REQUEST FOR PROPOSALS

Landscape analysis for India Food Systems Dashboard

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 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.

2. BACKGROUND

The global food systems are complex, which not only impacts but is also impacted by additional systems from climate change, demographics, and politics to many others. Food systems encompass an entire range of actors – including, but not limited to, farmers, traders, processors, wholesalers, distributors, retailers, and consumers – and processes that get food from fields to markets to tables. They shape, as well as are shaped by choices of producers and consumers. Food systems are vital to drive a wide range of important outcomes for people and the planet: nutrition improvement, hunger reduction, livelihoods, greenhouse gas reduction, sustainable natural resource use, etc. However, food systems in current form often fail to ensure availability, accessibility, and affordability of nutritious foods for healthy and sustainable diets.

The Food Systems Dashboard 1 was developed to make it easier for governments, businesses, civil society, and international agencies to make effective decisions to transform food systems to deliver these goals. The dashboard was developed by the Global Alliance for Improved Nutrition (GAIN) and Johns Hopkins University (JHU) (with contributions from other organisations) and launched in 2020. The FSD presents curated food systems data in a simple, easy-to-understand visual platform. It brings together over 200 indicators for over 230 countries from over 40 data sources to help decision-makers and other users identify and prioritise ways to sustainably improve diets, nutrition, and environmental outcomes through food systems. The dashboard is being expanded to display disaggregated, sub-national, and city-level data for country food systems.

Country subnational FSD that include up-to-date, high-quality sub-national food systems data aims to provide access to evidence in one place to help national and local stakeholders better

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1 https://www.foodsystemsdashboard.org/
understand the complexity of their national and subnational food systems, and support data-informed decision-making. GAIN is currently establishing subnational Food Systems Dashboards in six countries where it is present (India, Bangladesh, Indonesia, Kenya, Mozambique, and Pakistan). GAIN is issuing this Request for Proposal (RFP) for supporting FSD in India and will be the administrative lead organisation for this RFP.

The purpose of this RFP is to engage the services of a Service Provider to undertake a landscape analysis to inform the development of subnational Food Systems Dashboards for India. This consultancy aims to (a) harmonise and complete stakeholder mapping, (b) undertake data/indicator mapping for the FSD, and (c) undertake interviews to inform GAIN on the next steps in contextualising a sub-national FSD for India. The service provider would also provide reports, spreadsheets, visuals, metadata and PowerPoint presentations based on the review and interviews. This work is expected to be guided by the Dashboard's Food Systems Framework, adapted from the framework published in the High-Level Panel of Experts (HLPE) 2017 report.

3. SCOPE OF WORK AND DELIVERABLES

For the FSD work in India, the service provider will conduct a stakeholder mapping exercise at the national and sub-national levels (state). The service provider will engage with the identified stakeholders for one-on-one in-depth discussions to have a better understanding of the diverse perspectives on the needs and requirements of the subnational dashboards. These identified stakeholders will also advise the service provider to undertake data mapping of the relevant indicators for the subnational dashboard. It is also envisaged that the service provider will help the GAIN project team to identify relevant stakeholders who would become part of the Stakeholder Advisory Group (SAG) for GAIN for continued engagement throughout the development of the subnational FSD. These stakeholders should be influential with a prominent role in one or more segments of the food systems.

Please follow the steps given below to undertake stakeholder mapping:

Step 1: Choose stakeholders for FSD based on users and input providers across the value chain of FSD (as identified under HLPE framework) and segregate them based on geography (here on referred to as tiers). FSD should have at least two or more tiers, where tier 1 will be national level, tier 2 will be state level, and tier 3 can be city or district level stakeholders. For tier 2, service provider must select at least 5 or more states after consulting with GAIN. Capture geographic, legal-administrative, and other defining information about both the tiers (1 & 2) and clearly identify the ministries/departments, development partners, CSOs, research/think tanks, private sectors, and donors supporting the identified food system activity in the select geographies.

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2 https://www.fao.org/3/i7846e/i7846e.pdf
3 Consideration of Tier 3 stakeholders depends on availability and access to data; this must be consulted with GAIN.
Step 2: Visually map these stakeholders according to influence and strength around food systems dashboard (please refer Figure 1).

Step 3: Prepare an interest and influence matrix (please refer Figure 2) and suggest members who can be part of the Stakeholder Advisory Group (SAG) for India FSD. The suggested stakeholder should have a high interest and influence in FSD.

![Interest and Influence Matrix](transferproject.org)

Conduct stakeholder interviews for data mapping on the sub-national dashboard to identify main data sources for FSD and populate the metadata sheet with relevant indicators.

Draft a report based on stakeholder’s interview, with excel, stakeholder’s visualisation (using onion model and influence and interest matrix).

Incorporate inputs from GAIN team and finalize the report along with a brief presentation of the analysis and recommendations.

Based on the findings, support in organizing small group workshops with the SAG members and other relevant development partners for consensus building and incorporate any course correction, if needed. During these workshops draft reports and presentations can be shared with SAG members, and suggestions will be incorporated.

Submit final report and presentations (detailed and summary) with inputs and recommendations from the workshop.

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4 NYP_GIZ_TRANSfer_Tool-1-4-1_Stakeholder-Map.pdf (transferproject.org)
3.1. DELIVERABLES
1. Inception report (including protocols and data collection tools)
2. Desk review report on stakeholder mapping for FSD in India, Excel, and visuals.
3. Draft report & presentation with analysis and recommendations based on stakeholder mapping, recommendations for SAG, and data mapping along with metadata sheet.
4. Stakeholder workshop for review and consensus building.
5. Final report (and presentations) with inputs from the workshop, mapping exercises and key informant interviews.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Anticipated Timeline</th>
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<tbody>
<tr>
<td>Contract signing and kick-off meeting</td>
<td>December 1, 2023</td>
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<tr>
<td>Inception report submission</td>
<td>December 15, 2023</td>
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<tr>
<td>Stakeholder mapping draft report, excel, stakeholder’s visualisation (using onion model and influence and interest matrix)</td>
<td>January 15, 2024</td>
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<tr>
<td>Draft report with inputs from interviews and meta datasheet + PPT</td>
<td>March 15, 2024</td>
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<td>Workshop and closed group consultation with stakeholders.</td>
<td>April 1, 2024</td>
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<tr>
<td>Final report with inputs from the workshop, recommendations + summary presentation + detailed presentation</td>
<td>April 15, 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. 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.
Garima Singh, Project Coordinator (Food Systems Dashboard and Food Fortification)
Email: gsingh@gainhealth.org

2. BUDGET
Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

3. FORMAT FOR PROPOSAL
The proposal needs to be formatted as follows:
To propose a study to answer the scope of work and objectives outlined in section 3
Include examples of experience in the target countries and past work on stakeholder analysis
Staff assigned to the task, include a short resume highlight experience to stakeholder analysis
Timeline for the proposed work
Budget with breakdown by major categories: staff, activities/implementation, travel, management fees, taxes
Not to exceed 10 pages, single-spaced, inclusive of examples, resume, timeline, budget

4. SUBMISSION
Originals should be submitted as follows:
One 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:
gsingh@gainhealth.org
Subject line: 'Landscape analysis for India food systems dashboard'

5. DEADLINE
Completed proposals should be submitted by email to GAIN before 12 midnight Central European Time on Friday, October 27, 2023. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

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 and confirmed by hard copy 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.

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

The 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.
IV. OFFER OF SERVICES

Offer submitted by:

____________________________________
____________________________________
____________________________________

(Print or type business, corporate name and address)

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:

Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.
Click or tap here to enter text.

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.

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)
FAQs

Q1. Are there any eligibility criteria for service providers?
A1. No, there is no eligibility criteria for service providers. Service provider will be selected based on thorough assessment of their proposal by GAIN.

Q2. How many numbers of stakeholder interviews need to be conducted for the data mapping on the sub-national dashboard?
A2. 15 or more stakeholders' interview, depending on saturation of data.

Q3. In the case of external stakeholders for interview, will the GAIN team support the project team to make necessary connections?
A3. Service provider is required to establish preliminary contact with stakeholders. Wherever GAIN has existing relationship, GAIN will provide support. Service provider is also expected to have existing relationship that they can leverage for stakeholder consultations.

Q4. Is there an expectation from the project team to undertake activities regarding the establishment for the Stakeholder Advisory Group?
A4. No, there is no such expectations from the service provider.

Q5. How many workshops are to be organised for socialising the findings and getting buy in?
A5. One workshop.

Q6. John Hopkins has an already set of indicators defined in their global dashboard, do we have the to use the same set of indicators or we can change or alter those indicators.
A6. Food Systems Dashboard is global in its scope and it is based on HLPE framework. For this engagement service provider is expected to undertake a landscape analysis to inform the development of subnational Food Systems Dashboard for India.