

**REQUEST FOR PROPOSALS (RFPs)**

**RECRUITMENT OF AN INNOVATIONS EXPERT TO SUPPORT REGULATORY AGENCIES IN DEVELOPING  
INNOVATIVE PROJECTS FOR THE NIGERIA LSFF INNOVATION FUND**

**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:

**24<sup>th</sup> 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**

Over the past three decades, Nigeria has made progress in promoting Large-Scale Food Fortification (LSFF), backed by a strong policy and institutional framework. While progress has been made in promoting and enforcing LSFF, challenges remain, including insufficient adoption of digital solutions and resource constraints. In response, the Global Alliance for Improved Nutrition (GAIN), working closely with these agencies and other stakeholders, is establishing the Nigeria LSFF Innovation Fund. The Nigeria Large-Scale Food Fortification (LSFF) Innovation Fund is a transformative initiative designed to combat micronutrient deficiencies by enhancing regulatory mechanisms and promoting innovative approaches to food fortification. The Fund aims to improve food fortification quality in

Nigeria by fostering collaboration among key regulatory agencies, integrating digital tools, and supporting innovative projects that strengthen compliance with national fortification standards.

To address these challenges, the Fund seeks a highly qualified Innovation Expert to provide strategic leadership in designing, integrating, and executing innovative approaches, ensuring impactful and sustainable outcomes for food fortification efforts in Nigeria.

This RFP seeks an Innovations Expert to support the regulatory agencies in identifying, conceptualising, and refining innovative ideas and projects that:

1. Align with the four priority focus areas of the Innovation Fund.
2. Complement the agencies' official 2025 workplans.
3. Are competitive and feasible for funding under the Innovation Fund.

#### IV. OBJECTIVES

The overall objective of this consultancy and the Innovation Expert is to guide and mentor the three regulatory agencies (NAFDAC, SON, FCCPC) in generating robust, innovative concepts and full proposals aligned with:

- The Nigeria LSFF Innovation Fund's thematic priorities.
- Each agency's strategic objectives and 2025 workplans.
- Cross-agency coordination to further improve LSFF compliance monitoring, enforcement, and data-driven decision-making.

Specific objectives include:

1. **Conduct a Needs Assessment:** Review existing workplans, internal strategies, and LSFF-related mandates to pinpoint innovation gaps or opportunities.
2. **Facilitate Ideation Sessions:** Guide brainstorming sessions to generate ideas aligning with the Innovation Fund focus areas and each agency's strategic objectives.
3. **Develop Concept Notes:** Work with agency teams to refine raw ideas into concept notes, ensuring they meet Innovation Fund criteria (impact potential, collaboration, digital innovation, capacity strengthening, etc.).
4. **Provide Proposal Writing Support:** Offer hands-on coaching to transform concept notes into full proposals for submission to the Innovation Fund.
5. **Ensure Alignment:** Validate that the proposed projects complement (rather than duplicate) the agencies' 2025 workplans.
6. **Build Capacity:** Train agency staff on best practices for managing innovative projects and integrating them into ongoing regulatory activities.

## V. SCOPE OF WORK

Under the leadership of GAIN and in close collaboration with the LSFF Project Manager and Innovations Fund Coordinator and relevant focal points at NAFDAC, SON, and FCCPC, the Innovations Expert will:

### 1. Review and Analysis

- a. Conduct desk reviews of existing LSFF regulatory frameworks, the agencies' 2025 workplans, and the Nigeria LSFF Innovation Fund guidelines.
- b. Map out current LSFF-related initiatives, identifying synergy opportunities and potential duplication.

### 2. Stakeholder Engagement

- a) Engage with key personnel (Directors, technical leads) within NAFDAC, SON, and FCCPC to understand their mandates, operational gaps, resource constraints, and innovation opportunities.
- b) Collaborate with GAIN's Program Manager, ensuring that proposed innovations align with the broader objectives and criteria of the Innovation Fund.

### 3. Ideation and Conceptualization

- a) Organise and facilitate innovation ideation workshops (on-site or virtual) for each agency, focusing on the four strategic pillars of the Innovation Fund:
  - Fortification Testing & Analyses
  - Digital Interventions & Data Processes
  - Multi-Stakeholder Accountability Mechanisms
  - Regulatory Toolkits, Protocols & Manuals
- b) Guide agencies to screen, prioritise, and develop the most viable concepts.

### 4. Proposal Development Support

- a) Provide a clear proposal template or framework aligned with the Innovation Fund requirements (objectives, methodology, budget, sustainability, potential for scale-up, etc.).
- b) Support each agency's fortification (project) teams to develop full proposals, ensuring clarity of objectives, budgets, workplans, M&E frameworks, and risk mitigation strategies.
- c) Ensure compliance with all Innovation Fund application guidelines and alignment with the agencies' official 2025 workplans.

### 5. Capacity Building

- a) Conduct focused training sessions on innovation proposal writing, project management, and resource management.
- b) Provide follow-up coaching to maintain momentum and ensure high-quality submissions.

### 6. Quality Assurance and Finalization

- a. Review all draft proposals, providing feedback and suggested improvements to maximise funding success.
- b. Consolidate final proposals for submission to the Innovation Fund by the established deadlines.
- c. Develop a brief lessons-learned note on each agency's ideation and proposal development process for internal capacity-building.

## VI. EXPECTED DELIVERABLES

Duration: 5 Months

S/N	Activities	DELIVERABLES	TIMELINES
1.	Desk Review	<b>Inception Report</b> <ul style="list-style-type: none"> <li>Outline of workplan, methodology, and engagement schedule with agencies.</li> <li>Preliminary findings from desk review.</li> </ul>	May 2025
2.	Innovation Gap Analysis and Development of innovation roadmap	<b>Briefing paper</b> <ul style="list-style-type: none"> <li>Identifies opportunities and challenges in each agency's 2025 workplan related to LSFF innovation.</li> <li>Comprehensive innovation roadmap for the Nigeria LSFF Innovation Fund</li> </ul>	June 2025
3.	Ideation Workshops with Agencies & Development of regulatory toolkits	<b>Capacity-Building Session Materials</b> <ul style="list-style-type: none"> <li>Training presentations, reference materials, and a summary of outcomes from proposal writing or innovation management workshops.</li> <li>Toolkits, guidelines, and digital resources for integrating innovations into regulatory activities.</li> </ul>	July 2025
4.	Drafting of Concept Notes	2-3 concept notes per agency (NAFDAC, SON, FCCPC) that capture preliminary ideas for submission.	
5.	Proposal Writing and Refinement	Up to three (3) final proposals per agency, developed and refined for the Innovation Fund submission.	August 2025
6.	Prepare final report	<b>End-of-Assignment Report</b> <ul style="list-style-type: none"> <li>Synthesis of activities undertaken, lessons learned, recommendations, and next steps for sustaining innovation practices within the agencies.</li> </ul>	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 will possess the following qualifications and experience:

- Advanced degree in Innovation Management, Public Health, Nutrition, Business Administration, Public Policy, Project Management, or a related field.
- At least 7 years of experience in innovation management or strategic project development, ideally within the public health, nutrition, or regulatory sectors.
- Proven track record of developing successful proposals for donor-funded innovation initiatives or challenge funds.
- Knowledge of Large-Scale Food Fortification (LSFF), nutrition policies, and regulatory frameworks in Nigeria or similar contexts.
- Familiarity with digital solutions and data-driven approaches in public health or compliance monitoring is an added advantage.
- Demonstrable experience in conducting workshops, training, and coaching for public sector agencies on innovation-related topics.
- Strong communication and interpersonal abilities to engage and motivate diverse stakeholders, including senior government officials and technical staff.
- Excellent written and verbal communication in English; familiarity with local Nigerian languages is desirable but not mandatory.

## **VIII. EXPECTATIONS FROM APPLICANTS**

The successful execution of this consultancy is expected to achieve the following outcomes:

- Successful implementation of innovative projects under the Nigeria LSFF Innovation Fund.
- Enhanced 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) to adopt and implement innovative solutions.
- Increased utilization of digital tools and innovative approaches within regulatory systems.
- Improved compliance with national food fortification standards.
- Strengthened collaboration among regulatory agencies, private sector actors, and relevant stakeholders.
- Established systems for scaling and sustaining innovative practices in food fortification.

## **IX. Contract Duration**

The contract will be for 5 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 with the subject line: ***“Application for Innovations Expert – Nigeria LSFF Innovation Fund Support”***.

## 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>	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](mailto:ooyekenu@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 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.