



Request for Proposal

CONDUCT NUTRITION GOVERNANCE INDEX SURVEY IN NAIROBI, NAKURU AND NYANDARUA COUNTIES.

Issued by
The Global Alliance for Improved Nutrition (GAIN)
and
CARE International



PROJECT BACKGROUND AND SCOPE OF WORK

GAIN AND CARE

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.

[CARE](#) is an international NGO with local staff and community partners in 100 countries. We create local solutions to poverty and inequality, and we seek dignity for everyone every day and during times of crisis. These solutions have a broad range, from disaster response to food and nutrition to education and work for women and girls to healthy mothers and children. CARE International in Kenya (CIK) has been working in Kenya since 1968, and its core programming areas include community adaptation to climate change and disaster risk reduction; humanitarian assistance and emergency response; agriculture & market systems for food and nutrition security; Water, Sanitation & Hygiene (WASH); health, equity & rights; and women’s economic empowerment.

CASCADE PROJECT

In partnership with CARE Kenya, GAIN is implementing **Catalyzing strengthened policy action for healthy diets and resilience (CASCADE)** project, whose goal is to improve food security and contribute to the reduction of malnutrition of at least 5 million women of reproductive age and children under 5 in Benin, Nigeria, Uganda, Kenya, Ethiopia and Mozambique. The programme has two strategic objectives: it aims to increase access to and consumption of healthy diets, as well as increasing the resilience of households to economic and climate change-related shocks across the six countries, with a focus on women of reproductive age and children. It aims to galvanize government, business, and communities around 5 domains: **1) Improved policy implementation; 2) Engaged private service providers; 3) Strengthened community structures; 4) Empowered women; 5) Strengthened coordination.**

In Kenya, CASCADE project focuses on **Nakuru, Nyandarua and Nairobi counties with cross cutting effect at national levels.** Aligning with GAIN’s A1 program (Vegetable for All project) areas at national levels and in the targeted Counties, CASCADE will also build on successful projects in Nyandarua by CARE which have successfully implemented Farmers’ Field and Business Schools (FFBSs) that integrated gender-transformative interventions.

Apart from sustaining the gains made, CASCADE programme targets to galvanize government commitments towards policy change and accountability and respond to GAIN's goal towards strengthening food systems in Kenya and supporting stakeholders' actions at County and national levels.

Background for this assignment

Governments in the six CASCADE program countries have put in place national nutrition policies; however, multiple policy implementation challenges exist, including resources and capacity constraints. Typically, there is a proliferation of policies that are not mutually reinforcing or are not well implemented at sub-national or local levels, due to budget or capacity constraints for example. Furthermore, gender equality and women's empowerment are frequently neglected in the development and implementation of food and nutrition policies. Changing this will require a whole-of-government approach, in close collaboration with other relevant stakeholders that have a strong insight into the policy process, the ability and determination to translate this vision into practice, credibility with a range of national actors, and capability to engage with political and administrative dynamics at different levels of government.

In the context of our assignment, we prioritize the initial intermediate outcome focusing on nutrition governance. Through comprehensive policy analysis, it is evident that all program countries boast well-crafted nutrition policies and robust multi-sectoral political commitments. However, the translation of these policies from paper to tangible outcomes on the ground presents significant challenges. This struggle is particularly pronounced in less developed and remote regions, where efforts toward nutrition policy implementation are often hindered by weak institutional structures, insufficient capacity among policy implementors, and a lack of effective accountability mechanisms. It is widely acknowledged that weak governance poses a significant threat to the achievement of both national and global nutrition goals.

Recognizing these obstacles, we have identified the Nutrition Governance Index (NGI) as a crucial tool to assess the status and progress of local nutrition governance within CASCADE program areas. The NGI serves as a standardized approach to evaluate the quality of governance concerning national plans of action aimed at accelerating improvements in nutrition outcomes. It operates as a composite index derived from an annual survey conducted among diverse government and non-government stakeholders. By assessing the self-reported practices and perceptions of administrative officials responsible for implementing nutrition policies, the NGI offers insights into the effectiveness of governance mechanisms. Moreover, the index's calculation incorporates weighted responses on key governance facets drawn from relevant literature, providing a comprehensive evaluation framework.

Objective and scope of the assignment

The **main objective** of this assignment is to collect responses from key stakeholders on Nutrition Governance Index (NGI) statements. The consultant will coordinate the enumerators who will be expected to conduct surveys from a total of 60-70 key stakeholders to establish a good understanding of the current nutrition governance situation in different levels of government across the three CASCADE counties (Nakuru, Nyandarua and Nairobi counties).

The stakeholders are expected to be from the following sectors:

- Ministries of Agriculture, Health, Education, Urban Development, Gender and social services (including social protection), trade, environment amongst others.
- Line agencies of above ministries from district/provincial/county level to community level.
- Non-government stakeholders from NGOs, private sector, media, academia etc.

We envision response by each stakeholder to take about 20-30 minutes. The list of stakeholders, including both government and non-government stakeholders, will be discussed with GAIN team. This will be based on the stakeholder and policy mapping conducted at the inception phase of the project and/or understanding of the nutrition governance structure in the country.

The deliverable of this assignment is a report of the data collection process as well as a collated dataset (data file) of the NGI questionnaire. A CASCADE advocacy colleague will occasionally join the enumerators during the data collection process/interview process to use it as an opportunity for stakeholder engagement, and for gathering softer aspects of these interaction that is not covered by the questionnaire.

Specific Roles and Responsibilities

GAIN is looking for a consultant who will identify and coordinate a team of enumerator to carry out the NGI exercise. The key role and responsibility of NGI Assessment team will be to administer the NGI questionnaire to the identified respondents. The specific scope include:

1. **Survey Administration:** the consultant will oversee the administration of the NGI questionnaire, ensuring that all selected stakeholders complete the survey accurately and comprehensively. He/she will work with the enumerators in providing guidance on understanding the survey questions and facilitate the respondents' engagement throughout the process.
2. **Understanding of Nutrition Policy:** the consultant must possess a solid understanding of food and nutrition governance system to effectively communicate with stakeholders and contextualize survey responses.
3. **Adaptability Across Administrative Levels:** The NGI questionnaire is designed to be broad enough to capture governance practices across various administrative levels while remaining specific to individual roles. The consultant should ensure that the survey is conducted across different levels of government, tailoring their approach to accommodate the diverse responsibilities of stakeholders.
4. **Data Collection and Management:** the consultant will ensure the enumerators are able to collect accurate and reliable data from all survey respondents within a period of 3 weeks. They must ensure confidentiality and integrity throughout the data collection process, adhering to established protocols and guidelines.
5. **Quality Assurance:** The consultant will play a crucial role in ensuring the quality of data collected. He/she should be able to verify responses, clarify any inconsistencies, and address any concerns raised by respondents to maintain the accuracy and reliability of the survey results. Conduct the survey together with the GAIN advocacy colleagues.
6. **Communication and Collaboration:** Enumerators to collaborate closely with advocacy colleagues and other stakeholders involved in the data collection process.

They should be able to communicate effectively to coordinate survey activities, address logistical challenges, and ensure smooth implementation.

7. **Documentation and Reporting:** The consultant should guide the enumerators in documenting survey responses accurately and compiling the collected data into a collated dataset. The team should provide detailed documentation of the survey process, including any challenges encountered and recommendations for future improvements. Additionally, the team should contribute to the preparation of reports and presentations based on the survey findings.
8. **Professional Conduct:** The consultant and the enumerators should represent the CASCADE consortium in a professional and courteous manner throughout the survey administration process. They are expected to uphold ethical standards, respect stakeholders' perspectives, and maintain neutrality and impartiality in their interactions.
9. **Continuous Learning and Improvement:** Since the team will be engaged in similar exercise periodically, the enumerators will be involved in ongoing learning and capacity-building activities to enhance their skills and knowledge related to nutrition governance assessment. They actively seek feedback, reflect on their experiences, and identify areas for improvement to ensure the effectiveness of future survey administrations.

Activity Deliverables Timelines:

The assignment is expected to last for a period of 3 weeks. Deliverables are as indicated below:

Steps	Timeline	Responsible	Note
Consultancy firm identified and contracted	1 week	Country project manager	
Enumerators identified by the firm and familiarized about the survey	1 week	Country project manager	
GAIN Advocacy colleagues and the lead consultant schedule the meeting time of stakeholders; enumerator prepare for the meeting to conduct the survey	1-2 weeks	Country advocacy colleagues	Country MEAL can support
Enumerators conduct the survey with support from the lead consultant and the advocacy colleagues	1 week	Lead consultant. Enumerator	Country MEAL can support
The consultant collate the survey responses	1 week	Enumerator	A list of data caveats will be submitted with the dataset
The consultant submits the dataset and MEAL colleagues check quality	1 week	Country MEAL	A neatly structured dataset in excel format, together with a list of data caveats will be submitted to Country MEAL colleagues.

Minimum Qualification

This assignment requires a consultancy firm with a pool of enumerators with a solid enumeration background as well as stakeholder engagement experience. The team should be experienced in leading the design, implementation, and collation phases of data collection. Specifically:

- 5 to 8 years of experience in data collection and management.
- The lead consultant should possess master's degree and above
- The enumerators should possess solid education qualification, bachelor's degree or above.
- Able to represent the CASCADE consortium in a professional and courteous manner.
- Previous experience in conducting perception-based surveys, ensuring data integrity and verification.
- A solid background in safeguarding the security and confidentiality of collected data.
- Proficient in conducting survey/ interview in local languages.
- Advanced level of written and English comprehension.
- Teamwork spirit.
- Strong qualitative analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy.
- Experience in electronic data collection with a bias to Survey CTO will be an added advantage.

Key skills, Knowledge & Abilities: Communication (oral and written), attention to details, qualitative data collection, Cultural and ethical sensitivity, reflexivity and self-awareness, team player, ability to work with minimum supervision, networking and collaboration skills, ability to work in project counties.

The successful applicant shall provide the following:

- Submit proposal that demonstrates solid understanding and viable technical approach.
- Detailed demonstration of an understanding of the ToR.
- Proposed Methodology to achieve the task (subject to further consensus building)
- Clear activity schedule and timelines
- CV of the lead consultant
- Detailed Budget

Payment will only be made against agreed milestones and deliverables detailed in the contract signed by both parties and on vetting of the report on its quality and its measure to have met the terms and conditions of the consultancy.

INSTRUCTIONS FOR RESPONDING

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

CONTACT

Sheila Odhiambo is the Project Manager CASCADE, and she will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved. sodhiambo@gainhealth.org



SUBMISSION

Complete proposals should be submitted in electronic copy to: gainkenya@gainhealth.org. The subject line should indicate **“Nutrition Governance Index Assessment”**.

DEADLINE

Completed proposals should be submitted by **5:00 pm EAT on 15th April 2024**.

UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

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

REVISIONS

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

ACCEPTANCE

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

COMPLETION

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed 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 GAIN at rfp@gainhealth.org prior to making their submission before the deadline specified in the timeline above.
- While CARE and GAIN have 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 CARE and 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.



RIGHTS OF REJECTION

CARE and GAIN reserve 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 CARE and GAIN will not indemnify the applicant for any costs, expenses, payments, or damages directly or indirectly linked to the preparation of the submission.

REFERENCES

CARE and GAIN reserve 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.

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.

I. 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 reserve 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 using the proposed information technology platform. (*The consultant should have experience in political economy analysis, policies, programming, development of theories of change and a strong background in food and nutrition security in the development sector with a nexus to environment/climate change and gender*)

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. CARE and GAIN shall each 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 CARE and 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.



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. [to be completed]
 - b. [to be completed]
 - c. [to be completed]
 - d. [to be completed]
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 [add month and year] in [add location].
_____ [add title]

Signature (applicant)

_____ [add title]

Signature (applicant)