

REQUEST FOR PROPOSALS

TO BUILD AND IMPLEMENT INNOVATIVE ACCESS MODELS TO SAFE AND NUTRITIOUS FOODS FOR FARMERS AND WORKERS IN THE RICE AND MAIZE VALUE CHAIN

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 to all people.

GAIN's work to improve the consumption of safe and nutritious food is based on three interlinked strategic objectives:

1. to improve the demand for safe, nutritious foods;
2. to increase the availability of nutritious foods and enhance the nutritional value of foods; and
3. to strengthen the enabling environment to improve the consumption of safe, nutritious foods.

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

GAIN is implementing the Strengthening Nutrition in Priority Staples (SNIPS) project which will add a nutrition lens to and deliver an integrated suite of activities to support GIZ's Green Innovation Centre (GIC) in Nigeria. This 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 following broad objectives for this programme are:

- Increased consumption of safe, nutritious foods by smallholder farmers, their families, and the wider population.
- Strengthened cassava, maize, sweet potato, and rice value chains in Nigeria which provide more, safe nutritious foods to consumers.
- Increased use of nutritious varieties of the target staples in processed foods.
- Improved productivity & efficiency of farmers and other businesses to improve the production of safe, nutritious foods in the cassava, maize, sweet potato, and rice value chains.

To reach our overarching goal – improving nutrition through improved diets – the project will build on the increased consumption of the staple crops, which is the primary focus of the GIC, through the following related interventions:

- A workforce nutrition programme to support farmers and workers in these value chains to improve and diversify their diets.
- Business support services to make a wide variety of nutritious and safe foods more accessible, affordable and desirable; and
- Increased production and consumption of biofortified varieties of maize, cassava, and sweet potato.

Farmers' nutritional health is directly linked to their productivity and earning potential both in terms of their own household, farms and businesses, and in terms of their contribution to national economic growth. However, farming families and households are often not aware of the importance of the nutrient content of the foods they produce and consume, and they are often unaware of the importance of the consumption of a diverse diet. Farmers engaged in the production of the priority staples in focus may be able to access foods that meet their

energy needs but even earning good income from their business does not usually translate to accessing a sufficiently diverse diet. The costs of poor nutrition on lost revenues to businesses in a context like Nigeria, where underweight, stunting and anaemia are prevalent in rural areas, and obesity rates are growing could mean as much as 2.7% of GDP is lost from lower worker productivity (Chatham House, 2020)¹.

One in three people globally experience vitamin and mineral deficiencies leading to severe health outcomes including premature and preventable death in infants and young children. Micronutrient deficiencies can also constrain work performance resulting in slower economic growth and widespread, intergenerational poverty. Nearly two-thirds of Nigerian children are at risk of vitamin A deficiency due to inadequate amounts of vitamin A in their diets (NDHS 2018)² and generally inadequate access to a diversity of food at household level due to rising levels of poverty. This “hidden hunger” is particularly acute in countries like Nigeria and among farming families who grow and eat their own food and diets are overly reliant on staple foods, lacking in the diversity of foods needed to meet multiple nutrient requirements.

The workforce nutrition programme will support farmers and workers in these value chains to improve their diets. The Workforce Nutrition (WFN) component aims to reach rice and maize value chain workers (from small holder farmers to processing employees) with workforce nutrition interventions that aim to improve the consumption of nutritious foods as part of a healthy, diverse diet for workers, farmers, and their households. The programme also aims to engage business owners in the supply chain, and local government and state authorities on the importance of farmer/worker nutrition for greater resilience and productivity. Throughout the programme, GAIN will lead regular advocacy and engagement with business managers, and government officials on the importance of workforce nutrition for both workers and farmers.

Small and Medium Scale Enterprises (SMEs) handle most of the food that is produced, transported, marketed, and consumed in low-income countries such as Nigeria. These SMEs are however hindered by a lack of business knowledge and skills and often lack the resources to take advantage of the opportunities around them to innovate and secure higher value from their smallholder investments. Lack of awareness of food safety regulations, good practices and how to adhere to them, also means that many consumers are exposed to contaminated or otherwise unsafe foods.

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 nutrition 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 practice.
- Supporting technical innovations for supply chains through innovation challenges and innovation clinics.

The biofortification component aims to work with farmers and farming households to promote adoption, cultivation, and utilization of these staples by the farming households and other food processors. The workstream will promote Vitamin A Cassava, Vitamin A Maize and Orange Fleshed Sweet Potato (OFSP) in Oyo, Kaduna, and Benue states respectively.

¹ <https://www.nigerianstat.gov.ng/download/1241027>

² Global Alliance for Improved Nutrition. 2021. *Advancing Nutrition in Staple Crop Value Chains Formative Research*

3. SCOPE OF WORK AND DELIVERABLES

3.1. OBJECTIVES

GAIN Nigeria seeks an implementing partner who will work closely with GAIN and its partners on an annually renewable contract (from 2023 to 2025) to build (and implement) sustainable innovative access models to safe and nutritious foods including nutrient-enriched staple crops; vitamin A maize, cassava, and orange-fleshed sweet potatoes for 1,500 households, to drive increased consumption of safe and nutritious foods among smallholder farmers and their families for the Strengthening Nutrition in Priority Staples (SNIPS) Project. This could include creating access through local markets and vendors to ensure more biofortified crops, and food products using biofortified crops (vitamin A maize, vitamin A cassava, orange fleshed sweet potatoes), are available for consumption by Nigerian households.

The Project will be designed to; (1) build a sustainable access model to nutritious foods (i.e availability of nutritious foods at local retail shops, vendors); (2) Identify value-added nutritious crops via product development (utilizing nutrient enriched staple crops i.e vitamin A maize, cassava, orange fleshed sweet potato) (3) design a feasible supply chain via existing supply chain networks for the purchase and sales of these nutritious foods (4) Train vendors and entrepreneurs on marketing, effective trade practices and nutrition education to attract customers (5) achieve sales of nutritious foods to 1,500 households

The selected implementing partner will support the planning and implementation of the Workforce Nutrition Component of the Project by building and implementing a sustainable access model for nutritious foods for farmers, farmworkers, their households and communities, encourage the consumption of safe and nutritious foods (including orange-fleshed sweet potatoes, vitamin A maize and Vitamin A cassava) by farmers and their household members, encourage effective demand and purchase of nutritious foods, entrepreneurs training and capacity building on the nutritional benefits of these nutritious foods, marketing, and sales, identify value-added products to be advertised and sold, develop a feasible supply chain network, ensure adequate follow-ups to measure adoption and output progress and to support community resilience and participation.

It is important to note that the SNIPS project focuses on the promotion of biofortified crops (vitamin A maize, vitamin A cassava, and orange-fleshed sweet potato). Value-added products from these staple crops can be developed and promoted with the innovative access model via a sustainable approach.

We look forward to innovative access models that are cost-effective, viable and sustainable considering the remoteness of the locations in which we work and the uniqueness of our target audience.

The Workforce Nutrition component of the SNIPs project is in 3 states (Benue, Nasarawa, Kaduna) and 4 LGAs in each state. We target the farmers, workers, and their household members. Our activities locations are Farming Community and Processing Mills. The location where workforce nutrition activities occur is critical to the choice of access and demand models. The partner would also be expected to engage with relevant program stakeholders and undertake advocacy activities for Workforce Nutrition and relevant program objectives.

Building on this, the implementing partner will develop and implement a supply chain model including strategy and proposed methodologies, as well as a quality assurance plan to improve access to targeted nutritious foods among smallholder farmer families. The implementing partner is expected to work under the direct supervision of the SNIPS Project Manager for the Workforce Nutrition Component to carry out the following:

- Develop a sustainable market-based Supply Chain model via existing supply chain network (this could be sales of nutritious foods at local retail shops, kiosk vendors etc.) which addresses last mile delivery challenges.
 - i. Market mapping/assessment of the existing supply chain network, market access, re-distribution reach, retail coverage, retail efficiency, cost efficiencies and identifying points of purchase, and assessment of the local context of the identified communities. Document number of households, shops or entrepreneurs can support in the communities.
 - ii. Identify and determine the nutritious food basket
 - a. Identify the available nutritious foods (including value added products from nutrient enriched staple foods)

- b. Opportunities for product development utilizing nutrient-enriched staple crops (vitamin A maize, vitamin A cassava and orange-fleshed sweet potatoes)
 - c. Curate the content of the nutritious food basket based on market insights
- Training and capacity building of entrepreneurs
 - i. Recruit and train entrepreneurs on nutrition education, effective trade practices, marketing, supply chain model, retail promotion and product knowledge. These entrepreneurs will be recruited based on criteria set by GAIN.
 - ii. Branding of entrepreneurs' points of sales and setting of targets to reach 1,000 households
 - iii. Support the GAIN team in the monitoring and evaluation of the project's knowledge transfer activities and review knowledge uptake under the project's training programme.
 - iv. Support the review of knowledge uptake under the project's training programme.
- Implement market based supply chain model via existing supply chain networks and achieve sales of nutritious foods to a minimum of 1,500 households
 - i. Document the number of sales made with evidences (Means of verification)
 - ii. Possible utilization of technology and development of an app platform to record orders and sales made.
- Project Management
 - i. Provide project updates on a consistent basis to various stakeholders about strategy, adjustments, and progress.
 - ii. Write quality narrative reports, reflecting the progress and status of projects in a transparent, timely and professional manner.

The proposed methodology should be outlined in the proposal.

3.2. DELIVERABLES

Table 1: Scope of Work: Activities and deliverables applicable to all states

Activities	Deliverables
Design innovative access model and the supply chain network	Strategy document.
Implement market based supply model to reach 1,500 households	Activity report
Identify and train entrepreneurs across the communities on nutrition education, effective trade practices, marketing, supply chain model, retail promotion and product knowledge	Training report
Provide assistance on branding, marketing, sales strategies, effective trade practices to entrepreneurs to ensure that consistent sales to 1,000 households is achieved	Collated data /pictures/videos and report.
Branding of points of purchases and distribution of IEC materials and kitting of entrepreneurs	Collated data report/pictures/videos and report

Carryout follow-up activities on the sales and marketing of nutritious foods	Monitoring report
Provide Monthly progress report.	Comprehensive Monthly report.
Submission of report with means of verifications detailing evidence of sales to 1,500 households	Report

Table 2: SOW:Yearly Targets

Yearly Deliverable	2023 (April-May)	(June-August)	2023 (August-October)
Development of the access model	Model set up and documentation submitted		
Households reached		750	750

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. MINIMUM ELIGIBILITY CRITERIA

- Must operate as an independent non-politically affiliated organization.
- Must be a registered legal entity in Nigeria, as applicable, at least one year prior to the submission.
- Must have at least 2 years experience implementing similar activity/project, previous implementation in Nigeria will be an added advantage.

2. CONTACT

Staff will be available to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the GAIN email address: nquotation@gainhealth.org, copying aadewusi@gainhealth.org, tolasunkanmi@gainhealth.org and gehiabhi@gainhealth.org. Queries sent by **March 22nd, 2023** at 5:00pm EST will be responded to on **March 24th 2023**. Responses will not be confidential except in cases where the applicant clearly indicates that proprietary information is involved.

3. BUDGET

Applicants are required to provide an illustrative budget in Naira, in a separate document. The final budget will be elaborated as the scope of the assessment is clarified and as part of the contracting process. 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

The proposal needs to be formatted and attached as two separate documents:

1. Technical proposal outlining the methodology, and processes: detailed profiles (qualification, expertise, relevant experience etc.) of the agencies and individuals who will be completing the work including their full names, their expertise, past experience (previous work undertaken over the last five years which are relevant for this work) and references.
2. Financial proposal outlining budget accompanied by a budget narrative (as above).

5. SUBMISSION

Proposals should be in English and submitted in electronic copy to the following e-mail address: nquotation@gainhealth.org copying John Pilaku (jpilaku@gainhealth.org), Please include WORKFORCE NUTRITION in the subject line.

6. DEADLINE

Completed proposals should be submitted electronically to GAIN before 23:59 PM West African Time(WAT) on March 31, 2023

7. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline .
- Proposals received by fax.

- Incomplete proposals.
- Proposals that are not signed

8. REVISIONS

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

9. 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.

10. COMPLETION

- Written in English and in 10-point Arial font; maximum of 10 pages.
- Narratives should be prepared in Microsoft Word with print areas set to 8.5 x 11-inch, letter-sized paper, and one-inch margins, left justification, and a footer on each page including page numbers, date of submission, and applicant name.
- Spreadsheets should be prepared in Microsoft Excel with print areas set to 8.5 x 11-inch, letter-sized paper.
- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed electronically by a principal or authorising signatory of the lead firm or organisation.
- Applicants must submit evidence of prior or related work on the concept being proposed and evidence that demonstrates the effectiveness of the approach. We are interested in establishing that applicants have already been working in this area and have some research and knowledge that reduce the chances of failure.
- 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 GAIN at nquotation@gainhealth.org, aadewusi@gainhealth.org, tolasunkanmi@gainhealth.org and gehiabhi@gainhealth.org prior to making their submission. Queries must be submitted by March 22 and all responses will be publicly available on the GAIN website by March 24th
- 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.

11. 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.

12. REFERENCES

GAIN reserves the right, before awarding the contract, 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.

13. RELEASE OF INFORMATION

After awarding the contract and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

14. SUMMARY OF DEADLINES

- Queries to be submitted by: March 22 2023
- Response will be disseminated on the website by March 24 2023
- Proposal submission deadline: March 31 2023
- Response from GAIN on acceptance or rejection of proposal: April 7th 2023
- Award of contract: April 17 2023

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 in similar kind of projects]
- 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.

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