

## REQUEST FOR PROPOSALS

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# THE FOOD SYSTEMS DASHBOARD – USING AI TO LINK DIAGNOSTICS TO ACTIONS

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Issued by  
The Global Alliance for Improved Nutrition (GAIN)

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## **I. PROJECT BACKGROUND AND SCOPE OF WORK**

### **1. ABOUT GAIN**

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. Through alliances, we provide technical, financial and policy support to strengthen food systems and use research and evidence to shape our own programmes as well as influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in the Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

### **2. BACKGROUND**

The Food Systems Dashboard (FSD) is the first tool that brings together country-level and subnational data across all components of food systems in visually appealing ways, providing analysis and guidance on how to use this data to improve food systems. It covers food system processes and outcomes from farm to fork, as well as the cross-cutting factors that influence food systems and must be considered jointly when making food systems decisions. The FSD is organized around three pillars: Describe, Diagnose, and Decide. The FSD describes food systems by bringing together data for almost 300 indicators from over 40 sources. Users of the FSD can explore data by country, region, food systems type, and country income group.

The FSD currently contains 39 diagnostic indicators that classify countries as being in the red (likely challenge area), yellow (potential challenge area), or green (unlikely challenge area) across food supply chains, food environments, nutrition and health, and environmental outcomes. The FSD also contains 87 actions to improve food systems for better nutrition, health, and environmental sustainability. Currently, the diagnostic indicators are statically matched with actions that may improve food systems performance in this area. However, this is generalized and may not make sense in each country, considering performance in other areas, actions already being taken, and local priorities and constraints.

The FSD team is beginning work identifying more tailored actions in eight countries – Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, and Pakistan. The team will use expert analysis to consider the country's priorities, performance on all of the 39 diagnostic indicators, as well as other indicators, policies and actions already being implemented, and other local contextual factors. This information will be used to identify 3-4 recommended priority actions that make sense for each of these eight countries. GAIN is interested in exploring the potential to use AI to further this work. We thus invite proposals from qualified consultants to use AI in linking the FSD diagnostics to actions, scaling up the work from the expert analysis to all countries on the FSD. This would involve using AI to identify 3-4 unique priority actions for each country on the FSD and working with the FSD team to evaluate these actions for relevance and importance, concluding with the addition of these recommended actions on the FSD.

### **3. SCOPE OF WORK AND DELIVERABLES**

The successful applicant shall provide the following services:

- Work closely with the FSD team to understand the process used in the expert analysis.
- Conduct an in-depth analysis of all the factors considered in linking the diagnostics to actions, including country performance on all 39 diagnostic indicators, status of other relevant indicators, country priorities, and actions already being taken in country.

- Provide a report on the AI tools that could be used to scale this up to all countries on the FSD, including the advantages and disadvantages of different methods.
- Test different methods and compare results to the FSD team's expert analysis.
- Carry out the work using the agreed upon AI tools to determine 3-4 actions for each country on the FSD.
- Gather feedback from stakeholders to ensure the relevance of the actions recommended.
- Provide detailed documentation of the methods used. This should enable GAIN to update the analysis in the future with changes in the diagnostics.

## **DELIVERABLES**

The consultant will provide the following deliverables:

- Report on the potential AI tools and their advantages and disadvantages.
- Three to four recommended actions for each country on the FSD.
- Documentation detailing the methods used.
- Regular progress reports and updates throughout the development process.

All deliverables should be initially provided in draft form for GAIN review/testing, then revised in response to GAIN comments.

## **PROPOSED TIMELINE**

The engagement is expected to commence in June 2024 and is anticipated to be completed by September 2025.

### **3.1. CONTRACT TYPE AND BUDGET**

The final contract will be a firm fixed price contract and is expected that the Offeror(s) selected will complete all services within the timeframe contemplated by the parties at the price fixed. The Offeror(s) should be selected on relevant experience, technical and financial proposals. Applicants are required to provide GAIN with a detailed budget in US Dollars (USD), including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

### **3.2. ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION**

The consultant/firm should demonstrate expertise in the following areas:

- Strong track record of delivering high-quality and accurate AI solutions.
- Excellent communication and project management skills.
- Ability to adhere to timelines and budget constraints.
- Familiarity with food systems is desirable.

Proposals will be evaluated based on the following criteria:

- Experience and qualifications of the consultant/firm.
- Clarity and feasibility of the proposed approach.
- Alignment with project objectives and requirements.

- Cost-effectiveness of the proposed budget.
- Demonstrated ability to deliver high-quality and accurate AI solutions.
- Examples of successful execution of similar projects.

## II. INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

### 1. CONTACT

Please direct all inquiries and other communications to [rfp@gainhealth.org](mailto:rfp@gainhealth.org). Responses will not be confidential except in cases where proprietary information is involved.

### 2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, covering all costs. The final budget amount will have to be approved by the organisation prior to starting the project.

### 3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as three separate documents:

- Technical Proposal of a **maximum 6 pages**. The proposal shall include:
  - Company or consultant profile highlighting relevant experience
    - CVs can be included in an appendix that does not count to the page limit
  - Proposed technical approach and methodology
  - Expected workplan and timeline to meet deliverables
  - References or case studies of similar projects
- Financial Proposal (in a separate document), with a detailed budget
- Offer of services (see template attached under IV)

### 4. SUBMISSION

An electronic copy containing the documents, preferably in MS Word or PDF formats, along with all the required information, including the fee proposal should be sent to GAIN at [rfp@gainhealth.org](mailto:rfp@gainhealth.org). Please include 'Food Systems Dashboard Linking Diagnostics to Actions' as reference in the email subject line.

### 5. DEADLINE

Completed proposals should be submitted to GAIN, by email at [rfp@gainhealth.org](mailto:rfp@gainhealth.org) **before 23:59 Central European Time on May 29, 2024**.

### 6. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax or mail.

- Incomplete proposals.
- Proposals that are not signed.

## **7. REVISIONS**

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

## **8. ACCEPTANCE**

GAIN will not necessarily accept the lowest cost or any of the proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

## **9. COMPLETION**

- Proposals must be signed by a principal or authorising signatory of the lead firm or organisation.
- In case of errors in calculating overall costs, the unit costs will govern.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. point 1., prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this RFP, the information contained in this RFP is supplied solely as a guideline. The information is not warranted to be accurate by GAIN. Nothing in this RFP is intended to relieve applicants from forming their own opinions and conclusions with respect to the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **10. RIGHTS OF REJECTION**

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any applicant, including, without limitation, any expenses incurred in the preparation of the submission. The applicant acknowledges and agrees that GAIN will not indemnify the applicant for any costs, expenses, payments or damages directly or indirectly linked to the preparation of the submission.

## **11. REFERENCES**

GAIN reserves the right, before awarding the Proposal, to require the applicant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the applicant.

## **12. RELEASE OF INFORMATION**

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

### **III. TERMS AND CONDITIONS OF THIS SOLICITATION**

#### **1. NOTICE OF NON-BINDING SOLICITATION**

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

#### **2. CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

#### **3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL**

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

#### **4. EVALUATION CRITERIA**

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
  - Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.
- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed technical documentation of the proposed strategy.
  - Evidence of experience delivering solutions.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Comprehensiveness of work plan and reasonableness of proposed time frame:
  - Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  - The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
  - Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  - Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.

- Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
- A duly completed offer of services.

**GAIN reserves the right to contact the individuals and contractor(s) in order to verify the information provided as part of the Proposal.**

## **5. REVIEW PROCESS**

The review process will involve a Review Panel with participants selected by GAIN.

## **6. LIMITATIONS WITH REGARD TO THIRD PARTIES**

GAIN does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorise any third party to bind or commit GAIN in any way without GAIN's express written consent.

## **7. COMMUNICATION**

All communication regarding this solicitation shall be directed to appropriate parties at GAIN. Contacting third parties involved in the RFP, the review panel, or any other party may be considered a conflict of interest and could result in disqualification of the proposal.

## **8. FINAL ACCEPTANCE**

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.

## **9. VALIDITY PERIOD**

The offer of services will remain valid for a period of 60 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a contract subject to GAIN's terms and conditions.

## **10. INTELLECTUAL PROPERTY**

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the applicant in performance of the contract shall vest entirely with GAIN.

## **11. SCOPE OF CHANGE**

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

#### IV. OFFER OF SERVICES

1. Offer submitted by:

2. \_\_\_\_\_

3.

4. \_\_\_\_\_

5.

6. \_\_\_\_\_

7.

8. \_\_\_\_\_ (Print or type business, corporate name and address)

9.

10. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:

(a) Click or tap here to enter text.

(b) Click or tap here to enter text.

(c) Click or tap here to enter text.

(d) Click or tap here to enter text.

11. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.

12. I (We) herewith submit the following:

(a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.

(b) A duly completed offer of services, subject to the terms herein.

**OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.**

Date this day of Click or tap here to enter text. in Click or tap here to enter text.

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)