

## **REQUEST FOR PROPOSALS**

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# **CONSULTANT/GENDER SPECIALIST – SUPPORTING WOMEN OWNED SMES IN THE FOOD SYSTEM TO WITHSTAND SHOCKS AND ENHANCE RESILIENCE**

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

## 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 is supporting Small and medium-sized enterprises (SMEs) that produce nutritious foods to weather the current crisis and to guard against future shocks in **Kenya, Nigeria, Mozambique, Tanzania, and Ethiopia**.

As GAIN supports SMEs it is cognizant that a larger percentage (above 60%) of nutritious foods in sub-Saharan Africa is brought to market through the activities of SMEs, a third of which are owned by women. As many countries continue to implement COVID-19 containment measures, women are being affected disproportionately by these measures. GAIN is looking to create a platform for women business owners and/or leaders to share their experiences, network and access knowledge and resources that would enable them to better cope with the effects of shocks (such as COVID-19) and build resilience to withstand future shocks.

### SCOPE OF WORK AND DELIVERABLES

The consultant shall carry out the following:

- Map or develop a list of women owned and/or led businesses within GAIN networks<sup>1</sup>. GAIN has run a survey on the impact of COVID-19 on SMEs from which this list could be developed through disaggregation.

- Organize virtual networking and knowledge sharing events for women to share experiences and connect
- Identify organizations that have mapped challenges and solutions that women led business are facing focusing on the five countries.
- Connect women to organizations that have resources that are relevant to enabling women to enhance their abilities to cope with the shocks and enhance resilience
- Advice on how content developed by GAIN as part of SME Knowledge Center may be disseminated and/or adapted to support enhancement of women owned SMEs' resilience
- Identify gaps in the existing content and/or materials on how women can enhance their abilities to cope with the pandemic
- Review the program's gender disaggregated indicators to identify gender gaps between men and women and identify any glaring gaps in women benefitting from the project as a proxy for resource allocation equity and women empowerment.
- Provide guidance on issues and challenges related to gender equity across the program, and coordinate and monitor the program's gender inclusion efforts.

**This will be a three months' engagement with start date subject to the availability of the successful candidate**

### **3.2 EXPECTED EXPERTISE**

- University degree preferably in social sciences, economic development, gender or women's studies, or related humanities field with a focus on gender equality and women's empowerment. Master's degree in one of the above fields preferred.
- At least five years' experience in women-specific and gender issues, gender research or analysis, gender programming and/or advocacy for gender equality, ideally in the context of international development
- Experience in developing gender-related training content and/or conducting gender intelligence training desirable
- Familiarity, knowledge or experience in business development, private sector / market development, and/or innovative finance is a plus
- Expertise in emergency relief (as relates to businesses) a plus
- Proven experience writing reports and technical documents
- Good understanding and working knowledge of the agri-food sector
- Good understanding and working experience of the agri-food SME sectors in Kenya, Mozambique, Tanzania, Ethiopia, and Nigeria desirable
- 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.

- **CONTACT**

Please direct all inquiries and other communications to [AgNutProjectSupport@gainhealth.org](mailto:AgNutProjectSupport@gainhealth.org)

### **BUDGET**

Submit expected compensation (daily rate) inclusive of all applicable taxes

### **SUBMISSION**

Interested consultants should submit a proposal by sending the following:

- C.V
- Expected compensation (daily rate).
- Relevant samples of reports, manuals, and/or writing (if available)

These documents should be sent to GAIN (to the address [AgNutProjectSupport@gainhealth.org](mailto:AgNutProjectSupport@gainhealth.org)). Please use the subject line 'KFMW Gender Specialist' when responding.

## **DEADLINE**

Submissions should be done to [AgNutProjectSupport@gainhealth.org](mailto:AgNutProjectSupport@gainhealth.org) by **26 November 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 based on the expertise requirements listed in 3.2 above in this RFP

**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 authorize 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.

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<sup>i</sup> This would be available upon contracting