



Ministry of Foreign Affairs of the
Netherlands



REQUEST FOR PROPOSALS (RFPs)

**CONSULTANCY TO CONDUCT TRAINING OF PRIVATE SERVICE PROVIDERS (PSPS) IN
BAUCHI, JIGAWA, KEBBI AND NASARAWA STATES ON BASIC NUTRITION**

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

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

November 2023

GAIN Nigeria

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I. SUMMARY OF DEADLINES

Proposal Submission Deadline: 14th of December 2023
Award of Contract: 3rd of January 2024

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, CARE AND GAIN

The 4.5-year CAlyzing 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 works with national, state 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 works 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, whiles, 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, academia and civil society, GAIN aims to transform food systems to make healthier diets from sustainable food systems accessible to all people and especially those who are most vulnerable to shocks.

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

The consultant is engaged to design and deliver comprehensive basic nutrition training program for private service providers that comprises food vendors and processors in the CASCADE implementing states. The training is aimed at instilling basic nutrition principles in alignment with the food and nutrition policies and the NHGSFP Guidelines. This is to promote healthier food choices, improve nutrition outcomes and ensure compliance with established nutritional guidelines. Also the training is expected to empower food vendors with practical knowledge encouraging the incorporation of nutritional elements into menus and fostering awareness of policy compliance. The success of this training will be measured through observable changes in vendor practices and overall alignment with food and nutrition policy framework.

IV. OBJECTIVES

The assignment will achieve the following objectives:

a. Overall

The purpose of this RFP is to engage a consultant to conduct capacity building trainings on Basic Nutrition for Private Service Providers (PSPs) in 18 Local Government Areas (LGAs) in the four selected states of Bauchi, Jigawa, Kebbi and Nasarawa. Private Service Providers (PSPs) refer to businesses and individuals who have been commissioned or have the potential to be commissioned by the government to implement nutrition-related interventions in the state. The activity is part of the private sector support domain to enhance the capacity of the PSPs to effectively implement nutrition related policy actions.

b. Specific objectives

- i. To develop or adopt a curriculum and training manual on basic nutrition for PSPs in English and Hausa languages.
- ii. To train PSPs on basic nutrition and adherence to Nutrient preserving techniques in the processing or preparation of their products.
- iii. Conduct pre and post-test evaluation of the participants understanding of basic nutrition in relation to the nutrition policy they implement.

V. SCOPE OF WORK

The successful applicant shall present the following services:

- a. Develop a manual for training of PSPs on basic nutrition.
- b. Facilitate the trainings of about 160 PSPs on basic nutrition across the four states of implementation.
- c. Submit training deliverables covering each state of intervention including but not limited to training reports and attendance.

VI. EXPECTED DELIVERABLES

S/N	DELIVERABLES	TIMELINES
1.	Submit a draft inception report containing workplan and the methodologies to be used to undertake the study.	8 th January 2024
2.	Submit the final inception report incorporating the amendments made through discussions with the GAIN team and relevant stakeholders.	12 th January 2024
3.	Development of a training manual in English and Hausa languages	16 th January 2024
4.	Training of about 160 PSPs on basic and advanced nutrition in the 4 states of implementation.	23 rd January, 2024
5.	Submit a draft training report containing the findings, and key recommendations with all the training material sets included in the annex.	29 th February 2024
6.	Submission of final training report.	18 th March 2024

VII. COMPETENCIES

- Proven ability to conduct basic nutrition training.
- Strong skills or have a multidisciplinary team composed of expertise related to private sector and food systems, food production value-chains, nutrition/public health, agriculture sector, and proven experience in conducting similar trainings.
- 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 nutrition policies.
- Excellent writing and analysis 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.
- Technical application should not be longer than 15 pages, including cover page. All supporting documents should be included in the annexes.

IX. TIMELINES

The assignment must not exceed a maximum of 4 months from the day the contract is awarded. The comprehensive table of the assignments is expected to be as follows:

Proposal Submission Deadline:	14th of December 2023
Award of Contract:	3rd of January 2024
Deliverable 1: Provide a timeline (detailing all activities), the revised methodology and training manual	9th January 2024
Deliverable 2: Commencement of training	23rd of January 2024
Deliverable 3: Complete training and provide report on training	18th of March 2024

The proposal submissions must be received via email by GAIN on or before 11:59 pm on Friday, December 1, 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 cc: digelle@gainhealth.org	Consultancy to Conduct Training for Private Service Providers (PSPs) on Basic and Advanced Nutrition in the 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 15 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 training. 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 training (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 training 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: Commencement of training	20%	Commence the training of the PSPs.
Deliverable 3: Final report on training	30%	Final report on the training 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 gaps
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 Applicants

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 review panel with participants selected 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.

Please note that should you not hear from GAIN within 1 month after the application deadline, please consider your application unsuccessful at this time.

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.

l. 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.