
REQUEST FOR PROPOSALS

**DEVELOPING ARTIFICIAL INTELLIGENCE
RECOMMENDATIONS FOR STRENGTHENING
NUTRITION PROGRAMMING**

issued by

The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

| | |
|---|----------|
| I. PROJECT BACKGROUND AND SCOPE OF WORK | 2 |
| II. INSTRUCTIONS FOR RESPONDING | 3 |
| III. TERMS AND CONDITIONS OF THIS SOLICITATION | 5 |
| IV. OFFER OF SERVICES | 8 |

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 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 countries, particularly in Africa and Asia.

2. 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 a Service Provider to identify which areas of nutrition programming could be enhanced by using Artificial Intelligence (AI) and in which ways, and supporting GAIN to develop external-facing recommendations for this, as well as an internal strategy and associated concrete action plan focused on priority areas of work. The scope of the work will be both internal to GAIN’s projects and programmes and in relation to AI recommendations for the field of nutrition overall.

3. Scope of Work and Deliverables

3.1. Objectives

- Work with GAIN and other nutrition experts to identify priority project and programme areas within nutrition which would benefit from AI applications, and how this might be implemented
- Work with GAIN to develop a Programmatic AI Strategy specific to applying AI in GAIN programmes, and developing a detailed action plan to facilitate this for a small number of priority action areas.

3.2. Deliverables

- i) Conduct key Informant Interviews (KIIs) with relevant nutrition and AI stakeholders on how AI is being used/considered in nutrition programming at present, how AI could strengthen nutrition programming, and which areas of nutrition would most benefit from the use of AI / using which types of AI, interviewing up to 30 key informants (virtually). **Provide detailed notes or transcripts from all interviews.**

- ii) Drawing on the outcomes of these interviews as well as other sources, conduct a detailed mapping assessment outlining the key programme areas within nutrition (within and outside GAIN) which would benefit from incorporating AI usage, why these areas were chosen, which types of AI would be used, recommendations for how this could be implemented, risks and how to mitigate them, and expected benefits and outcomes from the added use of AI. **Provide comprehensive assessment report.**
- iii) Organise a discussion and validation workshop with both GAIN and relevant external stakeholders, including AI expertise, to present findings and recommendations; discuss opportunities and challenges in more detail; and gain feedback on the assessment report. **Provide meeting report plus revised assessment report.**
- iv) Based on the programme areas GAIN prioritises, develop a short report (10-15 pages) for each of 2-3 priority programme areas, detailing how AI could be used in that programme area, specifically; the specific steps needed to make that happen; estimates on timeline and cost; expected benefits and outcomes from the use of AI; and potential risks and how to mitigate them. **Provide action plan reports.**

3.3. Timing:

The work is expected to begin in January 2025 and be completed by August 2025, with the main level of effort being in February-April 2025.

3.4. Expected Expertise

The applicant must:

- Have significant prior experience with Artificial Intelligence (AI), including diverse types of AI and diverse applications of it.
- Have a strong understanding of the AI ecosystem and strong links with other AI experts
- Have significant prior experience advising other groups on use of technology, including AI, within their work. Work on such topics with NGOs or development agencies would be an advantage.
- Have experience with applying technology to development topics. Expertise or experience related to nutrition, food, agriculture, and/or public health would be an advantage

It is expected to contract an individual, not a firm/organization, but we will consider proposals from firms/organizations if they are highly cost-efficient.

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.

4. Contact

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

Catherine Lok, Technical Specialist, Knowledge Leadership, GAIN London

Email: xlok@gainhealth.org

5. Budget

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

6. Format for Proposal

The proposal needs to be formatted as follows:

- One PDF or Word document (maximum 10 pages) outlining how the Service Provider intends to deliver on the work, relevant previous experience, and showing understanding of the work required. This should include a clear explanation of what the applicant would expect to consider to be within the scope of 'AI' for the sake of this work and which areas of AI they have experience with.
- PDF or Word document (single page) outlining the detailed fee proposal and breakdown
- Applicant's CV(s) (optional)

7. Submission

All proposals should be submitted by email only to the contact noted above.

8. Deadline

Completed proposals should be submitted by email on or before **January 12th, 2025**, Central European Time at 11:59 pm.

9. Unacceptable

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received in formats other than by email.
- Incomplete proposals.
- Proposals that are not signed.

10. 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.

11. Completion

- For proposals from firms, 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 4, 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.

12. 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.

13. 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.

14. Release of Information

After awarding the Proposal and upon written request, GAIN may or may not choose to release information on the successful applicant and feedback for unsuccessful applicants, at the discretion of the reviewing team and depending upon the volume of proposals received.

III. Terms and Conditions of this Solicitation

15. 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.

16. 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.

17. 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.

18. 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:
 - o Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section 3.
- Demonstrate a clear understanding of the technical requirements of this RFP:
 - o Providing detailed technical documentation of the proposed strategy.
 - o Evidence of experience delivering solutions relevant to the request.
- 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:
 - o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
 - o The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
 - o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
 - o Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
 - o The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
 - o 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.

19. Review Process

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

20. 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.

21. 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.

22. 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.

23. 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 may be expected to enter into a contract subject to GAIN's terms and conditions.

24. 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.

25. 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:

(Print or type business, corporate name and address)

2. 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.
3. 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.
4. 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)
