
GENDER CAPACITY DEVELOPMENT FOR THE GAIN POLICY WORK

Issued by

The Global Alliance for Improved Nutrition (GAIN)

REQUEST FOR PROPOSALS

I. BACKGROUND AND SCOPE OF WORK

1. 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. By 2027, we aim to improve the access of 1.5 billion people to nutritionally enhanced staple foods, improve the access of 25 million people to healthier diets, and support positive food system change in 10 countries. 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 representative offices in The Netherlands, the United Kingdom, and the United States and country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, Benin and Uganda.

2. BACKGROUND

In a world where most people struggle to eat in a way that supports health and wellbeing, GAIN continues to strive for healthier diets. GAIN celebrated 20 years of making a change in 2022, and we proceed with an even greater emphasis on food systems transformation. Policy work is crucial to this, as reflected in our Strategy 2023-2027.

Policy work has always been part of GAIN’s portfolio, as a recognised way to achieve improvements in nutrition at scale, often focusing on specific topics such as food fortification legislation. Recent years have seen it integrated more rigorously throughout the organisation, as our approach to policy grows more holistic – not centred on specific topics, but considering policy dynamics across food systems and the way they interact.

A large body of policy work at GAIN in support of transformational changes in national food systems began in earnest at the start of this decade, in advance of the first United Nations Food Systems Summit (UNFSS) 2021. In alliance with other partners, we supported several countries to hold multistakeholder meetings and develop their national food systems transformation pathways and policies. There was a strong call for sustained action

in this and we are now supporting countries in the process of refining and implementing their food systems pathways and policies. In addition, we support countries to improve coherence and implementation of existing policies, so that statements and intentions translate to real action and impact.

GAIN's policy work is anchored on the following four objectives:

1. Working with government-led processes;
2. Building government capacity and effectiveness, including through more evidence-based policymaking;
3. Strengthening multi-stakeholder engagement;
4. Continual learning and knowledge sharing

As part of our policy work, GAIN seeks to build capacity among the policy staff on gender to ensure the policy work is approached with a gender-lens, and where possible gender-responsive approaches are used. As such, GAIN wants to 1) curate 5 or 6 case studies of policy action/change where gender is integrated with (aspects of) food systems, aiming for positive gender outcomes; 2) conduct gender capacity building trainings for its policy staff; and 3) include gender as a stronger component for the monitoring and learning components of the policy work.

3. SCOPE OF WORK AND DELIVERABLES

3.1 OBJECTIVES

The consultancy will meet the objective of capacity development of the policy staffs in gender and gender transformative approaches in the policy process through delivering on three main objectives:

- 1. Case studies:** Desk review study to compile 5-6 existing case studies (based on published or unpublished cases) focused on policy processes (what policy actions were taken and what gender-relevant changes resulted¹, where gender is integrated with (aspects of) food systems policy, in this way aiming for positive gender outcomes. The case studies should showcase and explain the process and how it includes gender.
 - Case studies to be presented in a narrative or storytelling style, similar to a “Stories of Change” approach.
 - In the selection of cases please consider GAIN works in low- and middle-income countries in Asia and Africa and examples from these geographies are preferred.
 - GAIN works on food systems and nutrition. Examples from these and closely related sectors such as

¹ The terms processes, actions and changes in relation to policy can be interpreted broadly. A wide range of examples are relevant, as long as there is a link to a policy process (advocacy, policy design, implementation, evaluation, etc).

agriculture or land management are desirable.

- The case studies are compared to identify common elements and strategies that might explain successful outcomes and could be integrated in GAIN's policy work.
- 2. Training and capacity development** of the policy staff in understanding of gender, gender concepts and gender responsiveness in the policy process. This will help policy staff to:
- Increase their knowledge of gender responsive concepts and help them to apply a gender lens to the policy process looking at: women being considered, included and how they influence policies.
 - Understand the role and importance of and be able to elaborate on; gender power dynamics and gender norms, and analyse and assess how this influences the policy process.
 - Get ideas on, compare and reflect how different gender responsive policies are used for the meaningful participation of women and other marginalized groups in the policy process and advocacy involving; their consideration, inclusion of their diverse needs and ability to influence policy discourse and actions – where possible linked to/based on the case studies.
- 3. Monitoring and learning:** Provide a set of recommendations on monitoring systems and development of tools that can capture learnings on gender responsiveness in our policy work, including:
- Suggested gender specific indicators for policy work;
 - Understand how to collect, report and disseminate gender disaggregate data while tracking progress of our policy work.

With the three objectives we aim for a coherency, where we expect the consultant to consider linkages across the different objectives.

3.2 EXPECTED DELIVERABLES

Deliverable 1: Inception Report, including a timeline (detailing all activities) and the revised methodology (including suggested case studies and proposed approach for training and capacity development) after the kick-off meeting

Deliverable 2: Final list of proposed case studies in line with objective 1 and training outline and proposed training materials in line with objective 2, both for approval for further development.

Deliverable 3: Draft compilation of all case studies (objective 1), training materials and content for training to be conducted (objective 2) and recommendations for monitoring and learning (objective 3) for review.

Deliverable 4: Trainings conducted with the GAIN policy staff and training materials finalised and ready for distribution to GAIN staff.

Deliverable 5: Final versions of 1) case studies, 2) training materials and 3) monitoring and learning recommendations.

3.3 COMPETENCIES

- Expertise on gender, with specific focus on integration of gender in policy processes
- Previous experience with desk study research and literature review to deliver and present a compilation of relevant case studies;
- A strong network in the areas of gender and/or policy, to identify relevant case studies (published and unpublished);
- Proven experience with designing and conducting capacity building trainings on gender concepts and responsive approaches;
- Good understanding of policy-making processes, ideally in low- and middle-income countries;
- Experience on how to make monitoring and learning approaches gender responsive using the consider, include and influence approaches;
- Excellent writing and verbal communication skills;
- Knowledge on food systems, nutrition or agriculture would be an asset.
- Fluency in English

Note that this call is open for proposals only from individuals residing in the European Union, European Economic Area, 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 the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Anouk de Vries, Senior Associate Policy & Advocacy, GAIN, E-mail: adevries@gainhealth.org

2. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal, including the estimated number of days of work and the daily rate. The final budget amount will have to be approved by the organisation prior to starting the project.

3. FORMAT FOR PROPOSAL, SUBMISSION AND DEADLINE

Proposals should include a) a technical proposal (no more than 8 pages); b) CVs of the team member(s) highlighting recent relevant experience - no more than 4 pages per CV; c) a completed 'Offer of Services' form (see end of document).

Submission of the original technical proposal, the financial proposal and the signed offer of services should be done in PDF format in a single email with the subject line 'Submission RfP Gender Capacity Development' directed to adevries@gainhealth.org cc ckissick@gainhealth.org. Completed proposals should be submitted before 23:59 Central European Time on **Sunday 2 June 2024**.

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 or post.
- Incomplete proposals.
- Proposals that are not signed.

5. REVISIONS

Proposals may be revised by electronic mail and 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 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 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.

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.

- Demonstrate a clear understanding of the project objectives and deliverables as outlined in Section I.
- Providing detailed creative and methodological approaches of how the proposed objectives will be delivered.
- Comprehensive workplan and proposed time frame.
- Detailed budget and cost-effectiveness.
- Management and personnel plan, including roles and responsibilities and whether team members working on this project have the relevant qualifications and past experience.
- 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:

(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:

Click or tap here to enter text.

- a. Click or tap here to enter text.
- b. Click or tap here to enter text.
- c. 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)
