

REQUEST FOR PROPOSALS

CONSULTANT FOR REVIEWING MANUAL FOR TEST METHODS OF MICRONUTRIENT IN FORTIFIED PRODUCTS

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.

One of our programs in Ethiopia is supporting food fortification. Food fortification is one of the key strategies endorsed by the Government of Ethiopia to reduce micronutrient deficiencies. As part of this fortification program, GAIN also provides support for strengthening the capacity of laboratories to conduct micronutrient testing of fortified wheat flour, edible oil and iodized salt. For this reason, a harmonized test method manual was developed to harmonize the test methods used across different laboratories in the country.

2. Background

One of our programs in Ethiopia is supporting food fortification. Food fortification is one of the key strategies endorsed by the Government of Ethiopia to reduce micronutrient deficiencies. As part of this fortification program, GAIN also provides support for strengthening the capacity of laboratories to conduct micronutrient testing of fortified wheat flour, edible oil and iodized salt. For this reason, a harmonized test method manual was developed to harmonize the test methods used across different laboratories in the country.

The major objective of reviewing the draft laboratory test method manual is to ensure accuracy and correctness of the harmonized test methods and facilitate reliable results when analysing micronutrients in fortified foods, within Ethiopia.

3. Scope of work and deliverables

The successful applicant shall report to GAIN, under an agreed work plan, to undertake tasks that will include, the following:

3.1 Review the test method manual for testing micronutrients in fortified wheat flour, edible oil and iodized salt, in the context of and with reference to national, international and other recognized publications. The test methods should be comprehensively reviewed to ensure appropriateness and correctness of the methods.

3.2 The following is a list of methods included in the test method manual:

- Iodized salt - Method of test for Iodine
- Wheat flour - Method of test for Iron, Zinc, Vitamin B1, B2, B3, B6, B9 and B12
- Edible Oil - Method of test for Vitamin A, Vitamin D and Peroxide value

Minimum content of the test methods

1. Introduction/principle
2. List of materials needed
3. List of equipment needed
4. Procedure Formula/Calculations
5. Reference, other required elements, etc...

3.3 The consultant as required will suggest any additional test methods to be included in the manual

3.4 All reviewed documents should be reviewed using tracked changes for full visibility.

3.5 The consultant shall present his/her work after the review.

3.6 The format template for methods shall also be proposed

3.6 Once the review is presented and any revisions agreed with GAIN, the consultant shall format and organize the document in the agreed template.

3.7 The consultant is requested to submit a detailed work plan in the form of an activity schedule prior to commencing work.

QUALIFICATION AND EXPERIENCE OF CONSULTANT

The Candidate consultant should at least meet the following:

- At least BSc degree in chemistry or relevant field of study.
- Experience in testing the list of micronutrients listed in the test manual for testing laboratories
- Experience and knowledge in the implementation and/or managing of ISO/IEC 17025 laboratory management system
- Experience in reviewing and developing laboratory manuals and SOPS

4. DURATION OF THE SERVICE

The manual should be completed within four weeks after agreement is signed.

5. TERMS OF PAYMENT

The service provider will receive a service fee to be paid in the following instalments:

The first instalment in the amount 25% of the total service fee shall be paid upon signing the agreement.

The second instalment in the amount of 75 % of the total service fee shall be paid upon submission of the final reviewed document approval by GAIN.

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.

6. contact

Please direct all inquiries and other communications to

atadele@gainhealth.org and ggebremedhin@gainhealth.org

7. Budget

. Submit expected compensation (daily rate)

8. Submission

Interested consultants should submit a proposal by sending the following:

An electronic copy of the proposal both technical and financial separately containing the documents preferably in MS Word and PDF along with all the required information should reach GAIN at the address mentioned below:

Email copy:

atadele@gainhealth.org and ggebremedhin@gainhealth.org

Note:

Manual to be reviewed will be sent to the selected applicant

9. Deadline

Before September 22,2020 Central European Time on 5:30 pm CET.

10. 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.

11. Revisions

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

12. 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.

13. 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.

14. 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.

15. 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.

16. 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

17. 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.

18. 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.

19. 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.

20. 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 individuals and contractor(s) in order to verify the information provided as part of the Proposal.

21. Review process

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

22. 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 authorize any third party to bind or commit GAIN in any way without GAIN's express written consent.

23. 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.

24. 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.

25. 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.

26. 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.

27. 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.