



COMMISSION FOR  
ENVIRONMENTAL  
COOPERATION

COMISIÓN PARA  
LA COOPERACIÓN  
AMBIENTAL

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## Request for Proposals

### Long-Term Impact Assessment of CEC's work on addressing the impact of extreme heat events (2015–2018)

#### Commission for Environmental Cooperation

**2023**

The Commission for Environmental Cooperation (CEC) is requesting proposals from prospective consultants to undertake the long-term impact assessment of two projects related to addressing the impact of extreme heat events.

The CEC was established in 1994 by the governments of Canada, the United Mexican States (Mexico), and the United States of America (United States) through the North American Agreement on Environmental Cooperation, a side agreement concluded in connection with the North American Free Trade Agreement (NAFTA). As of 2020, the CEC operates in accordance with the Environmental Cooperation Agreement, which entered into force at the same time as the new trade agreement known as CUSMA, T-MEC and USMCA in each of these three countries, respectively. The CEC brings together a wide range of stakeholders, including the general public, Indigenous people, youth, nongovernmental organizations, academia, and the business sector, to seek solutions to protect North America's shared environment while supporting sustainable development for the benefit of present and future generations. Find out more at: [www.cec.org](http://www.cec.org).

In 2015-2016, the CEC implemented a project titled *Helping North American Communities Adapt to Climate Change: A Pilot Syndromic Surveillance System for Extreme Heat* (available at <http://www.cec.org/helping-north-america-communities-adapt-to-climate-change-a-pilot-syndromic-surveillance-system-for-extreme-heat-events-1/>) to develop a pilot operational, real-time syndromic surveillance system for extreme heat events (EHEs) in three at-risk communities in Canada, Mexico and the United States, and to highlight in a guidance document best practices and lessons learned on developing a syndromic surveillance system for EHEs.

These syndromic surveillance systems were intended as a tool for situational awareness to support local public health professionals and emergency management officials as they respond to EHEs. The project was completed in collaboration with local health authorities who had existing capacity with similar systems to take advantage of their expertise and knowledge.



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Building on the work carried out in 2015-2016, the CEC implemented a project titled *Monitoring Health Impacts from Extreme Heat Events* (available at <<http://www.cec.org/monitoring-health-impacts-from-extreme-heat-events-1/>>) under the 2017–2018 Operational Plan. The goal of this project was to expand the capacity of North American communities to anticipate and prevent negative health outcomes from extreme heat events.

The 2017–2018 project aimed to support additional communities in implementing syndromic surveillance (SyS) systems to monitor heat-related health outcomes, to develop evidence-based tools for the identification, prevention and treatment of heat-related illnesses among the most vulnerable populations, and to provide essential decision-making tools to public health professionals and emergency management officials that could assist early detection of heat-related illness and enhance preparedness and response during EHEs.

### **Terms of Reference**

After the completion of the projects, an assessment of the long-term impact of these projects is feasible and desirable in order to critically evaluate programmatic successes and identify areas for improvement.

This long-term impact assessment will:

- 1) Analyze how the syndromic surveillance system for EHEs has improved the wellbeing of communities; and
- 2) Assess how the system has strengthened the capacity of local public health professionals and emergency management officials in responding to EHEs.

To achieve these objectives, the impact assessment of these two projects will include the following:

- Assess how the syndromic surveillance system for EHEs has been and is used to support local public health professionals and emergency management officials as they respond to EHEs.
- Analyze the role the EHE syndromic surveillance system has played in:
  - Creating situational awareness;
  - Reducing environmental health risks since the implementation of the project (provided health data is available);
  - Producing SyS information that has been useful in supporting decision-making on environmental measures (for example, protecting existing green spaces, promoting the design and construction of green buildings, reducing urban heat island effects, and/or reducing outdoor air pollution).
- Examine how the project supported knowledge transfer and promoted capacity building.
- Assess whether this pilot project has been replicated in other states or cities across North America.

Supporting documentation and information will be provided by the CEC Secretariat during this assessment work.



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The Consultant will prepare an assessment report that will consider the objectives of the different CEC projects on extreme heat events, their rationale, their implementation over time, and results accomplished. The assessment will give due consideration to the main activities carried out over the implementation periods, specific topics covered, performance measures, and results obtained. It will also look at broader questions, such as governance, public participation, partnerships and capacity building.

The conclusion should reflect whether these projects have yielded the expected environmental and social benefits and include recommendations on areas of potential improvement to implement similar projects in the future.

The report will draw on the perspectives of selected staff of the CEC Secretariat involved in the work, selected partners from Canada, Mexico and the United States, and other project partners or stakeholders, and it will reflect their input. These contacts and interviewees will be selected in collaboration with the contract supervisor.

The report will also include a three-page executive summary, highlighting the key messages and findings from the assessment.

In preparing the assessment, the Consultant will also take into account all relevant CEC reports, documents, and communications associated with the development and implementation of the projects.

The consultant shall report to and coordinate with the Lead, Planning and Performance, to accomplish the following:

- Agree on the work plan and methodology to complete the activities listed above.
- Agree on the specific approach for the assessment.
- Review project-related documents (with the support of the Head of Unit, Environmental Quality), conduct surveys or virtual interviews with specific actors.
- Review and verify preliminary findings (through consultations with the CEC Secretariat, government officials and stakeholders, as appropriate), and incorporate revisions into the analysis.
- Complete detailed review and assessment and prepare the final report.
- Develop recommendations, as stated in the previous section.

**Deliverables and milestones:**

- Proposed work plan and methodology (1 September 2023).
- Outline of the report and an interview guide (8 September 2023).
- First draft report (6 October 2023).
- Revised draft of the report, based on Secretariat feedback (20 November 2023).
- Final report addressing all comments (8 December 2023).

The report **shall not exceed 20 pages** and be prepared in English.

**Quality of Deliverables**



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The consultant is responsible for providing deliverables **of publishable quality** (i.e., copy-edited prior to submission) in English and, when applicable, for the technical editing of the materials. The consultant will submit to the CEC Secretariat all written material (including complete drafts and final reports) in Microsoft Word, following the format of the CEC's and adhering to the precepts of the Guidelines for CEC Documents and Information Products (available at <http://www.cec.org/files/documents/consultants/guidelines-for-cec-documents.pdf>), as supplemented by the CEC's English [Style Guide](#). Supporting documents for tables, figures and maps will be submitted with the report in their original file format (e.g., Excel or ArcGIS). Note that all amounts shall be presented in metric units. The CEC Secretariat will be responsible, when applicable, for translation, printing, publication and distribution of products from this activity.

Upon delivery by the consultant of a final version of the report or other written materials under the project, the CEC reserves the right to a 15-business day period to review the document(s), notify the consultant of any potential issues or errors, and return the document(s) to the consultant for appropriate corrections, at no extra cost. In all cases, contract payments will be withheld if products submitted to the CEC fail to fulfill the quality and formatting requirements specified above. In the event that the consultant neglects to make the required corrections or if, following corrections, a deliverable remains unsatisfactory, the document shall be edited or revised by a third party designated by the Secretariat, the cost of which shall be deducted from the consultant's fees at a rate of C\$60 per hour.

### **Plagiarism**

Plagiarism is the act of conveying someone else's original expression or creative ideas as one's own and can be a violation of copyright law. Neither intentional nor unintentional plagiarism is acceptable to the CEC. The consultant must follow good scholarly methodology in preparing reports and deliverables under the contract, including systematic referencing in footnotes or in-sentence references, for any secondary sources, quotations, data, etc., that do not originate with the author. Sources for tables and figures reproduced from other literature must be given in a "Source" attribution immediately below the table or figure. Failure to properly reference the source of such borrowed material constitutes plagiarism and will be considered a breach of contract. For further information, see [Guidelines for CEC Documents and Information Products](#). Contract payments will be retained if products do not fulfill these requirements.

### **Requirements and evaluation of the proposal**

*To be eligible for further consideration, all consultants must fulfill the following basic requirements.*

The consultant, as well as all their personnel and subconsultants, must reside and be authorized to work legally in Canada, Mexico or the United States of America.



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In addition, to understanding the subject matter, the consultant must possess competence and experience in:

- Project evaluation
- Experience in writing technical reports

The consultant must be fluent in both written and spoken English; proficiency in Spanish is desirable.

The proposal should not exceed three (3) pages, exclusive of applicant résumé or corporate brochures. It should include a **detailed cost breakdown**, including number of person/days of key and other personnel, direct and indirect costs, travel costs and applicable taxes.

Potential consultants must also submit any additional information that will assist the CEC Secretariat in the evaluation of their proposal, such as samples of previous work and letters of recommendation from previous assignments. This information is not subject to the three (3) page limit.

The consultant deemed best qualified will be selected on the basis of a competitive process, in accordance with sections 2.5-2.7 of the [CEC Consultant Services Procurement Manual](#).

The CEC Secretariat intends to use its standard milestone-based contract for these services. A sample is available upon request.

The consultant will be paid in the following manner:

- Upon signature of the contract and invoice
- Upon receipt and approval of deliverables and invoices

Payment shall be made only for *bona fide* consultant fees and legitimate expenses incurred in accordance with the contract for professional services, and only upon receipt and documented acceptance by the Secretariat of statement(s) of account/invoice(s) from the consultant. Settlement of invoices that are acceptable for payment will normally be made 30 days from the date of receipt by the Commission.

The budget for this activity will not exceed C\$20,000 (Canadian dollars), including professional fees and expenses. Reimbursable expenses are detailed in the CEC standard contract, available upon request.

For universities and nongovernmental organizations, note that the CEC accepts that overhead be charged for administration and other indirect costs up to 15% of the total value of the contract.

If the proposal were presented by a consultant established in Mexico, the applicable value-added tax will be 0%, in accordance with Article 29, section IV, paragraph a) of Mexico's VAT Act, as these are technical services that were engaged from abroad.





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If a currency other than Canadian dollars is used, the consultant should indicate the total cost of the professional services in Canadian dollars as well as the currency of choice, for comparison purposes, and according to the exchange rate in force at the submission date.

### **Conflict of Interest**

“Conflict of interest” means, but is not limited to, a situation where a consultant’s personal interest is sufficiently connected with professional duties under the contract, such that it results in a reasonable apprehension that said personal interest may influence the exercise of professional responsibilities under the contract. For example, a direct conflict of interest exists when the consultant is also a CEC government official or is related to or closely affiliated with a CEC government official, CEC staff member or third party involved with the performance of the services.

The consultant will inform the CEC Secretariat of any circumstance that existed prior to the execution of this contract or that could manifest during the performance of this contract, which could constitute a conflict of interest. The consultant will complete and sign, on behalf of all his or her personnel, the attached *Declaration of Acceptance and Impartiality and Independence* (see Annex). The Consultant will also take note of the Appendix C – Requests for Proposal: Guidelines and Standard (available at <http://www.cec.org/files/documents/consultants/consultant-services-procurement-manual.pdf>).

### **Deadlines for Proposal Submission and Decision**

The proposal, including all relevant attachments, must be received by the CEC Secretariat offices by **17:00 EST on 7 August 2023**. Proposals submitted after this deadline will not be considered.

**Proposals must be submitted via e-mail to [rinfiesta@cec.org](mailto:rinfiesta@cec.org)** Proposal format may be in Microsoft Word or Adobe PDF format. Once the proposal has been submitted electronically, the CEC will confirm receipt within three business days. If receipt is not confirmed by e-mail within this time, **applicants must contact the CEC**. The contact person is:

Rocío de la Infiesta  
Assistant to the Director, Government Relations, Strategy and Performance  
Commission for Environmental Cooperation

The CEC Secretariat intends to select the consultant and notify the applicants within a reasonable period following the proposal submission deadline, and no later than 21 August 2023.



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ANNEX (see also Schedule D in CEC standard contract)

**CONSULTANT'S  
DECLARATION OF ACCEPTANCE AND IMPARTIALITY AND INDEPENDENCE FOR  
CONTRACT**

I, the undersigned,

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_

**ACCEPTANCE**

hereby declare that I accept to serve as consultant in the subject contract.

**IMPARTIALITY AND INDEPENDENCE**

*(If you accept to serve as a consultant, please check one of the two following boxes. The choice of which box to check will be determined after you have taken into account, inter alia, whether there exists any past or present relationship, direct or indirect, with any of the Parties to the Environmental Cooperation Agreement (ECA) or their Commission for Environmental Cooperation ("CEC") representatives, Secretariat staff, and/or third parties involved in the performance of this contract, whether financial, professional, familial, or of another kind, and whether the nature of any such relationship is such that disclosure is called for pursuant to the criteria set out below. Any doubt should be resolved in favor of disclosure.)*

**I am impartial and independent** with respect to the ECA Parties and their CEC representatives, CEC Secretariat staff, and third parties involved in the performance of this contract and intend to remain so; to the best of my knowledge, there are no facts or circumstances, past or present that need be disclosed because they are likely to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest.

OR

**I am impartial and independent** with respect to the ECA Parties and their CEC representatives, Secretariat staff, and/or third parties involved in the performance of this contract, and intend to remain so; **however**, I wish to call your attention to the following facts or circumstances which I hereafter disclose because they might be of such a nature as to give rise to justifiable doubts as to my impartiality or independence, and that may constitute a conflict of interest. Where facts or circumstances exist that might give rise to the latter such doubts, I may set out measures I intend to take to mitigate or eliminate any doubts regarding my impartiality and independence, and/or a possible conflict of interest. (Use separate sheet and attach.)

Date: \_\_\_\_\_

Signature: \_\_\_\_\_