

CONSULTANCY TO EVALUATE APPLICATIONS FOR THE GAIN MICRO-GRANT AWARD

REQUEST FOR PROPOSAL

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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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.

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.

GAIN's Workforce Nutrition programme aims to improve the nutrition of workers and farmers in low and middle-income countries or communities. The programme focuses on improving the access and demand for healthier diets using existing business structures as an entry point (workplaces or supply chains). GAIN began its workforce nutrition programme in 2013 and has reached over 230,000 estate workers, smallholder farmers and their families in the tea, cocoa and garment supply chain across Africa and Asia. We currently work with partners in the tea sector (India, Kenya, and Malawi), cocoa sector (Ghana), garment sector (Bangladesh), and we are running pilots in a variety of industry sectors in Mozambique.

Our work on biofortified crops aims to scale access to and demand for nutrient-dense varieties of commonly consumed staples such as maize, sweet potato and cassava through targeted support to address challenges and constraints to increased production and consumption of these foods. We do this through market development and commercialization, such as in our partnership with Harvest Plus and through non-commercial pathways focused on farming households and public procurement systems.

A key part of our approach is improving the enabling environment for biofortified seeds, crops and food products through advocacy, catalytic financing, and the licensing of technology and related services. GAIN supports businesses, especially micro, small, and medium-sized enterprises (MSMEs), through most of our programmatic offerings. This support is coordinated through the Scaling Up Nutrition (SUN) Business Network (SBN), which is convened by GAIN in Nigeria and was launched in 2016 to improve and strengthen the private

sector's contribution to nutrition. The Network has supported businesses with brokering business-to-business linkages, facilitating connections to government and other sectors, including development partners, and capacity building for MSMEs to address critical barriers to start, grow and scale their business. Specific support areas include access to finance, access to markets, quality control and assurance in their production processes, and food safety and nutrition education.

2. BACKGROUND

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organization for this RFP.

The purpose of this RFP is to engage the services of **four (4)** agribusiness consultants (**one per State**) to review, assess and evaluate the micro-grant applications from nutrition-focused businesses in **the four selected states of implementation (Kaduna, Benue, Nasarawa and Oyo states)**. This activity is part of the business support workstream to be implemented in the focal states for the next four years.

The Strengthening Nutrition in Priority Staples project is currently implemented by The Global Alliance for Improved Nutrition in partnership with GIZ and the Green Innovation Centre for the Agricultural and Food Sector in Nigeria (GIC), with support from the German Government through the Federal Ministry for Economic Cooperation and Development (BMZ). The Strengthening nutrition project will strengthen the GIC priority value chains and improve food security and safety through improved diets for farmers, farm workers, other workers in businesses in these value chains, and among the wider population in Nigeria. The business support component will empower women and young people and unleash the creativity and energy of youth and women to support their families, succeed in agri-business and attempt to tackle malnutrition, prevent food borne illnesses as well as food and social insecurity. This workstream will increase women and youth involvement in value-added agriculture and entrepreneurship that directly addresses the specific challenges that women and rural youth face in the four focal states for this project. It will respond to opportunities to harness the political will at local, state, and national levels in Nigeria to invest in creating economic opportunities for women and youth in the production, processing, and sale of nutritious and safe foods. This will be achieved by significantly increasing the knowledge and information available to women and young people about nutrition, food safety, increasing their participation in decision-making and targeting business support and investments so they can bring forward innovations, increase livelihood opportunities and build nutrition sensitivity into the GIC value chains.

This will be carried out using three interlinked approaches:

- Improving the nutritional quality of staple foods produced by SMEs and farmers involved in GIC activities.
- Improving the capacity of food safety and value chain actors to adhere to standards and regulations on best practices.
- Supporting technical innovations for supply chains through innovation challenges and innovation clinics.



2.1. PROJECT STATES, LGAs AND VALUE CHAINS

Under the guidance of, and in consultation with the GAIN team responsible for the SNiPS and SBN project, the Consultant shall carry out this assignment ensuring that the select applications adhere to the project delivery approach as detailed below:

S/N	State	LGAs	Value Chains
1	Kaduna	Lere, Giwa, Chikun, Kuru	Vitamin A Maize
2	Nasarawa	Kokona, Doma, Lafia, Awe	Rice
3	Benue	Otukpo, Gboko, Makurdi, Gwer East	Rice and Orange Fleshed Sweet Potato
4	Oyo	Iseyin, Afijo, Iddo, Oyo West	Vitamin A Cassava and Orange Fleshed Sweet Potato

An application cannot be selected if it does not adhere strictly to this project delivery layout.

3. ABOUT THE GAIN MICROGRANT

Over the past month, the GAIN project team have received a wide variety of applications for microgrants from small and medium-scale enterprises operating in Kaduna, Nasarawa, Benue and Oyo states and beyond to scale their businesses and tackle food insecurity.

The microgrant for empowerment is designed to support nutrition focused businesses working on the nutrient-enriched Vitamin A Maize, Vitamin A Cassava and Orange Fleshed Sweet Potato, as well as Rice food products operating in Kaduna, Nasarawa, Benue and Oyo States with equity-free grants to scale their businesses and tackle food insecurity in Nigeria.

3.1. PROJECT STATES

The Global Alliance for Improved Nutrition seeks proposals from **four (4)** agribusiness consultants to review, assess and evaluate the micro-grant applications from nutrition-focused businesses in one (1) of the following states outlined below:

Project States			
Kaduna	Nasarawa	Benue	Oyo

The Global Alliance for Improved Nutrition shall not accept applications from individuals to complete this activity in more than one state or any state not outlined above.

4. SCOPE OF WORK AND DELIVERABLES

The consultant will carry out an independent review and evaluation of grant applications submitted by SMEs to determine eligibility for the GAIN micro grant activity. The consultant will carry out this activity in line with the specific eligibility criteria determined by the program team.

The consultant will be expected to identify 10 finalists adhering closely to the project delivery approach whose nutrition focused businesses aligns with the objectives of the micro grant activity. The consultant is not expected to conduct any travel for this work. The review of applications can be done in person or remotely at the convenience of the consultant.

Specific deliverables include:

- a. Develop and submit a rubric for evaluating applications.
- b. Screen out candidates who do not meet minimum requirements and develop a long list of businesses who fit the basic eligibility criteria for the grant award.
- c. Conduct phone or virtual interviews where necessary to elicit and verify information submitted.
- d. Develop a final shortlist of 10 applicants whose businesses fit the eligibility criteria and whose business models impact positively on the objectives of GAIN and the SNiPS project.

5. DELIVERABLES

As outlined in the table below, the consultant is expected to complete and submit the following deliverables against the indicative time schedule. A detailed time and payment schedule will be agreed upon with the consultant prior to signing the contract and grant agreement.

Deliverables	Deadline
Inception report outlining workplan of activities, methodology and approach/tools that will inform the basis of applicants' selection	18 th December 2022
Develop a long list of businesses who fit the basic eligibility criteria for the grant award	27 th December 2022
Submit a shortlist of 10 final applicants	5 th January 2023
Submit final report detailing observations, recommendations	12 th January 2023

6. REQUIRED SKILLS AND EXPERTISE

- Minimum of 5 years of relevant work experience in Entrepreneurship, Agribusiness, Business Management, or any other relevant field.
- Solid technical expertise in Entrepreneurship or Business Advisory (or closely related domains); consulting, business development or enterprise support services provision.
- Experience supporting entrepreneurs, innovators and/or agri-businesses.
- Good understanding of the dynamics of the Nigerian agri-business sector in relation to business model fit.
- Knowledge of business strategy, financial statements, business regulatory requirements, etc.
- Experience working in or with the private sector, especially with SMEs is a plus.

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.

7. CONTACT

Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- Subject: GAIN Microgrant Support
- Email: sbnigeria@gainhealth.org and copy jpilaku@gainhealth.org

8. BUDGET

The budget shall not exceed NGN 700,000 per state. The budget covers the cost of reviewing 100 applications for a duration of 14 days (two weeks). The budget will be inclusive of all expenses and all taxes/VAT and indirect costs.

9. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Suggested allocation of days and cost for each deliverable for this consultancy (maximum 1 page).
- Maximum 3-page concept note describing suggested approach for this consultancy.
- Resume/s.
- Offer of Service

10. SUBMISSION

An electronic copy containing the documents preferably in PDF along with all the required information including the financial proposal should reach GAIN at the address mentioned below:

Email copy:

- Subject: **RFP: GAIN MICROGRANT 2022**
- To be sent to sbnnigeria@gainhealth.org.
- and in **copy** gehiabhi@gainhealth.org and jpilaku@gainhealth.org.

11. DEADLINE

Completed proposals should be submitted to GAIN **before 23:59 on 9th December 2022.**

12. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Incomplete proposals.

13. ACCEPTANCE

Eligibility requirements, evaluation criteria and mandatory requirements shall govern the selection of the consultant.

14. 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 (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.

15. 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.

16. 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.

17. 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.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

18. 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.

19. 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.

20. 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.

21. 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:

- Understanding of the scope of work:
- Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.

- Demonstrate a clear understanding of the technical requirements of this RFP:
- Providing detailed technical documentation of the proposed strategy.
- Evidence of experience delivering similar services to private sector organizations, non-profits or government.
- The creative and methodological approaches required to implement each of the parts of the scope of work.
- Comprehensiveness of work plan and reasonableness of proposed time frame:
- Proposal shall include a feasible work plan to ensure successful completion of deliverables.
- The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
- Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Proposal shall identify possible challenges and include creative approaches to addressing them.
- A duly completed offer of services.

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

22. REVIEW PROCESS

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

23. 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 authorize any third party to bind or commit GAIN in any way without GAIN's express written consent.

24. 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.

25. 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.



26. 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.

27. 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.

28. 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.

29. TRAVEL

SHOULD TRAVEL BE NEEDED, GAIN WOULD COVER THE TRAVEL AND LOGISTICAL COSTS.

IV. OFFER OF SERVICES

1. Offer submitted by:
2. _____
- 3.
4. _____
- 5.
6. _____
- 7.
8. (Print or type business, corporate name and address)
9. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:
 - a. Click or tap here to enter text.
 - b. Click or tap here to enter text.
 - c. Click or tap here to enter text.
 - d. Click or tap here to enter text.



10. I (We) agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.

11. I (We) herewith submit the following:

- (a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
- (b) A duly completed offer of services, subject to the terms herein.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.

Date this day of in .

Signature (applicant)

Signature (applicant)