

Request for Proposals

**l'Initiative
d'innovation
autochtone**



**Indigenous
Innovation
Initiative**

Bid Solicitation: Evaluation Services

Advancing Indigenous Gender Equality

November 20th, 2024

Last updated: October 22, 2024

Submission Deadline:

December 11th, 2024, 5PM EST

RFP Reference Number: RFP-I3-2024-10-30



Grand Challenges Canada®
Grands Défis Canada

BOLD IDEAS WITH BIG IMPACT®



Women and Gender
Equality Canada

Femmes et Égalité
des genres Canada



Developmental Evaluation of the Advancing Indigenous Gender Equality Program— Request for Proposals

Executive Summary

The [Indigenous Innovation Initiative](#) (I3) was created by Indigenous leaders as a platform of funding and wrap-around support services to address health, social and economic challenges and spark community-led Indigenous innovation. In 2017, I3 was formed as one of the innovation pillars at Grand Challenges Canada. Following several years of community consultation, iteration, and program development, the **Advancing Indigenous Gender Equality** program was formally launched in 2020 with the support of Women and Gender Equality Canada. The platform has launched two rounds of seed innovation funding to date for First Nations, Metis, and Inuit innovators across so-called Canada: with Round 1 launched in 2020, and Round 2 launched in 2023.

The Indigenous Innovation is seeking services of an external evaluator(s) to partner in undertaking a developmental evaluation of I3's current funding program, to support in improving and iterating the I3 platform to allow for continuous adaptation as the program grows and evolves.

The developmental evaluation will be a collaborative process conducted during program implementation in 2024/2025, with the objective of using findings to refine I3's platform processes, inform planning and process adjustments for future program implementation, as well as forthcoming funding rounds. This evaluation and its findings will also fulfil a core requirement for our funding with Women and Gender Equality Canada.

Introduction

GRAND CHALLENGES CANADA'S OBJECTIVE

GRAND CHALLENGES CANADA/ GRANDS DÉFIS CANADA (“**Grand Challenges Canada**”) is seeking an evaluation consultant to support the Indigenous Innovation Initiative for fiscal year 2024-2025.

The consultant(s) will be responsible for the evaluation as outlined below in Part 1.

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 (or “**RFP**”).

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 December 2024 to November 2025 with the possibility of renewal or extension for successive terms, depending on the needs of the organization.

About I3

The Indigenous Innovation Initiative (or “I3”) was designed to address the gendered and racialized barriers to economic participation for Indigenous peoples in Canada. Hosted at Grand Challenges Canada (GCC), I3 supports innovative and scalable Indigenous-led ideas for impact, investing in communities to solve complex health, social and economic challenges. Created and led by Indigenous leaders and in ongoing consultation with community members, I3 is built on a foundation of Indigenous ways of knowing and being and is rooted in Indigenous values.

Evaluation Objectives

The I3 team is seeking evaluators who can carry out an evaluation with the dual purpose of enhancing learning and evaluating effectiveness. The evaluation and learning process should include some baseline analysis of underlying values and assumptions that shape understandings of I3 by various stakeholders (eg. innovators, staff, council, GCC, and funders)

The objectives of the learning component are to explore:

1. the strengths of the program, and the areas for improvement/refinement
2. the role of I3 within the wider Indigenous ecosystem
3. how I3 can foster an Investment process and platform that:
 - centers indigenous innovation processes,
 - operates from an Indigenous value system to address Indigenous-defined challenges, and
 - supports economic reconciliation in a pan-Indigenous Canadian context

The objective of the evaluation component is to explore:

1. the overall effectiveness of the program in achieving it's intended outcomes and making progress towards impact
2. The effectiveness of the I3 program in supporting and/or contributing to the WaGE 3 Sisters Program to achieve its objectives (see Appendix D)

Key Project Stakeholders

The key stakeholders in the I3 platform (and in the proposed evaluation) include:

- Innovators
- community peer reviewers
- I3 Staff, GCC Knowledge Management Team, Indigenous Innovation Council, other GCC staff and senior management
- I3 Funding Partners External experts as relevant

The evaluation will not:

- Be evaluating GCC funding structure
- Be assessing innovators/evaluating their innovations

Evaluation Timeline

The evaluation activities are expected to run from January 2025 through Summer 2025.

All final deliverables are to be completed in the Summer 2025, with a final dissemination plan for deliverables to be agreed upon between I3 and the evaluation team.

DELIVERABLES

In the proposal, the applicant Consultant(s) is expected to outline the proposed approach, key deliverables, outputs and related touch points that will enable the I3 team to be iterative and integrate the findings and recommendations. The deliverables in any proposal 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 and methodology for data collection and analysis. It should enable I3 and the consultant(s) to validate achieved results, and identify lessons learned, key challenges and opportunities, and identify areas I3 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 I3 team to incorporate emergent findings in a timely and responsive manner.
Consultations with I3 team	The evaluation process should be a participatory and collaborative approach between the Consultant(s) and the I3 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.
Preliminary results on learning component	<ul style="list-style-type: none"> - Learning Brief and share back workshop with I3 team members and stakeholders for inputs and feedback
Final results on learning component	<ul style="list-style-type: none"> - Final Report or learning brief, that incorporates feedback from I3 team and other stakeholders
Preliminary results on evaluation component	<ul style="list-style-type: none"> - Evaluation presentation as part of share back workshop with GCC/I3 team and relevant stakeholders (eg. funding partners) for input and feedback
Final results on evaluation component	<ul style="list-style-type: none"> - Final report that incorporates feedback from I3 team and other stakeholders - Impact Brief (2-pager) to summarize key findings and recommendations

Consultant Expertise

The purpose of the Indigenous Innovation Initiative is to support innovation and social impact that is led by and/or created by Indigenous Peoples. We believe in an inclusive approach to Indigenous identity, and that things like past and ongoing colonial policies and the impact of racism have contributed to many Indigenous Peoples, communities and groups being exclusively targeted or outright excluded by various programs.

It is our intention to be thoughtful about access to our programs and opportunities and to make sure we demonstrate accountability to our communities.

Given this, we seek to work with an evaluation team that can foster cultural and emotional safety, respects Indigenous principles of data sovereignty, and in alignment [with I3's program values and principles](#).

Please note that we will prioritize applications from First Nations, Inuit, and Métis peoples. If we invite you to an interview, you are encouraged to become familiar with the following foundational resources that guide all aspects of the work that we do:

- [Indigenous Knowledges and Data Governance Protocol](#)
- [Shared Values and Principles of Indigenous Knowledges Creation and Application](#)

Application Process:

Please send a proposal outlining:

- Your expertise and relation to this work. *Please be prepared to share relevant client references.*
- Proposed approach and workplan (outlined above in Deliverables)
- Proposed fee structure

The proposed evaluation design should include details regarding the evaluation team's:

- Lived experience and personal relationship to this work
- Approach to working with Indigenous communities,
- Consideration for OCAP principles (<https://fnigc.ca/ocap-training/>) and data sovereignty,

and how these elements will inform the evaluation design.

Accessibility: We recognize and value lived experience, and understand that there are often additional barriers faced by applicants depending their specific cultural realities. Please contact us for any requests for accessibility, so we can do our best to accommodate your participation in this RFP.

Please address all bids to:

Nabeela Jivraj, Knowledges Mobilization Manager
Indigenous Innovation Initiative
nabeela.jivraj@grandchallenges.ca

AND

Kathryn Manners, Deputy Director
Indigenous Innovation Initiative
kathryn.manners@grandchallenges.ca

Bids will be accepted until **December 11th, 2024**

Evaluation Criteria:

In reviewing proposals, we will consider the following:

- Does the plan address the proposed learning and evaluation objectives?
- Planned approach to collaboration with I3
- Team's knowledge, expertise and understanding engaging with Indigenous communities, and with respecting principles of Indigenous data sovereignty
- Does the proposal demonstrate good value for money

Detailed selection criteria are outlined in Appendix B.

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 **[November 20th 2024]** and **no later than** December 11th, 2024 at 5PM EST (the “**Closing Date**”).
- 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: Nabeela Jivraj

Email: Nabeela.jivraj@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- Draft Detailed Description of Developmental Evaluation Requirements – to be negotiated with Consultant(s)

The developmental evaluation should include the following five phases:

1. Evaluation inception will include initial consultations with I3 program staff, review of project documentation and exploratory research to understand the I3 program;
2. Collaborative development of evaluation tools, and refinement of questions and methodology;
3. Facilitated feedback process through interviews with I3 innovators, partners, and community members;
4. Analysis of insights, recommendations, and impact measurement data; and
5. Sharing learnings and recommendations; this process should be a participatory approach that occurs throughout the evaluation process. It should be iterative and enable the I3 team to share and utilize the findings

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

1. In collaboration with the I3 program and GCC's Knowledge Management & Translation team, 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 I3's current approach and strategy to supporting Indigenous innovators, advancing equality, and creating 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.
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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 elsewhere in this Bid Solicitation and 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 Part 1
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 (60%)

- a. Functional or technical, sectoral, geographic
- b. Does the Bidder have the:
 - i. Functional, technical or vertical expertise needed to accomplish their proposed deliverables?
 - ii. Expertise needed to accomplish their proposed deliverables?
 - iii. Knowledge and understanding engaging with Indigenous communities, and respecting principles of Indigenous data sovereignty
 - iv. Experience working effectively within complex governance structures?
- c. Does the Bidder have proven experience to deliver on the proposed learning and evaluation 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.

Appendix D: WaGE-Specific Program Objectives

Learning Questions

1. **Overall design:** To what extent overall did the ‘innovative’ project design (including cost-sharing/ matching, Further Distribution of Funding (FDF), large amounts of WAGE contribution (\$10M)) affect the impact of the project?
 - a. How did this ‘innovative’ design of the WAGE agreement contribute (if at all) to project impact?
 - b. What was the value-add of the Further Distribution of Funding component?
 - c. What was the value-add of the cost-sharing (matched funding) requirement? Were outcomes reached that would not have been reached without the cost-sharing requirement?
 - d. What, if any, other elements of the project were innovative, and what impact did this have?

2. **Limitations and challenges:** What were limitations and challenges, if any, for
 - a. implementing Further Distribution of Funding
 - b. cost-sharing/ matching
 - c. any other terms and conditions of the WAGE agreement
 - d. project implementation overall

3. **Sustainability:** To what extent will investments, supports, and/or activities resulting from the project continue beyond the life of the WAGE agreement?

4. **Systems change:** What was the systemic change resulting from this work? Both with regards to the work carried out directly by your organization and by those who received grants distributed by the project?
 1. What are key examples of the systems change catalyzed by your work as an organization.
 2. What are key examples of systems change catalyzed by the projects funded by the grants distributed.

5. **Cohort:** a) What were, if any, the benefits of working as a cohort of 3 projects? b) To what extent, if any, has working as a cohort helped your project to achieve planned outcomes?

Program Level Outcomes/Outputs

Outcome Level	Outcome	Indicator
Outputs	Resources, supports, and partnerships	# of project activities implemented, by activity type
Short-Term Outcomes	Intended audiences have access to programs, resources, and supports to address barriers to women’s equality	# of targeted programs, resources and supports delivered
		# of people reached by funded initiatives
		# of people unable to access programs or services
	Networks and collaborations to increase the reach, impact, and sustainability of women’s equality efforts are established	# of partnerships established, by stakeholder type
		Nature of partnerships and collaborations established

Medium-Term Outcomes	Intended audiences use/apply knowledge in their policy and program work or lives, to address barriers to women’s equality	Evidence that intended audiences use or intend to apply use the evidence products in their work or lives
Long-Term Outcomes	Policies and practices to address barriers to women’s equality are inclusive	Evidence that projects implemented resulted in a change in policies and practices