

## REQUEST FOR PROPOSALS

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### TO PROVIDE TECHNICAL SUPPORT ON ESTABLISHMENT OF HOME GARDENS TO INCREASE HOUSEHOLD ACCESS TO SAFE AND NUTRITIOUS FOODS

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**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)<sup>1</sup>.

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) 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.

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

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

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.

### 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 develop ( and implement ) technical trainings on home gardens establishment for 5,000 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.

The Project will be designed to; (1) train households on the establishment and maintenance of home gardens ; (2) improve access to quality planting materials (seeds, vines, seedlings, e.t.c) for the home gardens (3) improve knowledge and technologies on good agronomic practices for home gardens; (4) improve nutrition education of households on the need for consumption of nutritious foods planted in the home gardens;

The selected implementing partner will support planning and implementation of Workforce Nutrition Component of the Project: encourage the consumption of safe and nutritious foods (including orange-fleshed sweet potatoes, green leafy vegetables, fruits, e.t.c. ) by farmers and their household members, encourage adoption, cultivation and improved production of green leafy vegetables, fruits, vit A biofortified crops, farmers training and capacity building around best home gardening practices, encourage consumption of the produce by the farming households, ensure adequate follow-ups to measure adoption and output progress and to support community resilience and participation. The partner would also be expected to engage with relevant programme stakeholders and undertake advocacy activities for Workforce Nutrition and relevant programme objectives.

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

- Farmer's Communities
  - i. Identification of communities with farmer based cooperatives/groups, clustered communities of rice and maize farmers in the project states (Benue, Kaduna and Nasarawa) and assessment of the local context of the identified communities.
  - ii. Farmers engagement and capacity building – Production and Good Agronomic Practices (GAP); -
    - a. Develop training curriculum for home gardens, onsite practical demonstration sessions in the communities.
    - b. The design should include capacity building of Field and Extension Agents on Good Agronomic Practices for home gardening establishment and management.
  - iii. Support purchase and distribution of seeds, seedlings, vines and other inputs to farmers.
  - iv. Conduct training on nursery establishment and management.
  
- Home Garden establishment and management
  - i. Ensure households establish home gardens and manage them till harvest for consumption.
  - ii. Assist the monitoring and evaluation of the project's knowledge transfer activities and review knowledge uptake under the project's training programme.
  - iii. Support the review of knowledge uptake under the project's training programme.

- 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 Home Garden training curriculum to include cultivation of vegetables, fruits and orange fleshed sweet potato.	Training modules
Conduct and supervise training sessions.	Training report
Provide technical assistance to all 5,000 participants that received planting materials to establish their home garden.	Collated data /pictures/videos and report.
Carryout follow-up activities on the establishment and management of home gardens by 5,000 households.	Collated data report
Planting materials distribution.	Support the procurement and distribution of planting materials (seeds, vines, seedlings).
Provide Monthly progress report.	Comprehensive Monthly report.

Table 2: SOW:Yearly Targets

Yearly Deliverable	2023 (April-June)	2023 (July-September)
Participants planting materials distribution	2000	3000
Training of participants	2000	3000

## 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 be a Civil Society Organizations (CSOs) including Business Members Organizations (BMOs), Local Community Based Organizations (CBOs), Faith Based Organizations (FBOs) and Private for-Profit Organizations with valuable experience in home garden establishment and management.
- 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.

### 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](mailto:nquotation@gainhealth.org), copying [aadewusi@gainhealth.org](mailto:aadewusi@gainhealth.org), [tolasunkanmi@gainhealth.org](mailto:tolasunkanmi@gainhealth.org) and [gehiabhi@gainhealth.org](mailto:gehiabhi@gainhealth.org). Queries sent by **March 27th, 2023** at 5:00pm EST will be responded to on **March 28th 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](mailto:nquotation@gainhealth.org) copying John Pilaku ([jpilaku@gainhealth.org](mailto:jpilaku@gainhealth.org)), Please include SNIIPS 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 13, 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 [quotation@gainhealth.org](mailto:quotation@gainhealth.org), copying [aadewusi@gainhealth.org](mailto:aadewusi@gainhealth.org), [tolasunkanmi@gainhealth.org](mailto:tolasunkanmi@gainhealth.org) and [gehiabhi@gainhealth.org](mailto:gehiabhi@gainhealth.org), prior to making their submission. Queries must be submitted by March 27 and all responses will be publicly available on the GAIN website by March 28
- 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 27 2023
- Response will be disseminated on the website by March 28 2023
- Proposal submission deadline: March 31 2023
- Response from GAIN on acceptance or rejection of proposal: April 7 2023
- Award of contract: April 21 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:

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(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.](#).

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

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