

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

**PREPARING AND DOCUMENTING COMPLEMENTARY
FEEDING RECIPES IN KENYA**

**Issued by
The Global Alliance for Improved Nutrition (GAIN)**

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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.

Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. BACKGROUND

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

GAIN through the Regional Initiatives for Sustained Improvements in Nutrition and Growth partnership with UNICEF ESARO will carry out a landscape analysis of the access barriers of complementary feeding involving a comprehensive sub-national analysis from production to markets covering critical foods currently insufficiently consumed by children. In addition, derived from the common recipes in Kenya, GAIN seeks to develop a recipe book of complementary foods with locally available and affordable ingredients that can be used to promote safe and nutritious foods for infants and young children. This book will present recipes to address main barriers for complementary feeding identified in the landscape analysis, Focus Ethnographic Studies coordinated by GAIN, and in other relevant literature.

GAIN seeks a consultant to develop this recipe book.

3. SCOPE OF WORK AND DELIVERABLES

The purpose of this RFP is to engage services of a Service Provider to design and implement the assignment as per the scope of work defined in **Table 1**.

Table 1: Activities and Deliverables

Activities	Deliverables
<p>Review the results of the Focus Ethnographic Studies and other relevant literature to compile and identify the main barriers for adequate complementary feeding that could be addressed by the recipe book (e.g., inadequate consistency of foods, low dietary diversity, low consumption of iron-rich foods, etc.)</p> <p>Hold consultative meeting and use the expertise from different people groups, including the Maternal Infant and Young Child Nutrition (MIYCN) technical working group, to provide guidance in development of the recipes</p> <p>Review recipe books of complementary foods from partners and others to inform the proposed structure of the recipe book</p>	<p>Brief summary of findings from review of FES and literature; draft proposal for developing recipe book, including main focus of the recipe book, structure and methods for development</p>
<p>Coordinate with UNICEF Kenya, GAIN and other relevant stakeholders to refine and finalize the proposal for development of recipe book; submit protocol for Ethical approval if necessary</p>	<p>Final proposal for developing recipe book with comments and recommendations from UNICEF Kenya, GAIN and others adequately addressed</p>
<p>Identify, describe and standardize the recipes, following methods described in the approved proposal</p>	<p>Draft report with standardized recipes</p>
<p>Coordinate with graphic designer and photographer the design and development of recipe book; present draft versions of recipe book to GAIN and UNICEF Kenya for comments and approval</p>	<p>Draft recipe book</p>
<p>Test draft version of recipe book with target audience and adjust accordingly</p>	<p>Final recipe book</p>
<p>Document process for development of recipe book</p>	<p>Working paper and high-quality PowerPoint presentation summarizing process and key outputs of the work</p>
<p>Assist with dissemination of recipe book in selected meetings.</p>	<p>Participation in workshops/ stakeholder meetings to present findings</p>

The Consultant will work under the guidance of the project technical lead from GAIN's Knowledge Leadership team. He/she will also work closely with the Ministry of Health, Ministry of Agriculture, Livestock and Fisheries and UNICEF in Kenya in documentation of the recipes. The expected output is a recipe book with approximately 80 recipes with quantified ingredients, preparation methods and yield factors. The recipes should reflect common preparations of Kenya's eleven different regions and factor in the diversity of lifestyles, culture and food patterns of their communities.

Below some illustrative dates for the work:

- Proposal submission deadline: 15 March 2020
- Response from GAIN on acceptance or rejection of proposal: 30 March 2020
- Award of contract: 15 April 2020
- Final Deliverable: 1 December 2020

3.1. EXPECTED EXPERTISE

- Relevant advanced degree in nutrition
- Experience managing projects in low-income country settings, and in Kenya specifically
- Proven experience conducting nutrition research in Infant and Young Child Nutrition
- Experience developing recipe books highly desirable

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

Wendy Gonzalez is part of the selection team of the organisation and will review the proposals. She will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- Wendy Gonzalez, Senior Technical Specialist, GAIN HQ
Email: wgonzalez@gainhealth.org
Phone: +1 919 6850864

2. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested consultants should prepare:

- *Brief proposal* including i) short description of proposed process for developing recipe book and ii) proposed outline of the recipe book sections and justification for inclusion
- *Activities and timeline*: A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided. A Gantt diagram is preferred.
- *Assumptions and challenges*: Provide a description of any assumptions made and potential challenges regarding the design and ability to execute the work within the specified budget and timelines.
- *Budget*: Provide a budget in US Dollars, broken down by main cost categories (Personnel, sub-contracts, travel, operational, and indirect costs) and by main activities. Include a brief narrative justification for line items included. The budget should be inclusive of all taxes/VAT and indirect costs (*Table plus no more than 1-page narrative*).
- *Curriculum vitae* for lead consultant should be submitted as an annex to the proposal. Include 1-2 references and reports from past assignments as examples. Highlight the applicant's qualifications, expertise, and experience relevant for the successful execution of the proposed work (*1-2 pages*).
- A completed 'Offer of Services' form (see end of document).

These documents should be in English and submitted in electronic format to the following e-mail address: wgonzalez@gainhealth.org and lkaguara@gainhealth.org. Please include **Recipe book -Complementary feeding project in Kenya** in the subject line.

4. DEADLINE

Completed proposals should be submitted to GAIN by email by **5:00 pm CET on 15 March 2020**.

5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

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

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. point 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 Proposal, 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 Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

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. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
 - Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.
- Demonstrate a clear understanding of the technical requirements of this RFP:
 - Providing detailed technical documentation of the proposed strategy.
 - Evidence of experience delivering solutions using the proposed information technology platform.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Comprehensiveness of work plan and reasonableness of proposed time frame:
 - Proposal shall include a feasible work plan to ensure successful completion of deliverables.
 - The work plan details how activities will be coordinated.

- Detailed budget and cost-effectiveness of proposed approach:
 - Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
 - Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
 - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
 - Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
- A duly completed offer of services.

GAIN reserves the right to contact the individuals and contractor(s) 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 authorize 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.

IV. OFFER OF SERVICES

- 1. Offer submitted by:

(Print or type business, corporate 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 prices:
 - a. Click or tap here to enter text.
 - b. Click or tap here to enter text.
 - c. Click or tap here to enter text.
 - d. Click or tap here to enter text.
- 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) A Proposal to undertake the work, in accordance with GAIN’s requirements specified.
 - (b) A duly completed offer of services, subject to the terms herein.

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

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)

_____ Click or tap here to enter text.

Signature (applicant)
