REQUEST FOR PROPOSALS

CONSULTANT TO COORDINATE AND SUPPORT SELECT STAKEHOLDERS ENGAGED IN DEVELOPMENT OF URBAN SUB-NATIONAL LEVEL, FOOD SYSTEM AND NUTRITION DATA DASHBOARDS

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’s Urban Governance for Nutrition Programme brings diverse stakeholders together to develop policies and actions that help to equitably and sustainably shape urban food environments to deliver healthy diets. We aim to:

1. Promote the inclusion of nutrition in city governance and urban food system activities.
2. Support the fundamental role of city governments and the use of governance to address urban malnutrition.
3. Test our approach in a range of cities to develop good practices.
4. Leverage GAIN’s experience with the private sector and alliance building to promote multisectoral engagement and alliances for better urban nutrition.

The **Food Systems Dashboard initiative** - an output from the collaboration between GAIN and partners, such as John Hopkins University, Food and Agricultural Organization of the United Nations (FAO), Center for Food Policy, CIAT, Ag2Nut and Michigan State University. This dashboard functions at the national and regional level, resourcing food systems data from multiple sources. It aims to provide users with a comprehensive view of food systems and to better inform users of priorities and ways to ‘sustainably improve diets and nutrition’.

This RFP centres on the development of a **sub-national** Food Systems Dashboard that provides food systems data at the level of cities and urban communities. The aim is to facilitate and coordinate with key stakeholders in cities or urban counties in three countries, Kenya, Mozambique and Pakistan to develop a sub-national food systems dashboard where users can quickly and easily access information about food and nutrition priorities within urban environments and make better informed decisions. One city per country will
serve as the pilot for this RFP. The stakeholders will be directly engaged in the development of the data-streams and dashboard. Ultimately the aim is that the sub-national Food Systems Dashboard across the world. Therefore, there will need to be a common approach, across the cities, to data collection, stakeholder engagement, capacity building of users, support of the sub-national Food Systems Dashboard design and implementation as well as monitoring and evaluation (with learning). However, the approach will also need to allow for adaptability to include context specific differences and/or requirements. This work further builds on recent desktop studies of these cities food systems and nutrition evidence and is part of a resilience mechanism under the Keeping Food Markets Working (KFMW) project (WS5 on urban policymaking).

The purpose of this RFP is to engage a Service Provider to support key stakeholders, such as a university, government and GAIN in-country focal points in the development and implementation of urban, sub-national food systems and nutrition evidence streams and a dashboard. These dashboards will provide evidential support for decision-making in three cities/urban communities, located in Kenya, Mozambique and Pakistan. The service provider’s role as coordinator includes; coordinating between GAIN, the city-urban community government’s needs and the universities as technical specialists in designing and implementing data streams and a sub-national dashboard.

Together with the key stakeholders, the service provider will need to draw on the national – regional food systems dashboard as well as urban specific food systems needs for inspiration and best practice; and should ensure data and the dashboard are attentive to the needs of gender and youth and can also unpack (disaggregate) data for gender and age. Therefore, there will be a need for a participatory approach to ensure that there is consultation with the relevant stakeholders to ensure such needs are understood.

The service provider is further required to identify and provide capacity building to support the successful implementation of the sub-national dashboard in the targeted cities as well as design and pilot the implementation of a monitoring, evaluation and learning mechanism.

As part of the sustained capacity building and city-to-city sharing of this pilot initiative, the service provider is expected to develop various communications materials e.g. user handbook, comparative case study and infographic style fact sheet/s.

3. **SCOPE OF WORK AND DELIVERABLES**

The successful applicant shall present a proposal that illustrates an in-depth understanding of international development, ideally specific to low- and middle-income countries in Africa and Asia.

The consultant should be competent as follows:

**Essential:**
- Excellent communication skills in English, both oral and written.
- Proven track record of engaging multi-stakeholders in a development field context.
- Creative and inclusive problem solver with a proactive, culturally sensitive and confident attitude.
- Proven track record of translating complex and technical information into capacity building activities and materials, including case studies, that policy makers or end-users can understand and apply.
- Self-starter with an ability to prioritise and multi-task in a fast-paced, deadline driven environment.
- Strong team player who can work with diverse multicultural teams.
- An eye for detail, while maintaining the focus on the bigger picture.

**Desirable**
- Experience with urban food systems is an advantage.
- The proposal shall robustly and practically address the objectives and deliverables detailed in this section.

3.1. OBJECTIVES

Given current COVID19 travel restrictions this work is to be done remotely/virtually but with the support of an in-country GAIN Project Manager to support with local logistics. The aim is to develop an approach for developing/or refining a local food systems dashboard and key data requirements with options for local adaptation in three cities. The service provider will further help to facilitate communication between the government and the local research organisation/university to support the understanding of the need and relevance for a local food systems dashboard and how such a tool can be used to meet the needs of vulnerable groups (i.e. gender and youth) through policy-making and decisions arising from use of the dashboard (i.e. a rights-based approach). Through working in three cities, this will help to develop a general methodology and minimum standard dashboard which each city can then build on and adapt locally.

i. To support GAIN with engaging and empowering stakeholders, especially government, to be involved in the development (and later use) of the city-urban county level food systems and nutrition dashboard.

ii. To work with key urban food systems and nutrition stakeholders to understand the data needs to support decision-making and to work with identified local research organisations/universities to develop a list of required data (building on and streamlining data – and sources - which are already collected and filling in data gaps) at the city-urban county level. The dashboard will need a specific focus on the needs of gender and youth and will also need to consider how food systems information can inform urban planning and development processes.

iii. To meet the needs of the local government and key stakeholders are met, work with the local research organisation/university to ensure the data collection tools will provide the necessary evidence and needed insights (differentiated by age and gender)

iv. Working with key stakeholders, to coordinate and oversee the initial development and population of city-level sub-national food systems dashboards with timely, available and accessible quality evidence.

v. To capacity build key stakeholders to ensure quality, effective and efficient evidence streams and management of the dashboards.

vi. To support policymakers on how the dashboard can be used and of value to decision making that impacts urban food systems and the goal of urban resilience. This includes consideration of the food systems information that could be integrated into local urban planning and development processes.

vii. To engage in a participatory manner with stakeholders, including those relevant to gender and youth issues, and contribute towards the provision of an agreed approach to making dashboard data, openly and widely available.

viii. To design and pilot the implementation of a monitoring, evaluation and learning (MEAL) mechanism and train key stakeholders in the monitoring and learning aspects.

ix. To communicate findings of this work including the development of a document outlining the common methodology and minimum requirements for a local food systems dashboard and using examples from the three cities as to how they adapted the methodology and dashboard to meet their specific local needs.

3.2. DELIVERABLES

As per the three targeted cities (one per Kenya, Mozambique and Pakistan):

i. Active facilitation of regular key stakeholder meetings, such as a university, local government and GAIN in-country focal points to facilitate the coordinated development and on-going use of
evidence streams, that populate urban, sub-national food systems and nutrition dashboards with timely, available and accessible quality evidence.

ii. Demonstrated uptake and skilled use of these dashboards by key stakeholders including government officials, in food systems and nutrition related decision making (linked to monitoring, evaluation and learning mechanism and initial ‘findings’).

iii. Develop an agreed method to ensuring dashboard data is openly and widely available in all three cities.

iv. Design and pilot a MEAL mechanism for each city.

v. Design and provide training on MEAL mechanisms in all three cities.

vi. Develop one dashboard user handbook (in English) that outlines the overarching approach to developing and implementing a local, urban food system dashboard with additional appendix notes on how the methodology and dashboards were customised in the three initial urban cases. The handbook should also include the aspects of capacity building of key stakeholders regards dashboard management, the use and value of the dashboard for decision making, methods to ensure open and widely used dashboard data and MEAL mechanisms. This handbook should be developed in such a way that it can be scaled up and shared across other urban-city contexts.

vii. Develop additional communications materials and a document clearly outlining the general approach, minimum standard local dashboard and then how this was adapted for local needs in each of the three cities.

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 the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Ann Trevenen-Jones
Senior Associate Urban Governance for Nutrition
E: atrevenenjones@gainhealth.org

2. BUDGET

We are looking for a consultant to start working immediately upon confirmation of budget and proposal in US dollars, for a period between February 2021 and November 2021 (inclusive). Where there will be a mixture of high and low delivery months.

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 three separate documents, as follows:

- Technical proposal outlining the interpretation of, and approach to, the objectives and deliverables.
- Financial proposal outlining budget in US dollars, accompanied by a budget narrative.
- Brief overview of consultant’s competencies and experience.

4. SUBMISSION

Originals should be submitted as follows:

A signed, electronic copy containing the documents preferably in MS Word along with all the required information including the fee proposal should be emailed to GAIN via the email address below

Email to:  
E: rfp@gainhealth.org  
with the following in the subject box: Trevenen-Jones/Sub-national dashboard

5. DEADLINE

Completed proposals should be submitted to GAIN before 11:59 Central European Time on 12 February 2021.

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.
- Incomplete proposals.
- Proposals that are not signed.

6. REVISIONS

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

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. COMPLETION

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
- 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 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 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.
9. 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.

10. 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.

11. 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.

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. 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 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) 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.

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 __________ in __________.

__________________________
Signature (applicant)

__________________________
Signature (applicant)