

REQUEST FOR PROPOSALS

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CONSULTANT – SUPPORT FOR THE DEVELOPMENT OF KNOWLEDGE CENTER FOR KEEPING FOOD MARKETS WORKING

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

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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 will support Small and medium-sized enterprises (SMEs) that produce nutritious foods to weather the current crisis and to guard against future shocks and will initially focus on Kenya and Nigeria.

ABOUT THE KNOWLEDGE CENTER

One of the KFMW program offerings is the development of a Knowledge Center for SME business resilience to prepare for a post-COVID business environment and to prepare businesses to withstand continued market uncertainty. The knowledge center will include the following:

- Understanding the current market situations in light of the Covid pandemic
- Understanding how nutritious foods value chains (Fresh Fruits and Vegetable, animal source Food, cereals and pulses (excluding commodities), supply chain, and logistical trends are changing during the Covid pandemic
- Understanding and documenting changes in consumer perception and preference as a result of the Covid pandemic
- Incorporate market intelligence and business resilience information into technical assistance for SMEs

SCOPE OF WORK AND DELIVERABLES

The consultant will deliver the following areas of the knowledge center:

Area 1: Current market situations

- Incorporate situation reports from GAIN country projects in Kenya and Nigeria (SUN Business Network and the Marketplace for Nutritious Foods)
- Conduct desk research to compile published information; Monitor and report on the changing business and economic climate
- Monitor policies and policy changes
- Prepare global and country-level briefings on market trends for SMEs. Within the six months engagement period, develop at least 6 (one per month) briefs
- Conduct desk research and on monthly basis create and update an inventory of support options available to SMEs while also taking into account what is already being done by others to address these issues (by governments, civil society, UN, and the private sector).
- Translate and/or package the information, reports, and briefs such that they can be useful and ready for dissemination to different stakeholders. Information could be disseminated via different platforms such as webinars, email newsletters, blogs, etc.
- Provide guidance on incorporating the market intelligence and business resilience information into technical assistance for SMEs. Identify considerations that should be taken into account when designing and delivering this support in order to ensure it increases long-term resilience and do so in an equitable manner, without creating dependency or harming positive incentives
- Support the project managers to develop and repackage materials developed

Area 2: Nutritious foods value chains and the effect of COVID-19

Focusing on nutritious food value chains (Fresh Fruits and Vegetables, animal source foods (meat, poultry, fish, egg, dairy), pulses, nuts and seeds), supply chain, and logistical trends.

- Monitor and document trends in global supply and trade
- Monitor and document domestic trade in Kenya and Nigeria
- Monitor what has been done and documented by other organizations
- Create summary reports of how COVID—19 is impacting nutritious food value chains focusing on Kenya and Nigeria from the information gathered from monitoring the value chains and logistics and conducting additional desk research and/or key informants' interviews as required. At least four country reports (Kenya, Nigeria), and one global synthesis shall be developed over the duration of the assignment.
- Based on all the information gathered from above activities, provide guidance on how GAIN can update its technical assistance advice for SMEs.
- Support the project managers to develop and repackage materials developed

Area 3: Changing consumer perception in the COVID-19 context

- Leverage and partner with other GAIN programs, in Kenya and Nigeria that have planned other consumer surveys, to understand changing consumer preferences as it relates to COVID-19
- Regularly review what other organizations have documented around consumer perceptions (governments, civil society, UN, and the private sector)
- Create summary reports of changing consumer preferences as result of COVID-19 at country level (Kenya and Nigeria) and global outlook
- Develop guidance on how the findings can be incorporated into GAIN's technical assistance advice for SMEs who serve low income consumers.
- Work with the project managers to develop and repackage materials developed

DELIVERABLES

- Six briefs on the market situation in light of the COVID-19
- Monthly inventory of support options available to SMEs
- Four country level reports and at least one global report on effects on COVID-19 on the highlighted value chains and logistical trends.
- Two country level reports on changing consumer perception in the context of COVID-19

The development of the knowledge center is expected to be a continuous process. As such a consultant might be engaged on a longer term (approximately 6 months) basis via a contract. Additional information on any GAIN related projects that will be helpful for this assignment will be provided upon contracting.

The expected level of effort is 3 days per week, for 6 months, subject to discussion and availability of the successful individual.

3.2 EXPECTED EXPERTISE

- Proven expertise in business development, private sector / market development, and/or innovative finance
- Proven experience writing high-quality reports. Experience writing for development projects and programs. Knowledge and experience in 'knowledge translation' as it relates to packaging outputs into formats that can be disseminated to and understood by target audience.
- Good understanding and working knowledge of the food sector
- Good understanding and working experience of the SME sector in Kenya and Nigeria
- Good understanding of business development services and technical assistance to support SMEs
- Expertise in emergency relief (as relates to businesses) desirable
- English-language fluency (professional fluency and writing skills)

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 AgNutProjectSupport@gainhealth.org

BUDGET

Submit expected compensation (daily rate)

SUBMISSION

Interested consultants should submit a proposal by sending the following:

- CV
- Relevant samples of reports and writing (particularly in Africa/Kenya & Nigeria)
- Expected compensation (daily rate) and salary history.

These documents should be sent to GAIN (AgNutProjectSupport@gainhealth.org) by **20 August 2020 5pm GMT+3**. Please use the subject line 'KFMWWS1 Knowledge Consultant_2020' when responding.

DEADLINE

Completed proposals should be submitted to AgNutProjectSupport@gainhealth.org by **20 August 2020 5pm GMT+3**

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 using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Understanding of the scope of work:

Past experience undertaking similar work

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 authorise 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.