REQUEST FOR PROPOSALS

CONSULTANT

TEAM BUILDING SESSIONS - KNOWLEDGE LEADERSHIP (KL) RETREAT 2024

Issued by
The Global Alliance for Improved Nutrition (GAIN)

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I. PROJECT BACKGROUND AND SCOPE OF WORK

1. 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.

2. BACKGROUND AND OBJECTIVES

The Knowledge Leadership (KL) team at GAIN is committed to advancing learning and research in nutrition through its support for GAIN programs, collaboration with external partners for research initiatives, and advocacy for the dissemination and implementation of best practices. The team collaborates with programs to formulate strategic research and learning agendas, providing technical support to ensure the quality of design, implementation, and timely dissemination of such initiatives.

Embracing GAIN’s six core values—passion, voice, innovation, integrity, teamwork, and humility—is essential for the team to effectively fulfill its mandate. The establishment of a cohesive and well-coordinated team is a key priority for appropriate collaboration and supportive GAIN programs. A recent survey conducted within KL has identified key areas for improving the team’s work. These include: i) enhancing coordination and alignment among team members in a remote and hybrid working environment; ii) deepening understanding of KL's mission and role within GAIN, a dynamic organization operating in 10 different countries across 4 continents; and iii) improving knowledge sharing and the exchange of ideas.

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 contract a qualified and experienced consultant to facilitate a team building session for GAIN's KL as part of the team’s first-ever retreat to be held in Lisbon, Portugal, on 19-22 February 2024. The proposed duration for the in-person session is 8 hours, divided into two four-hour segments over the course of two days.

Specific Objectives of the retreat:

1. Enhance Team Engagement: Foster team members’ engagement by cultivating a positive and collaborative environment that emphasizes GAIN’s values, encourages active listening, and provides support, contributing to a sense of appreciation and inclusion within the team.

2. Facilitate Improved Collaboration: Promote enhanced team collaboration and co-creation through interactive sessions designed to identify and understand team members’ strengths and opportunities for leveraging them. This initiative seeks to maximize individual contributions and foster a collaborative working culture.
3. **Strengthen Resilience and Well-being:** Reinforce GAIN KL’s team resilience and well-being by facilitating a common understanding of our role within the organization and emphasizing teamwork and mutual support.

4. **Enhance Communication, Innovation, and Problem-Solving:** Identify opportunities for strengthening communication, collective problem-solving, and innovation within the team.

5. **Celebrate Team Spirit:** Cultivate a sense of team spirit by providing opportunities for bonding, relaxation, and enjoyment.

**Expected Outcomes**

The team building session aims to contribute to:

- Improved understanding of team members’ strengths and opportunities for leveraging these strengths to enhance overall team performance.
- Improved team cohesion and collaboration, by fostering a sense of unity, trust, and mutual understanding of KL’s role and opportunities for communication among team members.
- Enhanced creativity and innovation within the team, allowing and encouraging team members to approach tasks with fresh perspective and supporting a culture of continuous improvement and forward-thinking.

**SCOPE OF WORK**

The consultant is expected to deliver the following as part of this assignment:

- Develop a comprehensive curriculum comprising proposed objectives, activities, and the necessary materials to facilitate the team-building sessions.
- Lead the team-building sessions in Lisbon, ensuring the effective delivery of the planned activities and achieving the outlined objectives.
- Provide a post-event summary report encompassing thorough analysis and offering recommendations for the way forward. This report should capture key insights gained during the team-building sessions and outline actionable steps for continued improvement.

**2.1. QUALIFICATIONS AND EXPERIENCE**

- Demonstrable experience of supporting organisational leaderships/teams through strategic, organisational, group, and personal development
- Experience with facilitating training for international development organisations using current tools and approaches.
- Effective communication and people engagement skills.
- Keen sense of confidentiality /ability to manage the sensitive personal information of clients.
- Good report-writing skills

**2.2. CONSULTANT SELECTION**

Consideration will be based on the quality of the proposed methodology/approach and how well the consultant(s) meets the key requirements above, in line with the selected theme for the retreat. The budget proposed will be a factor.

**2.3. TIMELINE**

The timeline for completion of all activities and deliverables under the Scope of Work is outlined in the following table:
II. INSTRUCTIONS FOR RFP RESPONSES

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

3. CONTACT

Debjani Samantaray is part of the Knowledge Leadership team at GAIN and will be available to respond to requests for clarifications on this solicitation via email. Please direct all inquiries and other communications to dsamantaray@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

4. BUDGET

Applicants are required to provide GAIN with a detailed budget estimate in US Dollars, including fees and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

5. FORMAT FOR PROPOSALS

Please submit a brief proposal (max 5 pages), comprising the following:

- Technical proposal:
  - Brief description of previous relevant work and experience (max 1 page);
– Composition of the team (if applicable) with full names and short biographies of the designated project manager and all key staff (for individual consultants, simply include the full name and short bio of the consultant) (max 1 page);
– Detailed proposal explaining how the requirements mentioned under the Scope of Work will be met, including risk and mitigation strategies and timeline/workplan (max 3 pages);
• Financial/ Budget Proposal, consisting of the detailed budget needed to implement the activities for this assignment. The Budget Proposal should include costs for all key elements needed to meet the requirements under the Scope of Work:
  – Rates of key staff, Number of days of work, and Percentage of participation in the total level of effort;
  – All other anticipated direct expenses (travel, sub-contracted resources, supplies, etc.);
  – All indirect costs (agency costs, agency fees, administrative costs, etc.);
  – Updated, complete banking details of the agency or individual consultant
  – The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead.
  – In case of errors in calculating overall costs, the unit costs will govern
• Annex (optional - max 5 pages), which can contain the following information:
  – Detailed profiles (CVs) of team members or the individual consultant, including relevant qualifications and the number of years in the business.
  – Additional examples of related work, including references of 2-3 prior clients (these could also be provided at a later stage during the selection and recruitment process).

6. SUBMISSION

Complete proposals should be submitted via email to dsamantaray@gainhealth.org, with subject line 'Team building session proposal'.

7. DEADLINE

Completed proposals should be submitted by December 20, 2023.

8. UNACCEPTABLE

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

9. REVISIONS

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

10. 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.
11. COMPLETION

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by principal or authorised signatory of the organisation or by individual lead 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 at fortenzi@gainhealth.org or dsamantaray@gainhealth.org prior to making their submission before the deadline specified in the timeline above.
- While GAIN have 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 its understanding that failing to comply with any of the RFP conditions may result in the disqualification of their submission.

12. 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.

13. REFERENCES

GAIN reserve 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.

14. 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.

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. It 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.
OFFER OF SERVICES

1. Offer submitted by:
   
   ____________________________________  
   ____________________________________  
   ____________________________________  
   (Print or type business, corporate name and address)

2. 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. [to be completed]  
   b. [to be completed]  
   c. [to be completed]  
   d. [to be completed]

3. 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.

4. 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 [add month and year] in [add location].

_______________________ [add title]
Signature (applicant)

_______________________ [add title]
Signature (applicant)