



Canadian International
Development Agency

Agence canadienne de
développement international

YOUR GUIDE TO WORKING WITH CIDA

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Canada 

Your Guide to Working with CIDA

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Getting to Know CIDA

The Canadian International Development Agency (CIDA) is the federal agency charged with planning and implementing most of Canada's international development cooperation program in order to reduce poverty and to contribute to a more secure, equitable, and prosperous world.

CIDA administers approximately 80 percent of the aid budget (\$2.87 billion). The other 20 percent is administered by the Department of Finance and the Department of Foreign Affairs. CIDA supports projects in more than 100 countries, which represent four fifths of the world's population. CIDA works in partnership with developing countries, Canadian organizations, institutions and businesses, as well as international organizations and agencies.

Together with its partners, CIDA supports programs and projects in developing countries in areas such as:

- health
- education
- private sector development
- environmental sustainability
- gender equality
- governance

How is CIDA structured?

CIDA is currently strengthening its policies, programming, and administrative practices to reflect the consensus among the international community on development goals and ways of reaching them. The changes also reflect wide-ranging consultations with our Canadian partners on what steps we need to take to strengthen the effectiveness of our aid. CIDA will pay more attention to building up local ownership, coordinating donors, achieving better coherence between aid and non-aid policies such as trade, establishing stronger partnerships, and a taking a results-based approach to all its activities. These changes are affecting what work CIDA does, where CIDA works, and how CIDA works. Consider this:

What CIDA does

- CIDA's approach to development is through five priority sectors: good [governance](#), [health](#) (with a focus on [HIV/AIDS](#)), basic [education](#), [private sector development](#), and [environmental sustainability](#)— all implemented with [gender equality](#) as a crosscutting theme. These priorities respond to the needs expressed by developing countries and will help Canada better contribute to the achievement of the [Millennium Development Goals](#).

Useful Tips

- Determine whether there is a market within CIDA for the goods and/or services offered by you, your firm, or your organization. Read the section on CIDA in the federal government's yearly [Main Estimates](#) for indications of key sectors.
- Do you have an up-to-date copy of [CIDA's Contracts and Agreements](#)? In it you'll find a listing of organizations carrying out CIDA-funded projects, to whom you could offer your services as a sub-contractor. This document will also give you a better understanding of CIDA's current areas of focus.
- If you are a CIDA partner or vendor and your address has changed, [please let us know](#).
- For more information, contact [CIDA Public Inquiries](#).

Where CIDA works

- CIDA works with development [partners](#) in [regions and countries](#) where CIDA [programs and projects](#) are implemented. When [crises, conflicts, and natural disasters](#) demand a timely response, CIDA is there. Over the years, CIDA has been present around the world. By 2010, the Agency will increasingly place a focus on a core group of 25 [development partner countries](#), most of which are in Africa. These countries have demonstrated that they can use aid effectively. They are also countries where Canada is

able to provide the resources and expertise necessary to contribute significantly to their development priorities. Commitments made to countries and partners will continue to be honoured. Here in Canada, CIDA headquarters is located in Gatineau, Quebec. As well, a series of [regional offices](#) are in place across the country to better engage with partners, individuals, the private sector, and civil society.

How CIDA works

- **Fewer projects, more programs:** We will be supporting fewer stand-alone projects and increasing our support to entire programs of assistance. For example, instead of simply funding a project to train primary school teachers, we will support a country's five-year plan for education either by contributing to a pool of funds or by earmarking our contribution to specific activities within the larger program such as teacher training.
- **Untying aid:** To enable CIDA to increase its development effectiveness and to participate in more program-based initiatives, more and more bilateral projects will be untied.
- We may use international competitive bidding only in circumstances covered by the [Recommendation on Untying Official Development Assistance to the Least Developed Countries](#) established by the Organization for Economic Co-operation and Development's Development Assistance Committee, when Canadian suppliers benefit from reciprocity with other Committee donors or in special circumstances authorized by the Minister.

Who is eligible to work with CIDA?

Any organization, company, or individual with the required expertise and experience to supply projects administered by CIDA or its partners, or to receive funding for their own projects, is eligible to work with CIDA. Our partners are based in Canada, developing countries, or other international locations, including:

- private sector organizations such as companies, banks, and industry organizations;
- non-governmental organizations (NGO) such as volunteer-sending groups, development organizations, and groups working in human rights, gender equality, environmental sustainability, and other key issues;
- institutions such as unions, cooperatives, professional associations, and colleges and universities;
- government bodies at all levels; and

- individual consultants with expertise in such areas as health, education, information and communications, and community development.

What kind of goods and services are needed?

Whether a supplier wishes to work directly with CIDA, or with its Canadian or international partners, the goods and services required are much the same. Most opportunities to work with CIDA on a contract basis originate in CIDA's bilateral programs in [Sub-Saharan Africa](#), [North Africa and Middle East](#), [Americas](#), [Asia](#) and [Eastern Europe](#). However, there are also contracting opportunities with CIDA's service branches, including Policy, Human Resources and Corporate Services, Information Management and Technology, Communications and Knowledge Management.

Services: technical assistance and training in projects in a wide range of sectors; project design, planning, management, monitoring, auditing and evaluation; human resource development; information technology; research and analysis; and communications. Consult [Projects at the Planning Stage \(Pipeline\)](#)

Goods: equipment related to projects such as computers, construction materials, emergency assistance supplies, vehicles, and food aid.

Suppliers who wish to work on projects funded directly or indirectly by CIDA but implemented by other organizations can find out more about their requirements with the following links:

- [Canadian Partners](#)
- [Multilateral Organizations](#)

How to Submit Proposals for a CIDA Project

Both private and not-for-profit suppliers can submit proposals to supply goods and services to CIDA-sponsored projects. Here's how:

- **Respond to a request for proposals.** [MERX](#), the government's electronic tendering service, posts requests for proposals to supply goods and services for CIDA projects. This includes single projects and services to be supplied on an ongoing basis. Proposals are evaluated on the basis of technical excellence and financial competitiveness.
- **Register yourself or your company on an inventory of suppliers.** [Consulting and Audit Canada](#) and [Public Works and Government Services](#)

[Canada](#) provide suppliers of services to CIDA from prequalified inventories. Public Works and Government Services Canada also carries out the procurement of goods on CIDA's behalf.

- **Subcontract.** [CIDA's Contracts and Agreements](#) provides contact information for subcontractors who wish to supply goods and services to agencies executing current CIDA programs and projects.

Aboriginal Component

CIDA promotes Aboriginal business development by awarding 50 bonus points to proposals that include Aboriginal participation, and, from time to time, by restricting the bidding process to Aboriginal suppliers. For the purposes of this program, an Aboriginal organization is defined as one that is 51 percent owned and controlled by Aboriginal persons and whose workforce is at least one-third Aboriginal if it has six employees or more. An Aboriginal person is an Indian, Métis, or Inuk who is a Canadian citizen and normally resides in Canada. Non-Aboriginal organizations may enter into joint ventures with one or more Aboriginal entities. The ensuing joint venture will be considered Aboriginal as long as 51 percent of the joint venture is controlled by an Aboriginal entity or entities.

For information on CIDA's contracting process, consult [Contracting](#).

How to Submit Proposals to Other Development Organizations

[Multilateral Development Banks \(MDBs\)](#)

The Asian, African, Inter-American and Caribbean Development Banks, the World Bank and the European Bank for Reconstruction and Development finance contracts worth more than \$40 billion per year in support of development activities. A significant percentage is for imported goods and services for which Canada has strong export capabilities. Since Canada is a shareholder in these institutions, Canadian companies are eligible to bid on the contracts they fund.

Contact points:

- [Office of Liaison with International Financial Institutions \(OLIFI\)](#): As part of the Canadian Trade Commissioner Service, OLIFI helps Canadian companies that have researched and selected their target markets. They provide the following services free of charge: market prospects, visit information, key contacts search, face-to-face briefings, local company information, and troubleshooting.
- [United Nations Organizations](#)

The UN is made up of a variety of agencies, organizations, commissions, programs, funds, and so on, each with a distinct and separate mandate, and each requiring different kinds of goods and services. Although each organization is responsible for its own procurement requirements, the processes tend to be similar. Firms can enter their names on the procurement division's official inventory or by writing to its Vendor Registration Unit, FF245, 42nd Street and 1st Avenue, New York, New York, 10017.

Other Donor Organizations

According to the new policy on untied aid, all members of the Development Assistance Committee of the Organization for Economic Cooperation and Development who have endorsed the Recommendation on Untying Official Development Assistance to the Least Developed Countries can, as with Canada, open their aid projects to international competitive bidding. That means that Canadian suppliers, as with suppliers from other Committee member countries and Least Developed Countries, are eligible to bid on such projects.

How to Get Funding for Your Development Project

The Private Sector: Joint Ventures and Other Business Partnerships

[CIDA's Industrial Cooperation Program](#) provides support and advice to Canadian businesses planning sustainable business activities in developing countries. It reduces the risks to Canadian firms by sharing the costs unique to doing business in developing countries, and costs associated with providing training, the participation of women, and a clean environment.

The Not-for-profit Sector: Co-financing of Development Activities with Developing-country Counterparts

[Voluntary Sector Program](#)

A cost-shared funding mechanism that can provide eligible Canadian not-for-profit organizations with support to carry out strategic development programs in developing countries and public engagement activities in Canada.

[Voluntary Sector Fund](#)

A cost-shared fund that can provide Canadian not-for-profit organizations with support of up to \$500,000 per project to carry out development projects in developing countries.

[University and Colleges Program](#)

A cost-shared funding program that can provide Canadian universities and colleges with support to carry out initiatives that help build the capacity of

educational and training institutes in developing countries.

[Innovation Fund](#)

A cost-shared fund that can provide Canadian not-for-profit organizations with support of up to \$200,000 per project to carry out innovative development initiatives in developing countries.

[Stand Alone Public Engagement Fund](#)

A cost-shared fund that can provide Canadian not-for-profit organizations with support of up to \$50,000 to carry out initiatives that seek to increase the awareness, understanding, and engagement of Canadians in international development issues and programs.

[Volunteer Cooperation Program](#)

A cost-shared funding program that can provide Canadian volunteer cooperation agencies with support to carry out volunteer-exchange programs and placements of qualified Canadian volunteers to foster sustainable development.

[Youth Program](#)

A cost-shared funding program that can provide Canadian not-for-profit youth organizations, volunteer-sending organizations, and colleges with support for development programs that empower Canadian youth to be stakeholders in sustainable development.

Other Sources of Funding

Unsolicited proposals for a project in any country eligible for Canadian assistance must demonstrate the following characteristics to be considered for support:

- Development must prevail.
- Proposal must conform with the development priorities established by CIDA for the country or region.
- No profit can be associated with the contribution agreement.
- There is a general limit of \$5 million per contribution.
- Cost sharing and leveraging will be taken into account in the approval process.

Telephone: (819) 997-5456 or 1-800-230-6349

Fax: (819) 994-1208

E-mail: info@acdi-cida.gc.ca

To submit a proposal, please consult [The Guide to CIDA's Bilateral Responsive Mechanism \(Unsolicited Proposals\)](#)

Special Funds and Activities:

- [The International Youth Internship Program](#) supports youth interns working overseas as part of the federal government's Youth Employment Strategy. Applications for CIDA support are made by the sponsoring organization. Young people wishing to participate should contact organizations they are interested in working for to inquire about the possibility of an internship.

Telephone: (819) 997-0571, project officer

Fax: (819) 953-2845

[Information/application](#)

- The International [Conference Fund](#) supports international and regional conferences whose themes reflect CIDA's priorities. Funding is available for travel, accommodation, living, and registration expenses for representatives of eligible countries.

Telephone: (819) 956-8264, senior program assistant

Fax: (819) 953-7122

- [The Humanitarian Assistance](#) program supports the provision of food, shelter, and other humanitarian relief to victims of disasters and emergencies.

Telephone: (819) 994-3948, chief of operations

Fax: (819) 997-2637

[To submit a proposal](#)

- The [Peace and Security Program](#) assists countries in conflict in their efforts toward peace and stability and promotes Canadian peacebuilding capacity and participation in international peacebuilding initiatives.

Telephone: (819) 994-3933, chief

Fax: (819) 997-2637

- The [Mine Action](#) program supports programs for humanitarian demining (i.e., mine surveying, marking, mapping, and clearance), victim assistance, and mine awareness education through the reinforcement of local capacity.

Telephone: (819) 953-0408, chief

Fax: (819) 997-6632

- The [Global Funds and Partnerships Program](#) supports initiatives in targeted food aid, related health, nutrition, income-generation programs and institutional strengthening.

Telephone: (819) 997-9492, director general (for general information)
Telephone: (819) 994-3969, contracting officer (for procurement)
Fax: (819) 953-5348

- The [Indigenous Peoples Partnership Program](#) supports development partnerships between Indigenous Peoples in Canada and their counterparts in developing countries, funding such activities as training, research, capacity development, and feasibility studies.

Telephone: Development officer at (819) 994-5711

Fax: (819) 953-1516

To submit a proposal

- The [Development Information Program](#) provides support to Canadian applicants working in the print, broadcast, and electronic media, and other communications vehicles. Communications initiatives and activities must be targeted to Canadian audiences to qualify. International organizations must be part of a Canadian-led consortium or partnership. There are three main initiatives funded under this program:
 - The [Mass Media Initiative](#), which funds the production of prime-time television and radio programs, articles in dailies and community newspapers, magazine features, and other innovative projects that target a broad Canadian audience.
 - The [Global Classroom Initiative](#), which supports the development and delivery of school-based global education resources and activities and teachers in Canada.
 - The [Journalism and Development Initiative](#), which provides support to Canadian journalists interested in enhancing their professional experience in the field of international development and cooperation.

Telephone: (819) 997-1663

E-mail: pid_dip@acdi-cida.gc.ca

Resources

- CIDA is moving to conduct all of its business online. This includes not only accessing information and people, but also responding to requests for proposals or applying for support for projects. Your first stop is our [website](#). In addition to basic information on CIDA and its programs and policies, information is also available on many [planned projects](#).

Also, a telephone directory will provide contact names for programs of interest to suppliers and project proponents. There are also links to [CIDA's](#)

[development partners](#) for those looking for subcontracting or partnership opportunities.

- Our Public Inquiries Unit provides information on the Agency and its programs and publications at:

200 Promenade du Portage, Gatineau, Quebec, K1A 0G4

Telephone: (819) 997-5006, toll-free 1-800-230-6349

Fax: (819) 953-6088

TDD/TTY (819) 953-5023, toll-free 1-800-331-5018 for hearing and speech-impaired only

info@acdi-cida.gc.ca

- Our [regional offices](#) in Canada help raise awareness of CIDA's programs among local businesses, academic institutions, and non-governmental and voluntary organizations. They can provide information, guidance, and advice to individuals and organizations interested in providing goods and services to the aid program, and they can also help CIDA to better understand regional concerns and interests.
- Field staff: CIDA staff working in the field and Program Support Units are also a good source of information on the cooperation program or the development challenges in a given country. They can be reached through the Canadian High Commissions or Embassies.
- The [coding tables](#) will help CIDA Partners and Proponents submitting project proposals to identify the correct coding for their project. The tables provide definitions for [priorities](#), [sectors](#) and [themes](#) and for their respective subcomponents.

Fast Reference to Opportunities and Sources of Funding

- [Canadian High Commission Bridgetown](#)
- [Canadian Partnership Programs](#)
- [CIDA Planned Projects \(Pipeline\)](#)
- [CIDA's Canadian Partners \(Voluntary Sector\)](#)
- [CIDA's Contracts and Agreements](#)
- [Conference Fund](#)
- [Consulting and Audit Canada](#)
- [Development Information Program](#)
- [Doing Business with the United Nations System of Organisations](#)
- [Embassies and Consulates](#)
- [Global Classroom Initiative](#)

- [Global Funds and Partnerships Program](#)
- [Guide to CIDA's Bilateral Responsive Mechanism \(Unsolicited Proposals\)](#)
- [Humanitarian Assistance Program](#)
- [IFI Net](#)
- [Industrial Cooperation Program](#)
- [International Youth Internship Program](#)
- [MERX](#)
- [Mine Action](#)
- [Office of Liaison with International Financial Institutions \(OLIFI\)](#)
- [Peace and Security Program](#)
- [Program Support Units](#)
- [Programs](#)
- [Public Works and Government Services Canada](#)
- [Regional Offices](#)
- [United Nations Procurement Division](#)
- [Universities and Colleges Program](#)