

REQUEST FOR PROPOSALS (RFPs)

**CONSULTANCY FOR GENDER ANALYSIS OF FOOD SYSTEMS POLICIES:
SUPPORTING GENDER RESPONSIVE POLICIES AND POLICY DEVELOPMENT PROCESSES IN
NIGERIA**

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT: NOURISHING FOOD PATHWAYS (NFP)

March 2024

GAIN Nigeria

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I. SUMMARY OF DEADLINES

Proposal Submission Deadline: 15th April 2024
Award of Contract: 14th May 2024

All deadlines are described in detail under section IX.

As part of the selection process, GAIN reserves the right to request clarifications regarding bids that substantially qualify. Questions in the technical review are at GAIN's discretion and will only be directed to bidders who have submitted substantially responsive bids.

The final award is subject to other terms and conditions included in this solicitation, as well as the successful final negotiation of all applicable terms and conditions related to the awarded contract.

II. ABOUT NFP

The Nourishing Food Pathways (NFP) is a large and ambitious programme spanning ten countries in Africa and Asia, and involving more than one hundred partners, over a period of 5 years. We have now entered the second year of this programme. Broadly speaking, NFP seeks to support and accelerate progress towards the Sustainable Development Goals (SDGs) set to be achieved by 2030. NFP is specifically focused on supporting inclusive and coherent food systems transformation in each of the ten countries, in line with the Sustainable Development Goals.

This programme builds on the UN Food Systems Summit in 2021, aiming to support and strengthen the design and delivery of National Food Systems Transformation Pathways. These national pathways detail national governments' aspirations and priorities for positive change in their food systems. Much of these transformations are to take place through the review or creation of national policies related to food systems, notably nutrition and agriculture policies. Through the NFP programme, GAIN seeks to support these government-led efforts by providing subject-matter expertise. Part of the gender component of NFP is to provide technical support to policy advisors and policy makers to ensure that the policies emerging from the national pathways, and the associated development processes, are more gender responsive.

About GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses, academia and civil society, GAIN aims 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, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Tanzania, and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

III. ASSIGNMENT BACKGROUND

The core of this work is the analysis of policy documents relevant to the National Food Systems Transformation Pathway of Nigeria, and the subsequent food-system transformation process taking place at the national level. These documents and processes are a direct result of the national government's perspective, priorities, and goals for food-system transformation in the country. With government priorities in food systems as the starting point, the analysis will analyse context-specific barriers to gender equality and examine the policy response, with the goal of identifying opportunities for greater gender responsiveness which aligns with national food system transformation goals. In addition, feasibility and practicalities for implementation in the local context should be considered in the final recommendation. The specific document to analyse will be chosen by the GAIN team based on a set of criteria.

IV. OBJECTIVES

The assignment will achieve the following objective:

a. Overall

The primary objective of this consultancy is to carry out policy analysis focused on gender responsiveness of emerging agri-food policies, and of the corresponding policy development processes. This is a sub-component of GAIN's "Nourishing Food Pathway" (NFP) programme.

V. SCOPE OF WORK

The service provider will undertake an analysis encompassing a desk review and stakeholder consultations/interviews to identify opportunities for improving the gender-responsiveness of food system policies using GAIN's Gender Analysis for Policy (GAP) framework. In broad strokes, this policy analysis tool seeks to take stock of the context, carry out a desk review of the relevant policy documents, and finally identify priority policy action areas/recommendations.

The successful applicant will undertake the Gender Analysis for Policy for Food Systems (GAP for Food Systems) which is composed of 3 components, organised across several tables and some free text.

- The first component of the tool focuses on the collection of information, and on critically assessing the context, drivers, stakeholder positioning, and later on the communication of recommendations, as well as recording the analytical process.
- The second component is the desk review and analysis of the relevant policy document(s) identified by GAIN, to determine the extent to which the policy responds to the types of gender barriers most relevant to food systems.
- Finally, the third component is the identification of priority policy areas, or broad policy recommendations, to make the policies, corresponding policy processes, and implementation more gender responsive.

This will include desktop work, as well as research tasks, and engagement with local stakeholders involved in the policy development process – notably GAIN's Policy Advisor in-country.

VI. EXPECTED DELIVERABLES

S/N	DELIVERABLES	TIMELINES
1.	Description of activities: outline of final report, list of supplementary documents to be included in desk review (provisional), and stakeholders to be consulted or interviewed.	20 th May 2024
2.	Completed GAP analytical worksheet, including draft recommendations. Including bibliography and annexes: - detailed interview or consultation notes for each stakeholder or group consulted. - complete bibliography with all sources used.	5 th June 2024
3.	Completed GAP report, incorporating GAIN feedback, and summary brief describing the analysis and recommendations for policy and implementation.	14 th June 2024
4.	Final report, incorporating GAIN feedback. Presentation of results (specifics TBD).	24 th June 2024

VII. COMPETENCIES

- Extensive experience in gender research and analysis, especially related to policy and policy processes.
- Work on gender coalitions/stakeholder networks at the national level.

- Experience engaging with and/or advising policy makers on gender issues.
- Good understanding of gender considerations in food, nutrition, agriculture, rural development, and related fields.

VIII. EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

- Work closely with gender team and in-country team throughout the duration of the work. A lead contact will be designated for regular communication and monitoring of deliverables.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Meet with GAIN regularly during the Project as well as at the request of GAIN.
- Submit deliverables and reports according to the revised work plan's agreed-upon schedule.
- Technical application should not be longer than 15 pages, including cover page. All supporting documents should be included in the annexes.

IX. TIMELINES

The assignment must not exceed a maximum of 6 months from the day the contract is awarded. The comprehensive table of the assignments is expected to be as follows:

Proposal Submission Deadline:	15th April 2024
Award of Contract:	14th May 2024
Deliverable 1: Provide a timeline (detailing all activities), and revised methodology.	20th May 2024
Deliverable 2: Completed GAP analytical worksheet	5th June 2024
Deliverable 3: Completed GAP report and summary brief	14th June 2024
Deliverable 4: Final Report	24th June 2024

The proposal submissions must be received via email by GAIN on or before 11:59 pm on Monday, April 15, 2024.

X. UNACCEPTABLE PROPOSALS

The following proposals will automatically not be considered or accepted:

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

XI. REVISIONS

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

1. INSTRUCTIONS FOR RESPONDING

a. Contact details for submitting the technical and financial proposals:

Submission of the technical proposal and the financial proposal should be made in a single email with the specifications below:

Submission type	Address	Subject
Soft Copy submitted by email	nquotation@gainhealth.org cc: digelle@gainhealth.org	Consultancy on Gender Analysis of Food Systems Policy: Supporting Gender Responsive Policies and Policy Development Processes.

Completed Proposals will comprise a technical proposal and a financial proposal. Both proposals should be submitted by email.

The proposal should include the contents below and not exceed 15 pages, excluding appendixes and CVs of consultant(s).

Cover page: Summary with basic information such as names, addresses, and contact information for the institution.

Capacity Statement: A brief capacity statement as to why the consultant(s) or institution (if a consultancy company is applying) is well-positioned to conduct this activity. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

Design and methodology: Outline the proposed activities (and outcomes), in line with the guidelines outlined above, and the specific methods to be used. This section should form the bulk of the proposal. GAIN is open to all suggestions. The technical proposal must clearly identify if and where the activity requirements may be difficult to fully satisfy and provide alternative suggestions that can achieve the above-listed requirements.

Work Plan: Proposed work plan broken down by weeks, which should include detailed activities and timeline. If more than one person is assigned to this consultancy, it should also include the time allocation of key personnel.

Budget: financial proposal broken down by phases and clearly separating the fees of the consultancy and other administrative costs related to each Objective.

In the appendix, the consultant should provide a track record of delivering similar assignments and provide references (contact information) of clients for whom similar work has been executed.

GAIN will not necessarily accept the lowest bidder, or any proposals submitted except when the requirements are fully met.

b. Proposal Completion

- Proposals must be submitted on the official letterhead of the consultant and must be signed by the applicant.
- 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. If clarification is necessary, applicants are advised to contact GAIN through the email jakpata@gainhealth.org and copy digelle@gainhealth.org.
- 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 their understanding of the RFP conditions; failing to comply may result in the disqualification of their submission.

c. Right 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.

d. References

GAIN reserves the right, before awarding of the contract, 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.

e. Release of Information

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

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

2. TERMS AND CONDITIONS OF THIS SOLICITATION

a. 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 applicant's proposal, as well as the option of accepting partial components of a proposal if appropriate.

b. 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 strictly confidential.

c. Right to Final Negotiations on the Proposal

GAIN reserves the right to negotiate 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.

The payment will be structured based on the delivery of the milestones stated in section VI (line a).

When	Payment rate %	Deliverable
Deliverable 1: Provide a revised timeline and methodology to conduct the assignment	20%	Description of activities: outline of final report, list of supplementary documents to be included in desk review (provisional), and stakeholders to be consulted or interviewed.
Deliverable 2: Completed GAP analytical worksheet, including draft recommendations.	30%	Completed GAP analytical worksheet, including draft recommendations. Including bibliography and annexes: - detailed interview of consultation notes for each stakeholder or group consulted. - complete bibliography with all sources used.
Deliverable 3: Complete GAP report and summary briefs	30%	Completed GAP report and summary briefs describing the analysis and recommendations for policy and implementation.
Deliverable 4: Final report	20%	Final report incorporating GAIN feedback. Presentation of results 24 st of June2024

To trigger the disbursement, the Deliverables shall be approved in writing (including by email) from GAIN.

d. Evaluation Criteria (EW- Evaluation Weight)

Proposals will be reviewed by a special Review Committee. The table below indicates a list of the significant criteria against which proposals will be assessed.

Item	Description	Evaluation Weight (%)
1	Scope of Work	15%
	Understanding of the objectives of the assignment	
	Realistic timeline of outputs	
	Detailed workplan, including frame and responsibilities	
2	Methodological Approach	25%
	Narrative description of the approach to the tasks, showing a clear understanding and methodology	
	Familiarity with country and context expressed through the design of methodology	
3	Team & Company Qualifications:	20%
	Experience in similar assignments-Company & team	
4	Organization and Management	15%
	Organization of the field team	
5	Financial proposal	15%
	Price	
	Clear breakdown supporting methodology and team organization	
6	Documents Provided & Track Record	10%
	Track record (GAIN experience working with the Company)	
	Docs provided as per bellow table	
TOTAL		
	Documents to be provided with proposal	
1	Offer of Services	
2	Is proposal signed	
3	Is proposal submitted on official letter head	
4	Are fees quoted as a fixed sum inclusive of taxes	
5	Does the proposal map functions to team members	
6	Insurance	
7	list of references provided	

The above table will combine weighting with a “point” scoring system, as followed:

5 points	Fully meets
4 points	Meets, with minor gaps
3 points	Meets with moderate gaps
2 points	Partially meets, significant gaps
1 point	Does not meet

e. Mandatory Requirements

In addition to the evaluation criteria outlined above, the applicant's proposal should also respond to the following mandatory requirements:

- **Fees:** The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead. The fees must be quoted in NGN (Nigerian Naira).
- **Experience:** Current curriculum vitae/resumes for key team members.
- **Capacity of the consultant to provide the required services:** Team members with relevant experience must be available for each identified position. The proposal should map function(s) to the team member(s).
- **References:** A list of references that can be contacted to discuss the team members' relevant related experience or for the firm.

GAIN reserves the right to contact the individuals and contractor(s) to verify the information provided in the Proposal.

f. Expectations of Applicants

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners: A lead contact will be designated for the purposes of regular communication and monitoring of deliverables.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Be prepared to meet with GAIN representatives during the consultancy.
- Submit deliverables and reports according to the agreed-upon schedule in the revised work plan.

g. Review Process

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

h. Limitations regarding third parties

GAIN does not represent, warrant, or act as an 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.

i. Final Acceptance

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

j. Validity Period

The Offer of Services will remain valid for a period of 30 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter a services contract subject to GAIN's terms and conditions.

Please note that should you not hear from GAIN within 1 month after the application deadline, please consider your application unsuccessful at this time.

k. 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, and specifications developed by the applicant shall vest exclusively and entirely with GAIN.

Subject to the terms of the contract to be concluded between GAIN and the applicant, the applicant is required to adhere to and comply with the following:

- GAIN's Design Application or Branding guidelines.
- Although the service provider can put their logo in the document produced, GAIN's logo should be the one standing out as the owner of the intellectual property.

l. 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 documentation will be authorized or paid to the applicant, unless such change, modification or interpretation has received the express prior written approval of GAIN.