REQUEST FOR PROPOSALS

IMPLEMENTATION OF FORTIFICATION OF EDIBLE OIL IN SELECT GEOGRAPHIES OF INDIA

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 foods 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. The overall aim for GAIN is to make healthier food choices more desirable, more available, and more affordable for population at large. Programmes and projects are carried out at the country offices on areas like workplace nutrition, food staple fortification, community based nutritional interventions for adolescents among many others.

2. BACKGROUND

2.1 STAPLE FOOD FORTIFICATION

India has a very high burden of malnutrition, including micronutrient malnutrition. There are three key strategies to address micronutrient deficiencies i.e.

- Dietary Diversification
- Micronutrient Supplementation and
- Food Fortification.

Food Fortification is the process of adding micronutrients to the foods at industry level so that it can reach everyone.

In India, the recommended levels for fortification of staple foods are set at 25-30% of Recommended Daily Allowances (RDA). Fortification is very cost-effective and is included in the National Nutrition Mission (NNM) and Anaemia Mukt Bharat (AMB) as one of the key complementary strategies to address micronutrient malnutrition. Food Safety and Standards Authority of India (FSSAI), in 2018 gazetted the standards for fortification of five key staple foods: wheat flour, rice, edible oil, milk and double fortified salt. These standards indicate the fortification levels of edible oil and milk with Vitamin A and D, wheat flour and rice with Iron, Folic acid and Vitamin B12 and salt with iodine and iron.¹

2.2 LARGE-SCALE FOOD FORTIFICATION IN INDIA: GAIN’S FOOTPRINT

In India, GAIN has been working on various nutrition related projects since 2002. Large-Scale Food Fortification (LSFF), is one of the key core areas for GAIN’s programming in India. GAIN, being a liaison office, implements its programmes on ground, through partnerships with other agencies / organisations,

¹ Visit Food Fortification Resource Centre (FFRC) website at https://ffrc.fssai.gov.in/
working in the domain of nutrition and public health. Over the past 4 years, GAIN has trained over 300 edible oil industry partners on the process of fortification of edible oil, achieving an annualized tonnage of 7.5 MMT. These industries have been supplying fortified edible oil to the open market and also to the Governments’ Food Safety Net Programs in several states.

Key areas of GAIN’s programming in LSFF include:
1. Undertaking Policy Advocacy with key Government Ministries at the national level and the related Departments at the State level; such as the FSSAI, State FDAs, NITI Aayog, Ministry of Women and Child Development, Ministry of Human Resource Development, Ministry of Food and Civil Supplies, etc. to mainstream fortified staples in the food safety net programmes,
2. Building the capacity of the food industry to fortify key staples as per the notified standards, through training and providing specifically developed technical manuals and films on the process of fortification,
3. Ensuring quality assurance and quality control through training of food industry; building the capacity of testing labs and by supporting regulatory monitoring undertaken by the State Food Safety Officers (FSO); and
4. Creating awareness about benefits of fortification, through regular engagement with media as well as civil society organizations.

3. OBJECTIVES

With the completion of first phase of technical support, around 300 industries (Pan and SMEs) are voluntarily fortifying their edible oil variants. Now it is critical to ensure that these industries sustain fortification efforts on their own and remain compliant to national standards.

The key objectives of this project are:
- Undertaking rapid assessment to assess the availability of fortified staples in the open market and the food safety net programmes;
- Assessing the compliance of fortified staple foods to national standards;
- Building capacity of industries on the process of fortification;
- Undertaking Policy Advocacy with key Government Ministries at the national level and the related Departments at the State level to mainstream fortified edible oil in safety net programs.

4. SCOPE OF WORK AND DELIVERABLES

4.1 SCOPE OF WORK

PROJECT IMPLEMENTATION STATES: Haryana, Punjab, Chandigarh, Rajasthan, Maharashtra, Madhya Pradesh, Gujarat, Andhra Pradesh And Telangana

PROPOSED PROJECT TIMELINE: 1 June 2020- 30 Sep 2021

GAIN wishes to engage with an executing agency (EA) to implement its project on fortification of edible oil in above mentioned 9 project implementation states and UTs. The executing agency will be required to set up a Technical Support Unit (TSU) that will steer the implementation. The EA will coordinate with GAIN India on developing detailed workplans, timelines, monitoring and reporting plans for the project and thereafter conducting the project activities listed below. The advocacy efforts would be jointly administered between GAIN India office and the executing agency. EA will be required to regularly submit progress updates on detailed workplan, finance and project indicators.
<table>
<thead>
<tr>
<th>S. No</th>
<th>Activities</th>
<th>Approximate number</th>
<th>Output</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Inception meeting to understand the project and deliverables</td>
<td>1 meeting</td>
<td>Understanding and clarity of project between GAIN and executing agency</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Introductory meetings with different state government departments and industry partners</td>
<td>4 meetings</td>
<td>Contacts with all the state government departments and industries established</td>
<td>GAIN and its existing executing agencies can facilitate these meetings.</td>
</tr>
<tr>
<td>3</td>
<td>Training of Trainers on edible oil fortification for creating a pool of resource persons</td>
<td>2 training of trainers</td>
<td>A pool of resource persons</td>
<td>These trainers can be from premix suppliers, oil technologists’ associations, NGOs and other accredited technical bodies</td>
</tr>
<tr>
<td>4</td>
<td>Quality Assurance/Control testing of fortified edible oil samples picked up from market in 9 implementation states and UTs</td>
<td>200 samples</td>
<td>Analysis of state wise fortified edible oil samples on compliance to national standards</td>
<td>List of state wise fortified brands and their tonnage will be shared by GAIN. Cost of testing fortified edible oil sample from NABL accredited laboratory for Vitamin A and D is approx. 3500 INR</td>
</tr>
<tr>
<td>5</td>
<td>Refresher trainings of industry partners on the process of edible oil fortification</td>
<td>28 trainings</td>
<td>On site collective refresher trainings provided to industries which are non-compliant to FSSAI standards.</td>
<td>State wise oil production hubs that could be targeted for refresher trainings will be: Haryana (2), Punjab (2), Rajasthan (5), Gujarat (5), A.P (2), Telangana (3), Maharashtra (4), M.P (5)</td>
</tr>
<tr>
<td>6</td>
<td>Sensitisation workshops of state FDA officials on food fortification</td>
<td>4 workshops</td>
<td>FDA officials sensitised on food fortification</td>
<td>This will be conducted using current technical material available with GAIN</td>
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<tr>
<td>7</td>
<td>Industry and stakeholder meetings/exchange forums</td>
<td>6 meetings/exchange forums</td>
<td>Regular contact with industries and stakeholders</td>
<td>These meetings will be opportunistic and need based in all the states. Key stakeholders in these meetings will be govt officials (PDS, ICDS, MDM, FDA), premix suppliers, civil society organizations, industry partners and laboratories etc.</td>
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<tr>
<td>8</td>
<td>Regional level project workshops</td>
<td>4 workshops</td>
<td>Project Dissemination (as and when needed)</td>
<td>This covers dissemination/summit/launch/exchange forums which can be co leveraged with GAIN's other investments</td>
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<tr>
<td>9</td>
<td>Quarterly Project Review Meetings</td>
<td>3 meetings</td>
<td>-</td>
<td>-</td>
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</table>
The project activities will involve extensive travel to the states where GAIN-supported staple food fortification is underway, in order to visit the state governments, industry partners and organise stakeholder meetings etc.

4.2 DELIVERABLES AND TIMELINE

The timelines for submitting the technical and financial proposals and other details are outlined in the following table:

<table>
<thead>
<tr>
<th>DELIVERABLE</th>
<th>DEADLINE</th>
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</thead>
<tbody>
<tr>
<td>Deadline to submit any questions</td>
<td>8 May 2020</td>
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<tr>
<td>Technical and financial proposal submission</td>
<td>14 May 2020</td>
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<tr>
<td>Final response regarding selection of executing agency</td>
<td>22 May 2020</td>
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<tr>
<td>Contracting process initiated</td>
<td>30 May 2020</td>
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</tbody>
</table>
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

Key programme and technical staff from GAIN are a 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 rfp@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are required to provide GAIN with a detailed budget in INR, including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as two separate documents:

- Technical proposal outlining the research objectives and methods;
- Financial proposal outlining budget accompanied by a budget narrative.

4. SUBMISSION

Complete proposals should be submitted in electronic copy to: rfp@gainhealth.org

One hard signed copy of the proposal and an electronic copy 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:

5. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org by 5:00 pm IST on 14 May 2020.

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.
- Proposals that are not signed.
7. **REVISIONS**

Proposals may be revised by electronic mail and confirmed by hard copy 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. Also, the organization must have an active Foreign Contribution (Regulation) Act, 2010 certification.

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 GAIN at rfp@gainhealth.org prior to making their submission before the deadline specified in the timeline above.
- While GAIN have 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.

10. **RIGHTS OF REJECTION**

GAIN reserve 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 reserve 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 reserve 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.
- The creative and practical approaches required to implement each of the parts of the scope of work and liaising strategy with relevant stakeholders.
- Demonstrate documentation, reporting and monitoring capacities
  - Providing a strategy to collect, collate and report and share data and reports on progress recently
- 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

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 authorized representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:

a. [to be completed]
b. [to be completed]
c. [to be completed]
d. [to be completed]

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 [add month and year] in [add location].

_______________________ [add title]
Signature (applicant)

_______________________ [add title]
Signature (applicant)