REQUEST FOR PROPOSALS (RFPs)

CONSULTANCY TO CONDUCT SCOPING OF PRIVATE SERVICE PROVIDERS (PSPS) IN BAUCHI, JIGAWA, KEBBI AND NASARAWA STATES WHO ARE COMMISSIONED BY GOVERNMENT TO IMPLEMENT (SUB)NATIONAL NUTRITION RELATED POLICIES AND NEW PSPS THAT HAVE THE POTENTIALS TO BE ENGAGED BY GOVERNMENT

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT: CATALYZING STRENGTHENED POLICY ACTION FOR HEALTHY DIETS AND RESILIENCE (CASCADE)

March 2023

GAIN Nigeria

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I. SUMMARY OF DEADLINES

Proposal Submission Deadline:	15th of April 2023
Award of Contract:	28th of April 2023

All deadlines are described in detail under section IX.

As part of the selection process, CARE and GAIN reserve the right to request clarifications regarding bids that substantially qualify. Questions in the technical review are at CARE and GAIN's discretion and will only be directed to bidders who have submitted substantially responsive bids.

The final award is subject to other terms and conditions included in this solicitation, as well as the successful final negotiation of all applicable terms and conditions related to the awarded contract.

II. ABOUT CASCADE

The 4.5-year CAtalyzing Strengthened policy aCtion for heAlthy Diets and resiliencE (CASCADE) project is being implemented by CARE and The Global Alliance for Improved Nutrition (GAIN). By prioritizing the essential nutrition services pathway, CASCADE will work with national and local governments to implement the Nutrition policy and develop a multi-stakeholder strategic implementation plan through which government actors can coordinate to better contextualize national food and nutrition policies. The programme will work with government and its technical committees to improve quality of nutrition programmes and strategies, supporting the organisation of forums and policy dialogues to advocate for increased investment in nutrition policy implementation. The programme will strengthen capacity of small and medium enterprises (SMEs) to supply nutrition services, including fortified products.

About CARE and GAIN

Founded in 1945, CARE is a leading humanitarian organization fighting global poverty and social injustice. With the recognition that, when equipped with the proper resources, women and girls have the power to lift whole families and entire communities out of poverty, CARE places special focus on women and girls, while working alongside men and boys. A significant portion of our work focuses on Food, Nutrition, and Climate Change Resilience; Women and Girls Economic Empowerment; Protection and Gender Equality; Water and Sanitation; and Health.

The Global Alliance for Improved Nutrition (GAIN) is a Swiss-based foundation launched at the United Nations in 2002 to tackle the human suffering caused by malnutrition. Working with governments, businesses and civil society, GAIN aims to transform food systems so that they deliver more nutritious foods for all people, especially the most vulnerable. GAIN is driven by a vision of a world without malnutrition, and a mission to make nutritious and safe foods accessible to everyone, especially the most vulnerable to malnutrition, and to do this in an environmentally sustainable way.

Strategic Objectives

CARE and GAIN in Nigeria will work through the following strategic objectives to achieve the 4.5-year (2022 – 2026) CASCADE programme's goal in **Bauchi, Jigawa, Kebbi and Nasarawa states.**

1. Increase access to and consumption of healthy diets among household members, particularly women of reproductive age and children under 5.
2. Increase resilience of households to price shocks and economic stresses that impact nutritional outcomes.
3. Increase resilience of households to climate change-related shocks that impact their nutritional outcomes.

We aim to achieve this impact through supporting government to implement its food and nutrition policy as well as collaborating with other stakeholders to increase capacity in relation to nutrition policies.

Intermediate Outcomes and Domains of Change

The CASCADE Theory of Change (ToC) encompasses five domains and asserts that once the following associated intermediate outcomes have been achieved the programme's strategic objectives would be achieved.

- **Improved Policy Implementation**: Government bodies' nutrition related policy actions are better coordinated and more effectively implemented
- **Supportive Private Service Providers**: Enhance the effective implementation of nutrition related policy actions
- **Strengthened Community Structures**: Community structures (community members, CBOs, public service providers) are drivers of change that positively support improved implementation of nutrition-related policies and practices
- **Empowered Women**: Women have increased knowledge, skills and resources to produce, acquire, prepare and consume healthy diets
- **Strengthened Coordination**: Coordination and linkages among food system actors and processes

III. ASSIGNMENT BACKGROUND

Scoping of private service providers (PSPs) in target states addressing the National Policy for Food and Nutrition (NPFN) is geared towards contextualizing the activities of private service providers on the sub-national level. It will help identify private service providers who have some form of mandate from the government to contribute to implementation of nutrition-related policies and projects at the state level. This assessment will also seek to understand the nutrition structures at the state and local government levels, gather information on the stakeholders and key players implementing nutrition strategies, understand the barriers to implementation and identify potential opportunities at activity level.

The strength and diversity of the prevailing level of cooperation/partnership on a wide range of initiatives between SMEs and government MDAs both at the federal, state, and local government level will impact the development and sustainability prospect of key income generating/economic strengthening options. Therefore, to provide an informed basis for context-specific dialogue among relevant stakeholders on the most viable options, it is essential to work with current dataset/information. This information will act as a baseline for planning and tracking results throughout the life span of the CASCADE project. This database will provide valuable information on the numbers and categories of SMEs within the food value chain per state, their specific focus relevant to the CASCADE objective, governance structures, and current state of engagement with government among other vital information. A comprehensive analysis of the scoping exercise will guide the project entry point, initial contacts and the determination of foundational priorities that will enhance women's economic empowerment and participation as it relates to the project's overarching objective for this output.

Therefore, it is important to focus on which actors are pulling the levers and driving food system change and how they interact or work with other actors including government institutions. It is also necessary to understand in what context these actors work, what shapes the emergence and effectiveness of their interactions with each other, and in what type of enabling environment. Accurate analysis and understanding of the situation will determine the effectiveness of CASCADE intervention plans. This will involve the scoping exercise and analysis, identification of key actors/initiatives, and re-enforcement of relevant and viable partnerships. Others are capacity assessment, development and implementation of a response plan.

IV. OBJECTIVES

The assignment will achieve the following objectives:

a. Overall

Assessment of the Private Service Providers in the targeted states with specific focus on selected LGAs who are commissioned by the government to deliver nutrition related policies and the status of their engagement with the government.

b. Specific objectives

a. Scoping of PSPs in targeted states/LGAs that have been commissioned by the state government to deliver nutrition related policies. This is focused primarily on, but not limited to the National Home-Grown School Feeding Programme (NHGSFP) and other social protection programmes which deliver food or nutrition services through government agencies and donors.
b. Mapping of private sector companies operating food and nutrition businesses in the selected CASCADE implementation LGAs of the Kebbi, Nasarawa, Bauchi and Jigawa states with the potential to become PSPs to government programs including the NHGSFP.
c. Identify the characteristics of the PSPs i.e., relevant registration (CAC), NAFDAC regulatory certification, operational capacity, number of employees, annual revenue, etc.
d. Define the level of engagement of the PSPs with the government.
e. Identify the Agri-producer groups and/or associations relevant to the PSPs in the in the implementing states/local government with their level of activities.
f. Level of education and financial literacy of the founders/managers of the PSPs.
g. Identify barriers and challenges in relation to private sector companies providing food and nutrition services to the government and other large-scale procurement programs carried out in the context of government policies.
h. Propose clear package of interventions that the project will use in the implementation stage, to achieve its goals.

i. Develop a database with all the relevant information pertaining to the identified PSPs including their names, locations, country coverage, services offered and PSP's link to government/policy.

Local Government Areas of focus are:

S/N	BAUCHI	JIGAWA	KEBBI	NASARAWA
1	Dass	Jahun	Birnin Kebbi	Akwanga
2	Ganjuwa	Kafin Hausa	Bunza	Awe
3	Jama'are	Kiyawa	Fakai	Keana
4	Toro	Ringim	Suru	Lafia

V. ASSESSMENT PROCESS

Desk review
Conduct desk review on relevant documents and literature.

Assessment and scoping of private service providers of existing national and state policies on nutrition
Identify and assess private service providers implementing nutrition policies and confirm whether the companies meet the definition of a private service providers and are active in the food and nutrition sector in the implementing states.

Assessment, inventory, and analysis of all the existing relevant regulatory framework
Conduct the assessment, inventory, and analysis of all the existing relevant policies, legislation, regulation, procedures, norms, and guidelines concerning and related to food systems (including food and nutrition security) which relates and supports the private sector development in Nigeria (including government incentives, taxes, investments, fiscal benefits, support to food systems value chains, basic food basket, etc.) in force in Nigeria.
This assessment aims to assess existing policies that stimulate private sector development in the field of food and nutrition and test whether private sector companies are aware of the existence of these policies, as well as identify barriers and challenge in relation to private sector companies providing food and nutrition services to government and other large-scale procurement programs executed in the context of government policies.

Assessment and scoping of existing public entities and organizations set to support private sector development in Nigeria
This task aims to identify Government-led entities that support private sector development, both at national level and implementing states' level, as well as identifying the services they provide, the areas of overlap, potential areas of synergies, and any other value-addition from their services to private sector development.

VI. DELIVERABLES:

a. Workplan and study/research methodology protocol.
b. Desk review report summarizing all items listed and required for document and literature review.
c. Presentation of each state's scoping of existing private service providers of food and nutrition policies.
d. Submission and presentation of the assessment, inventory, and analysis of all the existing relevant policies, legislation, regulation, procedures, norms, and guidelines concerning and related to food systems (including food and nutrition security) which relates and supports the private sector development in Nigeria, more specifically in the states of implementation.
e. Submission of a database of all PSPs and SMEs in each state and categorized by LGA commissioned by the state government and donor agencies to deliver on nutrition related policies and other social protection programmes.
f. Submission and presentation of the states' scoping of existing public entities and organizations set to support private sector development in Nigeria within the context of food systems (including food and nutrition security).
g. Submission of a clear package of interventions that the project will use in the implementation stage, to achieve its goals.

VII. COMPETENCIES

- Proven ability to conduct a scoping assessment.
- Skilled consultants are encouraged to apply for this Expression of Interest. The applicant (individual or company) providing these services must have:
    - Strong skills or have a multidisciplinary team composed of experts in legal, public regulations and policies and tax legislation, as well as expertise in public policies related to private sector and food systems, food production value-chains, nutrition/public health, agrarian sector, and proven experience in conducting similar assessments.
    - Good reporting and writing skills.
    - Able to work under pressure and to deliver under short deadlines.
    - Fluency in English and Hausa languages.
- All consultants should have permission for working in Nigeria.
- Deep experience in Nigeria, with sound understanding of business and policy.
- Excellent analytic, as well as strong verbal communication skills.

VIII. EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners: A lead contact will be designated for regular communication and monitoring of deliverables.

- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Meet with GAIN regularly during the Project as well as at the request of GAIN.
- Submit deliverables and reports according to the revised work plan's agreed-upon schedule.
- Your technical application should not be longer than 20 pages, including cover page. All supporting documents should be included in the annexes.

IX. TIMELINES

The assignment **must** not exceed a maximum of 10 weeks from the day the contract is awarded. The comprehensive table of the assignments is expected to be as follows:

Proposal Submission Deadline:	**15th of April 2023**
Award of Contract:	**28th of April 2023**
Deliverable 1: Provide a timeline (detailing all activities) and the revised methodology	**5th of May 2023**
Deliverable 2: Draft report on Scoping	**9th of June 2023**
Deliverable 3: Final report on Scoping	**23rd of June 2023**

The proposal submissions must be received via email by GAIN on or before 11:59 pm on Saturday, April 15, 2023.

X. UNACCEPTABLE PROPOSALS

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Incomplete proposals.
- Proposals that are not signed.

XI. REVISIONS

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

1. INSTRUCTIONS FOR RESPONDING

a. Contact details for submitting the technical and financial proposals:

Submission of the technical proposal and the financial proposal should be made in a single email with the specification below:

Submission type	Address	Subject
Soft Copy submitted by email	nquotation@gainhealth.org	Consultancy to Conduct Scoping of Private Service Providers (PSPs) Commissioned by Government to Implement (Sub)National Nutrition and new PSPs that have the potentials to be engaged by government Related Policies in CASCADE states

Completed Proposals will comprise of a technical proposal and a financial proposal. Both proposals should be submitted by email.

The proposal should include the contents below and not exceed 20 pages, excluding appendixes and CVs of consultant(s).

Cover page: Summary with basic information such as names, addresses, and contact information for the institution.

Capacity Statement: A brief capacity statement as to why the consultant(s) or institution (if a consultancy company is applying) is well-positioned to conduct this assessment. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

Design and methodology: Outline the proposed assessment (and outcomes), in line with the guidelines outlined above, and the specific methods to be used. This section should form the bulk of the proposal. GAIN is open to all suggestions. The technical proposal must clearly identify if and where the assessment requirements may be difficult to fully satisfy and provide alternative suggestions that can achieve the above-listed requirements.

Work Plan: Proposed work plan broken down by weeks, which should include detailed activities and timeline. If more than one person is assigned to this consultancy, it should also include the time allocation of key personnel.

Budget: Financial proposal broken down by phases and clearly separating the fees of the consultancy and other administrative costs related to each objective.

In the appendix, the consultant should provide a track record of delivering similar assignments and provide references (contact information) of clients for whom similar work has been executed.

GAIN will not necessarily accept the lowest bidder, or any proposals submitted except when the requirements are fully met.

b. Proposal Completion

- Proposals must be submitted on the official letterhead of the consultant and must be signed by the applicant.
- 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. If clarification is necessary, applicants are advised to contact GAIN through the email sosammor@gainhealth.org
- While GAIN has used considerable efforts to ensure an accurate representation in this 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 their understanding of the RFP conditions; failing to comply may result in the disqualification of their submission.

c. Right 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.

d. References

GAIN reserves the right, before awarding of the contract, 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.

e. Release of Information

After awarding the contract and upon written request to GAIN, only the following information will be released:

- Name of the successful bidder; and
- The applicant's own individual ranking.

2. TERMS AND CONDITIONS OF THIS SOLICITATION

a. 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 applicant's proposal, as well as the option of accepting partial components of a proposal if appropriate.

b. 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.

c. Right to Final Negotiations on the Proposal

GAIN reserves the right to negotiate 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.
The payment will be structured based on the delivery of the milestones stated in section VI (line a).

When	Payment rate %	Deliverable
Deliverable 1: Provide a revised timeline and methodology to conduct the assignment	50%	Provide a revised timeline (detailing all activities) and methodology that the consultant will use.
Deliverable 2: Draft report on Scoping	20%	Draft Report on assessment per state mapped.
Deliverable 3: Final report on Scoping	30%	Final report on scoping and a presentation.

To trigger the disbursement, the Deliverables shall be approved in writing (including by email) from GAIN.

d. Evaluation Criteria *(EW- Evaluation Weight)*
Proposals will be reviewed by a special Review Committee. The table below indicates a list of the significant criteria against which proposals will be assessed.

Item	Description	Evaluation Weight (%)
1	**Scope of Work**	**15%**
	Understanding of the objectives of the assignment	
	Realistic timeline of outputs	
	Detailed workplan, including frame and responsibilities	
2	**Methodological Approach**	**25%**
	Narrative description of the approach to the tasks, showing a clear understanding and methodology	
	Familiarity with country and context expressed through the design of methodology	
3	**Team & Company Qualifications:**	**20%**
	Experience in similar assignments-Company & team	
4	**Organization and Management**	**15%**
	Organization of the field team	
5	**Financial proposal**	**15%**
	Price	
	Clear breakdown supporting methodology and team organization	
6	**Documents Provided & Track Record**	**10%**
	Track record (GAIN experience working with the Company)	
	Docs provided as per bellow table	
	TOTAL	

	Documents to be provided with proposal	
1	Offer of Services	
2	Is proposal signed	
3	Is proposal submitted on official letter head	
4	Are fees quoted as a fixed sum inclusive of taxes	
5	Does the proposal map functions to team members	
6	Insurance	
7	list of references provided	

The above table will combine weighting with a “point” scoring system, as followed:

5 points	Fully meets
4 points	Meets, with minor gaps
3 points	Meets with moderate gags
2 points	Partially meets, significant gaps
1 point	Does not meet

e. Mandatory Requirements

In addition to the evaluation criteria outlined above, the applicant's proposal should also respond to the following mandatory requirements:

- **Fees:** The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead. The fees must be quoted in NGN (Nigerian Naira).
- **Experience:** Current curriculum vitae/resumes for key team members.

- **Capacity of the consultant to provide the required services**: Team members with relevant experience must be available for each identified position. The proposal should map function(s) to the team member(s).
- **References:** A list of references that can be contacted to discuss the team members' relevant related experience or for the firm.

GAIN reserves the right to contact the individuals and contractor(s) to verify the information provided in the Proposal.

f. Expectations of Successful Applicant(s)

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners (selected business to be assessed and technically assisted): A lead contact will be designated for the purposes of regular communication and monitoring of deliverables.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Be prepared to meet with GAIN representatives during the consultancy.
- Submit deliverables and reports according to the agreed-upon schedule in the revised work plan.

g. Review Process

The review process will involve a selected panel by GAIN.

h. Limitations regarding third parties

GAIN does not represent, warrant, or act as an 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.

i. Final Acceptance

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate the final terms and conditions, including the costs and the scope of work, when negotiating the final contract to be agreed upon between GAIN and the applicant.

j. Validity Period

The Offer of Services will remain valid for a period of 30 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter a services contract subject to GAIN's terms and conditions.

k. 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, and specifications developed by the applicant shall vest exclusively and entirely with GAIN.

Subject to the terms of the contract to be concluded between GAIN and the applicant, the applicant is required to adhere to and comply with the following:

- GAIN's Design Application or Branding guidelines.
- Although the service provider can put their logo in the document produced, GAIN's logo should be the one standing out as the owner of the intellectual property.

I. 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 documentation will be authorized or paid to the applicant, unless such change, modification or interpretation has received the express prior written approval of GAIN.