TERMS OF REFERENCE
Consultancy on Public-Private Partnerships for SBN Chapters in Kenya

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.

Background

1. About the Scaling Up Nutrition Business Network (SBN) Kenya

The Scaling Up Nutrition Business Network (SBN) is the world’s leading private sector focused nutrition platform. SBN is one of the six global SUN networks (Academia, Civil Society, Donor Network, and UN). It is a neutral platform that fosters partnerships and collaborations. SBN aims to engage and mobilize businesses at a global and national level to act, invest and innovate responsibly, while ensuring sustainable actions in emerging markets. Thus, improving the consumption of safe food and making nutrition more aspirational, accessible, affordable and available for all people.

SBN is committed to work towards overcoming gender-related barriers or challenges such as existing negative gender norms in the business environment. SBN does this through various means such as convenings, trainings and events, pitch competitions, profiling women-led building agency and voice for women within the business sector, facilitating access supporting services and partnerships and advocacy & commitments, monitoring the progress regularly.
SBN works alongside the other SUN networks to build the case for greater business engagement in nutrition amongst all stakeholders.

The SUN Business Network is convened by The Global Alliance for Improved Nutrition (GAIN) and the UN World Food Programme (WFP). In Kenya SBN was formed in 2014.

2. Rationale for Public-Private Partnerships SBN Sub-national chapters
SBN Kenya draws membership from across the food value chain from farm inputs all the way to the retail level. Currently the network consists of over 150 Small and Medium Enterprises (SMEs) as well as the very large businesses with over 1,000 full time employees. SMEs are the largest providers of food in Africa however they face barriers such as accessing finances, lack of mentorship, access to market which undermines their ability to realize their full potential.

SBN currently has a national secretariat and chapters led by Chairperson, Vice-chairperson, and secretary to represent the exponentially growing network members in various fora.

The network has got 9 sub-national chapters: Southeastern Economic Block Region (Machakos, Makueni and Kitui Counties), Nakuru, Nyandarua, Mombasa, Kiambu, Nairobi, Kisumu and Isiolo, Marsabit regions respectively.

3. Scope of Work
The SUN Business Network seeks to achieve an understanding of public private partnerships at the county level that will support increased collaboration between county and SMEs/vendors (men, women & youth) involved in the vegetable supply (provision of incentives and address constraints related to trade policies, coordination, taxation). Specifically, the consultant shall;

1. Conduct SWOT analysis of the food and nutrition policy environment and identify constraints and opportunities to position SBN as a platform to spur advocacy engagement and policy influencing across the five existing chapters; Nakuru, Mombasa Machakos, Kiambu, Nairobi and Nyandarua (identify policies framework relevant for guiding the operations of the private sector/private service providers such as those for public procurement eg school meals, food safety, healthy diets, workforce nutrition amongst others).

2. Identify existing platforms, frameworks and structures such as food safety coordination committees, sector working groups, technical working groups and propose how private sector can strategically participate in these platforms at national and county level

3. Map out financing opportunities present in the counties and possible partners such as financial institutions (public finance, fintech, Mpesa foundation, philanthropy, venture capital and other blended financing) available for the private sector in food and nutrition space.

4. Develop a strategy of how to incorporate the last mile distributors (vendors) to join the network with a simple checklist for onboarding.

5. Identify areas of collaboration with stakeholders involved in Tax related work in advancing fair tax regimes to promote food and nutrition security

6. Identify existing and possible opportunities to enhance public private partnerships in
at national and target counties for purposes of promoting food and nutrition security.

7. In consultations with GAIN, identify a critical mass of businesses across the target counties and administer a capacity assessment tool to establish business gaps and to inform Technical Assistance interventions.

4. Duration
The expected start date of the contract 1st September 2023. The duration of the assignment is up until 1st November 2023.

5. Deliverables and Expected Outputs

The workplan and the budget for the following deliverables will be agreed upon between the service provider and SBN Kenya Team. Funds will be released based on timely delivery of the deliverables as per the table below. Please note that all deliverables must be developed in English.

<table>
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<tr>
<th>Deliverables</th>
<th>Description</th>
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<tbody>
<tr>
<td>1</td>
<td>Submit inception report that includes a plan of action and timeline for conducting the consultancy assignment.</td>
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<tr>
<td>2</td>
<td>Submit SWOT analysis report of the food and nutrition policy environment and opportunities that position SBN as a platform to spur advocacy engagement and policy influencing across the five existing chapters</td>
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<tr>
<td>3</td>
<td>Share report that maps out:</td>
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<tr>
<td></td>
<td>1. Existing platforms, frameworks, structures as food safety coordination committees, sector working groups, technical working groups and possible areas how private sector can strategically participate</td>
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<tr>
<td></td>
<td>2. Financing opportunities present in the counties and possible partners like Mpesa- Foundation, and financial institutions (public finance, fintech, philanthropy, venture capital and other blended financing) available for the private sector in food and nutrition space.</td>
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<tr>
<td></td>
<td>3. Existing and opportunities to enhance public private partnerships in the target counties for purposes of promoting food and nutrition security.</td>
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<tr>
<td>4</td>
<td>A final comprehensive report that</td>
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<td></td>
<td>1. Identifies areas of collaboration with stakeholders such as Tax Justice Network Africa, international Budget Partnerships Kenya, East Africa Tax and</td>
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Governance Network, Institute of Economic affairs amongst others in advancing fair tax regimes to advance food and nutrition

2. A strategy of how to incorporate the last mile distributors (vendors) to join the network with a simple checklist for onboarding.

3. Identifies business gaps from the needs assessment to inform Technical Assistance interventions

inclusive of the above first two deliverables.

5. Disseminate the task findings and share PowerPoint presentations
6. Required Skills and Experience

**Education:** The applicant should possess the academic qualifications necessary to successfully execute the assignment, including advanced university degree in business administration, entrepreneurship, nutrition, or a related field.

**Experience:** Past performance in designing and delivering training for SMEs in the agribusiness, food and nutrition sectors in Kenya.

The applicant must demonstrate:

(a) Experience in working with SMEs in agribusiness, food and nutrition sectors in Kenya.
(b) Critical understanding of last mile distributors operations and governance.
(c) Experience conducting needs assessments for businesses in Kenya.
(d) Strong organizational and project management experience
(e) Proven excellent report writing skill
(f) Must have the ability to effectively liaise with government officials and a range of stakeholders.
(g) Proactive with a commitment to quality and accuracy with close attention to detail.
(h) Experience working with local and international teams preferred.

**Language requirements:** Fluency in English is a must.

**Other:** Excellent computer skills (MS Office applications) and ability to use information technologies as a communication tool and resource.

7. Application and Evaluation Process

Interested applicants must include the following while submitting their applications.

a) Technical Proposal that includes a methodology and workplan for undertaking the assignment. In addition to submitting relevant project references and team CVs.

b) Submission of financial proposal Kenya Shillings broken down by main cost categories (personnel, sub-contracts, travel, operational, and indirect costs) and by main activities. Include a brief narrative justification for line items included. The budget should be inclusive of all taxes/VAT and indirect costs. Payment is subject to approval by SBN and will be made in installments that are linked to deliverables (to the extent possible) as stipulated in the final consultancy contract and grant agreement.

The proposals should be sent via email to gainkenya@gainhealth.org, with the subject line **Public-Private Partnerships and SBN Chapters** not later than 11th August 2023. Proposals received after the deadline will be rejected.

The award of the contract will be made to the individual service provider whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
Having received the highest weighted average score out of a pre-determined set of technical and financial criteria specific to the solicitation.

- Technical Criteria will bear a weight of 70%.
- Financial Criteria will bear a weight of 30%.

Confidentiality
All information provided as part of the proposal evaluation process is considered confidential. In the event that any information is inappropriately released, SBN Kenya will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this TOR will be held as strictly confidential.