
REQUEST FOR PROPOSALS (RFP)

Recruitment of a Process Evaluation Consultant for the PRiFN Project

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

Project: Promoting Rice Fortification in Nigeria (PRiFN) Kebbi State (Dec 2021- Dec 2024)

October 2024

GAIN Nigeria

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I. SUMMARY OF DEADLINES

Proposal Submission Deadline: 25th October 2024
Award of Contract: 1st November 2024

The proposal submissions must be received via email by GAIN on or before 11:59 pm on Friday, October 18, 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

In 2021, the United Nations World Food Programme (WFP) and the Global Alliance for Improved Nutrition (GAIN) formed a strategic partnership to support the rice fortification ambitions of the government of Nigeria. This collaboration led to the establishment of the "Promoting Rice Fortification in Nigeria" (PRiFN) project. Conceived to support a national government-owned agenda, PRiFN's primary objectives were to generate evidence, shape policies, and cultivate an enabling environment for rice fortification in Nigeria.

During its inaugural year, PRiFN achieved significant milestones. It conducted a comprehensive landscape and cost-benefit analysis of the rice value chain in Nigeria, supported the Federal Ministry of Health (FMOH) in the development of a 5-year national roadmap/work plan, and provided financial and technical support to the Standard

Organisation of Nigeria (SON) for the development of a code of practice (COP) for producing milled fortified rice. Additionally, PRiFN actively engaged in capacity-building initiatives for national and local authorities, aiming to optimize fortified rice production and consumption. The project raised awareness around rice fortification through information-sharing events and advocacy. These activities were concentrated mostly at the national level and state levels. Building on the evidence gathered in phase one, PRiFN entered its second phase in 2023. This involves a pilot production and distribution of fortified rice with selected rice millers representing various production scales (medium, and large-scale) in Kebbi state.

This work of evidence generation (from 2021 to 2024) will document the changes in the supply-demand ecosystem, that can be used to inform the roadmap scale-up of fortified rice. This process evaluation will document the processes of the pilot to ensure a comprehensive record of activities, challenges, and successes to provide a blueprint for other states to follow. The outcomes will support the replication of the project in other states (s) and ensure scalability and sustainability based on evidence from Kebbi State.

IV. OBJECTIVES

The purpose is to systematically assess the project's implementation process in Kebbi State over the past three years (2021–2024). The process evaluation aims to:

- Document the project's implementation process as well as key deliverables achieved from inception to date.
- Assess the extent to which initial project objectives, outputs and outcomes were achieved as planned.
- Articulate the role of key stakeholders including supply chain actors engaged and capacitated in course of implementation.
- Identify and document best practices and success factors that contributed to the achievement of key deliverables.
- Highlight gaps and challenges in implementation and execution of the project and derived lessons learned.
- Evaluate the suitability of quality assurance and quality control mechanisms that are in place to achieve quality deliverables.
- Provide recommendations for replicating and scaling up the project to other states.
- Provide recommendations for sustainability and quality improvement in Kebbi particularly around the introduction of fortified rice with a school feeding programme at the state level.

The process evaluation will provide critical insights into how the project was implemented in Kebbi State and offer valuable documentation to guide the replication of the project in other states. It will also provide a sustainable way forward for the introduction of fortified rice in the state school feeding programme in Kebbi state. By building on the best practices and lessons learned from Kebbi, this review aims to support the scale-up of rice fortification initiatives across Nigeria.

V. SCOPE OF WORK

The process evaluation will cover:

- **Planning and Design:** Assess how well the project was planned, including stakeholder engagement and the creation of enabling environments.

- **Implementation:** Review the project's roll-out, focusing on the suitability of the strategies used for implementation with emphasis on the following components: advocacy, foundational evidence building, capacity building, production and distribution of fortified rice community engagement, and regulatory alignment.
- **Monitoring and Adaptation:** Assess the effectiveness of the project's monitoring, evaluation, and learning (MEL) systems and how data were used to support interventions.
- **Stakeholder Engagement:** Assess how stakeholders including government bodies, rice millers, and local communities were involved and their contribution to achieving project outcomes.
- **Sustainability:** Examine the extent to which the project has created a sustainable framework for rice fortification and its introduction into the state school feeding programme.

VI. EXPECTED DELIVERABLES

- Proposal detailing the methodology and workplan of the process evaluation.
- **Comprehensive Report:** A detailed report documenting the project implementation in Kebbi, including the challenges, gaps, best practices/success factors, lessons learned, collage of high-quality pictures, success stories, and recommendations.
- **Replication Toolkit and Implementation Strategy Document:** A user-friendly toolkit for replicating the project in another state, based on the Kebbi experience, with clear guidance on the steps required for successful implementation.
- **Presentation to Stakeholders:** A presentation of the evaluation findings to key stakeholders, including the Federal Ministry of Health and Social Welfare, State Ministry of Health and Social Welfare, State Ministry of Budget and Planning, SHOA, SON, NAFDAC, FCCPC, Partners for PRiFN (P4P) and implementing partners/collaborators.

VII. Timelines

Duration: Two Months

S/N	DELIVERABLES	TIMELINES
1.	Document review, stakeholder mapping, interview planning and methodology development.	15 November 2024
2.	Data collection (interviews, focus groups, field visits) and preliminary data analysis	15 December 2024
3.	Draft report submission, Presentation of findings for validation with stakeholders, and final report submission.	15 January 2025

VIII. COMPETENCIES

1. Extensive experience in designing and conducting process evaluations, with proficiency in both qualitative and quantitative research methods.
2. Proven track record in food fortification or public health initiatives, with a deep understanding of challenges and requirements in implementing these programs in developing countries.
3. Strong stakeholder engagement skills, with the ability to collaborate effectively with diverse groups, including government agencies, local communities, and private sector partners.
4. Excellent analytical, report writing, and presentation skills, with the capability to translate findings into actionable recommendations for future project designs.
5. Demonstrated project management expertise, with adaptability to changing needs and a strong awareness of local cultural contexts, especially in Nigeria.

IX. 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 for three months 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	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: The estimated budget for the process evaluation should cover personnel costs, travel for field visits, data collection tools, and report production.

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 before 28th October 2024.
- 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 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. 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.

d. 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.

e. Review Process

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

f. 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.

g. 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.

h. 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.

i. 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.

j. 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.