

# 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 Mental Health Initiative – Subcontractor**

**Submission Deadline:  
August 29, 2022 – 5:00 PM EST**

**RFP Reference Number: RFP-SC-2022-08-02**

---

## Introduction

### GRAND CHALLENGES CANADA'S OBJECTIVE

GRAND CHALLENGES CANADA/ GRANDS DÉFIS CANADA (“**Grand Challenges Canada**”) is seeking a Subcontractor to support the Global Mental Health program for up to 7 years (2022 – 2029), depending on the needs of Grand Challenges Canada.

The primary focus of the Subcontractor is to design and implement a research funding call to better understand and estimate the long-term impacts of emerging stressors on young people's mental health. As part of this process, the Subcontractor will conduct a research prioritization process, launch a Request for Proposals (RFP), select grants and support research teams or consortia based in low- and middle-income countries (LMIC). The Subcontractor must be based in an LMIC. The call will focus on funding 3-5 longitudinal research studies that will contribute to a greater understanding of relevant shifting contexts on mental health in young people by multiple indicators, increase LMIC research and research capacity to understand the mental health ecosystem and long-term effects of emerging stressors (e.g., climate change, COVID-19, urbanization, emergency situations), and amount to clear next steps to inform program implementation and policy. Several mental health funding initiatives focusing on empirical research and longitudinal cohort studies have already been launched as a result of the COVID-19 pandemic. This initiative does not seek to duplicate the work already being conducted. Rather, the research call will be an opportunity to put LMIC-led, youth focused mental health research questions at the center of high-quality empirical research.

The Subcontractor responsibilities include but are not limited to conducting a research question prioritization process, launching a Request For Proposal, conducting a selection process and actively managing and capacitating 3-5 LMIC-led research teams or consortia.

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 Subcontractor 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 for seven years with an initial one-year development phase followed by a six- year implementation phase contingent on review.

### 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.

### 1.4 About the Global Mental Health Program

Mental health challenges disproportionately affect the most marginalized members of society – people living in poverty, women and girls, refugees, young people, and those most at risk of violence and discrimination. While populations in low-and middle-income countries (LMIC's) bear 81% of the global burden of mental ill-health, up to 90% of their mental health needs are not met due to a variety of factors, including a lack of political willingness, technical capacities, financial resources, and sufficient infrastructure. The majority of mental health challenges – 75%– start before the age of 24.<sup>1</sup> Poor mental health in youth negatively impacts the development of social connections, cultural belonging, emotional wellbeing, educational opportunities, and economic resources. Despite this, and the fact that 40% of the global population is under the age of 24, only 12.5% of development assistance for mental health targets youth – this translates to roughly 0.1% of the total development assistance for health. With the added stressors of the COVID-19 pandemic, this critically neglected cohort needs more investment and innovation.

Recognizing this profound challenge, Grand Challenges Canada has supported one of the largest portfolios of global mental health innovations in the world,

---

<sup>1</sup> Kessler, Ronald C. et al, 'Lifetime Prevalence and Age-of-Onset Distributions of DSM-IV Disorders in the National Comorbidity Survey Replication', *Arch Gen Psychiatry*, 2005; 62:593-602.

investing \$54 M CAD to support 103 projects across 42 LMICs. Currently supported by Global Affairs Canada and the Government of the United Kingdom (DHSC), GCC has embarked on a bold initiative to directly fund and provide technical support to, youth led innovation.

## 1.5 About the Mental Health Initiative

To further build on this, the Mental Health Initiative, funded by our partner, Fondation Botnar, has been developed as a strategic, coordinated approach with the overall goal of supporting young people's mental health through a combination of research and implementation mechanisms. The Mental Health Initiative was intentionally designed with modularity and interdependencies between the research, implementation, and stakeholder engagement work streams such that outputs could be leveraged to drive sustainable impact at scale beyond the life of the Initiative.

The Mental Health Initiative strives to contribute to the continuous improvement of young people's mental health and wellbeing in LMIC contexts. It applies a systemic approach combining research, innovation, policy, and advocacy measures that address cultural, social, economic, political, and environmental drivers of mental health. To foster a thriving eco-system for the mental health of young people, country-based and global networks working for the mental health of young people will be strengthened. The aim is to have locally driven, needs- and evidence-based innovative approaches that focus on community-based prevention and promotion, that have the potential for transformative change and provide young people with the skills to help alleviate the mental health burden seen in adulthood.

Specific objectives of the Mental Health Initiative include:

- **Fostering local and global networks of key stakeholders** that continuously drive the research, programmatic and policy agenda for the mental health of young people
- **Strengthening LMIC-entity driven quality implementation and research** on young people's mental health (including the impact of COVID-19), and strengthen LMIC research, institutional and management capacity
- Developing and implementing relational wellbeing and other innovative approaches to **improve community-based mental health-related services** for young people, by leveraging digital technology, data, and AI where appropriate
- **Promoting exchange of evidence, new approaches, and learnings**, and foster their use at a broader scale, through partnerships and collaboration
- **Engaging young people at all stages** of the initiative to ensure stronger needs orientation, acceptability, effectiveness, and sustainability of the interventions.

## 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, but **no later than August 29th, 2022, at 5:00 pm EST (the “Closing Date”)**. For greater certainty, Bids will only be accepted from August 2<sup>nd</sup> at 3:00 pm EST until August 29th at 5:00pm EST (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: Nicole Bardikoff, Senior Portfolio Manager, Global Mental Health  
Email: [nicole.bardikoff@grandchallenges.ca](mailto:nicole.bardikoff@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: Understand long-term mental health impacts of emerging stressors on young people

This Bid Solicitation seeks to engage an individual for hire in the role of:

- Subcontractor

### B. Scope of Work and Deliverables

The Subcontractor will be expected to:

1. **Conduct Research Prioritization Process:** The Subcontractor will develop a focus area for the Request for Proposals based on a research prioritization process, and in consultation with partners and the Mental Health Initiative Council.
2. **Pre-Launch of the Request for Proposal:** The Subcontractor will be responsible for the development of a monitoring and evaluation framework, a reporting framework for each research team or consortia funded, and a formalized peer review and selection process.
3. **Launch of the Request for Proposal:** The Subcontractor will lead the development and issue a Request for Proposals, in collaboration with Grand Challenges Canada, to launch a funding call and oversee the funding of 3-5 regionally focused grants for LMIC-driven longitudinal, multi-site, multinational, cohort-based research investments. As part of this process, due diligence is conducted and training needs for LMIC-led research teams or consortia are identified and documented as grant conditions. Teams or consortia are to be funded based on merit, application quality, and alignment with geographic and RFP focus.
4. **Pre-Research Project:** For each research team or consortia that is conditionally approved for funding, the Subcontractor determines capacity building needs and refinements are identified in collaboration with the research team and reviewers.
5. **Initiation phases:** After the research project team or consortia meet the conditions, the Subcontractor will begin the initiation phase which helps to set the research project governance. This includes reporting requirements, dissemination / communication approach and project tolerances (scope, time, quality, and budget). In this phase, each project will also have established a pathway to impact, which helps to accelerate results outside of the academy (outcomes). All contracting, grant management and monitoring and evaluation frameworks are finalised here to initiate the research.
6. **Output delivery – Grant management:** Under the pre-established tolerances, the Subcontractor is responsible for project management of the funded research

projects. The Subcontractor monitors output delivery according to the milestone and delivery schedule and a pre-defined report template. Leveraging on organisational expertise and network, the Subcontractor systematically provides feedback, advice and facilitates relevant contacts aimed to accelerate impact.

7. **Results evaluation (outcomes and impact):** The Subcontractor will be responsible to provide researchers with opportunities to participate in dissemination activities that bring research to real life and facilitates peer exchange and networking opportunities with other research teams and consortia working on mental health within the initiative (e.g., through the Mental Health Initiative learning collaboratives) and beyond. This includes but is not limited to:
  - a. Blogs
  - b. Podcasts
  - c. Social media content
  - d. Conferences and events
  - e. Case studies
  - f. Collaborations with lived experience ambassadors
  
8. **Research Reports:** The Subcontractor is expected to submit preliminary and final deliverables to GCC which include an overall synthesis of findings, as well as knowledge translation materials and dissemination strategies from all funded research projects to provide implementation and policy recommendations. These reports will be made accessible as a public good.

## Timeline

The first year of the contact will be a development phase wherein the Subcontractor will carry out a research prioritization process and consult with the Mental Health Initiative council and partners to identify a primary focus area and issue a funding call for longitudinal research projects led by LMIC-based research teams or consortia. The Subcontractor will be responsible for a review and selection process, as well as developing monitoring and evaluation and reporting frameworks, and supporting prospective applicants.

During the follow up implementation phase, submitted proposals will be approved through a mutually decided upon due diligence process, led by the Subcontractor. In total, approximately 3-5 regionally focused grants for LMIC-driven longitudinal, multi-site, multinational, cohort-based research investments will be managed by the Subcontractor. These research projects can last up to 5 years and will focus on regions covering the following countries of interest; Colombia, Ecuador, Egypt, Ghana, India, Indonesia, Morocco, Romania, Senegal, Tanzania, and Vietnam.

## Overview of Support

The selected Subcontractor 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 Bids

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 its proposal.
  7. **Timeline**, to outline how the scope of work will be met.

### Scoring Rubric for Evaluation

Please note, only entities based in LMIC or with headquarters registered in LMIC are eligible.

#### 1. Experience (40%)

- a. Functional, technical, sectoral and geographic – does the bidder have expertise in relevant areas:
  - i. Functional expertise needed to accomplish their proposed deliverables (i.e. monitoring and evaluation, theory of change, capacity building, research dissemination and networking, grant management, etc.)?
  - ii. Technical expertise needed to accomplish their proposed deliverables (research process, youth mental health including different conditions and approaches to address them, impacts of different drivers and stressors on youth mental health, global mental health landscape including key stakeholders, mental health assessment tools for diverse settings, etc.)?
  - iii. Sectoral expertise: has worked with or shows demonstrated understanding of global external stakeholders, strategies and developments within the field?
  - iv. Geographic/location-based expertise necessary to accomplish their proposed deliverables (i.e., in low- and middle-income countries specifically in countries of interest Colombia, Ecuador, Egypt, Ghana, India, Indonesia, Morocco, Romania, Senegal, Tanzania and Vietnam.)?
  - v. Last mile/base of pyramid client/user expertise needed to accomplish their proposed deliverables?
  - vi. Experience working effectively within complex governance structures and global initiatives?
- b. Is the bidder an effective, results-driven leader/team with the proven capacity to deliver on their objectives?
- c. Is the team structure appropriate with clear management and accountability structures?

#### 2. Fees (30%)

- 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?
- c. Is there an appropriate balance of resources between senior and other team members?

- d. Are the funds requested allocated to personnel/work in LMIC-settings?
- 3. Ability to achieve program goals (30%)**
- a. Does the proposal show strong feasibility to move forward the key deliverables on schedule? (i.e. ability to facilitate/manage a LMIC-focused Request for Proposal, conduct due diligence and capacity building, manage grants and deliver final research outputs)
  - b. Does the proposal clearly articulate the key activities needed to achieve these deliverables?
  - c. Will the completion of the proposed activities and deliverables help the program achieve its goals?

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/](http://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. Grand Challenges Canada maintains the right to contract with multiple entities to fulfill the scope of work and deliverables outlined in Appendix A

## **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.