

REQUEST FOR PROPOSALS

REVIEW OF NUTRITION CONNECT

Issued by
The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. PROJECT BACKGROUND AND SCOPE OF WORK	2
II. INSTRUCTIONS FOR RESPONDING	3
III. TERMS AND CONDITIONS OF THIS SOLICITATION	5
IV. OFFER OF SERVICES	Error! Bookmark not defined.

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.

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.

Nutrition Connect (NC) is an open access resource that brings together evidence and experience related to public private engagement (PPE) for nutrition. Launched in May 2019, NC aims to empower public and private sector actors to collaborate so together we can identify innovative solutions, form novel partnerships and share good practices that drive investment and action to improve nutrition.

NC is managed by the Global Alliance for Improved Nutrition (GAIN) but has a separate identity. All resources have been curated for stakeholders from government, business, civil society and academia with the aim to inform and inspire collaboration so safe and nutritious foods are available, accessible and desirable to everyone, everywhere. Because content is sourced from multiple sectors and organisations, NC 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.

The purpose of this RFP is to engage services of a Service Provider to conduct a Review of Nutrition Connect. The review will be an independent, assessment of NC to 1) ensure that the site meets its objectives to provide objective, credible resources for users and 2) understand the value of the site, 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.)

3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall: audit content against the aims above and in alignment [with NC's editorial criteria](#) to assess the quality, relevance, objectivity of the site and its content; assess the utility and impact of the site from multiple user perspectives; and produce a final report of findings and recommendations for future improvements which will be made publicly available on Nutrition Connect.

The review will be conducted as a desk review with reference to good practice. The report can include commentary on how this site fits within the context of the greater nutrition, development and business community. The review may include user surveys and interviews with key stakeholders but no travel is required. The scope of work should take approximately 10-20 working days.

3.1. OBJECTIVES

Content assessment

- Audit content against the stated aims and mission of Nutrition Connect
- Review content in terms of quality, relevance, objectivity
- Assess compliance with the stated editorial criteria
- Identify areas that work well, and where there is scope for improvement

User experience

- Assess the functionality and user experience of NC, including ways in which users access and engage with the site and its social platforms
- Consider the utility and impact of the site from multiple user perspectives (government, private sector, academia, civil society)
- Identify what is working well, and where there is scope for improvement (including content, functionality, engagement and social media outreach)

Impact and influence

- User perspectives on the extent to which NC and its resources have stimulated action, investment or new PPEs
- The extent to which Nutrition Connect has influenced food systems stakeholders and/or important global processes (e.g. the UN Food Systems Summit)
- The extent to which NC has shaped PPEs for better nutrition, in terms of quantity (more) and quality (improved)
- Identify what is working well, and where there is scope for improvement

3.2. DELIVERABLES

A summary report, including:

- Assessment of quality, relevance and objectivity of content
- Compliance with established editorial criteria
- Functionality and user experience, including ways in which users access and engage with NC, its content and its social platforms
- Perceived value and impact of the site from multiple user perspectives
- What works well, and opportunities for growth and future development
- Extent to which Nutrition Connect is fulfilling its aims

Presentation and discussion of findings with GAIN staff, including:

- Overview of analysis and trends
- Discussion and feedback, to be included in final report as appropriate

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.

- nutritionconnect@gainhealth.org

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:

The proposal should include:

- An outline of the different activities to complete this work, including proposed methodologies, criteria and/or benchmarks to be used to assess and meet the three overall objectives.
- A proposed timeline and workplan to complete the scope of work.
- A financial budget to complete the scope of work, including explanation of value for money.
- Detailed profiles (qualifications, expertise, relevant experience, etc.) of the agency or individual(s) who will be completing the work, including full names and expertise.
- A summary of past relevant experience (conducted in the last five years).
- References (name, contact information) to vouch for past work.

4. SUBMISSION

Originals should be submitted as follows:

Proposals should be in English and submitted in electronic copy to the following e-mail address: rfp@gainhealth.org. Please include 'Review of Nutrition Connect' as the subject line.

5. DEADLINE

Completed proposals should be submitted to GAIN **before 23:59 Central European Time on 23 May 2021**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

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. 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.

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 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.

10. 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.

11. 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

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:
 - o 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:
 - o Providing detailed documentation of the proposed strategy.
- 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:
 - o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
- Detailed budget and cost-effectiveness of proposed approach:
 - o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Management and personnel plan:
 - o The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
 - o Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.

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.