

REQUEST FOR PROPOSALS

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CONSULTANT – DEVELOPMENT OF OPTION PAPERS FOR SUPPORTING BUSINESSES TO WEATHER THE CORONA VIRUS PANDEMIC AND BUILD BACK BETTER

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

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PROJECT BACKGROUND AND SCOPE OF WORK

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.

BACKGROUND

In response to the corona virus pandemic, GAIN has developed the Keeping Food Markets Working (KFMW) programme to provide targeted support to help sustain core food systems, workers and markets during COVID-19 emergency. The programme has the overarching goal of mitigating the risk of economic collapse of food systems in order to sustain the availability and affordability of nutritious and safe foods, and contribute to lowering the burden of ill-health, particularly for the most vulnerable. Within the programme, GAIN will support Small and medium-sized enterprises (SMEs) that produce nutritious foods to weather the current crisis and to guard against future shocks and will initially focus on Kenya and Nigeria.

One of the program offerings is the development of options papers that will outline how GAIN and other stakeholders can support nutritious food SMES during and after the pandemic. GAIN is seeking proposals from qualified service providers for the development of the three option papers.

SCOPE OF WORK AND DELIVERABLES

The option papers will document ways in which different stakeholders (Development Finance Institutions, accelerators, and financial institutions, local and national governments, development partners, etc.) can support SMEs within the food system, and specifically those that produce highly nutritious foods (e.g., fruit, vegetables, fish, legumes) during and after the coronavirus pandemic. The papers will focus on both the country and global levels (three papers; Kenya, Nigeria, Global). They should include options relevant to all of the different stakeholder types.

GAIN has carried out a global survey on how SMEs have been impacted by the pandemic and plans to carry out an additional survey in the coming months. From the surveys i) the findings have been compiled and SMEs needs consolidated and categorized, ii) potential methodologies for supporting SMEs have been

identified and mapped to various needs. Country-specific reports (for Kenya and Nigeria) have been developed as well. There are also other organisations that have documented the impacts of the pandemic on food systems and the SMEs within them. These documents, together with a review of what other organization are doing to support food SMEs (before and during the pandemic) shall form the basis for the development of the option papers. The consultant should also draw on their own expertise and, if useful, expert interviews, to inform the option papers.

Guiding questions

- What challenges are SMEs facing? Are there any differences for women-owned firms?
- What are the impacts on SMEs' ability to provide safe and nutritious foods, at affordable prices? Has this had any impact particularly for lower-income consumer?
- What is already being done to address these issues (by governments, civil society, UN, and the private sector)?
- What types of support are already being given, that new partners could provide additional support to?
- What types of support are being offered in some places, or to some sector, that can be offered in other places or sectors?
- What types of support are not being offered, but that would be useful?
- What considerations should be taken into account when designing and delivering this support in order to ensure it increases long-term resilience and does so in an equitable manner, without creating dependency or harming positive incentives?
- Do any of these options have different potential effectiveness for women-owned firms, or are there other ways in which gender dynamics might affect the effectiveness of the options or which options should be prioritised?

Some of the key stakeholders:

- Development Finance Institutions
- Accelerators and financial institutions
- Development partners (e.g., NGOs)
- Governments
- Businesses
- Donor community

DELIVERABLES

The consultant shall provide the following

- An outline for the eventual options paper, for GAIN review and approval
- A complete draft options paper (ranging between 20 and 35 pages) with:
 - At least 8 options for each of the two countries explored, and 2 options for each stakeholder explored
 - A short explanation and discussion of each option, including its pros and cons and the situations in which it is most appropriate
 - Recommendations of the preferred options, and reasons for preferring them
 - Complete references to relevant reports, research, and other sources consulted
- A finalised version of the above, based on GAIN feedback. Three options papers shall be created, one for Kenya, one for Nigeria, and a 'global' third.
- A short PowerPoint presentation (for each of three options papers) summarizing the options/recommendations

The table below provides illustrative dates for the work.

Deliverable	Deadline
Contract signing	1 November 2020
Review protocol (approved by GAIN)	5 November 2020
Draft outline	15 November 2020
Draft report	30 November
Final report	15 December 2020

3.2 EXPECTED EXPERTISE

- Proven expertise in business development, private sector / market development, and/or innovative finance
- Expertise in emergency relief (as relates to businesses) desirable
- Proven experience writing high-quality technical documents (working papers, scientific articles, options papers, etc.)
- Good understanding and working knowledge of the food sector
- Good understanding and working experience of the SME sector in Kenya and Nigeria
- English-language fluency

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 AgNutProjectSupport@gainhealth.org

BUDGET

This is a competitive process; the winning bid will be determined based on the criteria listed below in this document but is not expected to exceed USD\$ 15,000 (Fifteen Thousand United States Dollars) for the three options papers.

SUBMISSION

Interested consultants should submit a proposal by sending the following:

- Company or individual profile
- Curriculum Vitae of key personnel (3 pages maximum for each)
- A technical proposal **using the technical proposal template** and not exceeding the 12-page limit highlighted) with:
 - Technical approach and justification
 - Management Approach
 - Personnel Qualifications & Key Personnel.
 - Schedule and milestones
 - Relevant past experience
- A financial proposal (**using financial proposal template**) providing a clear breakdown of costs (considering the deliverables listed above)
- Samples of relevant work
- A completed 'Offer of Services' form (see end of document).

These documents should be sent to GAIN (AgNutProjectSupport@gainhealth.org) by **28 August 2020 00:00 Central European Summer Time**. Please use the subject line 'SME Options Papers' when responding.

To receive the technical and financial proposal templates, please send a request for those to AgNutProjectSupport@gainhealth.org

DEADLINE

Completed proposals should be submitted to AgNutProjectSupport@gainhealth.org **before 28 August 2020 00:00 Central European Summer Time**

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.

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.

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.

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.

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.

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.

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.

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.

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.

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

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

REVIEW PROCESS

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

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.

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.

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.

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.

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.

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.

OFFER OF SERVICES

Offer submitted by:

(Print or type name and address)

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. For the quoted cost

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.

I (We) herewith submit the following:

- (a) Company or individual profile
- (b) Technical and financial proposals
- (c) Curriculum Vitae of key personnel
- (d) Samples of relevant work
- (e) 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 NON-RESPONSIVE.

Date this day of in .

Signature (applicant)