC further agrees to act as a trustee for any confidential information jointly created or acquired through the applicant's participation in this RFP.

20. Intellectual Property

Unless otherwise agreed and confirmed in writing through email:

- the vendor assigns to WEC all rights, title and interest in all project materials developed by the vendor and/or WEC, and all intellectual property rights therein will be vested in WEC.

21. No Further Contract or Liability Arising from RFP Process

By submitting a proposal, the vendor agrees and acknowledges that:

- nothing in this RFP nor the submission of the proposal nor the review and consideration of the proposal by WEC nor any communication between the parties in relation to the RFP or the proposal will operate to obligate any party to enter into any further business relationship with the other party and, in particular, if WEC decides to engage the vendor in connection with any proposal or the subject matter of the RFP then such engagement may only occur pursuant to a written agreement

that has been signed by both parties and, absent such written agreement, WEC will have no further liability or obligation to the vendor in connection with the subject matter of the RFP;

- the vendor is participating in this RFP process at its sole risk and expense, and WEC will not be liable to the vendor for any costs, expenses or liabilities incurred by the vendor in any way arising in connection with the vendor's participation;
- WEC has made no representations other than those expressly stated in this RFP;
- WEC has the right to cancel this RFP at any time, WEC may reissue this or a similar request for proposal at any time for any reason whatsoever or decide not to reissue it for any reason, without incurring any liability and no vendor will have any claim against WEC as a consequence; and the proposal and any accompanying documentation submitted by the vendor will become the property of WEC and will not be returned.

22. Termination of Contract

A contract awarded on the basis of a response to this RFP may be terminated by either party with four weeks' notice, without outstanding payments to be negotiated between the contract and WEC.