

REQUEST FOR PROPOSALS (RFPs)

**RECRUITMENT OF A CONSULTANT TO BUILD THE CAPACITY OF REGULATORY AGENCIES IN
PROJECT AND FINANCIAL MANAGEMENT AND PROPOSAL WRITING FOR LSFF INNOVATION
INITIATIVES**

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT: LARGE SCALE FOOD FORTIFICATION (LSFF)

April 2025

GAIN Nigeria

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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 Large-Scale Food Fortification (LSFF) Innovation Fund is a strategic initiative designed to combat micronutrient deficiencies by enhancing food fortification quality through improved regulatory mechanisms. Over the past three decades, Nigeria has made significant strides in promoting and enforcing LSFF, establishing a robust policy and institutional framework; however, key regulatory agencies, such as the National Agency for Food and Drug Administration (NAFDAC), Standards Organisation of Nigeria (SON), and the Federal Competition and Consumer Protection Council (FCCPC) continue to face challenges in human resource capacity and resource management.

To address these issues, the Global Alliance for Improved Nutrition (GAIN) is launching the Nigeria LSFF Innovation Fund which aims to strengthen the enabling environment for quality fortified foods and catalyse innovative solutions among regulatory agencies. Alongside the Innovations Expert (whose primary role is to help agencies identify, conceptualise, and refine innovative LSFF projects), GAIN seeks an additional consultant to build the capacity of the regulatory agencies' fortification teams in:

1. Project Management
2. Financial Management
3. Proposal Writing

These capacity-building efforts will enhance the agencies' ability to design, implement, and manage projects effectively while also ensuring that any proposals submitted to the LSFF Innovation Fund (or other funding opportunities) are of high quality, financially sound, and aligned with each agency's workplans.

Note on Synergy, Not Duplication

This consultant will complement and coordinate with the Innovations Expert. Whereas the Innovations Expert focuses on innovative idea generation and conceptualisation aligned with LSFF goals and each agency's workplans, the Capacity-Building Consultant will concentrate on building foundational skills in project management, financial planning, and general proposal-writing mechanics. Both consultants will work in tandem to ensure that regulatory agencies produce innovative, fundable, and well-managed projects.

IV. OBJECTIVES

The primary objective of hiring a Capacity-Building Consultant is to enhance the institutional capacity of NAFDAC, SON, and FCCPC for effective LSFF implementation by:

1. Strengthen the capacity of the regulatory agencies' fortification teams in planning, executing, monitoring, and closing LSFF-related projects.
2. Equip agency teams with robust tools and knowledge for effective budgeting, financial tracking, and reporting in line with donor or public-sector requirements.
3. Train agency teams on structuring and writing compelling proposals—beyond just the LSFF Innovation Fund, ensuring long-term benefits for broader funding opportunities.
4. Collaborate closely to avoid task duplication and maximise synergies, ensuring that project/financial management training underpins the innovative concepts developed with the Innovations Expert.

V. SCOPE OF WORK

The consultant will work under the guidance of the GAIN LSFF Project Manager and innovations Project Coordinator and in close coordination with focal points from NAFDAC, SON, and FCCPC, and consultation with the Innovations Expert. The key tasks include:

1. Needs Assessment & Coordination

- Review relevant documentation (LSFF Innovation Fund guidelines, each agency's 2025 workplans, the Innovations Expert's outline of proposed concepts) to understand existing capacity gaps in project and financial management and general proposal writing.
- Engage in initial coordination meetings with the Innovations Expert to map out roles, schedules, and areas of collaboration.

2. Design Tailored Training Modules

- **Project Management Module:**
 - Principles of project lifecycle (initiation, planning, execution, monitoring, closure).
 - Tools for scheduling, risk management, stakeholder engagement, and M&E.
 - Alignment of project management practices with public-sector procedures.
- **Financial Management & Budgeting Module:**
 - Basics of budget planning (including cost estimation and budget justification).
 - Financial monitoring, audits, and reporting for donor-funded and publicly funded initiatives.
 - Internal controls, accountability, and resource allocation strategies.
- **Proposal Writing Module:**
 - Structuring concept notes and full proposals (problem statement, objectives, methodology, budget, M&E).
 - Integrating project management and financial management best practices into proposals.
 - Adapting proposals for different funding contexts (the LSFF Innovation Fund, other donors, government budgets).

3. Deliver Capacity-Building Workshops

- Conduct in-person or virtual sessions targeting NAFDAC, SON, and FCCPC fortification teams.
- Employ interactive methods (case studies, group exercises, practical budgeting scenarios) to ensure hands-on learning.
- Where appropriate, invite the Innovations Expert to highlight how innovative LSFF ideas can be structured, budgeted, and managed effectively.

4. On-the-job coaching and Mentorship

- Offer follow-up sessions for select staff members who may be tasked with developing the agency's proposals for the LSFF Innovation Fund.
- Guide the teams in applying the newly acquired skills to refine their project plans and budgets in close synergy with the Innovations Expert's guidance on content and innovation aspects.

5. Resource Development

- Create simple, practical toolkits or reference guides (PDF or online tools) for project management and financial management.
- Share proposal templates that are aligned with standard donor guidelines (including the LSFF Innovation Fund format) and public-sector requirements.

6. Monitoring & Evaluation of Training Outcomes

- Develop indicators (e.g., participants' baseline vs. endline knowledge, quality of sample project plans or budgets produced post-training).
- Provide a brief assessment of how trainees apply project and financial management principles in conceptualising proposals developed with the Innovations Expert.

7. Final Reporting & Handover

- Prepare a final capacity-building report summarising the training approach, materials, outcomes, challenges, and recommendations for sustaining the project and financial management best practices within the agencies.

VI. EXPECTED DELIVERABLES

Duration: 5 Months

S/N	Activities	DELIVERABLES	TIMELINES
1	Inception Scoping & Needs Assessment	Detailed workplan, methodology, and coordination plan with the Innovations Expert. Initial findings from the needs assessment of regulatory agencies' capacity in project and financial management.	May 2025
2	Development of Training Materials	Training Curriculum and Materials Project Management Module (slides, exercises, checklists). Financial Management & Budgeting Module (sample budgets, financial reporting templates). Proposal Writing Module (proposal templates, guidelines).	June 2025

		All materials co-branded per GAIN guidelines and tailored to the LSFF Innovation Fund context.	
3	Delivery of Workshops	Pre- and post-training evaluations (e.g., quick quizzes, participant feedback). Attendance sheets and short session reports.	July 2025
4	Coaching & Mentorship Sessions	Three high-quality proposals submitted to the Nigeria LSFF Innovation Fund, each from NAFDAC, SON, and FCCPC. Summary of one-on-one or small-group mentorship sessions (if conducted) Key lessons, challenges, and recommendations for sustaining the skills learned.	August 2025
5	Final Capacity-Building Report	Overview of the entire assignment, including training methodologies, outcomes of M&E, participant feedback, and recommendations for next steps.	September 2025

VII. COMPETENCIES

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

The ideal candidate should possess the following qualifications:

- Advanced degree in Project Management, Business Administration, Finance, Public Health, Public Administration, or a related field.
- Minimum 7 years of experience in capacity building, training, or consultancy roles focused on project management and financial management, preferably within public health or regulatory contexts.
- Demonstrated track record in developing and delivering interactive training curricula on project and financial management for government or donor-funded programs.
- Familiarity with nutrition, health, or LSFF contexts is desirable (though not strictly mandatory if the consultant can demonstrate strong generalisable skills).
- Understanding donor-funded projects and public-sector financial regulations in Nigeria is highly beneficial.

- Experience guiding organisations in preparing proposals for competitive funding (foundations, bilateral and multilateral donors, etc.).
- Ability to collaborate effectively with the Innovations Expert, GAIN teams, and senior-level officials in regulatory agencies.
- Strong facilitation, coaching, and mentoring capabilities, with excellent spoken and written English.

VIII. EXPECTATIONS FROM APPLICANTS

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

- Strengthened capacity of the National Agency for Food and Drug Administration and Control (NAFDAC), Standards Organisation of Nigeria (SON), and Federal Competition and Consumer Protection Commission (FCCPC) in designing and implementing innovative LSFF projects.
- Increased compliance with national food fortification standards.
- Improved collaboration and coordination among regulatory agencies.
- Accelerated adoption of digital tools and innovative approaches to LSFF implementation.
- Enhanced ability to leverage funding and resources for LSFF initiatives.

IX. Contract Duration

The contract will be for 6months, 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.