

REQUEST FOR PROPOSALS (RFPs)

RECRUITMENT OF A FUND MANAGER

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT: LARGE SCALE FOOD FORTIFICATION (LSFF)

October 2024

GAIN Nigeria

CONTENT

- I. Summary of Deadlines
- II. About LSFF and GAIN
- III. Assignment Background
- IV. Objectives
- V. Scope of Work
- VI. Deliverables
- VII. Competencies
- VIII. Expectations from applicants
- IX. Timelines
- X. Unacceptable proposals
- XI. Revisions

I. SUMMARY OF DEADLINES

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|--|-------------------------------------|
| Proposal Submission Deadline: | 15th October 2024 |
| Negotiation & Inception Meeting with Potential Awardee | 20th October 2024 |
| Award of Contract: | 25th October 2024 |

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

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 LSFF AND GAIN

The Large-Scale Food Fortification (LSFF) strategy is a cost-effective and proven method to combat micronutrient malnutrition by adding one or more essential nutrients to widely and regularly consumed foods during processing. Since 2002, GAIN has supported the roll-out of LSFF in approximately 40 low and middle-income countries. GAIN's support includes the rollout or expansion of LSFF programmes where there is a need and an appropriate food vehicle, technical assistance to improve compliance with existing national fortification standards and mandates and monitoring and measurement of programmes. GAIN-supported LSFF programmes reach over a billion people annually. GAIN supports mandatory fortification of commonly consumed foods and condiments, including salt, edible oils, wheat flour, maize flour, and rice. GAIN supports the government in creating effective fortification policies and provides technical assistance to support the industry's ability to fortify. The consumption of fortified staples and condiments can play a major role in underpinning the prevention of micronutrient deficiencies across entire populations - particularly in women of reproductive age and adolescent girls - thus helping to address adequate nutrition during the critical periods of preconception and the 1,000-day window. GAIN and partners continue to drive new investments for fortification through global advocacy and generating evidence on the actual and potential contribution of fortification in the context of national nutrition strategies.

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 to make healthier diets from sustainable food systems accessible to all people especially those who are most vulnerable to shocks.

III. ASSIGNMENT BACKGROUND

The Nigeria LSFF Innovation Fund aims to support innovative projects that strengthen the regulatory implementation of large-scale food fortification in Nigeria. The fund aims to support the three main regulatory agencies National Agency for Food and Drug Administration and Control (NAFDAC), the Standards Organisation of Nigeria (SON), and the Federal Competition and Consumer Protection Council (FCCPC) mandated for food fortification compliance monitoring to enhance their capacities to enforce fortification standards and improve the quality of fortified foods.

The Fund will serve as a platform for Innovations such as but not limited to introducing digital tools, testing and analysis equipment, innovative data processes, and new mechanisms for multi-stakeholder accountability. The appointed Fund Manager will oversee the financial management, disbursement, monitoring, and reporting of funds for these innovative projects, ensuring transparency and efficiency throughout the process.

IV. OBJECTIVES

The primary objective of this assignment is to appoint a Fund Management Outfit that will:

1. Manage the Nigeria LSFF Innovation Fund and oversee the disbursement of grants to selected regulatory agencies.
2. Ensure compliance with financial, audit, and reporting standards.
3. Provide ongoing financial monitoring, including tracking milestones and disbursing funds accordingly.
4. Prepare financial reports and audits to ensure accountability and transparency.
5. Liaise with stakeholders, including the Governance and Steering Committee, regulatory agencies, and the project manager.

V. SCOPE OF WORK

The Fund Management Outfit will be responsible for the following tasks:

1. *Fund Management & Disbursement*
 - a. Set up an efficient fund disbursement system for selected projects, ensuring compliance with the fund's governance and financial management procedures.
 - b. Disburse funds based on approved milestones, ensuring proper documentation, and tracking for all transactions.
2. *Financial Monitoring and Reporting*
 - Provide comprehensive financial oversight, including the preparation of regular reports for the Governance and Steering Committee, the Senior Project Coordinator, and regulatory agencies.
 - Maintain detailed financial records, ensuring adherence to audit requirements.
 - Track and monitor fund usage by agencies, ensuring compliance with the terms of the project.
3. *Auditing and Compliance*
 - Conduct periodic audits to ensure that funds are used according to approved project budgets and objectives.
 - Ensure compliance with national and international financial management standards, as well as with donor requirements.
4. *Capacity Building*
 - Provide training to agency officials on financial management and reporting requirements to enhance the capacity of the agencies involved in managing and utilizing the fund.

5. *Coordination with Project Stakeholders*

- Work closely with GAIN, the Governance and Steering Committee, and other key stakeholders to ensure smooth project implementation.
- Regularly communicate updates on fund status, project financials, and upcoming financial needs.

6. *Support to Proposal Evaluation*

- Assist in the financial evaluation of project proposals submitted by regulatory agencies and ensure alignment with the fund's financial policies.

VI. EXPECTED DELIVERABLES

Duration: 12 Months (with possibility of extension)

| S/N | DELIVERABLES | TIMELINES |
|------------|--|-------------------|
| 1 | Detailed Workplan | December 2025 |
| 2 | Inception report including result of pre-assessment of financial management skills of nominated regulatory agency project team | February 2025 |
| 3 | Training Sessions: Reports and materials from capacity-building sessions provided to agency officials on financial management and reporting. | March 2025 |
| 4 | Fund Disbursement Plan: A detailed plan for the disbursement of funds, including timelines and milestones. | TBA |
| 5 | Quarterly Financial Reports: Regular financial reports that detail fund disbursement, usage, and financial status of the selected projects. | TBA |
| 6 | Audit Reports: Independent audit reports confirming compliance with the fund's financial management procedures. | TBA |
| 7 | Final Financial Report: A comprehensive report on fund disbursement and project finances at the end of the assignment. | 31st October 2025 |

VII. COMPETENCIES

The Fund Management Outfit (must be an organization) meeting the following qualifications:

1. *Professional Expertise*
 - Minimum of 10 years of experience in impact fund management, financial auditing, and reporting.
 - Previous experience managing large-scale donor-funded projects, particularly in public health or nutrition sectors.
 - Experience in managing competitive innovation funds or similar grant mechanisms.
2. *Strong Track Record*
 - Proven track record in financial disbursement, auditing, and compliance monitoring for government or donor-funded projects.
 - Familiarity with the Nigerian public sector regulatory environment is an added advantage.
3. *Technical Capacity*
 - Expertise in using financial management tools and software, with the ability to produce detailed financial reports and manage audits.
 - Ability to provide capacity-building training to government agencies on financial management best practices.
4. *Reputation and Integrity*
 - Recognized as a reputable firm with no previous issues of financial misconduct or malpractice.
 - Established connections with government agencies or experience working with public sector institutions in Nigeria.

VIII. EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners: 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. Contract Duration

The contract will be initially for one year with the possibility of extension, subject to satisfactory performance of the contractor.

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 proposals:

Submission of the 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 | Recruitment of a fund management outfit |

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 provide the service. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

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 deliverable.

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 ooyekenu@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 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. If 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. Submission Caveat.

While we make every effort to provide individual responses regarding the outcome of all proposal submissions, the volume of proposals we receive may at times make it challenging to do so. Therefore, if you do not receive a response from GAIN within one month of submission, please consider your proposal as unsuccessful.

d. 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.

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

e. Evaluation Criteria (EW- Evaluation Weight)

The selection of the Fund Management Outfit will be based on the following criteria:

1. Technical expertise and experience in fund management (40%).
2. Track record in managing donor-funded projects (30%).
3. Understanding of the regulatory and public sector environment in Nigeria (20%).
4. Cost competitiveness of the financial proposal (10%).

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

| | |
|----------|-----------------------------------|
| 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 |

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

f. Review Process

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

g. Limitations regarding third parties

GAIN does not represent, warrant, or act as an agent for any third party because 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.

h. 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.

i. Validity Period

The Offer of Services will remain valid for 30 days after the Proposal closing date. In the event of an 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.

j. 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.

k. 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.