

## REQUEST FOR PROPOSALS

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# CONSULTANT BUSINESS DEVELOPMENT - PREMIX FACILITY BASED IN WEST AFRICA

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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## 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 Premix Facility**

The GAIN Premix Facility (GPF) was launched in July 2009 to fill a strategic gap in sourcing affordable and quality-certified vitamin and mineral premix. Designed to support GAIN’s food fortification programs and help partners particularly in the developing world manage premix procurement, the GPF has expanded its operations by establishing strategic partnerships and creating innovative procurement and financing models that facilitate access to premix. The GPF enables food companies to access to high quality, safe, and affordable vitamin and mineral premix through its three facilities: 1) credit through a revolving fund; 2) procurement; 3) certification and technical assistance services. The GPF has become the only major global platform for quality assured premix, certification of premix blenders and procurement services for international agencies, NGOs, governments and food producers in the food fortification arena. With an audited and approved global supplier base of over 50 premix producing sites in 18 countries, the GPF has delivered premix and analytical devices to 52 countries in Africa, Central and Southern Asia. The food produced from premix reaches over 120 million people annually.

### 2.1. OBJECTIVE

The Consultant will act as a representative for the GPF in West Africa, building and maintaining strong relationships with both existing and new customers, with a priority focus on staple food producers (oil, flour and salt).

Timeline: start date ASAP and initially, the contract period will be until October. Extension subject to funds availability

### 2.2. DELIVERABLES WITH MINIMUM MONTHLY REPORTING OF ACTIVITIES AND ACHIEVEMENTS

Client Management and Business development / Food Fortification

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- Mapping of the premix market for staple foods (flour, oil and salt) and analysis of the demand and supply for premix in the French speaking West African countries.
- Maintain relationships with key customer accounts.
- Design and implement strategic plans to reach sales targets.
- Lead on business development activities to expand GPF customer base in West Africa for food fortification.
- Develop and promote monthly sales objectives.
- Represent GPF to external stakeholders, technical meetings and conferences.
- Support expansion of new services such as supply of fortification dosifiers and analytical devices

#### Procurement / Supply chain management

- Liaise with clients (food producers) on day-to-day operations of GPF such as conducting tenders, sample collection and testing, and ensure smooth procurement process from order placement through to delivery.
- Manage demand forecast, capture premix needs and quality related inputs for GAIN's projects and other partners.
- Support the development of local premix supply systems and premix supply models for fortification programmes in the West African region.

#### Reporting/Communications

- To prepare high-quality, rigorous reports and other materials to communicate the performance of GPF.

There is an expectation where circumstances permit, to travel as necessary within West Africa to fulfil the above purpose. This will be done in a safe manner, observing any legal restrictions and guidelines including GAIN's policies.

The role may require 30% of time travelling for on-site meetings with food industries and other partners. Travel expenses are reimbursable according to GAIN's Consultant Travel Policy.

All consultants are expected to arrange for their own insurance

## **REQUIREMENTS AND QUALIFICATIONS**

### **Competencies**

- Excellent communication skills (oral and written) in French and English.
- Skilled in business development and process optimization with strong business acumen
- Proven ability to work in an environment requiring collaboration with food industries, governments and international organisations.
- Demonstrated ability to work with clients and suppliers.
- Client focused with strong analytical skills

### **Experience**

- 3 years' professional experience working in business development in the food, nutrition development industry, preferably in food fortification.
- Experience in industrial food processing and supply chain operations.
- Experience in procurement and order management will be an advantage.
- Extensive work experience within the francophone region of West Africa is essential.

### **Education**

- Bachelor's or Master's degree in food sciences and technologies or a related discipline which demonstrates a knowledge and competence in food production systems and supply. Other qualifications in marketing, business development will be advantageous.
- Additional certification in supply chain management an asset.

## I. 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 the contact below.

Adeline Provent, Programme Manager, GAIN premix facility

E-mail: [aprovent@gainhealth.org](mailto:aprovent@gainhealth.org).

### 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. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Cover Letter
- Curriculum Vitae
- Availability
- Remuneration

### 4. SUBMISSION

Please contact by email in the first instance.

### 5. DEADLINE

Completed proposals should be submitted to GAIN before **13 June 2021**.

### 6. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax or post.
- Incomplete proposals.

### 7. 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.

### 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.

## **II. 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.

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

**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 as well as an interview.

### **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.