REQUEST FOR PROPOSALS

ZONE MAPPING OF THE LOCATIONS OF BASE OF THE PYRAMID (BOP) CONSUMERS AND VEGETABLE VENDORS IN THE PROJECT IMPLEMENTATION AREAS (8 DISTRICTS)

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

2. BACKGROUND

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

GAIN is implementing the 'Vegetables for All' project in Uganda, through which GAIN will motivate consumers to increase their consumption of vegetables to improving diet quality and resilience for Base of the Pyramid (BoP) consumers.

Uganda faces multiple nutritional burdens, namely obesity, overweight, undernutrition, micronutrient deficiency and diet-related non-communicable diseases. Many people eat unbalanced diets with large amounts of staple foods high in carbohydrates but lacking sufficient proteins and micronutrients such as vitamins and minerals which are obtained from fruits, vegetables, pulses, or animal source foods (ASF), contributing to the high prevalence of micronutrient deficiency. Fruits and vegetables are an important source of vitamins, vital minerals and dietary fibre which has been associated with lower incidence of obesity. Despite the importance of consuming fruits and vegetables to human health, the Ugandan population is not meeting the recommended number of fruit and vegetables servings per day.

The Vegetable for All project’s overall goal is to contribute to improving nutritious diets through increased consumption of vegetables, resulting in 118,284 BoP consumers who will have a more diverse, adequate, and/or resilient diet through improved vegetable consumption. Our target audience (BoP consumers) are low-income households with children 3-9 years of age earning a monthly income ranging from 250,000 Uganda shillings to 600,000 Uganda shillings. As part of the project’s component, we aim to support vegetable vendors in improving their vegetable offering for this population.

As part of the project design, GAIN seeks to identify the specific locations of the Base of the Pyramid (BoP) consumers and vegetable vendors in the eight districts of the project implementation including: Mbale, Mityana, Jinja, Wakiso, Mpigi, Kampala, Kayunga and Mukono. The final list of districts is likely to change and will be confirmed once the service provider has been selected.

This process involves the following steps:
− Step 1. Suggest a practical method wherein publicly accessible datasets are employed to define and characterize polygons within the smallest administrative boundaries. This involves considering factors such as: i) population size and density, ii) boundaries where human build-up has occurred, iii) consumption expenditure patterns, and iv) asset wealth indices.

− Step 2. Define the mapping area (i.e., zone): these are polygons in the priority Districts where at least 50% of the population is part of our target group.

− Step 2. Conduct a polygon mapping including:
  ▪ Estimating the number of BoP consumers residing in the area.
  ▪ Conducting guided observations of the polygon to ensure that it meets project’s criteria.
  ▪ Carry out a census of vegetable vendors in each zone: this activity involves locating and geotagging all the vegetable vendors, as well as carrying out observations to characterize them (as with semi-permanent or permanent stands or in non-permanent location) and record vegetables available for sale.
  ▪ Identifying and geotagging other points of interest, including churches, schools, retail stores, and markets.
  ▪ Collecting the relevant information on the Vegetable vendors specifically on the variety of the vegetables sold and the types of the structures of their stalls.

− Step 3. Based on the results of the mapping, redefine the boundaries of each polygon to meet the project’s criteria (i.e., minimum number of vegetable vendors, BoP population, etc.)

− Step 4. Deliver a dataset of the final polygons to be used for project implementation.

3. SCOPE OF WORK AND DELIVERABLES

3.1 OBJECTIVES

The objective is to define intervention areas that meet the project’s criteria. These interventions areas are polygons with a minimum number of BoP households and vegetable vendors in all the 8 districts of the project implementation locations.

Tasks:
• Develop an approach for conducting a comprehensive mapping of the Zones, including the estimating the number of BoP consumers residing in the area, geotagging vegetable vendors and other POI (point of interest). Propose a digital platform that can be used to host and visualize the data.
• Collect the relevant, reliable and justifiable number of BoP consumers in each zone.
• Collect the relevant, reliable and justifiable number of Vegetable vendors in each zone and categorize them into market vendors, permanent or semi-permanent roadside vendors.
• Preparation of the data collection tool.
• In collaboration with GAIN, conduct training of recruiters and data collectors to ensure following high-quality data collection standards and safety protocols.
• Prepare and implement a quality control process to ensure quality of data collection.
• Carry out all preliminary activities needed to conduct field work activities such as requesting local permission for field work.
• Conduct data collection according to established instruments and protocol. This task involves: i) estimating the number of BoP households residing in the area, ii) identifying and geotagging vegetable vendors; ii) conducting observations of vegetable vendors’ stands to determine basic characteristics (non-permanent, semi-permanent vs permanent) and availability of vegetables for sale; iii) geotagging other points of interests, specifically schools, churches, and retailers selling vegetables; and iv) interviewing the vegetable vendors on the specific vegetables that they sell.
• Manage the data including cleaning and sharing of cleaned data files in appropriate tabular and GIS format.
• Prepare draft and final report, including challenges, recommendations, and learnings gained during data collection.
• Support GAIN’s team in interpretation and use of digital map.

3.2 DELIVERABLES

The service shall be performed between 12th February 2024 and 26th April 2024.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Date Deliverable Due</th>
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</thead>
<tbody>
<tr>
<td>Detailed methodology for conducting the proposed work</td>
<td>23rd February 2024</td>
</tr>
<tr>
<td>Proposed set of polygons</td>
<td>15th March 2024</td>
</tr>
<tr>
<td>Results of polygon mapping</td>
<td>12th April 2024</td>
</tr>
<tr>
<td>Final list of polygons, cleaned datasets and final report</td>
<td>26th April 2024</td>
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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.

1. MINI ELIGIBILITY CRITERIA

- Must operate as an Independent non-politically affiliated organization.
- Must be a registered legal entity in Uganda, as applicable, at least 2 years prior to the submission.
- Any consultant/company with 3 years’ experience implementing similar activity in Uganda will be considered as an added advantage.

2. CONTACT

Staff will be available to respond to clarifications on this solicitation. Please direct all inquiries and other communications to kwaako@gainhealth.org copying in hegesa@gainhealth.org and bbalungi@gainhealth.org. Queries sent by 29th December 2023 at 5:00pm EAT will be responded to on 5th January 2024 with subject line ‘Zone mapping of BoP Consumers and Vegetable Vendors, Uganda’. Responses will not be confidential except in cases where proprietary information is involved.

3. BUDGET

Applicants are required to provide a detailed budget in Uganda Shillings. The final budget amount will have to be approved by the organisation prior to starting the project. The budget submitted with this proposal should include (i) justification of overall value for money, (ii) a comprehensive budget justification which should be presented for each category of costs including: personnel, cost of travel, including subsistence allowances, consultants, meeting/workshop, overhead if applicable, and miscellaneous expenses. All prices/rates quoted must be inclusive of all taxes/VAT as required.

4. FORMAT FOR PROPOSAL

- Interested applicants should prepare a brief proposal (maximum 5 pages) that includes:
- Detailed Technical Proposal describing the proposed methodology with clear activities and process for conducting this service, activities, and their timeline. A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided where a Gantt diagram is preferred. Additionally, include the detailed profiles (qualification, expertise, relevant experience etc.) of the individuals who will be completing the work including their full names, and their expertise.
• Financial proposal outlining the budget in Uganda Shillings broken down by main cost categories (Personnel, travel, operational, direct, 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.
• A completed ‘Offer of Services’ form (see end of RFP for template).

5. SUBMISSION AND DEADLINE

Completed proposals should be submitted in electronic format to ugandainfo@gainhealth.org coping in kwaako@gainhealth.org, hegesa@gainhealth.org and bbalungi@gainhealth.org, by email by 12 January 2024 with subject line “Zone mapping of Vegetable Vendors, Uganda’.

6. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:
• Proposals that are received after the RFP deadline at the specified receiving office.
• Proposals received by fax.
• Incomplete proposals.
• Proposals that are not signed.

7. REVISIONS

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

8. ACCEPTANCE

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

9. COMPLETION

• Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.
• 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. 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.

10. 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.

11. 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.

12. 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.
- The applicant's own individual ranking.

13. SUMMARY OF IMPORTANT DATES

- RFP publish date: 15th December 2023
- Deadline for inquiries: 29th December 2023
- Response to inquiries: 5th January 2023
- Deadline for submission: 12th January 2024
- Response from GAIN on acceptance or rejection of proposal: 22nd January 2024
- Proposed contracting date: 12th February 2024
- Contract completion date: 26 April 2024

III. TERMS AND CONDITIONS OF THIS SOLICITATION

1. 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.

2. 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.

3. 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.

4. 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 solutions using the proposed information technology platform.

- 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.

- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
  - Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.

- 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.

5. REVIEW PROCESS

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

6. 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.

7. 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.

8. 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.
9. **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.

10. **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.

11. **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.

12. **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:
10. Click or tap here to enter text.
11. Click or tap here to enter text.
12. Click or tap here to enter text.
13. Click or tap here to enter text.
14. 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.
15. 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 Click or tap here to enter text. in Click or tap here to enter text.
Signature (applicant)

_______________________ Click or tap here to enter text.

Signature (applicant)