

REQUEST FOR PROPOSALS

ASSESSMENT OF FOOD SAFETY POLICY AND FOOD LEGISLATIONS IN Ethiopia

Issued by

The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. PROJECT BACKGROUND AND SCOPE OF WORK	3
II. INSTRUCTIONS FOR RESPONDING	6
III. TERMS AND CONDITIONS OF THIS SOLICITATION	8
IV. OFFER OF SERVICES	9

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.

2. BACKGROUND

The EatSafe (Evidence and Action Towards Safe, Nutritious Food) programme aims to generate evidence and knowledge of the potential of increased consumer demand for safe food to substantially improve the safety of nutritious foods in informal market settings in low- and middle-income countries (LMICs). The five-year programme is funded by USAID and will be undertaken by a consortium led by GAIN and containing the International Livestock Research Institute (ILRI) and Pierce Mill Education and Media.

As part of this work, GAIN seeks to undertake an Assessment of Food Safety policy, including a description of implementing legislation, regulations, and guidance or directives in Ethiopia. The assessment will evaluate the written documents as well as assess implementation on the ground and make recommendations to enable a more effective food safety system in Ethiopia that leads to improved public health and reduced risk of economic harm from unsafe food for food producers and vendors.

The assessment must meet the following objectives:

1. Identify the existing food safety policy and legislative instruments on food safety and their current implementation status; including their constitutional mandate

2. Evaluate the existing food safety laws/regulations/directives and policy including the new food safety components of the Food and Nutrition Policy food safety implementation strategy including its governance structure. and
3. Provide an analysis of deficiencies and gaps in the current legislation addressing food safety and suitability (including through analysis of the relevant documents and consultations with the stakeholders and key informants);
4. Make recommendations on improvement on legislative instruments on food safety designed to ensure safe food based on risk analysis and gap analysis;
5. Identify and list regulations, regulations, and directives or guidance which is relevant to informal markets and provide an overview of how the food safety regulations and implementation efforts apply to informal food markets in line with international best practices
6. Perform a gender lens review to identify if any gender related issues exist and make recommendations for revision of the food safety laws and regulations

The assessment will depend on a desk-based review of document; primarily through analysis of the relevant documents and consultations with the stakeholders and key informants. As an assessment study, it will aim to evaluate relevant information on the National Food Safety System (NFSS) in a broad perspective to determine the current status, identify gaps and make recommendations for improvement.

GAIN seeks a consultant to undertake this assessment.

3. SCOPE OF WORK AND DELIVERABLES

The consultant shall provide the following services:

- Develop an assessment protocol detailing data collection methods-review of relevant food safety policies & regulation or directive documents, literature review, email/phone chats, questionnaires, online/virtual meetings, such as KII, SWOT analysis and finalize based on input from GAIN.
- Review all relevant documents on food safety laws and regulations, implementation strategies and monitoring systems at the Federal, State and Local government levels.
- Carry out a SWOT analysis of the food safety regulations and implementation mechanisms.
Review how the current food safety regulations apply to needs of vendors and consumers in formal and informal market settings.
- Review the status of Ethiopian Food Safety policy and regulations strategies, including the governance structure
- Make recommendations for improving the relevant legislative instruments on food safety designed to ensure safe foods based on standard risk analysis approaches and gap analysis.
- Document all steps of the assessment process for generating evaluation information.
- Develop an outline for the final report, for GAIN review and approval

- Draft a full report on the assessment, including methods, data collection activities, results, and conclusions/ recommendations including providing an additional document entitled Overview on How Food Safety Regulations and Implementation Efforts Apply to Informal Food Markets.
- Revise and finalize report based on GAIN input

3.1. DELIVERABLES

The consultant shall provide the following:

- A completed and approved assessment protocol
- A draft report summarizing findings
- A finalized version of the report, revised based on GAIN feedback.
- Detailed narrative report covering the scope of work under 3 and a summarized report not more than 30 pages
- Report formats – word document and PowerPoint presentation
- Reporting – in person meeting or Videoconference debrief with GAIN depending on circumstances with COVID
- Supplemental report: Overview of How Food Safety Regulations and Implementation Efforts Apply to Informal Food Markets

The table below provides illustrative dates for the work.

Contract signing	July 22, 2021,
Assessment protocol (approved by GAIN)	July 30, 2021,
Draft report to GAIN	Aug. 21, 2021,
Final report to GAIN	Aug 30, 2021,

3.2. EXPECTED EXPERTISE

The consultant should have prior experience undertaking research studies on food laws, legislation and regulations, food safety and hygiene, food control and food safety systems in national and international contexts; knowledge and experience with Ethiopia’s food control and food safety laws, legislation, and regulation is highly desirable. S/he should have strong knowledge of some of the following: food science and technology, food quality control and assurance, regulatory affairs management, nutrition, food safety, agriculture, or international public health. S/he should be fluent in English. The consultant will need to have knowledge of the food safety activities in Ethiopia-government ministries, departments and agencies, food industry, regulatory agencies, consumers, research and academia, etc.

3.3 TIMELINE

The timeline for completion of all aspects of the Scope of Work and submission of deliverables is by 30th August 2021.

4. QUALIFICATION AND EXPERIENCE OF CONSULTANT

The Candidate consultant /consulting firm should at least meet the following:

- Minimum MSC degree in food science or related subject

- Extensive experience in assessment and analysis of policy/regulation
- Knowledge of food safety is desirable.
- Track record in similar studies

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.

1. CONTACT

Please direct all inquiries and other communications to shiluf@gainhealth.org

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the number of days of work projected and the daily rate. The final fee will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested consultants should submit a proposal by sending the following:

An electronic copy of the proposal both technical and financial separately containing sample similar study report:

- Technical proposal including sample report to: ggebremedhin@gainhealth.org
- Financial proposal to: atadele@gainhealth.org and shiluf@gainhealth.org

4. DEADLINE

Completed proposals should be submitted to Sara Hiluf <shiluf@gainhealth.org> until 20 July 2021.

5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

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

6. ACCEPTANCE

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

7. COMPLETION

- 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.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 consultancy, 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 consultancy and upon written request to GAIN, only the following information will be released: Name of the successful applicant.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

1. 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.

2. 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.

3. 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.

4. EVALUATION CRITERIA

Proposals will be reviewed by the Selection Team using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

- Understanding of the scope of work:
- Past experience undertaking similar work.
- Rate

GAIN reserves the right to contact the individual in order to verify the information provided as part of the Proposal.

5. REVIEW PROCESS

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

6. 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.

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

V. OFFER OF SERVICES

1. Offer submitted by:

(Print or type name and address)

2. 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 estimated fee: a. ___ Days b. At _____ USD per day

3. 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.

4. I (We) herewith submit the following:

(a) 3 paragraph expression of interest including reasons for interest in the task, qualifications, prior experience with undertaking literature reviews, and estimated days and daily rate (b) A brief (<3 pages) CV of highlighting recent relevant experience and publications

(c) This completed 'Offer of Services' form.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NONRESPONSIVE.

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)