

REQUEST FOR PROPOSALS

CONSULTANCY TO REVIEW PROCESSED FOOD PRODUCTS AND TRAIN WOMEN-LED MICRO, SMALL AND MEDIUM ENTERPRISES (FOOD PROCESSORS) IN UGANDA

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 representative offices in the Netherlands, the United Kingdom, and the United States. We also have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Rwanda, Benin, Uganda, Pakistan, and Tanzania. Programmes and projects are carried out in various other countries, particularly in Africa and Asia.

2. BACKGROUND

GAIN Uganda’s updated business plan focuses on six key strategic areas: i) Enhancing the fortification of staple foods to improve nutritional outcomes, ii) supporting MSMEs to deliver safer and healthier food products; iii) generating demand for healthier diets by promoting consumer awareness and behaviour change toward nutritious diets; iv) Improving food safety standards through collaboration and policy advocacy; v) Driving evidence-based policies to create a sustainable and inclusive food system.

Established in 2012 and co-convened by the World Food Programme (WFP) and the Global Alliance for Improved Nutrition (GAIN), the SUN Business Network (SBN) shares its vision with the overall SUN movement; By 2030, a world free of all forms of malnutrition. As the only dedicated platform that convenes the private sector around nutrition across SUN countries, the SBN’s overall vision is to reduce malnutrition in all its forms by bringing together the private sector, government, and other stakeholders to take joint, practical actions to accelerate private sector contributions to improved nutrition. In Uganda the development of this SBN strategy and the launch of the SBN strategy was done in June 2022 and since then to date the work of SBN continues be evident in policy dialogue, mobilizing is members to commits to investing in nutrition as a way of addressing malnutrition in Uganda and empowering the food business to produce safe and nutritious products for the market. The SBN is hankered under the ministry of trade industries and cooperative and has functional steering committee at national level and regional level in Lango, Acholi, eastern Uganda and Tooro sub region.

3. SCOPE OF WORK

A consultant, with experience in food technology and Quality Assurance/ Quality Control analysis, will evaluate the product formulation developed by the company against local and international laws and best practices. As a result, the consultant will recommend the best way to produce the product to ensure the company complies with all local requirements and minimises potential food safety issues and nutrient balance related to its products. Finally, the consultant will adapt existing GAIN’s training manuals and train 20 – 25 women-led agrifood businesses.

Objective 1: Product assessment

- ✓ Identify the product's specifications, including recipe, ingredients, and packaging. No laboratory tests are expected.
- ✓ List all processed foods and identify two main (in terms of volume sold) foods for each enterprise.
- ✓ Verify whether existing and proposed product formulations (including fortification levels) meet GAIN's nutrition criteria¹.
- ✓ Provide tailored advice in the form of recommendations to each enterprise on product reformulation if necessary.
- ✓ Develop a roadmap for implementing such recommendations

Objective 2: Training of women-led MSMEs

- ✓ Based on identified gaps, develop a 2-day training programme based on GAIN's food safety and basic nutrition principles training manuals².
- ✓ Deliver an in-person training to 20 – 25 women-led MSMEs. Based on the availability of funds and consultation with the successful bidder, this number might increase.

3.1. DELIVERABLES AND TIMELINE

The service shall be performed between **1 June 2025 and 30 July 2025**.

Deliverable	Due date
Inception report	7 June 2025
Submission of the first draft report - product review	7 July 2025
Submission of adapted training materials	15 July 2025
Submission of the 2 nd draft report – training of women-led enterprises	25 July 2025
Submission of the final report	30 July 2025

4. EXPERIENCE AND QUALIFICATIONS

Preference will be given to service providers with the following experience and qualifications:

- A minimum of a master's degree in food science and technology, food engineering, or microbiology.
- Hands-on experience with micro, small and medium-sized enterprises (MSMEs) is highly desirable.
- Experience in conducting training sessions, workshops, or capacity-building programs for food processors or agribusiness stakeholders.
- Strong understanding of Food safety standards (e.g., HACCP, ISO 22000, Codex Alimentarius), Food processing technologies (drying, fermentation, canning, etc.), Quality assurance and control, Product formulation and shelf-life testing, Packaging and labelling regulations.
- Familiarity with local and international food regulations, including those of the Uganda National Bureau of Standards (UNBS).
- Strong report writing and documentation ability.
- Understanding of local food value chains (e.g., cereals, fruits, dairy, etc.).
- Fluency in English; knowledge of local languages is a plus.

¹ Nutrition criteria for product assessment will be provided with the successful candidate.

² GAIN will provide these manuals to the successful candidate

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.

5. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The organisation must approve the final budget amount before starting the project.

6. FORMAT FOR PROPOSAL

Interested applicants should prepare a brief proposal (maximum 8 pages) that includes:

1. TECHNICAL PROPOSAL

- Understanding of the scope of work
- Detailed methodology
- Timelines
- Organisation capacity (in case of a company)
- Team composition and competencies
- Similar assignments with referee contact

Attach a 2-pager CV of the Lead Consultant – this is not included in the page limit.

2. FINANCIAL PROPOSAL

Provide a budget in USD (US Dollar), broken down by main cost categories and by main activities. Include a brief narrative justification for the line items included. The budget should include all taxes/VAT and indirect costs.

3. SUBMISSION

An electronic copy containing the documents, in MS Word or PDF, along with all the required information including the fee proposal should reach GAIN at rfp@gainhealth.org. Please use headline “**Proposal – Women-led enterprises support in Uganda**”

4. DEADLINE

Completed proposals should be submitted to GAIN **before 11.59 pm Central European Time on 25 May 2025.**

Unacceptable

The following proposals will automatically not be considered or accepted:

- Proposals received after the RFP deadline at the specified receiving office.
- Proposals received by fax.
- Incomplete proposals.

5. REVISIONS

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

6. ACCEPTANCE

GAIN will not necessarily accept the lowest cost or any Proposals submitted. Accordingly, eligibility requirements, evaluation criteria, and mandatory requirements shall be governed.

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.

The applicant's own individual ranking.

III. 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 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:

- 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 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.

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.

IV. OFFER OF SERVICES

1. Offer submitted by:
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. (Print or type business, corporate name and address)
9. 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.
10. 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.
11. 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)