

REQUEST FOR PROPOSALS

CONSULTANT – UNDERTAKING INTERVIEWS AND TRANSCRIPTION FOR A STUDY ON YOUTH ENGAGEMENT IN FOOD SYSTEMS

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. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. Through alliances, we provide technical, financial and policy support to strengthen food systems and use research and evidence to shape our own programmes as well as influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in The Netherlands, the United Kingdom, and the United States. In addition, we have country 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.

2. BACKGROUND

Addressing the interlinked challenges of malnutrition, climate change, equity and inclusion, and resilience requires integrated approaches that work across all aspects of food systems, as opposed to in sectoral silos. The 2021 United Nations Food Systems Summit (UNFSS) crystallized widespread agreement on the need for this kind of “food system transformation” to accelerate progress towards the Sustainable Development Goals and other development goals.

Implementing such transformative changes, however, will require action, including new policies by governments as well as actions of individual citizens and civil society groups. Key among those to involve are young people, who will be heavily affected in the future by what happens in food systems today. Young people took a leading role in the UNFSS process, reflecting a commitment for the UNFSS to be ‘the most youth inclusive UN event’. This included clear mechanisms for youth engagement and a consultation of 100,000 young people. However, youth engagement in the process of policy design and implementation is by no means a given: young people have historically often not been involved in the process of developing, reviewing, revising, and implementing policies. This is true for the food sector as well as other sectors.

GAIN is thus working to build on and widen the key role youth played in the UNFSS with the conviction that young people can play a valuable and lasting role in food system transformation. This includes developing and delivering a new youth leadership training programme for a cohort of rising youth leaders (young adults) through the [Act4Food movement](#). This youth leadership training programme, which began in January 2024, will run until approximately December 2024 and include capacity building on food systems topics, leadership skills, and collective action. It is intended to support the participants to be able to engage in actions to support food system transformation on the food systems topics about which they are most passionate – whether small, local actions or larger regional or international campaigns. To understand how well this is working, GAIN is undertaking a qualitative case study of the approach. This case study will involve a set of semi-structured interviews (up to 25) with youth leaders as well as others involved with the programme. All interviews will be virtual, conducted via video conferencing software (e.g., Microsoft Teams, Zoom, or Skype). The transcriptions from these interviews will be the main data analysed for the case study research.

GAIN seeks an **individual consultant** to undertake these interviews and transcribe them into verbatim transcripts.

3. SCOPE OF WORK AND DELIVERABLES

The consultant shall provide the following services:

- Schedule interviews with all identified parties (GAIN will provide the introductions)
- Conduct the interviews, being careful to build rapport with the interviewees and make them feel at ease while collecting the information needed for the study.
- The interviews will be conducted using a pre-developed interview guide, but the interviewer will need to use discretion to identify when to deviate from this guide to pursue emerging topics
- Ensure audio (or audio-video) recording of all interviews, with sufficient sound quality
- Produce verbatim English-language transcripts of all interviews; carefully cross-check all for quality and completeness
 - Transcription can be conducted with the support of assistive technologies (e.g., AI), but the consultant must review the resulting transcripts for accuracy, cross-checking the audio file.
- Respond to any GAIN feedback on the interviews and/or transcripts and revise accordingly

The timing of the work is expected to begin in late June or early July 2024 and be completed by August 2024. All interviews will take place online and in English.

For budgeting and time estimation purposes, applicants should assume the interviews will each last about 90 minutes.

3.1. DELIVERABLES

The consultant shall provide the following:

- A complete set of audio/video files for the interviews
- A complete set of verbatim transcripts for the interviews
- Regular updates on the progress of the work

The table below provides illustrative dates for the work.

Deliverable	Deadline
Contract signing	15 June, 2024
Begin interviews	1 July, 2024
Provide initial transcripts of 2 completed interviews, for feedback	15 July, 2024
Provide final transcripts and audio files of all completed interviews, for feedback	31 August, 2024

3.2 EXPECTED EXPERTISE

The consultant should have prior experience undertaking interviews, preferably on a similar topic or with a similar population (young adults). S/he must have experience with verbatim transcription and be comfortable with video conferencing software, including audio recording.

S/he should have strong knowledge of at least one of the following: youth engagement/empowerment, qualitative methods, or food systems. Knowledge of multiple of these areas is desirable. S/he should be fluent in English. S/he must either hold a valid certificate of research ethics training or be willing to obtain such a certificate by completing a short course on research ethics (in person or online).

Knowledge of or experience with assessment/development of metrics/methods is desirable. The consultant must have existing access to video conferencing software (Teams, Zoom, WhatsApp, and/or Skype); GAIN will not be able to pay for access.

This call is open for proposals from eligible entities registered in / individuals residing in the **EU** or in **Low- and Middle-Income countries**. For more details on which countries these are, please refer to the [EU PRAG Rules](#) and [Annexes](#).

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 rfp@gainhealth.org

2. BUDGET

Applicants should provide their budget on the basis of a cost per interview+transcript (including the time for coordination of interviews), translating this into the number of days of work associated and the daily rate. They can include one day of time for onboarding and preparation, as well as one for coordination.

They should work under the assumption of 20 interviews total, each lasting 90 minutes. The final fee will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested consultants should prepare: (a) an expression of interest (no more than 2 pages) including reasons for interest in the task, relevant qualifications, prior experience with undertaking interviews and transcription, and estimated days and daily rate (per interview+transcript); (b) a brief (up to 4 pages) CV of highlighting recent relevant experience; and (c) a completed 'Offer of Services' form (see end of document).

These documents should be sent to GAIN (rfp@gainhealth.org) **by 17 May 2024**. Please use the subject line 'Youth Interviews' when responding.

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org **before 17 May 2024, 23:39 Central European Time**.

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 or mail.
- Incomplete proposals.

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

- 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.

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 consultancy, 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 consultancy and upon written request to GAIN, only the following information will be released: Name of the successful applicant.

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 using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

- Understanding of the scope of work:
- Past experience undertaking similar work
- Rate

GAIN reserves the right to contact the individual 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:

(Print or type 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 estimated fee:
- a. ___ Days
 - b. At _____ USD per day
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)