REQUEST FOR PROPOSALS

TO IDENTIFY COMPANIES IN THE VARIOUS SECTORS AND CONDUCT A FORMATIVE STUDY ON WORKFORCE NUTRITION.

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Date: 13th April 2024

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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 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 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 Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

GAIN is implementing the ‘Vegetables for All’ project in Uganda, through which GAIN will motivate consumers to increase their consumption of vegetables to improving diet quality and resilience for Base of the Pyramid (BoP) consumers.

Uganda faces multiple nutritional burdens, namely obesity, overweight, undernutrition, micronutrient deficiency and diet-related non-communicable diseases. Many people eat unbalanced diets with large amounts of staple foods high in carbohydrates but lacking sufficient proteins and micronutrients such as vitamins and minerals which are obtained from fruits, vegetables, pulses, or animal source foods (ASF), contributing to the high prevalence of micronutrient deficiency. Fruits and vegetables are an important source of vitamins, vital minerals and dietary fibre which has been associated with lower incidence of obesity. Despite the importance of consuming fruits and vegetables to human health, there is scanty information regarding the levels and adequacy of consumption of fruits and vegetables in Uganda.

The project’s overall goal is to contribute to improving nutritious diets through increased consumption of vegetables, resulting in 118,284 BoP consumers who will have a more diverse, adequate, and/or resilient diet through improved vegetable consumption.

One of the major components of this project is workforce nutrition that leads to one of the major components of the project’s outcome of: increased awareness and support to national employers to
adopt, expand and sustain their workforce nutrition plans and programs to positively reach their employees including consumption of vegetable. Workforce Nutrition hinged on the four pillars including Healthy food at Work, Nutrition education, Nutrition focused health checks and Breast-feeding support. This will yield several benefits including enhancing nutrition, health, and wellbeing of employees, reduction of staff turnover and satisfaction, improving morale and increasing employee retention as well as boosting productivity and reducing (maternal absenteeism).

3. Scope of work and deliverables

Objectives

The objective is to identify companies and conduct a formative study among the identified companies to assess their Knowledge, Attitude & Practice as far as Workforce nutrition in their work settings and operations is concerned

Tasks for company identification.

- Mapping of over 100 companies in the major sectors of the economy i.e. agriculture, manufacturing, service sector among others
- Identify companies with bigger numbers of workforce from 100 up to 10,000 workers including both men and women.
- The consultant will identify key contact persons for further engagement activities for workforce nutrition and will compile this information in a log sheet that will be provided.
- The consultant will explain the rationale of workforce nutrition to the Identified companies in relation to the four pillars i.e. Nutritional Education, Healthy food at work, Breast feeding support, and nutrition focused health checks and how it can impact the workforce and also document major identified existing gaps.
- The consultant shall come up with database/spreadsheet with clear and precise details of the companies identified in terms of sector, product, number of employees, mobile contact/email address information, contact person, any other details.
- A comprehensive report of the entire exercise with pictures of key events both in electronic copy and hard copies in the report including attendance sheets where necessary.

Tasks for the formative study.

The formative study will be conducted in the 100 companies identified (the sampling size will be out of the 100 companies identified)

- In collaboration with GAIN, draft research protocol including data collection instruments. Provide recommendations to adapt to the local context.
- Translate data collection instruments to local language.
- Request ethical approval to local ethics committee.
- Prepare recruitment plan to ensure reaching the intended target audiences.
- Prepare training materials and brief data collection manual. In collaboration with GAIN, conduct training of recruiters and data collectors to ensure following high-quality data collection methods and safety protocols.
- Prepare and implement a quality control process to ensure quality of data collection.
- Prepare all preliminary activities needed to conduct field work activities such as requesting local permission for field work.
• Test data collection instruments with target group. Refine instruments and data collection procedures based on results.
• Conduct data collection according to established protocol and manuals.
• Prepare brief field work report describing field work activities and progress, findings from quality control process and corrective measures.
• Conduct all post-survey activities including preparing anonymized dataset ready for public distribution, codebook, and other accompanying resources (questionnaire). Prepare anonymized transcriptions (in English) of interviews and/or focus group discussions.
• Develop a PowerPoint presentation with preliminary results.
• Prepare final report.
• Participate in discussions with GAIN and partners regarding data analysis and interpretation.

Deliverables

The service shall be performed between 18th April 2024 and 15th July 2024. The proposed deliverables and deliverable dates are planned for in-person data collection.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Date Deliverable Due</th>
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<tbody>
<tr>
<td>Contracting</td>
<td>25th April 2024</td>
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<tr>
<td>Inception report</td>
<td>30th April 2024</td>
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<tr>
<td>Company mapping and assessment for Workforce Nutrition</td>
<td>10th May 2024</td>
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<td>Data base for companies visited with clear contact persons</td>
<td>20th May 2024</td>
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<tr>
<td>Summarized report for the activity including company status on WFN</td>
<td>30th May 2024</td>
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<tr>
<td>Report submission</td>
<td>5th June 2024</td>
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<tr>
<td>Complete application for ethical Approval including research protocol, data collection instruments and informed consent forms</td>
<td>10th June 2024</td>
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<tr>
<td>Updated data collection Instruments</td>
<td>15th June 2024</td>
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<td>Brief report on results of instrument testing, including revised instruments</td>
<td>20th June 2024</td>
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<tr>
<td>Brief Field Report</td>
<td>30th June 2024</td>
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<tr>
<td>Anonymized data set, codebook and questionnaire; power point presentation with preliminary results; transcripts</td>
<td>6th June 2024</td>
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<tr>
<td>Final Report</td>
<td>8th July 2024</td>
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II. SKILLS & QUALIFICATIONS OF CONSULTANTS

As the consultancy is multifaceted, the consultancy team is expected to have a mix of skills relevant to the assignment. The required background and experience for the consultancy team is as follows:

GAIN-Uganda is looking for a consultant with the following skills and qualification.

1. Demonstrable expertise on Workforce Nutrition related operations, especially in Uganda
2. Track record in developing and conducting various types of evaluation including qualitative and quantitative data collection.
3. Experience in managing and coordinating evaluation/research exercises, delivering agreed outputs on time and on budget.
4. Experience in data collection and analysis using participatory methodologies.
5. Previous experience working with communities using participatory approaches.
6. Excellent and demonstrated understanding of ethical issues in research, including child protection.
7. Ability to work with communities in relevant local languages would be an advantage.
8. Strong quantitative data entry and analysis skills and previous experience using statistical analysis software.
9. Ability to respond to comments and questions in a timely, appropriate manner.
10. Ability to write high quality, clear, concise reports in English.

III. 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. ELIGIBILITY CRITERIA

- Must operate as an Independent non-politically affiliated organisation or Individual.
- Must be a registered legal entity in Uganda, as applicable, at least 2 year prior to the submission.
- Must have at least 3 years experience implementing similar activity in Uganda 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 kwaako@gainhealth.org, coping in hegesa@gainhealth.org and mmutyaba@gainhealth.org. Queries sent by 08th April 2024 at 5:00pm EAT will be responded to on 15th April 2024 with subject line ‘Company identification & Formative study for WFN, Uganda’. Responses will not be confidential except in cases where proprietary information is involved.

3. Budget

Applicants are required to provide a detailed budget in Uganda Shillings 50 to 60 million. The final budget amount will have to be approved by the organisation prior to starting the project. 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

- Interested applicants should prepare a brief proposal (maximum 5 pages) that includes:
- Detailed Technical Proposal describing the proposed methodology with clear activities and process for conducting this service, activities, and their timeline. A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided where a Gantt diagram is preferred. Additionally, include the detailed profiles (qualification, expertise, relevant experience etc.) of the individuals who will be completing the work including their full names, and their expertise.

- Financial proposal outlining the budget in Uganda Shillings broken down by main cost categories (Personnel, travel, operational, direct, and indirect costs) and by main activities. Include a brief narrative justification for line items included. The budget should be inclusive of all taxes/VAT and indirect costs.

- A completed ‘Offer of Services’ form (see end of RFP for template).

5. Submission and deadline

Completed proposals should be submitted in electronic format to ugandainfo@gainhealth.org coping in mmutyaba@gainhealth.org, hegesa@gainhealth.org and kwaako@gainhealth.org; by email 20th April 2024, 5:00 pm EAT with subject line ‘Company Identification for WFN, Uganda’.

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 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.

13. SUMMARY OF IMPORTANT DATES

- RFP publish date: 08th April 2024
- Deadline for inquiries: 12th April 2024
- Response to inquiries: 15th April 2024
- Deadline for submission: 20th April 2024
- Response from GAIN on acceptance or rejection of proposal: 4th May 2024
- Proposed contacting date: 25 April 2024
- Contract completion date: 01th May 2024

IV. Terms and conditions of this solicitation

1. Notice of non-binding solicitation

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of
the successful applicants’ proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

2. confidentiality

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

3. Right to final negotiations on the proposal

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN’s sole and full discretion in such negotiations.

4. Evaluation criteria

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants’ ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
  - Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.

- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed technical documentation of the proposed strategy.
  - Evidence of experience delivering solutions using the proposed information technology platform.

- The creative and methodological approaches required to implement each of the parts of the scope of work.

- Comprehensiveness of work plan and reasonableness of proposed time frame:
  - Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  - The work plan details how activities will be coordinated.

- Detailed budget and cost-effectiveness of proposed approach:
  - Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  - Proposal shall identify possible challenges and include creative approaches to addressing them.

- Management and personnel plan:
  - The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
- Roles and responsibilities of each team member shall be clearly defined. 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.
12. 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:

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)