REQUEST FOR PROPOSALS

REVIEW OF NUTRITION CONNECT

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.

1.1 ABOUT NUTRITION CONNECT

Nutrition Connect is an open access resource that brings together evidence and experience related to public private engagement (PPE) for nutrition. It aims to stimulate dialogue, advance the development of new evidence and tools and serve as a safe space for debate.

Nutrition Connect is managed by the Global Alliance for Improved Nutrition (GAIN) but has a separate identity. Because content is sourced from multiple sectors and organisations, Nutrition Connect has distinct editorial policies and a set of editorial criteria has been developed to guide content and ensure quality is upheld. The website manager uses this guide for content management, including submissions from external stakeholders.

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.

The purpose of this RFP is to engage services of a Service Provider to conduct an independent assessment of Nutrition Connect to evaluate the extent to which it meets its objectives and uses appropriate fit-to-purpose editorial policies.
3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall present a proposal for a team of two or more consultants to conduct a review of Nutrition Connect. The reviewers should understand perspectives and interests of business, academia, and implementing agencies and public private engagement (PPE). The reviewers will produce a written assessment which will be circulated to GAIN’s Strategic Management Team (SMT), donors and be made publicly available on Nutrition Connect. The review may include interviews with key stakeholders but no travel is required. The scope of work should take a maximum of 10 working days.

3.1 OBJECTIVES

To ensure objectivity and quality of the site and its content, GAIN seeks to appoint a team of two or more consultants to conduct a Review of Nutrition Connect. The review will be an independent assessment of Nutrition Connect in the extent to which it meets its objectives and uses appropriate fit-to-purpose editorial policies. It is not intended to be a review or evaluation of impact of the website as such, but alignment of content and functionality with objectives and compliance with editorial standards.

The consultants should assess Nutrition Connect from multiple perspectives, reflecting insights and interests of the private sector (primary but not limited to the food and related industry) and public sectors (including government, donors, academia and civil society.)

The review will consider the quality and comprehensiveness of materials, appropriateness of literature and extent to which narrative descriptions reflect PPE. It will:

- audit content against the aims above and according to the editorial criteria set out in Appendix 1 to assess the quality, relevance, objectivity and novelty of the site.
- review any user comments, reviews or feedback submitted to nutritionconnect@gainhealth.org, and propose possible solutions to address any outstanding issues.

3.2 DELIVERABLES

The reviewers will produce a written assessment based on their findings in the second quarter of 2020. The report can include commentary on how this site fits within the context of the greater nutrition, development and business community, including any relevant frameworks or conventions. It will be circulated to GAIN’s Strategic Management Team (SMT), donors and be made publicly available on Nutrition Connect.

4. COMPETENCIES

It is envisaged that the work would be led by a team of at least two individuals. The consultants should be able to demonstrate:

- an understanding of varied perspectives across the food system, taking account of the interests of stakeholders from the public sector, business, academia, and implementing agencies as it relates to nutrition.
- expertise in nutrition, agriculture, post-harvest management, supply chains, environmental sustainability, international development, political economy, policymaking, economics, consumer behaviour, marketing, food processing, food safety, regulation, organisational behaviour, or related fields.
- ability and experience in the production of high-quality reports / publications
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

Knowledge Leadership and Policy & External Relations 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 contact below. Responses will not be confidential except in cases where proprietary information is involved.

Catherine LeBlanc, Technical Specialist – Knowledge Mobilisation, GAIN London
Email: cleblanc@gainhealth.org
Phone: +44 (0)207 042 1390

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:

Please submit an overview of your proposed approach to conducting the review (2 pages), and an illustrative example of how the findings could be presented (1-2 additional pages). Proposals should also include an explanation of individual qualifications to meet the above competencies, along with a CV for all individuals conducting the review. Applications will be reviewed based on the above criteria and in line with GAIN’s research and evaluation procurement process.

4. SUBMISSION

Proposals should be submitted by email to nutritionconnect@gainhealth.org, using subject line: Review of Nutrition Connect.

5. DEADLINE

Completed proposals should be submitted to GAIN before 12:00 GMT on 9 March 2020.

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. 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. COMPLETION

- 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.

9. 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.

10. 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.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

11. 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.

12. 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.
13. 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.

14. EVALUATION CRITERIA

Proposals will be reviewed based on the above criteria and in line with GAIN’s research and evaluation procurement process. Review process

The review process will involve a Review Panel with participants selected by GAIN.

15. 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.

16. 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.

17. 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.

18. 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.
IV. APPENDIX 1

Nutrition Connect: How we work

Nutrition Connect is curated, managed and operated by GAIN as a service to the food, nutrition and wider development and business sectors.

EDITORIAL APPROACH

Content for Nutrition Connect will be reviewed by GAIN staff to assess its quality and relevance according to the following criteria:

- Materials should contribute to an improved understanding of the way in which public private engagement (PPE) can advance nutrition through markets, and via improved policies on the part of government and businesses.
- Content should be aimed to inform learning and action. It should be context-specific when appropriate, as evidence-based as possible, and explain any change achieved or sought.
- Materials should reflect all learnings from PPEs, which could include examples of both good and bad practice, and a wide variety of viewpoints and opinions. Such content must be set out in a balanced, responsible and respectful manner, with the aim of facilitating diverse voices and serious debate.
- Materials that are intended solely or primarily for product promotion or profiling will not be considered.
- Resources will be selected if they contribute to further understanding of PPE in one of the following four areas of PPE: Impact; Design and process; Context; Action. Additional information on the approach to assessing, selecting and labelling materials is set out in Annex A (see below).
- GAIN reserves the right to provide commentary and contextual material to assist users in accessing and getting maximum value from Nutrition Connect.
- GAIN and Nutrition Content Managers reserve the right to edit or remove content at any time according to their discretion and judgment, aligned with the principles laid out here.
- The views expressed or contained within reports, publications, tools, interviews, links or other resources on Nutrition Connect are not necessarily endorsed or shared by GAIN or its donors.

ACCOUNTABILITY AND TRANSPARENCY

A review panel will be set up to conduct an independent, annual assessment of Nutrition Connect, and its findings will be posted on Nutrition Connect.

An open call will be conducted according to GAIN’s research and evaluation procurement process in the first quarter of 2020. A panel of experts from across business, academia, and implementing agencies will be selected; full details of the selection criteria will be developed and approved by the GAIN Senior Management Team (SMT).

A Request For Proposals will lay out general objectives to review substance and functionality of website. GAIN will create a Terms Of Reference to set out expert criteria and expectations for the review process. This will include a content review to assess the quality and comprehensiveness of materials, e.g. appropriateness of literature, extent to which narrative descriptions reflect PPE. Full TORs to be updated.
The panel will:

- Review the editorial approach and selection criteria for the site and make recommendations for modifications as appropriate.
- Audit content against the aims above and according to the criteria set out in Annex A (see below) to assess its quality, relevance and objectivity.
- Assess the overall scope of the website will be assessed within the context of the greater nutrition, development and business community, including any relevant frameworks or conventions.
- Review any user comments, reviews or feedback submitted to nutritionconnect@gainhealth.org, and propose possible solutions to address any outstanding issues.
- Produce a written assessment based on its findings in the second quarter of each year. This document will be circulated to SMT, donors and be made publicly available on Nutrition Connect.

19. ANNEX A

SELECTION CRITERIA AND CATEGORIES FOR CONTENT

Nutrition Connect is committed to sharing high-quality, credible and objective information with practitioners interested in exploring public private engagement (PPE) for nutrition so they can make informed decisions based on the best-available resources. All resources on Nutrition Connect should enhance understanding and action on better PPE for nutrition.

While Nutrition Connect does not necessarily endorse material on Nutrition Connect, we believe it is important to share resources that represent a diversity of viewpoints. We believe dialogue is the only way to acknowledge, address and overcome barriers that may be preventing public private engagement for nutrition. Content will be assessed with reference to GAIN’s Principles of Engagement. Though Nutrition Connect may not work with some partners, we will talk and listen to anyone who has the potential to impact malnutrition.

Table 1 (see below) sets out the categories which have been established to distinguish among types of resources available on Nutrition Connect.

CONTENT EVALUATION GUIDELINES

Content will be assessed and selected based on the following questions.

Contribution to learning

- Is it relevant to PPE or provide context for PPE for nutrition?*
- Does it contribute to an improved understanding of the way in which public private engagement can advance nutrition through markets, and via improved policies on the part of government and businesses?
- Does it provide lessons learned? Including examples of good/bad practice? (This could include lessons from other sectors applicable to nutrition.)
- Does it contain new ideas that could help further debate, dialogue or discussion?
Provenance of resource

- Is the source reliable?*
- Has any conflict of interest been declared?
- Does it seek to promote a particular product or brand?
- Does it conflict with GAIN’s Principles of Engagement?**

Risk

- Is the writing and/or data of high quality?*
- Does it contain controversial findings, opinions or views?
- Does it pose any reputational risk to Nutrition Connect, GAIN or partners?**

*If no, this piece will not be considered.

**If yes, this piece requires further review by GAIN SMT.
### TABLE 1: CONTENT CATEGORIES AND LABELLING

<table>
<thead>
<tr>
<th>Resource type</th>
<th>Purpose</th>
<th>Examples</th>
</tr>
</thead>
<tbody>
<tr>
<td>Evidence and effective models</td>
<td>Impact: What works?</td>
<td>3rd party, peer-reviewed evidence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case studies, reports, papers</td>
</tr>
<tr>
<td>Good practice models and examples</td>
<td>Design and process: How do they operate? How do they work?</td>
<td>3rd party, peer-reviewed evidence</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Case studies, reports, papers</td>
</tr>
<tr>
<td>Opinion pieces</td>
<td>Context: Why is this relevant?</td>
<td>Blogs, interviews, op-eds</td>
</tr>
<tr>
<td>Descriptions</td>
<td>Inform: Which initiatives, organisations or events are active in this space?</td>
<td>Relevant events, initiatives, or debates</td>
</tr>
</tbody>
</table>

Any resources that have gone through external or peer-review processes will be marked with this icon.

Any resources that present data or findings, but have not been peer-reviewed, will be marked by this icon.

Any resources that are opinion-based will be marked with this icon.

Any resources that are for information will be marked with this icon.