

REQUEST FOR PROPOSALS

Development of an online database for the Scaling up Nutrition Business Network

**Issued by
The Global Alliance for Improved Nutrition (GAIN)**

TABLE OF CONTENTS

I.	project background and scope of work	2
II.	instructions for responding	4
III.	Terms and conditions of this solicitation	6
IV.	ANNEX	10

I. PROJECT BACKGROUND AND SCOPE OF WORK

ABOUT GAIN AND THE SUN BUSINESS NETWORK (SBN)

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.

In 2010, the Scaling Up Nutrition (SUN) Movement was launched to support national leadership and collective action to scale up nutrition. The SUN Business Network (SBN) is one of the four global networks that support SUN countries (along with UN, Civil Society and Donor Networks). It is convened by the Global Alliance for Improved Nutrition (GAIN) and the UN World Food Programme (WFP) and further supported by an Advisory Group comprised of senior business leaders.

The SBN aims to reduce malnutrition in all its forms through mobilising business to invest and innovate in responsible and sustainable actions and operations. To do this SBN provides a neutral platform to broker partnerships and collaboration between business and all actors on nutrition at national, regional and global level to support SUN Country plans. We believe that when consumers demand improved nutrition, business will act, and national economies will grow. The SBN currently gathers more than 650 members - mostly Small and Medium Enterprises (SMEs) - at global level and in its national networks established in 18 emerging countries.

BACKGROUND

The SBN currently has two primary excel-based tools that were created to monitor and track the activities and progress of the national SUN Business networks and the SUN secretariat. They serve as repositories of data for networks on stakeholders, members, partners, activities and member commitments. The national SBN excel file has 12 functional worksheets (tabs in excel) with a total of over 200 variables, and data inputted automatically generates summaries on key performance indicators on a visual dashboard as well as a results framework. The global excel file has 7 functional worksheets with a total of over 100 variables and has a dashboard and separate results framework. See screenshots for both database templates in the Annex of this RFP (the full database templates can be requested at sbndatabase@gainhealth.org). The SBN has an additional third excel database which serves the purpose of consolidating all data from National Databases to better visualise Technical and Financial assistance request across geographies, as well as match offers of support with needs.

These excel-based tools have been under development since 2018 and are currently used by 7 country networks and the global team. An estimated 20 additional country networks track data on separate tools. The SBN secretariat proposes to move over to an online database for all networks and the secretariat to use together to track all SBN related data in real time.

SCOPE OF WORK AND DELIVERABLES

1.1. OBJECTIVES

After showing a proof of the use and viability of the data tracking system, the SBN secretariat (GAIN and WFP) seek a developer to configure and transfer the current excel-based tool to an online database. An online database would allow the SBN stakeholders (the secretariat, coordinators, and others) to track data on demand, reduce the errors during input, and streamline reporting. An online open-source online platform, like DHIS2, is ideal based on its use by many SUN governments as well as the Civil Society Network's database. This may allow for some data connectivity as part of network convergence work- finding ways that the SUN networks within countries can align work and share data.

The Scope of Work and deliverable should be proposed by interested applicants, but the following general considerations should be included:

1. Support the Global SBN team to map out how all three mentioned excel tools can be integrated into one coherent online database platform and validate the proposed wireframe and logic flow.
2. Transfer the excel-based tools to a user-friendly online database compatible for use in low-bandwidth settings.
3. Optimized the online database for mobile users, including for inputting data
4. Build user-friendly data entry tools for SBN staff, similar to those on the existing tool
5. Use the DHIS2 open source software (recommended)
6. Allow for a dashboard of analytics as reflected in the current 'dashboards' on the excel file as well as other to be defined by the user
7. Allow for different levels of access for up to 50 users (tbd)
8. Develop required and requested analytics and graphs using existing dashboard functionality
9. Develop a training manual and conduct trainings for users
10. Develop a training manual and conduct trainings for central managers of the database including configuration, and needs to regular maintenance and upkeep
11. Build the system to enable certain integrated data analysis with across other DHIS2 based platforms (namely country ministries of health, the SUN Civil Society database (SUNLABs) and the UN database, partner permitting

While we anticipate that GAIN will host the platform and pay for the recurring costs once the system is set up and transferred to GAIN/, we would like recommendations for a minimum external upkeep and maintenance of the system.

1.2. DELIVERABLES

Table 1: Scope of Work: Activities and deliverables applicable to all countries

Activities	Deliverables
Inception Phase to come to mutual understanding of the database requirements and put together a workplan	Inception Report with workplan by May 15, 2021
Develop database for testing and feedback	Mock database for testing by June 15, 2021
Complete database and repopulate with existing data	Completed online database by August 15th, 2021
Develop training manuals and conduct training of trainers for identified SBN staff (for future configuration) and partners (users)	Completed by August 30, 2021

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.

CONTACT

Staff will be available to respond to clarifications on this solicitation. A **full copy of the excel template of the databases** mentioned in this RFP can be requested from staff at the following email address: sbndatabase@gainhealth.org before the submission deadline.

Please direct all inquiries and other communications to the GAIN email address: sbndatabase@gainhealth.org before April 9th 2021.

BUDGET

Applicants are required to provide an illustrative budget in US Dollars, in a separate document. The final budget will be elaborated as the scope of the assessment is clarified and as part of the contracting process. The budget submitted with this proposal should include (i) justification of overall value for money, (ii) a comprehensive budget justification which should be presented for each category of costs including: personnel, cost of travel, including subsistence allowances, consultants, meeting/workshop, overhead if applicable, and miscellaneous expenses. All prices/rates quoted must be inclusive of all taxes/VAT as required.

FORMAT FOR PROPOSAL

The proposal needs to be formatted and attached as two separate documents:

1. **Technical proposal** outlining technical capacity to perform the task; detailed profiles (qualification, expertise, relevant experience etc.) of the agencies and individuals who will be completing the work including their full names, their expertise in relevant similar assignments; and, past experience (previous work conducted over the last five years which are relevant) and references.
2. **Financial proposal** outlining budget accompanied by a budget narrative (as above).

SUBMISSION

Proposals should be in English and submitted in electronic copy to the following e-mail address: sbndatabase@gainhealth.org . Please include **PROPOSAL: SBN ONLINE DATABASE** in the subject line. Please make it clear in the email which countries are included in the proposal.

DEADLINE

Completed proposals should be submitted electronically to GAIN **before 5:00 pm Central European Time on April 16th, 2021.**

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.

REVISIONS

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

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.

COMPLETION

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed electronically 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 GAIN at sbndatabase@gainhealth.org prior to making their submission with subject heading **QUERY: SBN ONLINE DATABASE**
- 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.

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.

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.

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.

SUMMARY OF DEADLINES

12. Queries to be submitted by: April 9

13. Proposal submission deadline: April 16

14. Response from GAIN on acceptance or rejection of proposal: April 23

15. Award of contract: May 1st

III. TERMS AND CONDITIONS OF THIS SOLICITATION

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.

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.

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.

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:

- Technical quality of proposal **50%**
 - Clear articulation of ability to use the software and complete all deliverables assigned a high quality
 - Suggested feasible timeline and approach to working together

- Limitations of the proposed design and approach
- Team profiles and experience **30%**
 - Experience working in relevant topical areas
 - Organisational capacity to complete the tasks
 - Demonstrated ability to produce work in a timely fashion
 - Experience working in
 - Experience with DHIS2
 - Ability to transfer knowledge to users
- Budget **20%**
 - Total budget
 - Value for money

As part of the selection process, GAIN reserves the option to request clarifications regarding bids that substantially qualify.

EXPERTISE REQUIRED

- DHIS2 tool expertise
- History of working with international development partners
- Knowledge of new and emerging technology
- Advanced programming skills
- Experience teaching and mentoring users of the database
- Engagement with other SUN partners (a plus)

REVIEW PROCESS

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

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.

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.

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.

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.

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.

SCOPE OF CHANGE

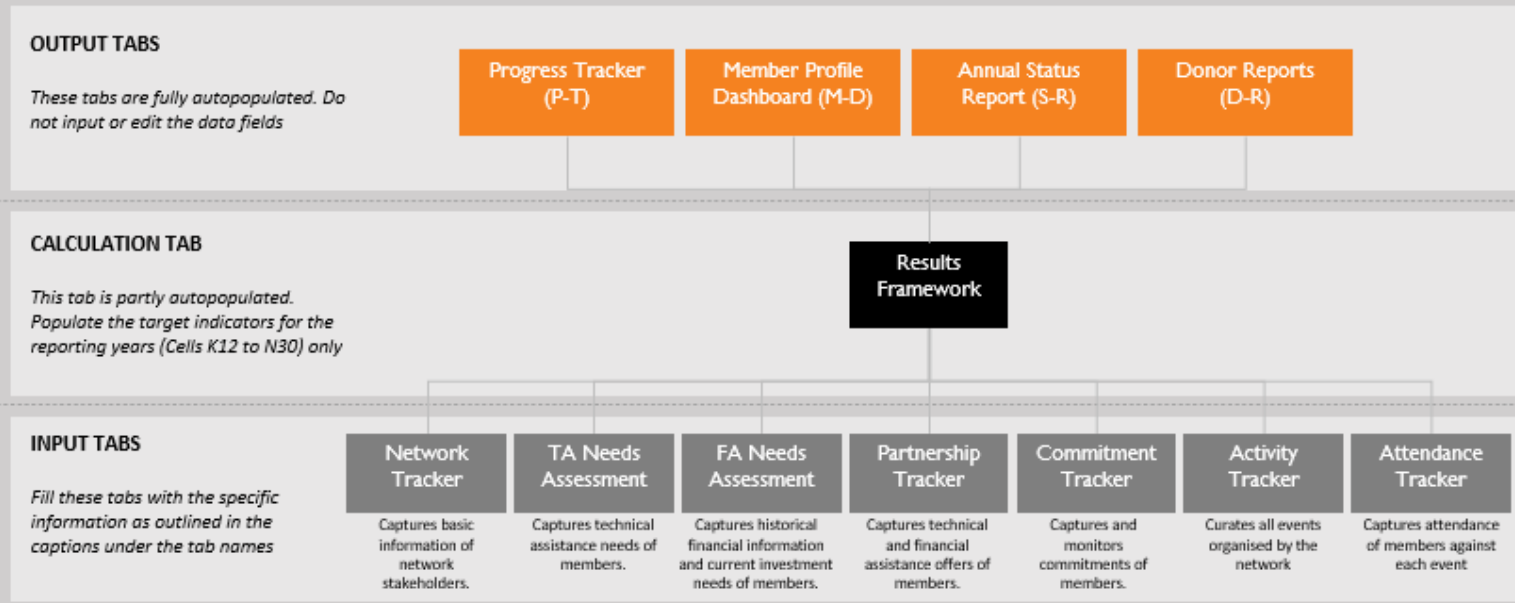
Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

IV. ANNEX

NATIONAL SBN DATABASE

DATABASE STRUCTURE

This database comprises of eleven primary tabs, which are connected to one another as shown below:



File Home Insert Page Layout Formulas Data Review View Developer Help Share Comments

M3

Member Dashboard

Select a member:

HOME P-T S-R **M-D** D-R RESULTS FRAMEWORK NETWORK TRACKER PARTNERSHIPS TA NEEDS ASSESSMENT FINANCE NEEDS ASSESSMENT COMMITMENT TRACKER ACTIVITY TRACKER ATTENDANCE TRACKER

0

GENERAL INFORMATION

Description of Organisation

Products Sold

Company Information

Date of Membership Sign Up [DD/MM/YYYY]				
Date of Last Database Update [DD/MM/YYYY]		Sector Focus	Annual output capacity	Annual Turnover [USD]
Organization size	Company scale	Company management	Company legal structure	
Sex of owner	% of women in leadership	% of women in workforce		

Value Chain Position

Value chain areas organization is active in

Membership & Partnership Type

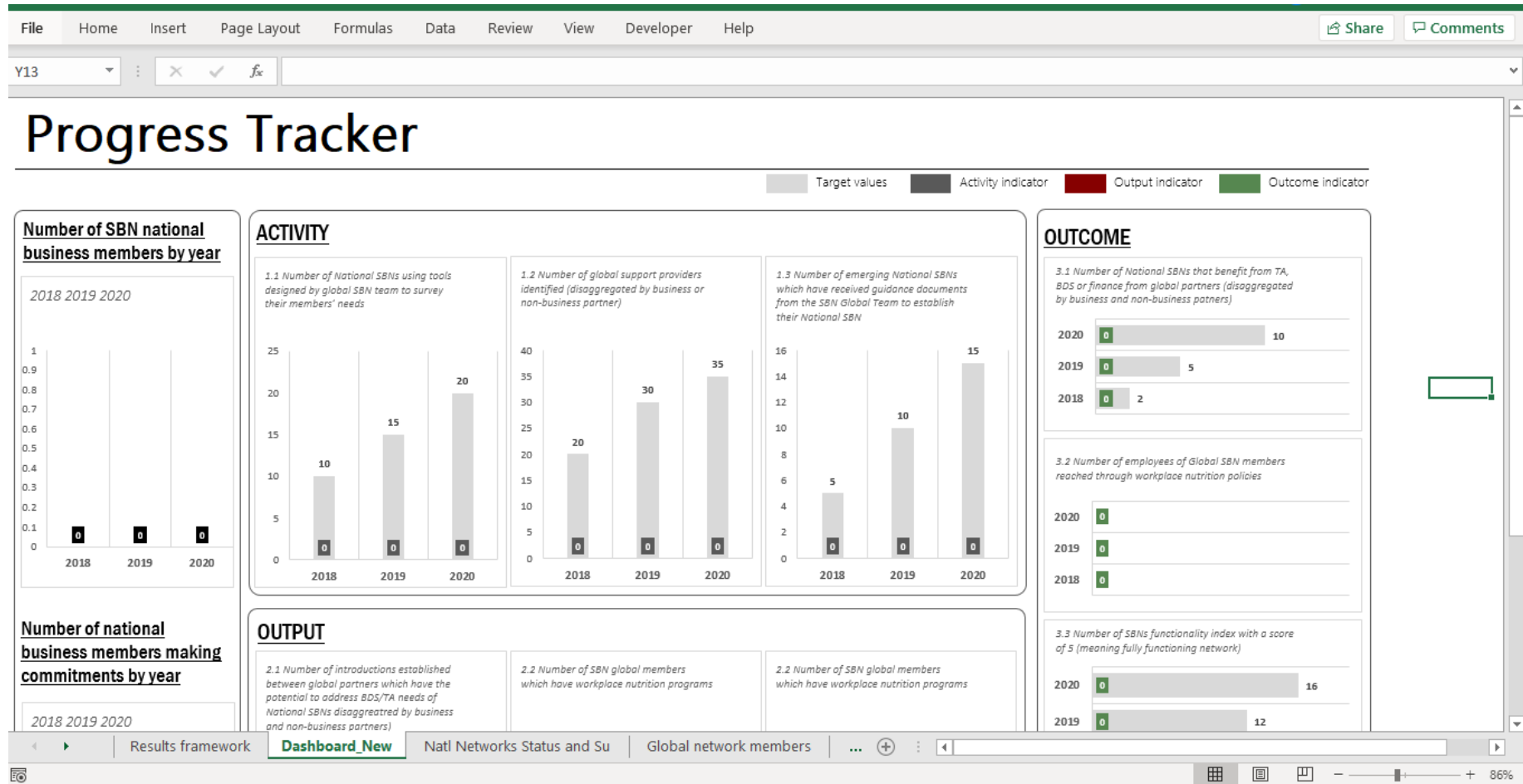
Stakeholder, Type of SBN Network Member	Type of Partnership Framework
---	-------------------------------

Contact

Primary contact name and company position	Address
Phone	Website
Email	Headquarters
	Country of operation

Product Reach

Member Dashboard Donor Report Results Framework Network Tracker Partnerships TA Needs Assessment Finance Needs Assessment ... 70%

GLOBAL DATABASE


# Identifier	National SBN networks	Date of joining SUN network	Reporting Year	Reporting Period	Network Status	Total number of business members	Total number of businesses making commitments	Using Global SBN tools to survey members' needs	Received Global SBN guidance documents to establish their National SBN	Member received ANY guidance?	Functionality Index Score	Functionality Index Status	Functionality Index Score [Max]	Functionality Index Score [Max]
1	Bangladesh	2018	2017	Jun						FALSE		None	0.0	
			2018	Dec						FALSE		None		
			2018	Jun						FALSE		None		
			2019	Dec						FALSE		None		
			2020	Jun						FALSE		None		
2	Benin	2018	2017	Jun						FALSE		None	0.0	
			2018	Dec						FALSE		None		
			2018	Jun						FALSE		None		
			2019	Dec						FALSE		None		
			2020	Jun						FALSE		None		
3	Botswana	2018	2017	Jun						FALSE		None	0.0	
			2018	Dec						FALSE		None		
			2018	Jun						FALSE		None		
			2019	Dec						FALSE		None		
			2020	Jun						FALSE		None		
		2018	2017	Jun						FALSE		None		
			2018	Dec						FALSE		None		
			2019	Jun						FALSE		None		

