

REQUEST FOR PROPOSALS

FUNDRAISING CONSULTANT – FOOD INNOVATION

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, GAIN aims to transform food systems so that they deliver more nutritious food for all people - especially the most vulnerable. GAIN builds alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale and is part of a global network of partners working together to create sustainable solutions to malnutrition. Through these alliances, GAIN provides technical, financial and policy support to key participants in the food system, using 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.

Supply Chains for Nutritious Foods (SCNF) is a division within GAIN that supports supply chains and businesses to achieve GAIN's overall mission by 1) empowering businesses to produce, distribute, and sell safe and nutritious food to more people, especially those most vulnerable to malnutrition and 2) empowering supply chain actors to make business profitable and sustainable at every step, from farm to retail. An integral issue within this work is nutritious food¹ innovation in supply chains; a topic which crosscuts a broad range of other issues including climate resilient and sustainable food systems, sustainable agri- and aquaculture, food security, food safety (incl. in relation to epidemics and pandemics), private sector development and scalable business models. As part of the efforts under the SCNF, GAIN has for the past three years been working on surfacing nutritious foods innovations under "Project Disrupt", part of the large multi-donor GAIN programme 'Making Markets Work'. The overall objectives of Project Disrupt are to identify innovations that will increase access to affordable, desirable, safe and nutritious foods and draw on innovation sources to design interventions for impact, scalability and sustainability for nutrition outcomes. The project aims to showcase how innovation can be effectively facilitated, identified, designed and resourced in order for low-income populations to improve their diets through safe nutritious foods that are desirable, affordable, available and convenient and to build GAIN and the NGO sector's capabilities to innovate.

2. BACKGROUND

Food innovation is a broad subject that concerns numerous issues, ranging from public health to environmental sustainability to economic development. This Request for Proposal (RFP) is concerned specifically with innovation in nutritious food supply chains as it relates to SCNF's activities described above and may, among others, involve exploring, facilitating and/or implementing new or alternative inputs (orphan crops, healthy ingredients etc.), production and processing methods, products and packaging, distribution systems and food services. The objective of nutritious food innovation in this context is to identify barriers, gaps and/or opportunities throughout food supply chains that ultimately impact low-income consumers' ability to access healthy and nutritious food, and address these using innovative approaches and tools. Issues to address may include post-harvest/food losses, sustainable agriculture, fishing/aquaculture and food processing, food safety, lack of nutrition in products and affordability and may involve different supply chain actors including farmers, fisheries, SMEs and various supporting institutions. GAIN is seeking to engage the services of a fundraising

¹ See <https://www.gainhealth.org/about/strategy> for GAIN's definition of nutritious food

consultant to identify potential sources of funding which could be used by GAIN and others to surface and develop nutritious food system innovations.

3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall under the guidance of and in consultation with GAIN, provide an in-depth overview of the available funding opportunities globally and develop a list of possible funding opportunities related to innovation within food systems. Furthermore, the consultant shall formulate a 'how to' guide, with the purpose of assisting different audiences such as research institutions, NGOs and SMEs in how to approach relevant donors for funding opportunities related to nutritious food innovation. Objectives and deliverables are specified below.

3.1. OBJECTIVES

3.1.1.

Provide a mapping and an assessment of potential donors supporting innovation as related to the above-mentioned issues in food systems. The assessment should consider different categories of donors, including development aid agencies, philanthropic foundations, corporate/private donors from across the world and private sector partners interested and willing to work in public-private partnerships with the purpose of promoting food-related innovation and access to nutrition. Take into consideration for each donor:

- Appropriate entry points (the contact details of specific people and the most appropriate programs to target) within the donor organization
- Timing and process of their funding cycles
- Information to be included:
 - Overall size of funding per year
 - Ticket size per funding
 - Specific development objectives of the funding opportunity (i.e. food security, economic development, green growth...)
 - Requirements for matched funding
 - Indication of "maturity of the solution of the funding"; (i.e. research stage, pilot, prototyping, implementation)
 - Mechanism: "challenge fund" – or decided by a committee or other mechanism?
 - Funding type and conditions: grant, loans?
 - Limitations or requirements for legal status or type of recipient
- Overlap with countries in which GAIN is active – focus on countries where GAIN has country offices:
 - Africa: Ethiopia, Kenya, Tanzania, Mozambique, Nigeria
 - Asia: Pakistan, India, Bangladesh, Indonesia

3.1.2.

Develop a 'how to' guide targeted at a broad audience, including GAIN partners, research institutions and SMEs. It should guide the users in how to approach donors and apply for funding for researching or implementing nutritious food system innovations.

3.2. DELIVERABLES

A report outlining the assessment of funding opportunities for food- and nutrition-related innovations and a 'how to' guide, including the details described above.

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

Sanne Jensen and Fanny Dyrberg are part of the selection team of the organisation and will review the proposals. They will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contacts below and make sure to put the other part in CC in all correspondences. Responses will not be confidential except in cases where proprietary information is involved.

- Sanne Møller Jensen, Senior Associate
sjensen@gainhealth.org
Svanemøllevej 41, 2900 Hellerup
- Fanny Dyrberg, Junior Associate
fdyrberg@gainhealth.org
Svanemøllevej 41, 2900 Hellerup

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:

- Max 10 pages
- Proposal should cover an outline of how the work will be done and include an outline of the 'how-to' guide as well as examples of previous similar undertakings and the capacity of the team
- Timing of work and budget detail should also be included

4. SUBMISSION

Originals should be submitted as follows:

An electronic copy of the Proposal containing the documents preferably in MS Word along with all the required information including the fee proposal should reach GAIN at the address mentioned below:

Email copy:

- sjensen@gainhealth.org
- fdyrberg@gainhealth.org

5. DEADLINE

Completed proposals should be submitted to GAIN **before 16:00 Central European Time on August 20th 2020**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

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 provided such revision(s) are received before the deadline.

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. including an outline of the 'how-to' guide
- 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 consultant working on this project shall have the relevant qualifications and overall experience required to successfully implement the project including strong, demonstrated international fundraising experience from public as well as private donors.
- 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 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 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)