

CONSULTANCY 2025 NUTRITION FOR GROWTH SUMMIT (N4G)

ISSUED BY

THE GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

PROJECT BACKGROUND AND SCOPE OF WORK

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.

BACKGROUND

The Global Alliance for Improved Nutrition (GAIN) is looking for a six-months consultancy to support the organizational engagement ahead of and during the Paris Nutrition for Growth (N4G) Summit, to be held on 27-28 March 2025.

Prompted by the 2012 London Olympics, [the Nutrition for Growth \(N4G\) Summit](#) is the flagship international conference on global nutrition hosted every four years by the Paralympic/Olympic host country.

N4G brings together governments, international organisations, philanthropies, businesses, NGOs and other key stakeholders at a global and regional level to elevate nutrition as a key development agenda and accelerate progress against malnutrition. The N4G Summit offers a unique platform for sharing successes and solutions and building commitments for Nutrition for Growth, and Nutrition for... Good!

GAIN is one of the official partners involved in the N4G process, actively contributing to ensure that nutrition is uplifted in the global agenda, mobilizing and catalysing interest. GAIN will be actively involved in the Paris N4G through different angles:

1. Lawrence Haddad, GAIN Executive Director, is one of the members of Independent Expert Panel
2. GAIN is one of the non-state actors involved in the N4G International Advisory Group.

3. Together with The Access to Nutrition Initiative (ATNI) and Paris Peace Forum, GAIN is co-chairing the Private Sector Working Group.

In addition to supporting the achievement of the above goals through engagement and advocacy efforts, GAIN will support governments in the N4G stock-taking and formulation of stronger, broader and more implementable country commitments for nutrition.

SCOPE OF WORK AND DELIVERABLES

Reporting to the Private Sector Partnership Advisor who is coordinating GAIN engagement efforts at the Paris N4G and working closely with the Director of Policy and the Executive Director, this individual will work closely with both global and country teams. The candidate will be responsible for helping to ensure a successful, smooth and efficient process in the lead up to the N4G Summit in March next year.

1.1. RESPONSIBILITIES AND DELIVERABLES

1. Support for GAIN's Strategic Goals and consistent approach to the N4G Summit

- Help coordinate organizational efforts related to the Nutrition for Growth (N4G) progress and governance, ensuring alignment with GAIN's approach and objectives.
- Support the coordination of GAIN country roundtables, working closely with country teams and other internal departments
- Assist in gathering and distributing supportive materials ahead of internal and external alignment calls with working groups and other stakeholders.

2. Stakeholder Engagement and internal alignments

- Liaise with key partners, including the Paris Peace Forum, Access to Nutrition Initiative (ATNI), UN agencies and the N4G Secretariat, to facilitate the preparation and execution of relevant meetings.
- Assist in organizing the private sector roundtables and side events helping mobilizing and outreaching invitees, working on pre-read documents and materials and following up post event

1.2. REQUIRED SKILLS AND EXPERIENCE

The ideal candidate will have substantial experience in mobilizing and engaging stakeholders to ensure meaningful participation in the N4G agenda. The candidate must possess excellent communication and writing skills and be fluent in both English and French.

Experience in developing communication materials—such as social media messages, pitch decks, policy briefs, and speaker briefings—is essential. The candidate should be comfortable working with diverse groups and individuals in multicultural and multilingual environments, interacting with stakeholders at various levels of seniority, including those in UN agencies, ministries, NGOs, and academia.

The postholder must be highly flexible, willing, and able to travel to Paris for high-level in-person meetings as needed. The candidate should thrive in a fast-paced, dynamic international organization. Strong analytical skills and a passion for learning are also critical.

A Bachelor's or Master's Degree in public health, nutrition, international development, communication, journalism, media, or a related field is required.

1.3. EXPECTED TIMELINE

The expected start day of the contract is 1st October 2024. The contract will conclude on 1st April 2025.

Part-time service is accepted based on competencies and availability.

INSTRUCTIONS FOR RESPONDING

The proposals should be sent to cdenardi@gainhealth.org by 20th September 2024 COB.

Camilla De Nardi

Private Sector Partnerships Advisor

cdenardi@gainhealth.org

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.

FORMAT FOR PROPOSAL

The proposal needs to be signed by the applicants and formatted as follows:

- CV
- Letter of motivation
- References and contacts

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.

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.

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.

TERMS AND CONDITIONS OF THIS SOLICITATION

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.

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.

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.

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:
 - o 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:
 - o Providing detailed technical documentation of the proposed strategy.
 - o 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:
 - o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
 - o The work plan details how activities will be coordinated.
- Detailed budget and cost-effectiveness of proposed approach:
 - o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
 - o Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
 - o 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.

REVIEW PROCESS

The review process will involve a Review Panel with participants selected by GAIN.

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.

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.

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.

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.

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.

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.

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.

_____ Click or tap here to enter text.

Signature (applicant)

_____ Click or tap here to enter text.

Signature (applicant)