

## REQUEST FOR PROPOSALS

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# COUNTRY-LEVEL ENGAGEMENT OF THE FOOD SYSTEMS COUNTDOWN INITIATIVE TO BETTER INFORM FOOD SYSTEM TRANSFORMATION ACTION AND PRIORITIZATION

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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.

At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches.

We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others.

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

### **2. ABOUT THE FOOD SYSTEMS COUNTDOWN INITIATIVE**

The Food Systems Countdown Initiative (FSCI) is a collaborative effort to monitor global food systems. It brings together indicators that span food systems and provides annual analysis to inform policy, business, and NGO priorities and actions. It supports the transformation of food systems, so they become equitable, sustainable, and resilient and positively contribute to achieving the 2030 SDGs and other global goals. The FSCI is co-led by GAIN, the Columbia Climate School, Cornell College of Agriculture and Life Sciences, and the Food and Agriculture Organization of the United Nations. The Initiative involves dozens of collaborators from nearly as many organizations from almost all continents.

### **3. BACKGROUND**

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

The purpose of this RFP is to engage services of a Service Provider to co-lead FSCI country-engagement work in two countries in Africa or Asia, with the possibility of scaling this work up to additional countries in the future. This work aims to adapt and validate the FSCI 50-indicator framework and support each country in its adoption for food systems monitoring at national and sub-national levels. This work is part of a broader project to better inform food system transformation action and prioritization at the country-level.

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

The successful applicant will co-lead this work, alongside a project lead at GAIN.

#### 4.1. OBJECTIVES

This work will do a deep dive into food systems transformation and monitoring in two countries with the aim to:

- Better understand how the FSCI can be validated, adopted, and adapted for food systems monitoring at national and sub-national levels.
- Map data needs, gaps, and country-level priorities for monitoring that influence project, program, and policy investments.
- Customize the FSCI monitoring framework for the needs of country-level food systems, including the types of disaggregation of data, the level of data acquisition, and areas where the FSCI could be strengthened for country needs and challenges.
- Utilize FSCI and other country-level data to identify and prioritize levers and actions for national food systems transformation efforts.

#### 4.2. DELIVERABLES

1. Advise and oversee two local consultants, one in each of the two countries selected, each undertaking a comprehensive situational analysis of current monitoring systems used in the country related to food systems, data-driven food systems approaches currently in use, and available national and sub-national data relevant to food systems.

- Support consultants in the design and implementation of the situational analysis
- Review consultants' findings

2. Advise and oversee two local consultants, one in each of the two countries selected, each conducting interviews with key stakeholders to understand how they use food systems data and which data sources and indicators they consult:

- Support consultants in the design and implementation of the participant list and interview guide
- Review consultants' findings

3. Lead in the design and facilitation of 2-day participatory workshops in the two countries to identify country-specific indicators to measure positive food system transformation and adapt and validate the FSCI framework to each country context:

- Prepare agenda, presentations, and session plans
- Work with each GAIN country office and local consultant to identify workshop participants
- Work with each GAIN country office and local consultant on the logistical arrangements for the workshop (venue, catering)
- Supported by other GAIN staff, facilitate the workshops, present on the FSCI, and lead interactive sessions
- Provide a report of key outcomes from the workshop, including next steps

4. Lead the customization of the FSCI monitoring framework for national use in each country, including:

- Identifying appropriate data disaggregation levels
- Determining data acquisition needs
- Suggesting areas where the FSCI could be strengthened for country-specific challenges

5. Lead in the development of policy briefs and reports for each country summarizing findings and recommendations.

6. Lead in the design and facilitation of 2-day multi-stakeholder workshops in the two countries for the validation of findings and elaboration of next steps (specific activities as under (3), above)

7. Lead in the generation of the final report and present the findings at relevant conferences or events.

8. Liaise with the GAIN team, GAIN country offices, local consultants, and other partners to ensure smooth implementation of project activities.

#### 4.3. DURATION

The consultancy is expected to last (part-time) for 12 months (December 1, 2024 to November 30, 2025).

#### 4.4. EXPECTED EXPERTISE

- PhD in a relevant field (e.g., food systems, agriculture, nutrition, public health, or development studies).
- Minimum of 5 years of experience working in food systems, agriculture, or related fields.
- Experience in food systems monitoring and performance assessment.
- Experience in policy analysis, stakeholder engagement, and workshop design and facilitation.
- Excellent analytical and writing skills.
- Fluency in English.

## 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.

#### 5. CONTACT

Please direct all inquiries and other communications to the contacts below. Responses will not be confidential except in cases where proprietary information is involved.

Rebecca McLaren, Global FSCI Coordinator, GAIN United States

rmclaren@gainhealth.org

Sabiha Sultana, Country FSCI Coordinator, GAIN Bangladesh

ssultana@gainhealth.org

#### 6. BUDGET

Applicants are required to provide GAIN with a detailed budget that includes their daily rate and estimated number of days to complete this work. Other project costs, such as service provider travel, will be covered by GAIN. The final budget amount will have to be approved by the organisation prior to starting the project.

#### 7. FORMAT FOR PROPOSAL

Please send your CV, a short statement (1 page maximum) on your relevant experience and approach for this work, and budget following the instructions below.

#### 8. SUBMISSION

Proposals should be submitted as follows:

One electronic copy containing the required documents should reach GAIN at the address mentioned below:

Email copy:

rmclaren@gainhealth.org

#### 9. DEADLINE

Completed proposals should be submitted to the Global FSCI Coordinator, by email at [rmclaren@gainhealth.org](mailto:rmclaren@gainhealth.org) by **5:00 pm Central European Time on 8 November 2024**.

## **10. UNACCEPTABLE**

The following proposals will automatically not be considered or accepted:

Proposals that are received after the RFP deadline at the specified receiving office.

Proposals received by fax.

Incomplete proposals.

Proposals that are not signed.

## **11. REVISIONS**

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

## **12. 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.

## **13. COMPLETION**

Proposals must be submitted on official letterhead of the lead organisation or firm and 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 Request for Proposal (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.

## **14. 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.

## **15. 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.

## **16. 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**

#### **17. 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.

#### **18. 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.

#### **19. 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.

#### **20. 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 using the proposed information technology platform.

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.**

## **21. REVIEW PROCESS**

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

## **22. 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.

## **23. 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.

## **24. 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.

## **25. 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.

## **26. 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.

## **27. 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. 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.
10. 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.
11. 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)