



REQUEST FOR PROPOSALS

CONSULTANCY TO CONDUCT HOUSEHOLD LEVEL PREPAREDNESS TO FOOD SECURITY & CLIMATE SHOCKS AND DEVELOP INCLUSIVE CONTINGENCY PLANS TO RESPOND TO ECONOMIC AND CLIMATE-RELATED SHOCKS, WITH A GENDER LENS IN NAIORBI, NAKURU, & NYANDARUA COUNTIES.

ISSUED BY

THE GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

AND

CARE INTERNATIONAL

CLOSING DATE : 31ST MARCH 2025

I. PROJECT BACKGROUND AND SCOPE OF WORK

1. 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.

2. 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.

3. Background

The counties of Nairobi, Nyandarua, and Nakuru in Kenya are experiencing significant economic and climate-related shocks that are impacting their socio-economic development. These shocks stem from a combination of climate change effects, economic vulnerabilities, and environmental degradation. Nairobi, as the capital city, faces unique challenges due to urbanization and climate change. The city's infrastructure is under pressure from increased flooding and heatwaves, which disrupt economic activities and threaten public health. The rising frequency of extreme weather events has been linked to substantial economic losses, estimated at up to 7% of GDP by 2050 if adaptation measures are not implemented¹. Additionally, the urban poor are disproportionately affected by these shocks, exacerbating existing inequalities. Nyandarua County is particularly vulnerable to the impacts of climate change due to its reliance on agriculture. The region has witnessed frequent droughts and floods that have severely affected agricultural productivity and water availability. Prolonged droughts have led to food insecurity and increased health issues related to poor sanitation due to reduced water quality. Environmental degradation from deforestation and pollution further complicates the situation, threatening the livelihoods of many residents². Nakuru County has also been significantly impacted by climate-related shocks. The county's economy, which includes agriculture, tourism, and manufacturing, has suffered from extreme weather events such as floods and droughts. Notable incidents like the Solai Dam tragedy highlight the severe consequences of inadequate infrastructure in the face of climate challenges³. The changing rainfall patterns have led to reduced agricultural yields and increased food insecurity among communities reliant on rain-fed agriculture. The interplay between climate change and economic vulnerabilities in Nairobi, Nyandarua, and Nakuru Counties underscores the urgent need for comprehensive adaptation strategies. These strategies should focus on improving resilience, enhancing agricultural practices, and addressing environmental degradation to mitigate the adverse effects of climate change on socio-economic development in these counties.

4. PURPOSE OF THE CONSULTANCY

This consultancy aims to assess the level of household preparedness for economic and climate-related shocks and develop inclusive contingency plans that enhance resilience and timely response mechanisms in Nairobi, Nakuru, and Nyandarua counties. Through a comprehensive analysis of economic and climate vulnerabilities, the consultancy will identify gaps in mitigation, response, and recovery systems, and propose strategies to strengthen household food security and climate adaptation efforts.

By engaging county governments, private service providers (PSPs), and key stakeholders, the consultancy will facilitate the development of coordinated early warning systems, crisis response mechanisms, and policy recommendations to ensure effective public-private collaboration in addressing food security and climate risks. The findings and recommendations will inform the design of sustainable interventions under CASCADE's mission to improve nutrition resilience, economic stability, and climate adaptation for vulnerable populations.

¹ <https://www.worldbank.org/en/news/press-release/2023/11/17/climate-action-key-to-kenya-s-afe-1123-upper-middle-income-country-aspirations>

² Nyandarua County Climate Change Action Plan 2023–2027.

³ Nakuru County Climate Change Action Plan (2023-2027)

4.1 OBJECTIVES, SCOPE OF WORK AND DELIVERABLES

4.1.1. Objectives of the Consultancy

The purpose of this consultancy is to **assess household preparedness for economic and climate-related shocks** and develop **inclusive contingency plans** that enhance resilience, coordination, and early response. The specific objectives are:

1. Assess Economic and Climate Vulnerabilities

- Conduct an in-depth analysis of the economic and climate risk landscape in Nairobi, Nakuru, and Nyandarua counties.
- Identify gaps in mitigation, response, and recovery systems at household and county levels.
- Map existing public-private coordination platforms and recommend ways to strengthen them for improved resilience.

2. Evaluate Household Preparedness and Resilience

- Assess the current level of household preparedness for economic and climate-related shocks.
- Identify socio-economic, environmental, and institutional factors influencing preparedness, including access to early warning systems, financial services, and nutrition security measures.

3. Develop Inclusive Contingency Plans

- In collaboration with county governments, private service providers, and key stakeholders, develop evidence-based contingency plans to strengthen preparedness, mitigation, and response mechanisms.
- Design early warning, response coordination, and resilience-building interventions to safeguard household food security.
- Propose strategies for integrating public-private partnerships (PPPs) into contingency planning and response efforts.

4.1.2 Scope of Work

The consultant will undertake the following tasks:

A. Literature Review and Context Analysis

- Conduct a desk review of relevant policies, reports, and studies on food security, climate resilience, and disaster risk management at national and county levels.
- Analyze county-specific economic and climate risks and their impact on household food security and nutrition resilience.
- Map existing response mechanisms and coordination platforms at county and community levels.

B. Data Collection and Stakeholder Engagement

- Design and administer household surveys, key informant interviews, and focus group discussions to assess preparedness levels and resilience strategies.
- Engage county government officials, private sector actors, development partners, and local communities to gather insights on challenges and best practices.
- Conduct validation workshops to refine findings and ensure stakeholder buy-in.

C. Contingency Planning and Recommendations

- Engage with stakeholders to develop inclusive contingency plans that outline early warning systems, response coordination mechanisms, and resilience strategies.
- Propose actionable policy recommendations and investment priorities for strengthening economic and climate resilience at household and county levels.
- Identify opportunities for public-private partnerships (PPPs) to enhance food security interventions and social protection programs.

D. Capacity Strengthening and Dissemination

- Organize stakeholder workshops to share findings and train county teams on implementing the contingency plans.
- Develop policy briefs, reports, and communication materials to inform decision-makers and advocate for improved coordination and resource allocation.

E. Development of inclusive contingency plans

From the above strategies and findings, the consultant should.

- Engage county governments, private sector and stakeholders to develop a hazard map, risk register, develop scenarios and strategies to feed into the county inclusive contingency plans
- Develop a response coordination mechanism
- Conduct a dry run/test with activities to be done to check its efficacy.
- Develop a practical guide for households to enhance the level of preparedness

4.1.3 Key Deliverables & Expected Results

The consultancy will adopt a mixed-methods approach, combining desk reviews, stakeholder consultations, and participatory co-creation processes to assess the level of household preparedness for economic and climate-related shocks in Nairobi, Nakuru, and Nyandarua counties. This will involve reviewing existing policies, strategies, budgets, and expenditure reports related to food security, climate resilience, and disaster risk management at the national and county levels.

Deliverables	Expected Results
Inception Report	<ul style="list-style-type: none"> - Inception Report - Detailed methodology, work plan, and data collection tools.
Conduct a desk review	<ul style="list-style-type: none"> - Desk review findings on economic and climate risks in target counties
Data Collection Tools	<ul style="list-style-type: none"> - Questionnaires, key informant interview (KII) guides, and focus group discussion (FGD) tools for data collection.
Stakeholder Mapping	<ul style="list-style-type: none"> - Comprehensive list of key stakeholders at the national, county, and private sector levels. - Analysis of stakeholder roles, responsibilities, and levels of engagement in economic and climate related shocks.
Situational Analysis Report and Inception Meeting with stakeholders	<ul style="list-style-type: none"> - Establish a shared understanding and alignment among all stakeholders regarding the consultancy's objectives, methodology, and expected outcomes. Foster buy-in, ensuring their active

	<p>engagement and collaboration throughout the consultancy process.</p> <ul style="list-style-type: none"> - County-specific economic and climate vulnerability assessment. - Analysis of household preparedness levels and resilience gaps.
Draft Contingency Plans	<ul style="list-style-type: none"> - Evidence-based, county-specific contingency plans with early warning and response mechanisms. - Summary of findings from key informant interviews, focus group discussions, and validation workshops. - Recommendations for public-private partnerships and policy improvements.
Validation Session with Stakeholders	<ul style="list-style-type: none"> - Stakeholder endorsement and refinement of the consultancy's findings, recommendations, and deliverables - review and provision of feedback on the draft reports, toolkit, and business case. This feedback will ensure that the outputs are relevant, accurate, and aligned with local contexts and priorities. - Foster a sense of ownership and collaboration, securing stakeholders' commitment to the final recommendations and facilitating the smooth implementation of the economic & climate resilience initiatives.
Final Report development and Submission	<ul style="list-style-type: none"> - Comprehensive report detailing the consultancy process, methodology, findings, and outcomes – incorporating feedback from stakeholders from validation. - Policy briefs & Summary PowerPoint presentation - summarizing key findings and recommendations.
Capacity Strengthening and Dissemination Workshop	<ul style="list-style-type: none"> - Stakeholder workshop to present findings, validate recommendations, and train county teams on implementing contingency plans.

The consultant will conduct qualitative and quantitative data collection through key informant interviews (KIIs), focus group discussions (FGDs), and consultations with key stakeholders, including government representatives, private sector actors, community-based organizations, and development partners. The findings will provide insights into the gaps in mitigation, response, and recovery mechanisms and inform the development of inclusive contingency plans.

In collaboration with the CASCADE team, the consultant will develop county-specific contingency plans, outlining early warning systems, response coordination mechanisms, and resilience-building interventions. The consultancy will also generate policy briefs, recommendations for strengthening public-private partnerships (PPPs), and strategies for integrating social protection and food security programs into county resilience plans. Evidence-based analysis, including cost-benefit modeling, will be applied to demonstrate the value of early preparedness and coordinated response efforts in ensuring household food security and climate adaptation.

The successful applicant shall provide a proposal considering the following:

Technical proposal

- Detailed proposal explaining how the areas of work mentioned in Scope of Work will be addressed, including risk and mitigation strategy and timeline (maximum 10 pages). Proposal should demonstrate solid understanding of the ToR and viable methodological approach to achieve the task.
- Composition of team with names and brief biographies of all key staff (maximum 3 pages).
- Description of previous relevant work (maximum 2 pages) - Proof/ copies of past deliverables and at least three references preferably comprising clients.
- Team composition and accompanying CVs.
- Clear activity schedule and timelines.

Financial proposal

- Detailed Budget and justification (inclusive of all intended expenses).
- Offer of services.

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.

Minimum Qualifications

The consultant should possess the following qualifications:

- An Advanced degree in Food Security, Climate Change, Agriculture, Public Policy, Economics, Disaster Risk Management, or a related field.
- At least 7-10 years of experience in food security, climate resilience, disaster risk management, and social protection programming.
- Demonstrated experience conducting household-level assessments, economic and climate vulnerability analysis, and resilience-building initiatives.
- Proven ability to develop contingency plans, policy recommendations, and early warning systems for economic and climate-related shocks.
- Experience working with county governments, private sector actors, and development partners on climate resilience and food security interventions.
- Experience in public-private partnerships (PPP) and integrating private service providers (PSPs) into resilience programs.
- Strong expertise in qualitative and quantitative research methodologies, including household surveys, key informant interviews, and focus group discussions.
- Proficiency in data analysis tools (e.g., SPSS, Stata, R, GIS) for mapping vulnerability trends.
- Knowledge of climate adaptation frameworks, social protection systems, and food security monitoring tools.
- Familiarity with national and county policies on food security, climate resilience, and disaster risk management in Kenya.

Competency & soft skills:

- Excellent analytical and problem-solving skills to provide actionable insights and policy recommendations.
- Strong stakeholder engagement and coordination skills to work effectively with government agencies, private sector actors, and development partners.
- Ability to translate technical findings into policy briefs, reports, and practical recommendations.
- Strong written and verbal communication skills in English and Swahili (preferred).

Work Experience in Target Counties: Prior experience working in Nairobi, Nakuru, and Nyandarua counties is an added advantage, particularly engaging with county governments and local communities on resilience and food security interventions.

Gender Sensitivity: Experience integrating gender considerations into public health or nutrition projects

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

In case of any clarifications on this solicitation, please direct all inquiries to Procurementkenya@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

Applicants are required to provide GAIN with a detailed budget in Kenya Shillings, including fees/travel/accommodation and any other direct costs to be incurred in the delivery of this assignment. A brief narrative justification for line items should be included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the assignment.

2. FORMAT FOR PROPOSAL

The proposal needs to be formatted as two separate documents:

- Technical proposal:
 - i. Description of previous relevant work (maximum 1 page). Please provide samples as annexes or accessible links.
 - ii. Composition of team with names and brief biographies of all key staff (maximum 3 pages).
 - iii. Detailed proposal explaining how the assignment will be handled, including risk and mitigation strategy and timeline (maximum 10 pages).
 - iv. references (at least three)
- Financial proposal:
 - i. Budget
 - ii. Detailed budget justification
 - iii. Offer of services

3. SUBMISSIONS

Complete proposals should be submitted in electronic copy to: procurementkenya@gainhealth.org. The subject line should indicate “**Conduct household level of preparedness to food security and climate shocks**”

and develop inclusive contingency plans to ensure design of interventions and timely actions to respond to economic and climate related shocks in Nairobi, Nakuru and Nyandarua counties”.

DEADLINE

Completed proposals should be submitted by **5:00 pm EAT on or before 23rd March 2025**.

4. 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.

5. REVISIONS

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

6. 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.

7. 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. If clarification is necessary, applicants are advised to contact GAIN at procurementkenya@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.

8. 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.

9. 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.

10. 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

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 and 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)