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**REQUEST FOR PROPOSALS (RFP) FOR THE DEVELOPMENT OF
THE SUN BUSINESS NETWORK (SBN) YOUTH EMPOWERMENT
TOOLKIT FOR NATIONAL NETWORK COORDINATORS**

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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1. About GAIN AND THE SUN BUSINESS NETWORK(SBN)

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 low-income consumers. 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 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. In addition we have representative offices in, The Netherlands, the United Kingdom, and the United States.

In 2010, the Scaling Up Nutrition (SUN) Movement was launched to support national leadership and collective action in scaling up nutrition through a multi-sectoral, multi-stakeholder approach. The SUN Business Network (SBN) is one of four global networks supporting SUN countries, alongside the UN, Civil Society, and Donor Networks. Co-convened by GAIN and the UN World Food Programme (WFP), SBN serves as a neutral platform to foster partnerships and collaboration between businesses and other nutrition stakeholders at national, regional, and global levels, supporting national nutrition plans in SUN countries. SBN’s mission is to reduce malnutrition in all its forms by mobilizing businesses to invest and innovate responsibly and sustainably. SBN currently has active networks in 17 countries, convening over 1,600 members globally and nationally.

2. Background

SBN recognizes the crucial role of youth in addressing malnutrition and fostering inclusive economic growth. SBN launched its [Women & Youth Empowerment Strategy](#) that details the rationale and action needed to economically empower youth in food systems through two key pathways: as entrepreneurs and as employees. However, to ensure effective implementation of the strategy, it is crucial to also develop strategic tools and approaches tailored for SBN national coordinating teams. To address this gap, the SBN Global Secretariat aims to

develop an “EmpowerYouth” toolkit, that offers coordinators practical guidance for making their networks more inclusive of youth. This toolkit will also help coordinators design scalable, tailored initiatives that leverage their networks to empower young people to confidently pursue entrepreneurial and employment opportunities in food systems.

3. Scope of work and deliverables

4.1. Objectives

The purpose of this RFP is to engage the services of a short-term consultant to develop a comprehensive toolkit to help SBN national coordinators effectively engage youth in food systems, with consideration to SBN’s core mandate.

- Consult with relevant national SBN coordinators, the SBN Global Secretariat, and the GAIN youth team to develop the SBN EmpowerYouth toolkit.
- Create a comprehensive youth engagement and empowerment toolkit that supports the implementation of the Women and Youth Strategy and builds the capacity of national coordinators.
- Validate the draft SBN EmpowerYouth toolkit with youth representative of the target audience, GAIN staff, SUN networks, and other key stakeholders.
- Test the implementation of the EmpowerYouth toolkit by providing technical support to select coordinators in using its guidance to design youth-focused initiatives for their networks.

4.2 Deliverables

The engagement is expected to commence in December 2024 and is anticipated to be completed by April 2025. The successful applicant is expected to deliver the following:

Objective:

In coordination with the SBN Global Secretariat in collaboration with an external consultant will develop the EmpowerYouth toolkit, using the following key steps

1. Conduct a comprehensive needs assessment to identify the specific challenges and opportunities related to youth engagement in food systems within the SBN context. This will involve consultations with coordinators, stakeholders, private sector, and youth representatives to ensure a nuanced understanding of the context.

- 2. Based on the findings of the needs assessment, The consultant will develop a user-friendly toolkit tailored to the needs and priorities of SBN coordinators. The toolkit will include practical resources, templates, case studies, and best practices related to youth engagement as both employees and entrepreneurs in food systems. During the design phase, the consulting team must build on the [GAIN youth leadership initiative toolkit](#) and other relevant tools. Anchored by a meaningful youth engagement approach, the EmpowerYouth toolkit should include a wide range of tools and resources, including:**

 - **A detailed guidance document outlining the purpose of the toolkit and how each tool/resource can be used.**
 - **An assessment tool to help coordinators evaluate youth needs, engagement in food systems, challenges, opportunities, and existing programs within their country context.**
 - **Checklist to ensure meaningful inclusion and engagement of youth in national networks.**
 - **Comprehensive framework for designing initiatives that equip youth with skills for entrepreneurship and employment in food systems, featuring best practices and examples of successful initiatives.**
 - **Strategies to identify and broker partnerships and fundraising opportunities to scale youth-focused initiatives.**
 - **Developing monitoring and evaluation tools, including KPIs, to track the usage, impact, and effectiveness of youth engagement.**
- 3. Provide technical support to three SBN coordinators in using the EmpowerYouth toolkit to design youth-focused initiatives for their network, to be implemented either as pilot projects or at scale, depending on the context.**

As outlined in the table below, the contracted organisation/individual is expected to complete and submit the following deliverables against the indicative time schedule. A detailed time and payment schedule will be agreed upon with the consultant prior to signing the contract.

Deliverables (Assuming contracts are signed on 10 December 2024)	Deadline
Inception report outlining plan of action and timelines for conducting the consultancy assignment	20 December 2024
Submit draft EmpowerYouth toolkit including the assessment, monitoring and evaluation framework	31 January 2025
Submit findings from testing of the toolkit with selected focus group of SBN national coordinators and youth representatives.	28 February 2025
Organise a validation workshop to present draft toolkit to key stakeholders	31 March 2025
Submit the final versions of the toolkit in English.	5th April 2025
Organize a training workshop for all SBN coordinators and other relevant stakeholders to review the toolkit, with sessions conducted in English.	11th April 2025
Submit three youth initiatives designed by SBN national networks using the EmpowerYouth toolkit, to be implemented either as pilot projects or at scale, depending on the context	30th April 2025

4. Qualifications of the Successful Contractor

GAIN is inviting organisations to apply for this Request for Proposals (RFP) that have the following experience and skills:

- 1. At least a master’s degree in development studies or relevant educational background and at least 10 years’ experience in developing or managing youth empowerment programs for the technical lead.**
- 2. The team supporting the technical lead should be multidisciplinary, comprising experts in youth development, the agro-food sector, SME development, nutrition, and other relevant fields, with proven experience conducting similar assessments. Each member should have 5-7 years of experience in their respective areas (CVs required).**
- 3. Experience working with GAIN or other similar agencies and proven experience in designing and implementing youth empowerment programs, particularly in food systems or related fields.**
- 4. Demonstrated expertise and experience in applying a meaningful youth engagement approach.**

5. Demonstrated ability to develop practical and user-friendly toolkits and resources, with experience in creating materials for diverse audiences.
6. Proficiency in designing and applying M&E frameworks to assess the effectiveness and impact of youth programs and toolkits.
7. Excellent interpersonal skills and proven ability to work with various stakeholders, including, businesses, government agencies, and youth organizations, to gather input for project/program design
8. Ability to conduct needs assessments, analyse data, and identify key issues and opportunities related to youth engagement in food systems.
9. Good knowledge about youth development and empowerment in Africa & Asia including relevant global literature
10. Proven ability to work within limited time constraints in the preparation of high-quality documents.
11. Excellent writing as well as strong verbal communication skills in English.
12. Working knowledge of French would be an asset.

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.

5. Contact

Please direct all inquiries and other communications to the contact below with the subject line in your e-mail as:

Subject Line -- "SBN EmpowerYouth Toolkit". Send your email to Ritta Shine, SBN Global Coordinator (rshine@gainhealth.org)

Responses will not be confidential except in cases where proprietary information is involved.

6. Budget

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

7. Format for Proposals

Interested consultant agencies should submit a brief proposal (max 5 pages), comprising of the following:

A. Technical proposal:

- Detailed note on your understanding of your role for this project, explaining your suitability for the role, and how the requirements mentioned under the

current Scope of Work will be met by you, in keeping with the workplan (max 3 pages)

- Detailed profile /CV of individual consultant agency, including relevant qualifications (max 1 page);
- Previous relevant work experience of the consultant leading in other similar assignments, including the clients for which such work was undertaken, and respective timeframes.
- A completed 'Offer of Services' form (see end of document).

B. Financial Proposal:

Financial proposal for the role of the Project Coordinator for implementing the activities of this project.

- Updated, complete banking details of consultant
- The fees shall be quoted as a fixed sum inclusive of all applicable direct / indirect costs, taxes etc.
- In case of errors in calculating overall costs, the unit costs will govern

8. Submission

Interested consultant agencies should prepare and submit:

- (a) A signed Expression of Interest (EOI should be no more than 2 pages) including reasons for interest in the project, relevant qualifications, prior experience with similar work, specifying the estimated days (as per the duration specified in this RFP) and relevant costing (Figures to be in US Dollars)
- (b) A detailed technical and financial proposal in MS Word/ PDF format (As mentioned in point 7 above) must be submitted via email, with the subject line mentioned as SBN EmpowerYouth Toolkit with all required information and necessary supporting documents, to reach GAIN at the email address mentioned below:

Email ID: rshine@gainhealth.org

9. Deadline

Completed proposals should be submitted via email to Ritta Shine, SBN Global Coordinator with the subject Line -- "SBN EmpowerYouth Toolkit" at rshine@gainhealth.org by midnight GMT on 24th November 2024.

10. Unacceptable

The following proposals may automatically not be considered or accepted:

- Proposals received after the RFP deadline at the specified receiving office's local time.

- Proposals received by fax/ post.
- Incomplete proposals.
- Proposals that are not signed.

11. Revisions

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

12. 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.

13. Completion

- Proposals must be submitted on your/ your firm's official letterhead OR in case of individual consultant, must be signed by you as the principal or authorising signatory.
- 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 6, 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.

14. 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.

15. References

GAIN reserves 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.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

16. 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.

17. 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.

18. 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.

19. Evaluation Criteria

Proposals will be reviewed by the Selection Team. The following indicate a list of criteria against which proposals will likely 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:**
 - o 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:**
 - o Providing detailed technical documentation of the proposed strategy for execution of tasks.

- Evidence of experience delivering solutions using the proposed strategy.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Alignment with work plan and reasonableness of proposed work and 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.
- Personnel plan:
 - The person working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
- A duly completed Offer of Services form (See Point IV in this RFP).

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

20. Review Process

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

21. 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 authorize any third party to bind or commit GAIN in any way without GAIN's express written consent.

22. 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.

23. 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.

24. 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.

25. 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.

26. 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 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. Click or tap here to enter text.
 - b. Click or tap here to enter text.
 - c. Click or tap here to enter text.
 - d. Click or tap here to enter text.

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.](#)

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Signature (applicant)

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Signature (applicant)

