

## REQUEST FOR PROPOSALS

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# DEVELOPMENT OF KNOWLEDGE PRODUCTS YOUTH ENGAGEMENT IN FOOD SYSTEMS POLICY

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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.

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.

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.

### 2. BACKGROUND

Nourishing Food Pathways (NFP) is an ambitious programme that seeks to accelerate progress towards the Sustainable Development Goals (particularly SDG2) by supporting inclusive and coherent food systems transformation in ten countries. This programme builds on work conducted during the UN Food Systems Summit, aiming to support and strengthen the design and delivery of national food systems transformation pathways. Young people are often not interested, organized or heard in a way that allows them to effectively contribute to food systems transformation. Youth Voices (a work package of NFP) aims to change that and is implemented in Bangladesh, Pakistan and Tanzania and globally through the ACT4FOOD youth movement.

Youth Voices builds on work that begin in Indonesia in 2021 to support young people to engage in food systems advocacy and demand better food labelling. The Health Heroes campaign used a meaningful youth engagement approach – training youth to be facilitators and peer educators – and combined both community and advocacy activities.

The project focuses on four areas: community building, capacity building, collective action and policy culture:

1. Community building: Facilitating youth leadership development and foster a sense of community.
2. Capacity building: Improving knowledge and skills about food systems and how to influence change within them.
3. Collective action: Leading collective action to contribute to or influence 1) national food systems pathways, 2) global influencing spaces.
4. Policy culture: Engagement with stakeholders across government.
  - Sensitization on youth engagement
  - Establishment of formal structure.
  - Identification of policy opportunities.

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

### 3. SCOPE OF WORK AND DELIVERABLES

#### 3.1 OBJECTIVES

The purpose of this RFP is to engage the services of an experienced food systems and youth consultant, with a track record as a lead and/or co-author of English language knowledge products. The consultant will work with the GAIN Children and Young People team to co-author two knowledge products for external publication via the GAIN repository platform.

#### 3.2 DELIVERABLES

The engagement is expected to commence in November 2024 and is anticipated to be completed by January 2025. The successful applicant shall deliver, as co-author, the following:

- One discussion paper on Engaging Youth in Food System Policy which aims to:
  - To explore and document what has been done to date to engage young people in the development and implementation of food systems pathways , and present case studies of best practice.
  - To present a framework on three levels where young people can be engaged in food systems pathways.
  - To provide concrete suggestions for what young people need to engage in national pathways, and how those working in policy spaces can respond.
- One working paper on Lessons from engaging youth in food systems advocacy in Indonesia which will document learnings from the implementation of the Health Heroes Campaign and the ability of youth to shape policy around food labelling.

Knowledge products need to present rich, succinct analyses and insights into youth engagement in policy. Knowledge products should be attentive to the “voice” of young people and the meaningful youth engagement used across these projects. Content for the knowledge products is expected to be gathered through a desk review of existing materials and interviews with GAIN staff. This should be factored into the workplan.

Key Deliverables	Approximate deadline (to be finalised during workplan design)
Submission of workplan	1 November 2024
Draft of discussion paper	25 November 2025
Draft of working paper	6 December
Final version of discussion paper	13 December
Final version of working paper	17 January

#### 3.3 ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION

GAIN is seeking a skilled consultant who is sympathetic to our values and goals and attentive to best practice. The facilitator service provider could be an individual or agency with:

### 1.1. COMPETENCIES

- Experience of qualitative and/or participatory academic research ideally focused on youth and food systems. Ability to understand and effectively translate basic descriptive data into knowledge products.
- Excellent command of English - written, oral and comprehension; using United Kingdom English for writing.
- Proven and proficient formatting and editing skills and academic style writing skills for reporting with capacity to further communicate in written and presentation forms to a wider, non-academic audience comprising development practitioners.
- Excellent MS Word, MS Excel and PowerPoint skills as well as the ability to communicate via email and using MS Teams for meetings (GAIN can support in set-up of MS Teams meetings if consultant does not have MS Teams).
- Ability to work well independently and as a co-author.
- Strong research judgement, including ethical and political awareness.
- Flexibility and adaptability to changing demands.

### 1.2. EXPERIENCE

- Proven author – co-author publication track record in relevant field such as food systems youth.
- At least five years research (academic and/or applied research) experience which can include postgraduate studies.

## 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 the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Please send inquiries to [rfp@gainhealth.org](mailto:rfp@gainhealth.org) and include 'Youth Voices Knowledge Product as reference in the email subject line.

### 2. BUDGET

Applicants are required to provide GAIN with a detailed budget in USD\$. 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 the organisation prior to starting the project.

### 3. FORMAT FOR PROPOSAL

Completed Proposals should comprise of a technical proposal and a financial proposal. Both proposals should be submitted by email. The proposal can be submitted in either Word/pdf or PowerPoint format 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 conduct this activity. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

**Design and methodology:** Outline the proposed activities (and outcomes), in line with the guidelines outlined above, and the specific methods to be used. This section should form the bulk of the proposal. GAIN is open to all suggestions, including those alternatives to the above.

**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 Objective.

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.

#### 4. DEADLINE

Completed proposals should be submitted to GAIN **before 17.00 Central European Time on 11 October 2024** by email to [rfp@gainhealth.org](mailto:rfp@gainhealth.org)

Please include 'Youth Voices Knowledge Product as reference in the email subject line.

#### 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.
- Incomplete proposals.
- Proposals that are not signed.

#### 6. REVISIONS

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

## **7. 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.

## **8. 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 its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

## **9. 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.

## **10. 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.

## **11. 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.

### **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. 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:
  - 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.
  - o Evidence of experience delivering solutions using the proposed information technology platform.
- 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:
  - o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  - o The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
  - o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  - o Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
  - o 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 have 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) 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:
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(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.

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)