

REQUEST FOR PROPOSALS

CONSULTANT – ASSESSING FOOD SYSTEMS POLICY COHERENCE IN BANGLADESH

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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I. PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. Through alliances, we provide technical, financial and policy support to strengthen food systems and use research and evidence to shape our own programmes as well as influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. BACKGROUND

Addressing these interlinked challenges requires integrated approaches that work across all aspects of food systems, as opposed to in sectoral silos. The 2021 United Nations Food Systems Summit crystallized widespread agreement on the need for this kind of “food system transformation” to accelerate progress towards the Sustainable Development Goals and resulted in the establishment of over 100 country “food system pathways” – guides for future transformation. Implementing this type of transformative change requires food systems policy coherence (FSPC): “The alignment of policies that affect the food system with the aim of achieving health, environmental, social and economic goals, to ensure that policies designed to improve one food system outcome do not undermine others.”

In late 2022, GAIN launched the Nourishing Food Pathways (NFP) programme. The goal of NFP is to strengthen and support the implementation of these food system pathways in 10 focus countries (Benin, Kenya, Mozambique, Nigeria, Ethiopia, Tanzania, Bangladesh, India, Pakistan, and Indonesia) so they can accelerate improvements in the consumption of safe nutritious food for all, especially the most vulnerable, produced in a sustainable way. One of the workstreams under NFP aims to develop and test a diagnostic tool that can be used to identify areas of food systems policy coherence and non-coherence among food system policies (i.e., a “policy coherence diagnostic tool”), and suggest options policymakers have to improve coherence.

The FSPC diagnostic tool is meant to be practical and feasible to use, within a reasonable amount of time, by someone who is knowledgeable on food systems policy within a given context but not an expert in FSPC or with extensive analytical experience. It is meant to give actionable recommendations for ways in which food systems policy could be improved. GAIN, working with a partner, has developed a draft of the FSPC tool, which consists of one cross-cutting module, focusing on the processes and systems that support policy coherence, plus a module focused on coherence among specific policies. The FSPC tool is completed using a combination of document review (primarily of food-related policy documents) and key informant interviews.

The FSPC tool was pilot-tested in one country (Nigeria), and revised based on that. It is currently being applied in an additional 5 African countries. **GAIN seeks a consultant to apply the tool in Bangladesh and report on the results.**

3. SCOPE OF WORK AND DELIVERABLES

The consultant shall complete the FSPC diagnostic tool in Bangladesh by providing the following specific services:

- Identify all documents that need to be reviewed to complete the FSPC diagnostic tool in Bangladesh. Obtain copies of these and translate them as needed.
- Review the documents to obtain the needed information.
- Identify the relevant key informants that will need to be interviewed to complete the FSPC diagnostic tool in Bangladesh. Schedule interviews with all identified parties and conduct these interviews, taking notes or creating recordings and transcripts to document them.
- Use this information to respond to all questions in the FSPC diagnostic tool.
- Provide GAIN with a report on the process of applying the tool and the results.
- Respond to any GAIN feedback on the report and the results of applying the tool and revise accordingly
- Organize a validation workshop with relevant stakeholders to share and validate the results of the tool, including arranging for a venue, catering if needed, sending and managing invitations, setting content, facilitation, and reporting on the discussions and outcomes.

The timing of the work is expected to begin in October or November 2024 and be completed by January 2025.

GAIN will provide the FSPC diagnostic tool, a user manual explaining how to use it, and connections to those who applied it in the African countries, with whom the consultant can discuss the approach.
Deliverables

The consultant shall provide the following:

- Draft list of documents and key informants, for GAIN review and feedback
- A completed FSPC diagnostic tool for Bangladesh
 1. A report detailing the method used to complete the diagnostic tool
 2. A validation workshop with relevant stakeholders to share and validate the results of the tool
- Regular updates on the progress of the work

The table below provides illustrative dates for the work.

Deliverable	Deadline
Contract signing	1 November, 2024
Identify list of documents and key informants, for GAIN review and feedback	15 November, 2024
Draft completed tool and report	31 December, 2024
Final completed tool and report Validation workshop completed and reflected in final report	31 January, 2025

3.2 EXPECTED EXPERTISE

The consultant should have prior experience undertaking document review and conducting key informant interviews, preferably on a similar topic or with a similar population (expected to be primarily government leaders). They should understand the principles of research ethics and the norms for conducting ethical research with human subjects. They should also have experience conducting policy-relevant research and reporting on it at a high standard.

The consultant should have strong knowledge of food systems policy in Bangladesh and know the key stakeholders involved in formulating and applying food policy in Bangladesh. Knowledge of policy coherence would be desirable.

Note this call is open for proposals only from individuals based in / organisations registered in Bangladesh.

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

Please direct all inquiries and other communications to rfp@gainhealth.org

2. BUDGET

Applicants should provide a detailed budget, including the number of days of staff time required and the associated rate(s).

3. SUBMISSION

Interested consultants should prepare: (a) an expression of interest (no more than 4 pages) including reasons for interest in the task, relevant qualifications, and prior experience relevant to the work; (b) a brief (up to 4 pages) CV of highlighting recent relevant experience; (c) a financial proposal detailing the costs entailed; and (d) a completed 'Offer of Services' form (see end of document).

These documents should be sent to GAIN (rfp@gainhealth.org) **by 10 October 2024**. Please use the subject line 'Youth Interviews' when responding.

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org **before 10 October 2024, 23:39 Central European Time**.

5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax or mail.
- Incomplete proposals.

6. 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.

7. COMPLETION

- In case of errors in calculating overall costs, the unit costs will govern.

- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section 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.

8. 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.

9. REFERENCES

GAIN reserves the right, before awarding the consultancy, 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 consultancy and upon written request to GAIN, only the following information will be released: Name of the successful applicant.

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 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 using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

- Understanding of the scope of work:
- Past experience undertaking similar work
- Rate

GAIN reserves the right to contact the individual 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 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.

IV. OFFER OF SERVICES

1. Offer submitted by:

(Print or type 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 estimated fee:
- a. ___ Days
 - b. At _____ USD per day
3. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.
4. I (We) herewith submit the following:
- a. A Proposal to undertake the work, in accordance with GAIN's requirements specified.
 - b. A duly completed offer of services, subject to the terms herein.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.

Date this day of [Click or tap here to enter text.](#) in [Click or tap here to enter text.](#)

_____ [Click or tap here to enter text.](#)

Signature (applicant)