

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

IMPLEMENTATION OF THE HOME GROWN SCHOOL FEEDING PROGRAMME CAPACITY STRENGTHENING RESPONSE PLAN FOR THE ENHANCING ACCESS TO SAFE AND NUTRITIOUS DIETS PROJECT (ENSAND).

Issued by
The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. PROJECT BACKGROUND AND SCOPE OF WORK	2
II. INSTRUCTIONS FOR RESPONDING	4
III. TERMS AND CONDITIONS OF THIS SOLICITATION	6

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. Background

This Request for Proposal (RFP) is issued and will be administered by the Global Alliance for Improved Nutrition (GAIN) in respect of the Enhancing Access to Safe and Nutritious Diets (ENSAND) project. The Enhancing Access to Safe and Nutritious Diets (ENSAND) project is a 5-year project that seeks to improve the dietary quality of Bottom of the Pyramid (BOP) households by increasing egg consumption amongst children. The focus is mainly on young children aged six months to nine years in the FCT, Kaduna, and Kebbi states.

The project's strategic approach targets out-of-school and in-school children. For in-school children, the project aims to leverage the Nigerian Social Investment Program (NSIP), specifically the Home-Grown School Feeding Program (HGSFP), targeting children from Bottom of the Pyramid (BOP) households attending government primary schools (classes 1-3). While for out-of-school children, the focus is on children aged 6-59 months, who are younger siblings of the in-school children. The project's intervention strategy cuts across three dominant and mutually reinforcing intervention pathways: Enabling Environment, Access, and Demand Creation, and each pathway is designed to achieve a set intermediate outcome geared towards the project impact as outlined below:

The Access Pathway aims to ultimately increase and sustain egg availability and consumption by school children/BoP households in FCT, Kaduna, and Kebbi states by at least 30% through interventions targeted at PAN and state-lead egg aggregators for the HGSFP. The anticipated key immediate/intermediate outcome includes improved procurement/distribution and coordination capacity, access to finance/ business services, and overall efficiency of egg aggregators.

The Enabling Environment pathway will focus on the broader institutional, governance, and political factors to support accessibility, availability, and increased consumer demand for the project's success. The core of this pathway will be to work with the government of Nigeria at various levels and other relevant actors to ensure buy-in, ownership, credibility, and sustenance of the key intervention mix.

The Demand Creation pathway will utilize commercial marketing techniques to increase access and consumption of eggs, including motivating parents/caregivers in BoP households to support and sustain egg consumption by children aged 6 months to 9 years old in Bottom of the Pyramid (BoP) households.

3. Purpose, description, and scope of work

The aim of this RFP is to engage the services of a consultant firm to implement specific components of the Home-Grown School Feeding Programme capacity assessment response plan for the national and state level teams including Kaduna, FCT, and Kebbi state interventions. This phase of the capacity strengthening plan followed the outcome of a comprehensive capacity assessment exercise conducted for the national and designated state HGSFP. The broad goal of this plan is to strengthen the technical and management capacity of the HGSFP teams. The objective is to enhance their ability to put in place systems and procedures that will guarantee children aged 6 months to 9 years old on the school feeding programme consume eggs at least once a week. The first phase of this capacity strengthening response plan will include the implementation of 4 complementary capacity building thematic areas. These include resource mobilization, proposal writing, programme management, and advocacy training leading to the development of state specific advocacy strategies intended for implementation to support the HGSFP. In addition, the preferred firm will conduct a bi-annual process evaluation of the national/state capacity response plan based on the post access baseline conducted to determine and track progress.

The scope of this activity will include the following;

- Develop appropriate training manual that will guide the capacity strengthening plan across each of the designated thematic areas prioritized for the HGSFP team.
- In coordination with GAIN, develop a comprehensive capacity strengthening plan for designated school feeding programme management team at the national and state levels including Kaduna, Kebbi and FCT HGSFP management teams.
- Conduct the required training across the thematic areas in line with the capacity plans for each state.
- Identify key emerging learning opportunities and facilitate learning exchange visits in coordination with GAIN for the teams.
- In coordination with GAIN, develop a one-month post training mentoring plans for each HGSFP management teams across the capacity thematic area to help re-enforced the skill sets gained including their application intended to improve efficiency and effectiveness in the management of the school feeding programme.
- Conduct a bi-annual process evaluation of the capacity response plans for the 4 HGSFP teams based on the post assessment capacity building baseline conducted to determine progress and possible gaps for adjustments.

a. Expected outcome and deliverables.

The expected outcome of this activity will include the following;

- The HGSFP capacity response plans across the specified capacity building areas implemented and identified capacity issues closed.
- Bi-annual process evaluation of the capacity assessment baseline conducted and key observations impacting capacity strengthening progress identified and addressed.

4. Submission requirements

- The overall submission should come in two attachments classified as technical approach and detailed budget. The budget should be in naira, detailed and in excel format.
- The technical approach among other relevant sessions should include an executive summary, methodology/activities, previous experience that align with the current task, summary of key technical personnels and detailed workplan.

5. Scoring

Elements of the proposal will be weighted equally based on:

- Clear articulation and understanding of the task.
- Strategic approach that assigns with the anticipated outcome.
- Demonstrable competencies and track record of previous experience that is similar to the current task.
- Technically sound team.
- Cost effectiveness/competitive status.

6. Timelines

S/N	Activities	Timelines
1.	Deadline to submit questions if any	3 rd October 2023
2.	Proposal Submission	6 th October 2023
3.	Contracting concluded	October 2023

Qualifications

The preferred firm shall be a demonstrably experienced development agency with the right caliber of technical team members with the desired multiple skill sets and technical knowledge that cuts across the technical thematic areas and programme management expertise that meets the specific priority as outlined in the HGSFP capacity response plan. The firm should have a detailed understanding of the HGSFP capacity response plan that informed this RFP including the baseline data required to track progress. In addition, the prospective Service Provider should have a minimum of (10) years of capacity building and system strengthening working experience with both international and indigenous government and private agencies with a valid certificate of registration from CAC. An in-depth knowledge of participatory approaches and a track record of long-term mentoring experience is required. Most importantly, the preferred firm must be well knowledgeable in Organizational Development (OD) mechanisms and practice.

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

Staff will be available to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the GAIN email address: nquotation@gainhealth.org, copying datamewalen@gainhealth.org, digelle@gmail.com and ierhabor@gainhealth.org. Queries sent by **3rd October 2023, at 5:00pm EST will be responded to on October 4th, 2023**. Responses will not be confidential except in cases where the applicant clearly indicates that proprietary information is involved.

2. SUBMISSION

The original proposals should be submitted in electronic copy on or before **6th October 2023** to email address; nquotation@gainhealth.org Please indicate **HGSFP Capacity Building Work** as the subject matter for your submission.

3. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

4. 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 the process.

5. COMPLETION

- In case of errors in calculating overall costs, the unit costs will govern the process.
- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. If clarification is necessary, applicants are advised to contact the responsible persons 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.

5. 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.

7. 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.

8. 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.

HHH. 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:
 - o 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:
 - o Providing detailed technical documentation of the proposed strategy.
 - o Evidence of experience delivering solutions using the proposed information technology platform.
 - p Relevant certification by recognized institutions
- 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:
 - 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.
 - p A duly completed offer of services.

GAIN reserves the right to contact the individuals and contractor(s) 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 authorize 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 authorized or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

