

**REQUEST FOR PROPOSALS (RFPs)**

**RECRUITMENT OF A CONSULTANT FOR CURRICULUM DEVELOPMENT, CAPACITY BUILDING, AND  
TECHNICAL ASSISTANCE**

**ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)**

**PROJECT: LARGE-SCALE FOOD FORTIFICATION (LSFF)**

**September 2025**

**GAIN Nigeria**

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## **I. SUMMARY OF DEADLINES**

Proposal Submission Deadline:

**24<sup>th</sup> September 2025**

The proposal submissions must be received via email by GAIN on or before 11:59 pm on Friday, 19<sup>th</sup> September 2025.

As part of the selection process, GAIN reserves the right to request clarifications regarding bids that substantially qualify. Questions in the technical review are at GAIN's discretion and will only be directed to bidders who have submitted substantially responsive bids.

The final award is subject to other terms and conditions included in this solicitation, as well as the successful final negotiation of all applicable terms and conditions related to the awarded contract.

## **II. ABOUT LSFF AND GAIN**

The Large-Scale Food Fortification (LSFF) strategy is a cost-effective and proven method to combat micronutrient malnutrition by adding one or more essential nutrients to widely and regularly consumed foods during processing. Since 2002, GAIN has supported the roll-out of LSFF in approximately 40 low and middle-income countries. GAIN's support includes the rollout or expansion of LSFF programmes where there is a need and an appropriate food vehicle, technical assistance to improve compliance with existing national fortification standards and mandates, and monitoring and measurement of programmes. GAIN-supported LSFF programmes reach over a billion people annually. GAIN supports mandatory fortification of commonly consumed foods and condiments, including salt, edible oils, wheat flour, maize flour, and rice. GAIN supports the government in creating effective fortification policies and provides technical assistance to support the industry's ability to fortify. The consumption of fortified staples and condiments can play a major role in underpinning the prevention of micronutrient deficiencies across entire populations - particularly in women of reproductive age and adolescent girls - thus helping to address adequate nutrition during the critical periods of preconception and the 1,000-day window. GAIN and partners continue to drive new investments for fortification through global advocacy and generating evidence on the actual and potential contribution of fortification in the context of national nutrition strategies.

### **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. Working with governments, businesses, academia, and civil society, GAIN aims to transform food systems to make healthier diets from sustainable food systems accessible to all people, especially those who are most vulnerable to shocks.

## **III. ASSIGNMENT BACKGROUND**

With the establishment of standards for bouillon fortification in Nigeria, there is a need to strengthen the Quality Assurance and Quality Control (QAQC) systems that underpin compliance and sustainability. Effective QAQC practices are critical to ensuring that fortified bouillon products meet regulatory requirements, deliver nutritional value, and maintain consumer trust.

To ensure the effective implementation and scale-up of bouillon fortification, it is important to build the technical capacity of industry actors. This requires structured training through curriculum development and practical capacity building for laboratory technicians and production staff.

GAIN is therefore seeking a consultant to develop comprehensive training modules and conduct capacity-building training to strengthen fortification practices within the bouillon industry. As part of this role, the consultant will design structured training on fortification techniques, quality assurance and quality control (QAQC) processes, and adherence to Standards Organisation of Nigeria (SON) requirements for fortified products; and deliver centralized and on-site workshops targeting laboratory technicians and the production staff, who are directly responsible for ensuring compliance with fortification standards and maintaining product quality.

The training will focus on practical and technical areas critical to effective fortification, including proper fortification techniques, the development and implementation of Standard Operating Procedures (SOPs), equipment calibration, and robust quality control measures. These will build the technical knowledge, skills, and confidence of industry actors, thereby supporting the broader goal of improving the quality and consistency of fortified bouillon in line with national fortification standards and regulatory requirements.

#### **IV. OBJECTIVES**

- Develop comprehensive training modules on bouillon fortification techniques and QAQC processes in compliance with SON standards.
- Strengthen the technical capacity of stakeholders across the bouillon value chain through structured, practical, and evidence-based training.
- Ensure training materials are engaging and practical for in-person, hands-on capacity-building sessions.
- Conduct capacity building workshops and hands-on sessions for laboratory technicians and production staff to strengthen their knowledge and skills in bouillon fortification.
- Equip participants with practical competencies on fortification techniques, SOP development, equipment calibration, and quality control measures.
- Enhance industry capacity to comply with national fortification standards, ensuring improved quality and consistency of fortified bouillon products.

#### **V. SCOPE OF WORK**

The consultant will design curriculum content and deliver capacity-building activities to strengthen technical knowledge and practices in bouillon fortification. Specifically, the consultant will:

- Review existing national standards, guidelines, and global best practices on food fortification, with a focus on bouillon fortification, QAQC processes, and compliance with SON requirements.
- Develop comprehensive training modules covering fortification techniques, QAQC protocols, regulatory compliance, and industry best practices.
- Design practical training tools and resources (e.g., manuals, presentations, case studies, checklists, and facilitator guides).
- Collaborate with technical experts, regulatory bodies, and industry stakeholders to validate the training content and ensure alignment with national fortification policies and standards.
- Facilitate centralized and on-site workshops for laboratory technicians and production staff of bouillon manufacturers.
- Facilitate hands-on sessions to provide practical demonstrations and strengthen participants' ability to apply knowledge in production and laboratory settings for bouillon fortification.

- Provide mentorship and technical assistance to participants during and after training to reinforce learning and ensure sustainability.
- Collaboratively draft clear, concise, and user-friendly SOPs for all critical control points in the fortification process with the selected bouillon manufacturers.
- Document and report on training activities, participant feedback, and key recommendations to improve capacity-building efforts in bouillon fortification.

## VI. EXPECTED DELIVERABLES

### Curriculum Development: 1 Month

S/N	Activities	DELIVERABLES	TIMELINES
1	Develop draft training modules covering fortification techniques, QAQC, and compliance, including training tools and resources (manuals, slides, checklists, case studies, facilitator's guide)	Draft training modules (structured by thematic areas) and training materials package	Week 1 – 3: 17 <sup>th</sup> October 2025
2	Facilitate stakeholder/technical expert review and validation of training content.	Validation report and revised modules	Week 3: 24 <sup>th</sup> October 2025
3	Incorporate feedback and finalize comprehensive training modules and materials.	Finalized training modules, facilitation guide, and final consultancy report with recommendations for training delivery and sustainability.	Week 4: 31 <sup>st</sup> October 2025

### Capacity Building: 6 Months

S/N	Activities	DELIVERABLES	TIMELINES
1	Develop a detailed training plan (including SoP template draft) based on the developed curriculum on fortification techniques, QAQC processes, and compliance with SON standards.	Draft training package with SoP template.	Week 1-3: 21 <sup>st</sup> November 2025
2	Conduct two centralized training workshops for laboratory technicians and production staff on proper fortification techniques, SoPs development, equipment calibration, and quality control measures.	Workshop report with participant feedback.	Week 4: 28 <sup>th</sup> November 2025

3	Conduct two on-site, hands-on training sessions at selected production facilities to reinforce technical knowledge.	Training reports documenting sessions, case studies, and feedback.	Month 2-3: 26 <sup>th</sup> January 2026
4	Provide follow-up technical assistance, validate, and finalize developed SoPs with bouillon producers.	Finalized SoPs	Month 4-5: 23 <sup>rd</sup> March 2026
5	Finalize training materials, incorporating lessons learned.	Finalized training package and final consultancy report with recommendations	Month 6: 27 <sup>th</sup> April 2026

## VII. COMPETENCIES

The Service Provider can be an individual or organization, legally registered in Nigeria with demonstrated experience, in-depth knowledge, and a strong understanding.

- Advanced degree in Food Science, Nutrition, Public Health, or related fields.
- Strong expertise in food fortification, with practical experience in bouillon or other processed food vehicles.
- Demonstrated knowledge of QAQC systems, SOP development, and equipment calibration.
- Proven experience in curriculum development, training facilitation, and capacity building for technical and non-technical audiences.
- Familiarity with national fortification standards and regulatory frameworks (SON, NAFDAC).
- Strong stakeholder engagement skills and experience with industry, regulators, and development partners.
- Excellent documentation, technical writing, and reporting skills.
- Ability to deliver high-quality outputs within tight timelines.

## VIII. EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners: A lead contact will be designated for regular communication and monitoring of deliverables.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Meet with GAIN regularly during the Project as well as at the request of GAIN.
- Submit deliverables and reports according to the revised work plan's agreed-upon schedule.
- Technical application should not be longer than 15 pages, including cover page. All supporting documents should be included in the annexes.

## IX. Contract Duration

The contract will be for 7 months, subject to the contractor's satisfactory performance. The assignment must not exceed a maximum of 7 months from the day the contract is awarded.

## X. UNACCEPTABLE PROPOSALS

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Incomplete proposals.
- Proposals that are not signed.

## XI. REVISIONS

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

### 1. INSTRUCTIONS FOR RESPONDING

#### a. Contact details for submitting the proposals:

Submission of the proposal should be made in a single email with the specifications below:

Submission type	Address	Subject
Soft Copy submitted by email	<a href="mailto:nquotation@gainhealth.org">nquotation@gainhealth.org</a> cc: <a href="mailto:digelle@gainhealth.org">digelle@gainhealth.org</a>	Curriculum Development, Capacity Building, and Technical Assistance on QAQC practices and Bouillion fortification processes.

The proposal should include the contents below and not exceed 15 pages, excluding appendices 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 provide the service. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

**Work Plan:** Proposed work plan broken down by weeks, which should include detailed activities and a timeline. If more than one person is assigned to this consultancy, it should also include the time allocation of key personnel.

**Budget:** a financial proposal broken down by phases, separating the fees of the consultancy and other administrative costs related to each deliverable.

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.

**b. Proposal Completion**

- Proposals must be submitted on the official letterhead of the consultant and must be signed by the applicant.
- 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. If clarification is necessary, applicants are advised to contact GAIN at [aotunla@gainhealth.org](mailto:aotunla@gainhealth.org) and copy [digelle@gainhealth.org](mailto:digelle@gainhealth.org).
- While GAIN has used considerable efforts to ensure an accurate representation in this 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 concerning the matters addressed in this RFP.
- By responding to this RFP, the applicant confirms their understanding of the RFP conditions; failing to comply may result in the disqualification of their submission.

**c. Right 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.

**d. References**

GAIN reserves the right to require the applicant to submit such evidence of qualifications as it may deem necessary before awarding the contract. It will also consider evidence concerning the applicant's financial, technical, and other qualifications and abilities.

**e. Release of Information**

After awarding the contract and upon written request to GAIN, only the following information will be released:

- Name of the successful bidder; and
- The applicant's ranking.

**2. TERMS AND CONDITIONS OF THIS SOLICITATION**

**a. Notice of Non-binding Solicitation**

GAIN reserves the right to reject any 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 applicant's proposal, as well as the option of accepting partial components of a proposal if appropriate.



## b. Confidentiality

All information provided as part of this solicitation is considered confidential. If 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 strictly confidential.

## c. Submission Caveat.

While we make every effort to provide individual responses regarding the outcome of all proposal submissions, the volume of proposals we receive may at times make it challenging to do so. Therefore, if you do not receive a response from GAIN within one month of submission, please consider your proposal as unsuccessful.

## d. Right to Final Negotiations on the Proposal

GAIN reserves the right to negotiate 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. The payment will be structured based on the delivery of the milestones.

To trigger the disbursement, the Deliverables shall be approved in writing (including by email) by GAIN.

When	Payment rate %	Deliverable
<b>Deliverable 1: Finalized training curriculum.</b>	40%	Submission of finalized detailed curriculum, validated training modules, facilitation guide, and recommendations for training delivery and sustainability.
<b>Deliverable 2: Conduct centralised and on-site, hands-on training sessions at selected production facilities to reinforce technical knowledge.</b>	30%	Centralized training workshop report (with participant feedback) and on-site, hands-on training reports documenting sessions, case studies, and feedback.
<b>Deliverable 3: Provide follow-up technical assistance and finalize training materials incorporating lessons learned.</b>	30%	Finalized SOPs, training package, and final consultancy report with recommendations.

## e. Evaluation Criteria (EW- Evaluation Weight)

Proposals will be reviewed by a special Review Committee. The table below indicates a list of the significant criteria against which proposals will be assessed.

Item	Description	Evaluation Weight (%)
<b>1</b>	<b>Scope of Work</b>	<b>15%</b>
	Understanding of the objectives of the assignment	
	Realistic timeline of outputs	
	Detailed workplan, including frame and responsibilities	
<b>2</b>	<b>Methodological Approach</b>	<b>25%</b>
	Narrative description of the approach to the tasks, showing a clear understanding and methodology	
	Familiarity with country and context expressed through the design of methodology	
<b>3</b>	<b>Team &amp; Company Qualifications:</b>	<b>20%</b>
	Experience in similar assignments-Company & team	
<b>4</b>	<b>Organization and Management</b>	<b>15%</b>
	Organization of the field team	
<b>5</b>	<b>Financial proposal</b>	<b>15%</b>
	Price	
	Clear breakdown supporting methodology and team organization	
<b>6</b>	<b>Documents Provided &amp; Track Record</b>	<b>10%</b>
	Track record (GAIN experience working with the Company)	
	Docs provided as per bellow table	
<b>TOTAL</b>		
	<b>Documents to be provided with proposal</b>	
1	Offer of Services	
2	Is proposal signed	
3	Is proposal submitted on official letter head	
4	Are fees quoted as a fixed sum inclusive of taxes	
5	Does the proposal map functions to team members	
6	Insurance	
7	list of references provided	

The above table will combine weighting with a “point” scoring system, as follows:

5 points	Fully meets
4 points	Meets, with minor gaps
3 points	Meets with moderate gags
2 points	Partially meets, significant gaps.
1 point	Does not meet

#### f. Mandatory Requirements

In addition to the evaluation criteria outlined above, the applicant's proposal should also respond to the following mandatory requirements:

- **Fees:** The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead. The fees must be quoted in NGN (Nigerian Naira).
- **Experience:** Current curriculum vitae/resumes for key team members.
- **Capacity of the consultant to provide the required services:** Team members with relevant experience must be available for each identified position. The proposal should map function(s) to the team member(s).

- **References:** A list of references that can be contacted to discuss the team members' relevant experience or for the firm.

GAIN reserves the right to contact the individuals and contractor(s) to verify the information provided in the Proposal.

#### **g. Review Process**

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

#### **h. Limitations regarding third parties**

GAIN does not represent, warrant, or act as an agent for any third party because of this solicitation. This solicitation does not authorize any third party to bind or commit GAIN in any way without GAIN's express written consent.

#### **i. Final Acceptance**

The acceptance of a Proposal does not imply agreement to its terms and conditions. GAIN reserves the right to negotiate the final terms and conditions, including the costs and the scope of work, when negotiating the final contract to be agreed upon between GAIN and the applicant.

#### **j. Validity Period**

The Offer of Services will remain valid for 30 days after the Proposal closing date. In the event of an award, the successful applicant will be expected to enter a services contract subject to GAIN's terms and conditions.

Please note that should you not hear from GAIN within 1 month after the application deadline, please consider your application unsuccessful at this time.

#### **k. 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, and specifications developed by the applicant, shall vest exclusively and entirely with GAIN.

Subject to the terms of the contract to be concluded between GAIN and the applicant, the applicant is required to adhere to and comply with the following:

- GAIN's Design Application or Branding guidelines.
- Although the service provider can put their logo in the document produced, GAIN's logo should be the one standing out as the owner of the intellectual property.

#### **l. The 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 documentation will be authorized or paid to the applicant, unless such change, modification, or interpretation has received the express prior written approval of GAIN.

