REQUEST FOR PROPOSALS

ADOLESCENT FUNDRAISING, TARGETED DIETARY IMPROVEMENTS PROGRAMMES

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.

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

The successful applicant shall support the GAIN’s Adolescent Nutrition resource mobilisation strategy. The project will start in May 2020 and will end at the latest by July 2020 GAIN estimates the number of working days needed to accomplish this assignment to be 25-30 days.

3.1. OBJECTIVES

- Conduct Adolescent Nutrition country level landscaping (Nigeria / Kenya/Indonesia and Mozambique) – through a literature review, key informant interviews with GAIN staff and other partners, to assess the need, identify existing government level policies and frameworks supporting adolescent nutrition interventions, identify who the main actors working with / and for Adolescents, review programmatic evidence of Adolescent nutrition programming in each country and identify gaps
- Recommend a process to ideate and help generate and / or validate ideas and concepts; help articulate GAIN’s positioning in Adolescent Nutrition per country (e.g. virtual ideation sessions / workshops, etc)
- In collaboration and consultation with the Cluster Lead and Programme Leads as well as project managers, develop a draft Adolescent fundraising strategy and provide recommendations for GAIN on thematic areas / fundraising priorities, based on donor mapping and identification of current trends and partners in adolescent nutrition space; the fundraising strategy will also include:
  - Recommendations on collaboration opportunities with civil societies, foundations, networks to improve GAIN’s visibility in Adolescent Nutrition
Short and long-range goals/objectives and activities to direct and enlist funding support from public/private grant agencies, foundations, corporations and individuals

- Generate a pitch deck for GAIN Adolescents and a roadmap for the fundraising strategy

3.2. DELIVERABLES

Outline of landscape analysis
Adolescent Nutrition Country landscaping (4 countries)
Donor and partner mapping
Draft Adolescent Nutrition fundraising strategy
Pitch deck for GAIN Adolescent Nutrition

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

Alia Poonawala and Sonia Perrier 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.

- 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 percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

3. FORMAT FOR PROPOSAL/SUBMISSION AND DEADLINE

Proposals for this engagement must be sent by email to sperrier@gainhealth.org with the subject line ‘Adolescent Fundraising, Targeted Dietary Improvement Programmes, not later than 6pm CET Time on 23 April 2020. Candidates should be available for interviews week of 27 April 2020.

The following requirements in the proposal indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive and is provided to enhance the applicant’s ability to respond with substance.
• Detailed proposal/cover letter explaining how the scope of work will be addressed (you will provide evidence of your experience in fundraising, especially among philanthropists and foundations and corporations, demonstrated knowledge of and ability to implement effective strategies to approach corporations, grants and foundations; with an understanding of current trends in Adolescent Health)

• References

• CV in Ms Word or PDF

Shortlisted candidates will be invited for an interview.

4. 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.

5. 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.

6. 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.

7. 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.

8. 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:
  o Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.

- Comprehensiveness of work plan and reasonableness of proposed time frame:
  o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  o The work plan details how activities will be coordinated.

- Detailed budget and cost-effectiveness of proposed approach:
  o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  o Proposal shall identify possible challenges and include creative approaches to addressing them.

- Management and personnel plan (if a team proposal):
  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.

- A duly completed offer of services.
Competencies that will be assessed by the Review Panel:

- Outstanding verbal and written communication skills
- Solid interpersonal skills with excellent ability to build relationships; familiarity with managing a wide platform of stakeholders including high profile donors
- Excellent time management, planning and organisational skills
- Creative problem solver and results oriented

Desired Experience within the team:

- Min 5 years’ experience in fundraising and grant writing, especially among philanthropists, foundations and corporations
- Demonstrated knowledge of and ability to implement effective strategies to approach corporations, grants and foundations; with an understanding of current trends in Adolescent Health, Nutrition
- Track record of working in Adolescent Nutrition and good knowledge of the key players/donors/networks/alliances in Adolescent health and / or Adolescent Nutrition
- Experience in multi-sectoral programmes and multi-cultural settings
- Design thinking / workshop facilitation experience a plus

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 as well as an interview.

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.