REQUEST FOR PROPOSAL

CALL FOR CONSULTANT SERVICES: PARTICIPATORY WORKSHOPS AND KEY INFORMANT INTERVIEWS FACILITATION

REGARDS FOOD SYSTEMS GOVERNANCE IN DAR ES SALAAM, TANZANIA

Issued by
The Global Alliance for Improved Nutrition (GAIN)
Table of Contents

I. Project background and scope of work 3
   1. About GAIN 3
   2. Background 3
   3. Scope of work 4
      3.1 Tasks and deliverables 4
         3.1.1. Table 1: Key Activities and Deliverables 5
   4. Requirements 6
      Competencies 6
      Experience 7
II. Instructions for responding 7
   5. Contact 7
   6. Submission 7
   7. Deadline 8
   8. Unacceptable 8
   9. Acceptance 8
   10. Completion 8
   11. Rights of rejection 8
   12. References 8
III. Terms and conditions of this solicitation 9
   13. Notice of non-binding solicitation 9
   14. Confidentiality 9
   15. Right to final negotiations on the proposal 9
   16. Limitations with regard to third parties 9
   17. Communication 9
   18. Final acceptance 9
   19. Intellectual property 9
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.

GAIN’s work to improve the consumption of safe and nutritious food is based on three interlinked strategic objectives:
1. to improve the demand for safe, nutritious foods,
2. to increase the availability of nutritious foods and enhance the nutritional value of foods, and
3. to strengthen the enabling environment to improve the consumption of safe, nutritious foods

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, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Tanzania and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. BACKGROUND

The Transforming Urban and Rural Food Systems (TURFS) Consortium was formed following the United Nations Food Systems Summit in 2021. Consortium partners are GAIN, CARE, C40 Cities, Club of Rome, EAT, International Centre for Climate Change and Development (ICCCAD) and the World Wide Fund for Nature (WWF). TURFS strategy aims to empower and support cities in their locally led food systems transformation pathways and to encourage food flows into and within the city that is sourced from more sustainable, regenerative production and promoted in food retail with reduced food loss and waste. By prioritizing health, sustainability, resilience, and equity, the Consortium seeks to help cities lead a global shift in our food systems. By collaborating with cities and their surrounding rural areas, the consortium will share and implement best practices and innovative transformative solutions.

In 2024-2025, TURFS is conducting a 12-month exploratory study of Dar es Salaam, Tanzania. This includes three inquiries, led by GAIN and a series of city-to-city network engagements, led by C40.
The three inquiries are: i) Local and urban food production; ii) Food retail via supermarkets and public (traditional) local markets; and iii) City governance and food systems. Linked to each of these inquiries, are rapid desktop studies with some key informant inputs that were completed in June 2024.

3. SCOPE OF WORK

The purpose of this RFP is to engage a competent, experienced facilitator with governance expertise who is already based in Dar es Salaam, Tanzania. The facilitator is tasked to conduct a one-day participatory workshop on food systems governance with an emphasis on the city of Dar es Salaam, followed by a few Key Informant Interviews (KII). Working closely with GAIN's Food Systems Governance programme teams, the facilitator will support design and preparation, co-host the workshop, conduct KII, conduct analysis and produce reports (written and internal workshop presentation).

Specifically, under contracted Level of Effort (LOE) this service provision shall not exceed 35 working days where a working day comprises eight working hours. Note that it is expected that part of these 35 days will not be consecutive but instead will pause for a review period of the “data” and subsequent reports. The period of this service is between August and November 2024.

3.1 TASKS AND DELIVERABLES

The successful applicant shall deliver the following:

- Provide design inputs, support preparation and co-host with GAIN, a participatory workshop re: food systems governance and the city of Dar es Salaam. This will include basic demographic data collection that is gender and youth attentive, baseline mini questionnaires, setting up basic data and reporting templates using MS Word, Excel and PowerPoint, and use of adapted participatory techniques like community-based mapping. The aim is to gain deep insights into governance mandates and to “reveal” practices, constraints and opportunities to facilitating an enabling food system environment for sustainability with a particular emphasis on regeneratively produced food and reduced food loss and waste. GAIN will be responsible for the workshop venue package and will provide additional facilitation, note taking and photographer support.

- Together with GAIN’s administrative support in filing of data gathered in the workshop such as attendance sheets, photographs and notes, the facilitator will provide detailed post workshop reporting which include clearly transposing written, drawn, photographic, questionnaire and demographic data forms from original materials produced in workshops to MS Word and Excel files. Using a GAIN reporting template and with support from GAIN the facilitator will ensure meaningful visual representations of key data in annotated drawn maps, diagrams and Excel supported graphs and pie charts as well as tables.
• One final report for the workshop is required with supporting links to "original" field data files including photographs. Preceding the final version two draft report versions are required. The first draft report is due within 14 successive working days following the date of the workshop.
• Informed by the workshop insights, the facilitator will work with GAIN to develop a Key Informant Interview questionnaire and guide to address gaps and deep dive into select areas.
• The facilitator with GAIN additional enumerator support is responsible for conducting the Key Informant Interviews as well as basic descriptive and qualitative analysis and findings which are to be presented in data files via MS Word and Excel and combined into a report for i) production and ii) retail. Between 9 and 15 short interviews are required.

THE CONSULTANT IS EXPECTED TO DELIVER THE FOLLOWING, ON TIME AND ON BUDGET. WORK COMPLETED SHOULD BE DELIVERED DIGITALLY, BY EMAIL.

(A TOTAL OF 35 WORKING DAYS LEVEL OF EFFORTS (LOE) HAVE BEEN ESTIMATED FOR THIS ASSIGNMENT, WITH EACH LOE REPRESENTING 8 ADMINISTERED WORKING HOURS PER DAY)

• This will include basic demographic data collection that is gender and youth attentive, questionnaires, setting up basic data and reporting templates using MS Word, Excel and PowerPoint, and use of adapted participatory techniques like community-based mapping which seeks to "reveal" practices, constraints, opportunities and the enabling food system environment in which producers and food retailers operate.

3.1.1. TABLE 1: KEY ACTIVITIES AND DELIVERABLES

<table>
<thead>
<tr>
<th>Activities</th>
<th>Approximate deadline</th>
<th>Deliverables</th>
</tr>
</thead>
<tbody>
<tr>
<td>Co-designed Workplan</td>
<td>2 August 2024</td>
<td>Approved documented workplan.</td>
</tr>
<tr>
<td>Co-design and co-implementation of one participatory workshop with supporting data management templates</td>
<td>26 August 2024</td>
<td>Satisfactory completion the workshop, attentive to duty of care with participants, and with supporting data (quantitative and qualitative).</td>
</tr>
<tr>
<td>Administrative management of all data with GAIN support e.g. attendance sheets, photographs, drawings, annotated maps, note takers notes</td>
<td>Through-out tasks and deliverables</td>
<td>Satisfactory completion administrative management of data with attention to data management rules.</td>
</tr>
<tr>
<td>Activities</td>
<td>Approximate deadline</td>
<td>Deliverables</td>
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<tr>
<td>Produce one report on activity and basic analysis of data re: the workshop; with supporting links to “original” field data files including photographs.</td>
<td>10 September 2024 (Draft 1) 1 October 2024 (Draft 2) 5 November 2024 (Final reports)</td>
<td>Draft reports produced satisfactory. GAIN review comments of draft reports addressed, and any follow up questions addressed and incorporated into a second draft and then into a final report due by 5 November 2024.</td>
</tr>
<tr>
<td>Co-design a Key Informant Interview questionnaire and guide to address gaps and deep dive into select areas.</td>
<td>16 September 2024</td>
<td>Satisfactory completion of and approved Key Informant Interview questionnaire and guide.</td>
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<tr>
<td>Conduct all Key Informant Interviews - 9–15 short interviews per inquiry area.</td>
<td>30 September 2024</td>
<td>Satisfactory completion of Key Informant Interviews with attention to duty of care for participants.</td>
</tr>
<tr>
<td>Conduct and report on basic descriptive and qualitative analysis and findings of the Key Informant Interviews; with data files via MS Word and Excel linked/embedded into report.</td>
<td>9 October 2024 (Draft 1) 30 October 2024 (Draft 2) 25 November 2024 (Final report)</td>
<td>Satisfactory completion of reports with supporting data files (attentive to data management rules). GAIN review comments of reports addressed, and any follow up questions addressed and incorporated into a second draft and then a final report - due by 25 November 2024.</td>
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4. REQUIREMENTS

GAIN is seeking an expert who is sympathetic to our values and goals and attentive to best practice. The facilitator service provider could be an individual or agency with:

COMPETENCIES

- Expertise in governance and ideally food systems.
- Proven and best practice skills in designing, implementing, analysing and reporting using mixed methods research especially community based participatory methods and key informant interviews and the ability to work the basic descriptive data like demographics in
baseline questionnaires.

- Excellent command of English and Swahili - written, oral and comprehension for both languages and United Kingdom English for writing.
- Proficient formatting and editing skills and academic writing skills for reporting.
- Excellent MS Word, MS Excel and PowerPoint skills as well as the ability to communicate via email and using MS Teams or Zoom for hybrid meetings.
- Ability to work well independently and as part of a co-design and co-implementation team.
- Strong research judgement, including ethical and political awareness.
- Flexibility and adaptability to changing demands.

**EXPERIENCE**

- Proven track record of designing, implementing, analysing and reporting on mixed method research with an emphasis on qualitative, participatory methodologies.
- At least five years research (academic and/or applied research) experience which can include postgraduate studies.
  
  Governance experience and ideally also experience in thematic areas of agriculture, food systems, public health and/or community development.

**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.

**5. CONTACT**

The GAIN Team will review and select the preferred consultant for this assignment. 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.

- Bernadetha Shosho, Food Systems Governance Associate
  
  Email: bshosho@gainhealth.org

**6. SUBMISSION**

Please submit your portfolio and resumé inclusive of daily consultancy fee history by email to bshosho@gainhealth.org
7. **DEADLINE**

Completed proposals should be submitted to GAIN **before 17.30hrs EAT 23rd July 2024.**

8. **UNACCEPTABLE**

The following proposals will automatically not be considered or accepted:

- Incomplete proposals.

9. **ACCEPTANCE**

GAIN will not necessarily accept the lowest cost or any of the portfolios submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

10. **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 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.

11. **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.

12. **REFERENCES**

GAIN reserves the right, before the selection of copywriters, 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

13. 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.

14. 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.

15. 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.

16. 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.

17. COMMUNICATION

All communication regarding this solicitation shall be directed to appropriate parties at GAIN.

18. FINAL ACCEPTANCE

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the terms and conditions including the costs and the scope of work of each requested project to be agreed between GAIN and the applicant.

19. 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.