

REQUEST FOR PROPOSALS

FRESH VEGETABLE MAXIMUM RESIDUE LEVEL (MRL) ANALYSIS

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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PROJECT BACKGROUND AND SCOPE OF WORK

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.

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.

BACKGROUND

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

GAIN is implementing the Vegetables for All Project that aims to improve vegetable consumption in alignment with global guidelines for 1.1 million urban and peri-urban Bottom of the Pyramid (BoP) consumers. The project targets families with children aged 3-12 in the lower income group, Living Standard Measure (LSM)3-6, earning 15,000 - 45,000 KSH per month in Nairobi, Mombasa, Kiambu, Nakuru and Machakos . The vegetables for All has created a nutritious brand called FoodFiti and first nutritious food category that will be promoted under the FF brand are vegetables.

The project conducted a consumer survey in 2022 to understand the drivers of vegetable purchases. The study concluded that purchases are driven by 3 consumer expectations: freshness, proximity of vegetable seller, and safety. The desire to consume more vegetables was driven by taste and variety. The factors driving purchase are delivered through FoodFiti Zones.

Food Fiti Zones (FFZ) are the last mile/point of purchase integrated solution offered by the Food Fiti Brand to deliver the consumers’ expectations on freshness, safety, proximity, variety, and taste. The FFZ includes last mile vendors (LMVs) or mama mboga’s that sell vegetables to the target audience and traditional markets. Community services such as schools and churches, are considered relevant stakeholders in the FFZ due to their ability to communicate brand messages and influence consumption patterns.

The FFZ has a sourcing model that was established to support the mama mbogas in improving their offering of fresh and varied vegetables with improved safety at a competitive price. This model, known as the market facilitator model, consists of a market facilitator (MF) who aggregates orders from mama mboga’s (last mile vendors) and place orders to farmer producing organisations that follow good agricultural practices (GAP). In some instances, especially in vegetables producing counties, the MFs could also source their vegetables from other traders/ aggregators who source their vegetables from GAP compliant farmers. The MF then delivers the orders directly to the mama mbogas.

The purpose of this RFP is to engage a service provider to conduct vegetable safety analysis for the various vegetable varieties that the project is promoting at specific points of sale along the vegetable value chain.

SCOPE OF WORK AND DELIVERABLES

The service provider will work with GAIN to conduct vegetable safety analysis and disseminate findings to relevant stakeholders.

The successful service provider shall work in the five project counties of Kiambu, Nairobi, Machakos, Nakuru and Mombasa and provide the following services:

1. Determine the key touch points for conducting the vegetable safety analysis.
2. Recommend an appropriate and practical sampling strategy including schedules, sample size and sampling technique.
3. Conduct vegetable safety analysis (Maximum Residue Level) tests (at least 140 samples) at various agreed touch points.
4. Develop timely report on findings and document challenges, successes, recommendations, and learnings gained during the assignment.
5. Participate in a dissemination workshop with key stakeholders in collaboration with GAIN.

1.2. PROPOSED TIMELINES AND DEADLINES

The engagement is expected to commence in March 2025 and is anticipated to be completed by July 2025.

DELIVERABLE	DEADLINE
RFP issuance	23 rd January 2025
Deadlines for questions and clarifications	3 rd February 2025
Submission of full proposal	10 th February 2025

1.3. BUDGET

Applicants are required to provide GAIN with a detailed budget in Kenya Shillings (Kshs) including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items 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 project.

1.4. ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION

The consultant shall be an organization or institution with the following expertise:

- Comprehensive understanding of metrics and methods used in food safety, including key indicators of safe food.
- Demonstrated expertise in managing similar assignments, with a particular focus on organizing and conducting MRL tests.
- In-depth experience and on-the-ground presence in all the five project counties.
- Existing networks and relationships with relevant food system stakeholders in the five counties.

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 procurement@gainhealth.org Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are requested to submit a detailed fee percentage proposal to GAIN. The final budget will require approval from the organization before the project can commence.

3. SUBMISSION

Complete proposals should be submitted electronically via procurementkenya@gainhealth.org.

The subject line should indicate **'Fresh Vegetable Maximum Residue Level Tests'**

DEADLINE

Completed proposals should be submitted to GAIN on procurementkenya@gainhealth.org on or before **10th February 2025**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

4. 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.
- 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

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 by a 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. 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 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 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.

I. TERMS AND CONDITIONS OF THIS SOLICITATION

11. 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.

12. 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.

13. 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.

14. 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 in delivering similar solutions

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. GAIN shall require having 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) to verify the information provided as part of the Proposal.

15. REVIEW PROCESS

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

16. 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.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

II. 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:
3. To be completed
4. To be completed
5. To be completed
6. To be completed
7. 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.
8. 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.

Dated 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)

_____ Click or tap here to enter text.

Signature (applicant)