REQUEST FOR PROPOSALS

CONSULTANT TO DEVELOP

GAIN WORKING PAPER SERIES

TARGETED DIETARY IMPROVEMENT CLUSTER (TDIC)

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 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.

The Targeted Dietary Improvement Cluster (TDIC) tailors programmes to the specific needs of children, adolescents and workers. TDIC incorporates three core programmes: The Better Diets for Children programme works to provide caregivers and children with the opportunities and reasons to consume more of the healthier foods, less of the others. The Adolescent Nutrition programme works with adolescents to improve this generation and the next. Adolescents are experiencing multiple burdens of malnutrition, the increasing problem of overweight and obesity coexisting with continued high prevalence of underweight and micronutrient deficiencies. The Workforce Nutrition programme works with employers and buyers in global supply chains to the improvement the diets of workers and farmers, ideally as part of a broader approach to worker well-being and promotion of healthy lifestyles.

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.

3. SCOPE OF WORK AND DELIVERABLES

Under the overall guidance of the Programme Lead, Better Diets for Children and in consultation with the Cluster Lead, programme and project managers, the consultant will develop a working paper series to explain some of GAIN’s child and adolescent flagship projects and position GAIN’s expertise on these themes. The working paper series will demonstrate how GAIN uses a range of approaches to improve nutrition among infants, children, adolescents and their families. These approaches include improving access to and utilization of, creating demand for and promoting nutritious foods. The consultant will be supplied and supported by GAIN staff with all relevant documents. Examples of GAIN’s working papers can be found on the GAIN website.

The project will start in May 2020.
3.1. Key tasks

- Lead on the development of four working papers, using the GAIN working paper template and branding guidelines. Finalise them with input from GAIN staff, documenting all steps taken.
- Prepare and propose the methodological approach, structure and content of the working paper.
- Develop a plan for the working paper, for GAIN review and approval.
- Collect and analyse data and information including desk review of relevant documents and key literature, and virtual face-to-face interviews. Prepare a list of all the resources utilized using defined inclusion/exclusion criteria.
- Remain in regular contact with the BDC Programme Lead and provide regular updates about the progress of the working papers.
- Write the full working paper, including methods, data collection activities, and conclusions/recommendations based on gain input.
- Support GAIN staff to disseminate the working papers.
- Coordinate with a designer, if required.
- Participate in meetings, as required.

The consultant will be cited as lead or co-author of the working papers.

3.2. DELIVERABLES

The main deliverables of the consultant are as follows:

<table>
<thead>
<tr>
<th>Country</th>
<th>Theme</th>
<th>Consultant deliverables</th>
<th>Working days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mozambique</td>
<td>Method and experience in adapting emo-demos</td>
<td>Use existing project narrative as a structure for a GAIN working paper, edit and format</td>
<td>10 days</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver working paper outline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver draft and final working paper and short narrative for GAIN website and social media</td>
<td></td>
</tr>
<tr>
<td>Pakistan</td>
<td>GAIN’s role in developing the Adolescent Nutrition strategy</td>
<td>Workplan, including the methodological approach</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Interview the GAIN Indonesia/Nigeria team, Government actors and other partners</td>
<td></td>
</tr>
<tr>
<td>Indonesia</td>
<td>The story of scaling up emo-demos</td>
<td>Deliver working paper outline</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Deliver draft and final approved working paper and short narrative for GAIN Indonesia office and GAIN BDC staff review</td>
<td></td>
</tr>
<tr>
<td>Nigeria</td>
<td>Developing the egg campaign</td>
<td>Write a blog about the Nigeria Egg campaign</td>
<td></td>
</tr>
</tbody>
</table>

3.3. EXPECTED EXPERTISE

- Demonstrable analytical, communication and drafting writing skills in English, ability to synthesize technical information in non-technical terms
- Excellent time management, planning and organizational skills
- Good information management skills and excellent attention to detail
- Experience in communications, especially writing technical or working papers. Experience in food systems, nutrition, health and behaviour change communication or advertising a plus
- Excellent interpersonal skills and ability to work in a multicultural environment and across different task teams and time zones

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 and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- Sonia Perrier, Associate Targeted Dietary Improvement Programmes, GAIN Switzerland.
  E-mail: sperrier@gainhealth.org.
  Phone: +41 22 749 1842

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the number of days of work project and the daily rate. The final amount will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested applicants should prepare a proposal that includes:

- Writing samples/portfolio. Evidence of experience drafting working papers and/or writing technical content for diverse audiences.
- Detailed one-page proposal/cover letter explaining how the scope of work will be addressed and detailing your skills and expertise
- References
- CV/Resume highlighting recent and relevant experience

Proposals for this engagement must be sent by email to sperrier@gainhealth.org with the subject line ‘Consultant to develop working paper, TDIC, not later than 6pm CET Time on 8 May 2020.’
4. **DEADLINE**

Completed proposals should be submitted to Sonia Perrier, Associate Targeted Dietary Improvement Programmes, GAIN Switzerland by email at sperrier@gainhealth.org **before 6pm on 8 May 2020 Central European Time.**

5. **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 regular mail
- Incomplete proposals.
- Proposals that are not signed.

6. **REVISIONS**

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

7. **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.

8. **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.

9. **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.

10. **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.

- 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.

- 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 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.