

REQUEST FOR PROPOSALS (RFPs)

RECRUITMENT OF AN EXTERNAL MONITORING CONSULTANT

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT: LARGE SCALE FOOD FORTIFICATION (LSFF)

April 2025

GAIN Nigeria

CONTENT

- I. Summary of Deadlines
- II. About LSFF and GAIN
- III. Assignment Background
- IV. Objectives
- V. Scope of Work
- VI. Deliverables
- VII. Competencies
- VIII. Expectations from applicants
- IX. Timelines
- X. Unacceptable proposals
- XI. Revisions

I. SUMMARY OF DEADLINES

Proposal Submission Deadline:

24th April 2025

The proposal submissions must be received via email by GAIN on or before 11:59 pm (local time) on Thursday, April 24, 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

The Nigeria LSFF Innovation Fund aims to address micronutrient deficiencies by improving food fortification quality through enhanced regulatory oversight, innovative tools, and strategic collaborations. This initiative seeks to strengthen compliance with national food fortification standards and ensure that fortified foods meet the nutritional needs of vulnerable populations.

Given the complexity of LSFF implementation, independent monitoring is critical to ensure transparency, accountability, and effectiveness. The External Monitoring Consultant will play a pivotal role in evaluating project progress, identifying challenges, and providing actionable recommendations to optimize the impact of the Fund.

IV. OBJECTIVES

The primary objective of hiring the External Monitoring Consultant is to:

1. Provide independent oversight of the Nigeria LSFF Innovation Fund's implementation activities.
2. Assess the performance of funded projects in achieving their objectives and compliance with national standards.
3. Offer strategic recommendations to improve project outcomes and enhance the effectiveness of regulatory mechanisms.
4. Facilitate learning and adaptation through evidence-based reporting and feedback loops.

V. SCOPE OF WORK

The External Monitoring Consultant's responsibilities will include:

1. **Monitoring and Evaluation Framework Development:**
 - Design a comprehensive monitoring and evaluation (M&E) framework tailored to the Nigeria LSFF Innovation Fund.
 - Define key performance indicators (KPIs) to measure project effectiveness, compliance, and impact.
2. **Performance Monitoring:**
 - Conduct regular field visits to assess the implementation of funded projects by National Agency for Food and Drug Administration and Control (NAFDAC), Standards Organisation of Nigeria (SON), and Federal Competition and Consumer Protection Commission (FCCPC).
 - Evaluate the adoption of innovative tools and practices, including digital solutions and compliance mechanisms.
3. **Data Collection and Analysis:**
 - Collect quantitative and qualitative data to track progress against KPIs while ensuring data integrity.
 - Analyse data to identify trends, gaps, and areas for improvement.
4. **Stakeholder Engagement:**
 - Collaborate with regulatory agencies, industry players, and other stakeholders to gather insights and validate findings.
 - Facilitate workshops to present monitoring findings and discuss corrective actions.
5. **Reporting and Recommendations:**
 - Prepare periodic reports detailing project performance, challenges, and success stories.
 - Provide actionable recommendations to improve project implementation and compliance monitoring.
6. **Capacity Building:**
 - Train regulatory agency staff on monitoring best practices and data-driven decision-making.
 - Develop user-friendly tools and templates for ongoing monitoring and reporting.

VI. EXPECTED DELIVERABLES

Duration: 8 Months

S/N	Activities	DELIVERABLES	TIMELINES
1	Develop M&E framework	Comprehensive M&E framework tailored to the Nigeria LSFF Innovation Fund.	May 2025
2	Conduct baseline assessment	Baseline assessment report establishing project performance benchmarks.	June 2025
3	Develop capacity-building materials	Training materials and tools for regulatory agency staff.	June 2025
4	Facilitate stakeholder engagement	Workshops and review meetings to discuss monitoring findings and corrective actions.	June-Nov 2025
5	Perform regular monitoring	Quarterly monitoring reports highlighting progress, challenges, and recommendations.	July – Nov 2025
6	Conduct final evaluation	Final evaluation report summarizing the Fund's impact, lessons learned, and strategic recommendations.	Dec 2025

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 public health, nutrition, development studies, or a related field.
- 10 years' experience in monitoring and evaluation, preferably in public health or food fortification projects.
- Strong expertise in designing and implementing M&E frameworks and tools.
- Proven ability to gather and analyse complex data and present findings in a clear and actionable manner.
- Excellent communication, facilitation, and stakeholder engagement skills.
- Experience working with government agencies, international organizations, and industry stakeholders is an advantage.

VIII. EXPECTATIONS FROM APPLICANTS

Upon successful completion of the consultancy, the following outcomes are anticipated:

1. Enhanced transparency and accountability in the implementation of the Nigeria LSFF Innovation Fund.
2. Improved compliance with national food fortification standards through evidence-based monitoring.
3. Strengthened capacity of regulatory agencies to conduct ongoing monitoring and evaluation.

4. Increased effectiveness and impact of funded projects in addressing micronutrient deficiencies.
5. Comprehensive documentation of lessons learned to inform future LSFF initiatives.

IX. Contract Duration

The contract will be for 8 months, subject to satisfactory performance of the contractor.

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	nquotation@gainhealth.org cc: digelle@gainhealth.org	Recruitment of a fund management outfit

The proposal should 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 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 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 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 through the email ooyekenu@gainhealth.org and copy 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 with respect to 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, before awarding of the contract, 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.

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 own individual 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) from GAIN.

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

The selection of the Fund Management Outfit will be based on the following criteria:

1. Technical expertise and experience in fund management (40%).
2. Track record in managing donor-funded projects (30%).
3. Understanding of the regulatory and public sector environment in Nigeria (20%).
4. Cost competitiveness of the financial proposal (10%).

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 gaps
2 points	Partially meets, significant gaps
1 point	Does not meet

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

f. Review Process

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

g. 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.

h. Final Acceptance

The acceptance of a Proposal does not imply agreement of 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.

i. 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.

j. 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.

k. 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.