

**REQUEST FOR PROPOSALS (RFP) FOR THE
DEVELOPMENT OF THE SUN BUSINESS NETWORK
(SBN) BENIN STRATEGY & IMPLEMENTATION PLAN**

**Issued by
The Global Alliance for Improved Nutrition (GAIN)**

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REQUEST FOR PROPOSALS

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I. PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN AND THE SUN BUSINESS NETWORK (SBN)

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 The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Benin, Uganda, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

In 2010, the Scaling Up Nutrition (SUN) Movement was launched to support national leadership and collective action to scale up nutrition through a multi-sectoral and stakeholder approach. The SUN Business Network (SBN) is one of the four global networks that support SUN countries (along with UN, Civil Society and Donor Networks). SBN is co-convened by GAIN and the UN World Food Programme (WFP) and further supported by an Advisory Group comprised of senior business leaders.

The SBN aims to reduce malnutrition in all its forms through mobilising business to invest and innovate in responsible and sustainable actions and operations. To do this SBN provides a neutral platform to broker partnerships and collaboration between business and all actors on nutrition at national, regional and global level to support SUN Country plans. We believe that when consumers demand improved nutrition, business will act, and national economies will grow. The SBN currently has presence in 44 countries and convenes more than 1,400 members at global and national level.

2. BACKGROUND

To support the government in implementing its national nutrition priorities, GAIN in partnership with key stakeholders will support the development of the Scaling Up Nutrition Business Network (SBN) in Benin. The establishment of SBN Benin through CASCADE (CAlyzing Strengthened policy aCtion for heALTHY Diets and resiliencE) project implemented by the consortium CARE and GAIN will build on the government’s commitment to the Scaling Up Nutrition Movement, which it joined in 2011. SBN will compliment and collaborate with existing SUN networks such as the SUN Civil Society Network. SBN Benin will be established to increase awareness among private sector actors of their role in addressing malnutrition with the aim of increasing the availability and affordability of safe, nutritious foods in Benin through the following key activities:

- Convening and organizing businesses to support the implementation of nutrition-related policies.
- Assessing the challenges and opportunities facing businesses in scaling up their actions and investments in nutrition.

- Facilitating partnerships at national and global level to support national businesses in overcoming barriers such as policy constraints, access to finance, and markets.
- Advocating for an improved enabling environment for business to take action on nutrition.

Once operational, the SBN will comprise a diverse set of businesses supporting nutritious food value chains, including Small and Medium Sized Enterprises (SMEs) and private service providers that are currently contracted or eligible to provide services to government.

Objectives and outputs of this consultancy

Based on the above background, GAIN is looking to engage a short-term consultant to lead the following activities that are crucial in launching SBN Benin:

- In line with relevant national nutrition priorities, consult relevant national stakeholders including the Government of Benin to develop the SBN Benin Strategy (2024 – 2030)
- Develop a 3-year implementation plan (2024 – 2026) that supports the operationalisation of the SBN Benin strategy and also includes an action plan that outlines how the SBN can engage women and youth.
- Validate the draft SBN Benin strategy and implementation plan with government, potential SBN members, SUN networks, and other stakeholders.
- Based on strategic pillars of the SBN Benin Strategy, create a database of potential SBN members

3. SCOPE OF WORK

With input from the SBN Global Secretariate and relevant national stakeholders lead the development of a high level, multi-year network strategy (2024-2030) and top line 3-year implementation for SBN in Benin (2024-2026). Through stakeholder interviews and desk research the following key activities will be conducted:

i. Policy Alignment & Strategy Development

- Assess existing SBN country strategies in the region for best practice and guidelines for establishing SBN in Benin.
- Prioritise focus areas within relevant government strategy documents, action plans and policies where the private sector could play an instrumental delivery role in strengthening the implementation of existing policies, through their core business operations.
- Identify the major challenges in the enabling environment for business and food systems that are hindering or could hinder private sector companies from investing in products and services that advance nutrition. This should be done by prioritizing key sectors or industries with a high potential for large-scale impact on nutrition outcomes and identifying existing interventions that are ready for scaling up.
- Identify existing nutrition focused actions currently being carried out by the private sector in the priority areas and those that have the potential for scale up to extend reach significantly.
- Determine the strategy's critical focus areas (e.g., fortification, consumer awareness, demand creation etc.) while considering the pressing issues of climate change adaptation, food business resilience, and economic empowerment of women and youth.

ii. Planning & Implementation

- Outline how the membership platform would be established and potential workstreams that could be implemented support the SBN strategy.

- Propose the most effective ways for the SBN to dialogue, co-ordinate with existing effective companies, networks, and donor supported programmes, identified in the mapping exercise, which are realising good nutrition outcomes.
- Building on the [Global SBN Youth and Women Empowerment Strategy](#), outline an action plan for the economic empowerment of women and youth through the establishment of SBN Benin.
- Identify potential SBN Partners and their priorities including major donors and foundations working in Benin.
- Propose how the SBN could mobilise companies within sectors/industries which have been identified as having potential for high impact in advancing nutrition.
- Develop a database of potential SBN members (SMEs and PSPs) including their names, location, country coverage, services offered and link to the implementation of relevant government policies/priorities.
- Define the types of nutrition commitments potential business members can make based on the strategic pillars and local context and outline the support the network can provide to help them achieve these commitments.
- Suggest top-line options for consideration on resourcing and long-term sustainability requirements for the network.
- Building on SBN national results framework, formulate a monitoring plan for network activities.

4. TRAVEL AND WORKSHOPS

The contracted organisation/team of consultants may be expected to organise workshops and conduct travel outside of Cotonou for this work. As such, there may be additional activity costs associated with the consultancy assignment which will be funded by GAIN. This may include travel costs related to provincial level consultative meetings and workshop costs related to the strategy validation workshop. These activities will be jointly agreed upon during the inception phase of the assignment. For the purpose of the proposal, applicants of this RFP should provide an indication of these travel and workshop activities including an estimated budget.

5. DELIVERABLES

As outlined in the table below, the contracted organisation/team of consultants 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.

| Deliverables (Assuming contracts are signed on 1 September 2023) | Deadline |
|---|-------------------|
| Inception report outlining plan of action and timelines for conducting the consultancy assignment | 15 September 2023 |
| Submit draft SBN strategy and implementation plan | 15 December 2023 |
| Organise workshop to present draft SBN strategy (2024-2030) and 3-year implementation plan (2024-2026) to key stakeholders | 31 January 2024 |
| Submit Final SBN Strategy (2024-2030) and 3-year implementation plan (2024-2026) which also includes an action plan that outlines how the SBN can engage women and youth. | 15 February 2024 |

| | |
|--|------------------|
| Submit database of potential SBN members including SMEs and PSPs. The database should include potential member names, locations, country coverage, services offered and link to relevant government policy/priority. | 15 February 2024 |
|--|------------------|

All deliverables must be submitted in french and all of them summarised in english

6. QUALIFICATIONS OF THE SUCCESSFUL CONTRACTOR

GAIN is inviting organisations/team of consultants to apply for this Request for Proposals (RFP) that have the following experience and skills:

1. Proven ability in conducting policy assessments related to nutrition and private sector development within the food systems context of Benin.
2. Good knowledge about nutrition, food systems and private sector legislation in Benin, including relevant global literature
3. Extensive understanding of the local context of Benin, with sound understanding of the private sector especially within the food system.
4. Able to work under pressure and to deliver under short deadlines.
5. Should have permission to work in Benin.
6. Excellent writing and analysis as well as strong verbal communication skills in English and French.

In addition, the team to deliver the service should have the following profile and qualification:

The team should ideally comprise of a team leader and team member(s), ensuring balance with qualifications, skills and experience stated below. If the consultancy is carried out by an international firm, the team leader will ensure local presence and that national experts (Fluent French speakers) are included in the team.

Team leader

The Team Leader should have at least a master's degree in development studies, public policy, economics or a related field, and at least 10 years' experience in managing similar assignments. S/he must have completed at least two high quality exercises in that period. Team leader should be fluent in French and have a good level of English.

Overall Team

- The team should be multidisciplinary, composed of experts in public regulations and policies, as well expertise in public policies related to private sector and food systems, food production value-chains, nutrition / public health, agrarian sector, and proven experience in conducting similar assessments.
- Each member should have at least 5-7 years of experience in their respective areas (CVs required)
- Excellent interpersonal skills required for high level engagement with government departments and other stakeholders.
- Excellent analytical, report writing and communication skills in English and French
- Excellent interpersonal communication skills.
- Proven ability to work within limited time constraints in the preparation of high-quality documents.

7. EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

1. Work closely with representatives from GAIN and CASCADE consortium partners. A lead contact will be designated for regular communication and monitoring of deliverables.
1. 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.
2. Meet with GAIN regularly during the Project as well as at the request of GAIN.
3. Submit deliverables and reports according to the revised work plan's agreed-upon schedule.

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.

8. CONTACT

- The Project Manager CASCADE for GAIN Benin is part of the selection team of the organisation and will review the proposals. She will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.
- FLENON Aubierge, Project Manager CASCADE Benin and SBN
- Email: aflenon@gainhealth.org
-
- **Budget**

This is a competitive bid process, and the final budget will be determined accordingly. Agreed budget will be inclusive of all expenses and all taxes/VAT and indirect costs. Payment is subject to approval by the GAIN project team lead and will be made in instalments that are linked to deliverables (to the extent possible) as stipulated in the final consultancy contract. An indication of travel and workshop activities should be included in your proposal with an estimated budget.

9. FORMAT FOR PROPOSAL

The proposal needs to be formatted in french as follows:

- Suggested allocation of days and cost for each deliverable for this consultancy (maximum 1 page).
- 10–15 pages concept note describing suggested approach for this consultancy.
- Resume/s.

10. SUBMISSION

Originals should be submitted as follows:

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

Email copy:

- To be sent to cotationbenin@gainhealth.org copy aflenon@gainhealth.org

11. DEADLINE

Completed proposals should be submitted to GAIN **before 23:59 West Africa Time on 24 September 2023.**

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 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 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.
- 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 authorise 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.

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 RFP 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.](#)

_____ [Click or tap here to enter text.](#)

Signature (applicant)

_____ [Click or tap here to enter text.](#)

Signature (applicant)