

REQUEST FOR PROPOSALS

DATA ANALYST CONSULTANT TO SUPPORT GAIN AND UNIVERSITIES DEVELOPING SUB-NATIONAL FOOD SYSTEM AND NUTRITION DATA DASHBOARDS

Issued by
The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. PROJECT BACKGROUND AND SCOPE OF WORK	2
II. INSTRUCTIONS FOR RESPONDING	4
III. TERMS AND CONDITIONS OF THIS SOLICITATION	6
IV. OFFER OF SERVICES	8

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 Keeping Food Markets Working is an emergency response programme to the COVID-19 pandemic. Part of this programme focuses on policy and evidence in urban food systems, in cities located in low- and middle-income countries. Presently, a ‘proof of concept’ sub-national food systems dashboard is under development in three cities. The cities are Kiambu (Kenya), Beira (Mozambique) and Rawalpindi (Pakistan). The visually enhanced, urban food systems and nutrition framed dashboard, aims to support evidence-based, decision making by city (sub-national) policy makers and other urban food system stakeholders. Secondary and primary data will be included. As part of the development of the dashboard, a baseline desktop study of available data, sources and types has been conducted. Under the lead of GAIN, universities situated in each of the three cities, are also involved in the data collection, analysis, and management. A participatory approach is being used where indicators will be informed by existing food systems and food security indicators as well as additional indicators informed by city policymakers and other urban linked food systems and nutrition data users.

The purpose of this RFP is to engage the services of a Service Provider to provide data assessment, data analysis, and data management support in the development of a ‘proof of concept’ sub-national food systems dashboard, as focused on three cities viz. Beira (Mozambique), Kiambu (Kenya) and Rawalpindi (Pakistan). The provider should also be able to support on how best to visually interpret (data visualisation) various forms of data. This work does not require travel.

3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall present a proposal that demonstrates a high degree of skill, supported by relevant qualifications regarding the assessment, analysis, management, visualisation and use of

quantitative data. Preferably the successful applicant should have experience in international development and/or food systems with an understanding of low- and middle-income countries in Africa and/or Asia. The consultant should be competent as follows:

Essential:

- Proven track record in analysis of quantitative data with demonstrated experience in quantitative assessment and data management.
- Software knowledge, KoBo collect (or similar data collection tool), Stata or SPSS and MS Office (especially Excel) are essential
- Experience working with a diversity of stakeholders, from different sectors and with different needs and objectives.
- Creative and inclusive problem solver with a proactive, culturally sensitive and confident attitude.
- Proven track record of translating complex and technical information into a usable, visually enhanced and practical interpretation, that policymakers 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.
- An eye for detail, while maintaining the focus on the bigger picture.
- Excellent communication skills in English, both oral and written.

The proposal shall robustly and practically address the objectives and deliverables detailed in this section.

3.1. OBJECTIVES

Given current COVID-19 travel constraints, this work is to be done remotely/virtually, with the support of GAIN Global and in-country GAIN Project Managers (in Mozambique, Kenya and Pakistan). Additional dashboard role-players include: IT designer; local universities who will facilitate and manage primary and secondary data collection, and a facilitator who is supporting participatory engagements with urban food system stakeholders including policymakers. The aim is to develop a general approach for developing and populating a local food systems dashboard that meets the needs of, and can be maintained by, end-users – with options for local adaptation and potential to scale up. Provider to support GAIN and universities to:

- i. review dashboard data management plan including input to research plans, indicators, survey tools, data assessment and management as well as analysis steps - for each city;
- ii. provide critical feedback on suggested additional indicators and data to be assessed;
- iii. support data verification of all existing data that is collected for the dashboard;
- iv. harmonise and quality check the data management, data cleaning and disaggregation of incoming data; and to work systematically with meta data. Support data formatting of all data in a way that it can be displayed in a dashboard and help to define the most user-friendly ways of data visualisation (e.g., bar charts, pie charts or similar) for data to be displayed in the dashboard;
- v. support development of a template for weekly monitoring of learnings, methods/approaches used and project progress;
- vi. provide feedback and input to a case studies about this endeavour and learnings.

3.2. DELIVERABLES

For each of the three targeted cities (Kiambu, Beira and Rawalpindi):

- i. Designed template for weekly monitoring of learnings, methods/approaches used and project progress to be used by analyst themselves as well as universities in each city. This template will have a universal design with some customisation per city. Analyst will also be responsible for the delivery re: oversight of the weekly implementation and reporting thereof.

- ii. Designed template where captured, cleaned, differentiated, and analysed data, meta-data and descriptions for incorporation into dashboard can be inserted, systematically and transparently. This template will have a universal design with some customisation per city. Analyst will lead in design and review of template as implemented and will be supported by local universities and GAIN.
- iii. Develop a dashboard data management plan that considers each city's delivery context, capacity of each university, IT dashboard design requirements and inputs from participatory engagements with stakeholders. Analyst will lead in development of this management plan and coordinated implementation thereof – and will be supported by local universities, GAIN and other delivery providers including IT service provider.
- iv. Verification of all required data collected for dashboard including, as needed, data cleaning, harmonisation and quality checking of data from different sources (primary and secondary data) and different cities; systematic meta data analyses and inputs into data visualisation process. Analyst will lead on verification and will be supported by local universities GAIN and other delivery providers including IT service provider.
- v. Analytical and data management inputs to case study which will be developed. This case study will focus on the approach, progress and learnings of the 'proof of concept' sub-national food systems dashboard in 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 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

Applicants are required to provide GAIN with a detailed fee-based proposal (describing the services that the consultant proposes to undertake and the fee that will be charged). VAT should be inclusive if applicable to service provider and fee should be in US dollars. The final budget amount will have to be approved by the organisation prior to starting the project.

We are looking for a consultant to start working immediately upon confirmation of budget and proposal, for a period between June 2021 and December 2021 (inclusive), with a mixture of high and low activity months; and an expectation of between one and six working days per month in this period.

3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Technical proposal outlining the interpretation of, and approach to, the objectives and deliverables.
- Financial proposal outlining the 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:

- rfp@gainhealth.org

5. DEADLINE

Completed proposals should be submitted, via email: rfp@gainhealth.org to GAIN **before 16:00 Central European Summer Time on 22 June 2021.**

6. 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.

7. REVISIONS

Proposals may be revised by electronic mail up until the deadline (16:00 CEST on 22 June 2021).

8. 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.

9. 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. 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.

10. 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.

11. 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.

12. 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)