

Request for Proposals – Services

Analysis/ Synthesis of Governance (Effectiveness of CASCADE Coordination Structures) and Implementation of Nutrition-Related Policies at National Levels, Nakuru, Nyandarua and Nairobi Counties.

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Kenya Office

And

CARE International

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GAIN’s procurement is conducted based on our procurement principles, including “a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments... in our procurement and supplier management.”

We require all our partners, suppliers and service providers to familiarise themselves with our [Code of Conduct](#) (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

I. Introduction

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 The Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming

activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda.

II. Background & timescales

The purpose of this RFP is to engage services of a qualified organisation or individual to provide consultancy services to analyse and synthesize the effectiveness of nutrition governance and coordination structures established and strengthened under the CASCADE Project. This should be done by assessing how CASCADE interventions and indicators have influenced the implementation, integration, financing, accountability, and sustainability of nutrition-related policies and strategies at national level and in Nakuru, Nyandarua, and Nairobi counties.

Set out below is the proposed timescale for this procurement. It is a guide and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date	3 rd June 2026
Deadline for Bidders to submit questions	16 th June 2026
Deadline for GAIN to respond to clarifications	23 rd June 2026
RFP closes - deadline for submission	30 th June 2026
GAIN clarifications, evaluation & governance	17 th July 2026
Contract award - subject to negotiation & due diligence checks	31 st July 2026
Planned contract signature date	7 th Aug 2026
Date by which all work is to be completed	30 th Nov 2026

III. The Opportunity

Background of CASCADE Project:

In partnership with CARE Kenya, GAIN is implementing Catalyzing strengthened policy action for healthy diets and resilience (CASCADE) project, whose goal is to improve food security and contribute to the reduction of malnutrition of at least 5 million women of reproductive age and children under 5 in Benin, Nigeria, Uganda, Kenya, Ethiopia and Mozambique. The programme has two strategic objectives: it aims to increase access to and consumption of healthy diets, as well as increasing the resilience of households to economic and climate change-related shocks across the six countries, with a focus on women of reproductive age and children. It aims to galvanize government, business, and communities around 5 domains: 1) Improved policy implementation; 2) Engaged private service providers; 3) Strengthened community structures; 4) Empowered women; 5) Strengthened coordination.

In Kenya, CASCADE project focuses on Nakuru, Nyandarua and Nairobi counties with cross cutting effect at national levels. Aligning with GAIN's A1 program (Vegetable for All project) areas at national levels and in the targeted Counties, CASCADE will also build on successful projects in Nyandarua

by CARE which have successfully implemented Farmers' Field and Business Schools (FFBSs) that integrated gender-transformative interventions. Apart from sustaining the gains made, CASCADE programme targets to galvanize government commitments towards policy change and accountability and respond to GAIN's goal towards strengthening food systems in Kenya and supporting stakeholders' actions at County and national levels.

Focus for the consultant:

To analyse and synthesize the effectiveness of nutrition governance and coordination structures established and strengthened under the CASCADE Project and assess how CASCADE interventions and indicators have influenced the implementation, integration, financing, accountability, and sustainability of nutrition-related policies and strategies at national level and in Nakuru, Nyandarua, and Nairobi counties.

Specific Focus Areas include:

- 1) Assess effectiveness of nutrition governance and coordination structures at national and in the three counties (Nairobi, Nakuru, and Nyandarua) through:
 - Provide a detailed analysis on the functionality and accountability of multisectoral coordination structures supported under CASCADE at national and county levels, including their influence on nutrition policy implementation, decision-making, advocacy, financing, and accountability systems
 - Show trends trends on different nutrition specific and sensitive interventions and commitments during the project (CASCADE) period, with reference to Nutrition Governance index reports across Nakuru, Nyandarua and Nairobi Counties.
- 2) Analyze implementation of nutrition-related policies and strategies
 - Assess the extent to which nutrition-sensitive & specific policies, strategies, and plans are being implemented in Nakuru, Nyandarua, Nairobi, and at national level, since project inception phase to-date including identification of enabling factors, bottlenecks, and institutional gaps affecting implementation (refer to Formative studies findings and project progress reports)
- 3) Examine integration of CASCADE indicators and interventions into policy frameworks
 - Determine how CASCADE project indicators, approaches, recommendations, and evidence have been reflected and institutionalized within national and county nutrition and food systems policies, plans, and strategies. Ensure Gender indicators reflection on this.
- 4) Analyze trends in nutrition financing and sustainability mechanisms
 - Review nutrition budget allocation, expenditure trends, financing models, and sustainability mechanisms influenced by CASCADE interventions, including nutrition financial tracking, investment cases, and multisectoral resource mobilization approaches.
 - Develop a learning brief, highlighting methodologies and cost-effective financing strategies for nutrition enhanced by CASCADE and impact created in the three counties (reference to final published article on nutrition financing model by GAIN).

5) Assess contribution of CASCADE to food systems transformation by:

- Analysing how CASCADE interventions have contributed to food systems transformation, particularly in advancing access to safe, nutritious, and diverse diets through policy influence, multisectoral partnerships, private sector engagement, and governance strengthening.
- Develop a policy brief reflecting on food systems transformation, drawing your finding from overview, development and expected results of National Agrifood Investment Plan, effects of CAADP implementation to safe nutrition and diverse diets and highlights from the UNFSS national and regional summits held in Nairobi

6) Generate evidence-based recommendations for strengthening nutrition governance through:

- Provide actionable recommendations for strengthening multisectoral governance, policy coherence, accountability systems, financing mechanisms, and implementation capacities for nutrition at county and national levels.

Minimum Qualifications and Requirements:

- 1. Relevant Experience:** The consultant/ consulting firm should demonstrate experience in policy development, nutrition governance analysis, advocacy, political economy analysis, and food and nutrition security programming. Previous experience conducting governance assessments, policy reviews, stakeholder consultations, and development of policy briefs and learning products is required.
- 2. Educational Qualifications:** The lead consultant should possess a Master's degree or higher in Public Health, Nutrition, Social Sciences, Public Policy, Governance, Monitoring & Evaluation, Development Studies, or related fields. The consulting team should have at least 5–10 years of relevant experience and comprise multidisciplinary expertise aligned to CASCADE thematic areas.
- 3. Understanding of Nutrition Governance Systems:** The consultant should demonstrate strong understanding of International, Regional, and National (Kenya's) food and nutrition policy environment, multisectoral governance systems, and county-level policy implementation processes. Experience working with national and county governments, CSOs, private sector, and development partners is highly desirable.
- 4. Research, Data Analysis, and Reporting Skills:** The consultant should possess strong qualitative and quantitative analytical skills with demonstrated ability to collect, analyze, synthesize, and interpret data and develop high-quality reports, policy briefs, presentations, and publication-ready documents. Experience with electronic data collection tools such as SurveyCTO or similar platforms will be an added advantage.
- 5. Communication and Stakeholder Engagement:** The consultant should demonstrate strong communication, coordination, and facilitation skills, including experience engaging government, community, civil society, and private sector stakeholders. Enumerators/research assistants should possess at least a Bachelor's degree in a relevant field.
- 6. Language Proficiency:** Excellent written and oral English communication skills are required. Ability to conduct interviews and stakeholder engagements in local languages within the target counties will be an added advantage.

Minimum Roles and Responsibilities:

- 1. Data Collection and Quality Assurance:** The consultant will be responsible for ensuring quality and integrity of data collection, including training and supervision of enumerators, adherence to approved methodologies, and maintaining confidentiality and ethical standards throughout the assignment. All tools and respondent categories will be reviewed and approved by GAIN.
- 2. Professional Conduct and Safeguarding:** The consultant and team members must adhere to GAIN’s Code of Conduct, maintain professionalism, uphold confidentiality of information, and demonstrate strong safeguarding and ethical standards during the assignment.
- 3. Validation and Collaboration:** The consultant will facilitate validation meetings with stakeholders at county and national levels and incorporate feedback into final reports and deliverables. The consultant is expected to work closely with the CASCADE/GAIN team throughout the assignment.
- 4. Documentation and Deliverables:** The consultant will be responsible for development, editing, and finalization of all consultancy outputs, including technical reports, policy briefs, learning products, presentations, and publication-ready articles/manuscripts.

The successful applicant shall provide the following:

- Submit proposal that demonstrates solid understanding and viable technical approach.
- Detailed demonstration of an understanding of the ToR.
- Proposed Methodology to achieve the task (subject to further consensus building)
- Clear activity schedule and timelines
- CV of the lead consultant
- Detailed Budget that includes cost of field arrangements in Nakuru i.e 2-4 Meetings in each of the three counties in consultations with county policy makers and findings dissemination. (Kindly include all costs including Focus Group Discussions, validation workshops cost for your staff accommodations and cost of consultants to field visits won't be covered by GAIN

Payment will only be made against agreed milestones and deliverables detailed in the contract signed by both parties and on vetting of the report on its quality and its measure to have met the terms and conditions of the consultancy. Kindly note, the consultant will be vetted based on the deliverable in the contract signed and not the proposal.

Deliverables & Timescales

Outputs/ Outcomes	Deliverable	Timelines
<p>A. Inception Phase, Desk Review & Analytical Framework Development:</p> <p>The consultant will:</p> <ol style="list-style-type: none"> 1. Conduct inception meetings with GAIN, and CARE, CASCADE stakeholders, and county representatives 2. Undertake comprehensive desk review of all relevant documents and thematic areas 3. Conduct stakeholder and policy mapping 	<p>Comprehensive Inception Report containing detailing desk review of the governance and coordination effectiveness at national and county level</p> <p>Draft of an article explaining Kenya nutrition financing architecture, reflecting on CASCADE</p>	<p>1 month of contract signing – end of Aug 2026</p>

<ol style="list-style-type: none"> 4. Develop the consultancy analytical framework and Theory of Change 5. Develop data collection methodology, tools, sampling framework, and work-plan 6. Develop governance, policy implementation, food systems, and nutrition financing analysis framework 7. Prepare validation and dissemination approach 	<p>interventions on county financial trends.</p> <p>Draft policy brief on analysis and contribution of GAIN priority indicators in the ASTGS implementation</p> <p>PowerPoint for Inception findings and desk review synthesis</p>	
<p>B. Fieldwork, Analysis & Draft Technical Products:</p> <p>The consultant will:</p> <ol style="list-style-type: none"> 1. Conduct field data collection at national level and in Nakuru, Nyandarua, and Nairobi counties and analyse data to show effectiveness of nutrition governance and coordination structures. 2. Generate a comprehensive report outlining a comparative county analysis on: <ul style="list-style-type: none"> - Governance effectiveness, Accountability systems, Leadership and coordination, Policy coherence and implementation, Nutrition financing trends and sustainability mechanisms, Food systems transformation contributions, and Gender integration and inclusivity - Assess integration and reflection of CASCADE indicators within policy frameworks - Synthesize findings from both desk review and field analysis 3. Submit publishable article explaining Kenya nutrition financing architecture, reflecting on CASCADE interventions on county financial trends (analysis of investment cases and commitments, including political commitments) 4. Submit policy briefs and learning products 	<p>Submit draft consolidated report detailing analysis of all the sections mentioned in column 1</p> <p>Submit draft publishable article/ manuscript based on sections detailed in column 1</p> <p>Submit draft learning brief on CASCADE policy integration and governance lessons</p> <p>Draft policy brief on analysis and contribution of GAIN priority indicators in the ASTGS implementation.</p> <p>Submit draft standard PowerPoint of the sections including recommendations and action areas for counties and national stakeholders.</p>	<p>2 months – Sept & Oct 2026</p>
<p>3. Validation, Final Consolidation & Submission of Final Consultancy Report:</p> <p>The consultant will:</p> <ol style="list-style-type: none"> 1. Conduct national and county validation workshops to present findings to stakeholders, collect feedback, and submit Validation report 	<p>Submit Final Consolidated Consultancy Report detailing sections in column 1</p>	<p>1-month – Nov 2026</p>

<p>2. Revise and finalize all technical products based on stakeholder inputs and submit final consolidated Consultancy Report incorporating: Governance analysis, Policy implementation synthesis, Nutrition financing findings, Food systems transformation findings, Comparative County analysis, and Recommendations and action points.</p> <p>3. Final editing, formatting, design, and quality assurance of reports and briefs</p> <p>4. Prepare publication-ready documents and dissemination materials - explaining Kenya nutrition financing architecture, reflecting on CASCADE interventions on county financial trends (analysis of investment cases and commitments, including political commitments)</p> <p>5. Consolidate all consultancy outputs into final submission package</p>	<p>Submit Publishable article/ manuscript based on sections detailed in column 1</p> <p>Submit Learning brief on CASCADE policy integration and governance lessons</p> <p>Draft policy brief on analysis and contribution of GAIN priority indicators in the ASTGS implementation</p> <p>Submit Standard PowerPoint of the sections in column 1</p>	
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Contract Governance

The consultancy assignment is expected to run for a maximum period of four (4) months from the date of contract signing. The consultant will work closely with the GAIN/CASCADE team throughout the assignment period.

a. Contract Management and Reporting

The consultant will report directly to the designated GAIN/CASCADE focal person and will be expected to:

- Participate in inception, progress review, and validation meetings;
- Provide regular progress updates against agreed workplans and timelines;
- Submit deliverables for review and approval according to the agreed tranche schedule;
- Incorporate comments and feedback from GAIN and key stakeholders within agreed timelines.

b. Key Performance Expectations (KPIs)

Performance of the consultant will be assessed based on:

- Timely delivery of agreed outputs and milestones;
- Quality and completeness of deliverables;
- Adherence to approved methodology and scope of work;
- Effective stakeholder engagement and coordination;

- Compliance with ethical standards, confidentiality, and GAIN Code of Conduct;
- Responsiveness to feedback and revisions.

c. Review and Approval Process

All deliverables shall be reviewed and approved by GAIN/CASCADE before payment is processed. Payments will be tied to successful completion and approval of the agreed deliverables under the three contract tranches.

d. Contract Termination

GAIN reserves the right to terminate the contract, in whole or in part, in the event of:

- Unsatisfactory performance;
- Failure to deliver agreed outputs within the stipulated timelines without reasonable justification;
- Breach of confidentiality, safeguarding, or ethical standards;
- Non-compliance with contractual obligations or GAIN Code of Conduct.

Any termination shall be communicated in writing in accordance with the terms and conditions of the consultancy agreement.

Payment Profile

Payments under this consultancy will be milestone-based and linked to satisfactory completion and approval of agreed deliverables by GAIN/CASCADE. The consultancy will follow a three-tranche payment structure aligned to the deliverables and timelines outlined in the contract.

Proposed Payment Schedule

Payment Tranche	Deliverables	Percentage
Tranche 1	Submission and approval of the Inception Report, including desk review, methodology, analytical framework, workplan, stakeholder mapping, and approved data collection tools	30%
Tranche 2	Submission and approval of draft technical outputs, including governance assessment findings, policy analysis reports, financing analysis, draft policy briefs, and draft learning products	40%
Tranche 3	Submission and approval of all final deliverables, including validated final reports, policy briefs, presentations, designed knowledge products, and final publishable documents	30%

Payment Conditions

- All payments shall be processed upon submission and formal approval of deliverables by GAIN/CASCADE.
- The consultant shall submit valid invoices (eTims) and any supporting documentation required for payment processing.
- GAIN reserves the right to withhold payment for deliverables that do not meet the required quality standards or contractual expectations until satisfactory revisions are made.
- No advance payment beyond GAIN's approved policy threshold shall be made unless otherwise agreed in writing.

Other considerations

- a. Safeguarding:** The consultant and all team members engaged under this assignment shall adhere to GAIN safeguarding policies and standards throughout the consultancy period. The consultant is expected to:
 - Ensure safe, respectful, and ethical engagement with all stakeholders and respondents;
 - Uphold confidentiality and responsible handling of sensitive information and data;
 - Prevent any form of exploitation, abuse, harassment, discrimination, or misconduct during implementation of the assignment;
 - Immediately report any safeguarding concerns identified during the consultancy process in line with GAIN procedures.
- b. Diversity, Equity, and Inclusion (DEI):** The consultant should demonstrate commitment to diversity, equity, and inclusion principles throughout the assignment. This includes:
 - Ensuring inclusive stakeholder engagement and representation across gender, age, disability, and vulnerable or marginalized groups where applicable;
 - Applying gender-sensitive and inclusive approaches in data collection, analysis, validation, and reporting processes;
 - Reflecting diversity and inclusion considerations in findings, recommendations, and knowledge products developed under the consultancy.
- c. Data Protection and Confidentiality:** All data, information, and materials collected or generated during the assignment shall remain confidential and shall not be shared with third parties without prior written approval from GAIN. The consultant shall ensure compliance with applicable data protection and ethical research standards.
- d. Intellectual Property:** All reports, datasets, presentations, policy briefs, publications, and other outputs developed under this consultancy shall remain the property of GAIN and CASCADE. The consultant shall not reproduce or publish any materials arising from the assignment without prior written consent from GAIN.

IV. Instructions to bidders

This section is designed to ensure that Bidders are provided with the necessary information to understand and respond to the requirements and ensure that a consistent level of information is obtained from each Bidder and provide a structured framework for the evaluation of Proposals.

Bidders should read these instructions carefully before completing their submission.

GAIN contact - Contact the following email for this RFP.

- **Name/role: GAIN Kenya procurement**
- **Email address: gainkenya@gainhealth.org**

Queries and clarifications

- Bidders are to direct any questions regarding the RFP to the GAIN contact in writing via email.
- It is the Bidder's responsibility to ensure safe receipt of communication.
- No other member of GAIN staff should be contacted in relation to this RFP unless directed to do so by the GAIN contact.
- GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.
- GAIN may amend the RFP documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

Preparing your response

- Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.
- Bidders should notify GAIN promptly of any perceived inconsistency, or omission in this RFP, or any of its associated documents.

Submitting your response

The Proposal and any accompanying documents must be in English

Bidders must submit their Proposal in the following way:

Email to contact's email address. The subject heading of the email should be Analysis/synthesis of effectiveness of governance/ coordination structures and reflection of CASCADE indicators in the implementation of nutrition related policies at Nakuru, Nyandarua, Nairobi counties and at national level. All submitted documents must be viewable using the Microsoft Office suite of applications. Your submission should not exceed 30MB.

Your submission must include the following:

1. Technical proposal:

A submission, of no more than 10 PowerPoint slides or 10 sides of A4, including

- An introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful¹
- The individual/ team who will be completing this work
- Approach and methodology, including timescales and milestones
- Understanding and experience, including two relative examples of comparable work

2. Financial proposal:

Detailed budget (see Notes on Budget below)

- Signed Offer of Services (see section V: Offer of Services below)
- If you are an independent contractor based in Kenya, or eligible to pay tax in Kenya, please include a copy of your KRA Pin Certificate with your submission.

¹ For example, if you are submitting a bid as part of a Group of companies, you must explicitly state in your response which entity will be the contracting party if your Bid is successful.

Notes on submissions

- Bidders should not include in their submission any extra information which has not been specifically requested in the RFP for example, any sales literature etc.
- No Proposal may be modified after the deadline for receipt.
- GAIN may request additional information from Bidders to assist further evaluation of Proposals.

Notes on budget

- As a donor funded organisation, GAIN is committed to achieving value for money in all our procurements.
- Submitted rates and prices are to be deemed include all costs, insurances, taxes, fees, expenses, and other things necessary for the performance of the requirement.
- Any charge not stated in the Proposal as being additional, will not be allowed in any resultant contract.
- We are looking for full cost disclosure: there must be an appropriate breakdown of costs to allow for price visibility.
- All rates and prices submitted must be in Kenya Shillings, and any contract arising from this RFP will be in Kenya Shillings.

Notes on evaluations

- GAIN may choose to shortlist Bidders at any stage of the process.
- 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.
- Bidders should note that GAIN may award a Contract on the basis of the original Bid received and may, at its absolute discretion, undertake any or all the following processes:
 - shortlisting
 - taking up references
 - undertaking presentations or meetings
 - entering into a dialogue with one or more Bidders.

Evaluation criteria

The following criteria will guide the evaluation of proposals submitted for this consultancy assignment. The criteria are not exhaustive but are intended to support applicants in preparing responsive proposals.

1. Understanding of the Scope of Work

- Demonstrated understanding of the consultancy objectives, thematic areas, and expected deliverables outlined in the ToR;
- Clear understanding of nutrition governance, policy implementation, multisectoral coordination, food systems, and nutrition financing within the Kenyan context;
- Demonstrated understanding of the technical and analytical requirements of the assignment.

2. Technical Approach and Methodology

- Quality and suitability of the proposed methodology and analytical approach;
- Clarity and feasibility of the proposed data collection, stakeholder engagement, analysis, validation, and reporting processes;

- Innovative and practical approaches for conducting governance and policy analysis across national and county levels;
- Appropriateness of quality assurance, safeguarding, and inclusion measures proposed.

3. Work Plan and Timelines

- Feasibility and comprehensiveness of the proposed work plan and timelines;
- Clear coordination approach for implementation of activities and delivery of outputs within the proposed four-month assignment period.

4. Experience and Qualifications

- Demonstrated experience of the consulting firm and key personnel in policy analysis, governance assessments, public health/nutrition programming, political economy analysis, monitoring and evaluation, and stakeholder engagement;
- Relevant academic and professional qualifications of the proposed team members;
- Clear definition of team structure, roles, and responsibilities;
- Identification of one main contact person for coordination with GAIN/CASCADE.

5. Budget and Cost Effectiveness

- Clarity, completeness, and reasonableness of the proposed budget;
- Demonstration of cost-effective approaches for delivering the assignment;
- Ability to identify potential risks/challenges and propose mitigation measures.

6. Reporting, Communication, and Knowledge Products

- Demonstrated capacity to develop high-quality technical reports, policy briefs, presentations, learning products, and publication-ready documents;
- Strong communication, facilitation, and stakeholder engagement skills.

GAIN reserves the right to verify information provided in the proposal and contact referees or previous clients as part of the evaluation process.

DEADLINE

Completed proposals should be submitted by 5:00 pm EAT on 30th June 2026.

UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax or post.
- Incomplete proposals.
- Proposals that are not signed.

V. Terms and conditions

This section constitutes the full conditions of this RFP and participation in the process automatically signals that the Bidder accepts the conditions.

Jurisdiction

Any Contract resulting from this RFP shall be governed by Swiss law.

Late Proposals

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

Disclaimers

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or in participation in any meeting or presentation.

This RFP does not commit GAIN to any course of action; it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFP.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFP

Acceptance of Proposals

GAIN is under no obligation to accept the lowest priced Proposal, or any Proposal, and reserves the right to reject any Proposal which is incomplete, conditional, or not complying with the RFP documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- **cancel the evaluation and award process at any stage**
- **require the Bidder to clarify its Proposal in writing and/or provide additional information.**

Failure to respond adequately may result in the Bidder not being selected.

Amendments

Prior to the final date for submission of Proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFP.

Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a period of not less than 90 days from the RFP closing date.

Withdrawals

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Company.

Interpretation of Requirements

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

Assumptions

Any assumptions that have been made in responding to this RFP should be outlined in the Bidders response documents.

Confidentiality

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality.

Feedback to unsuccessful Bidders

GAIN appreciates that significant time and resource that goes into preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note however that GAIN does not share detailed scoring information with unsuccessful Bidders.

Inconsistencies and omissions

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFP.

RFP documents

Bidders must destroy all copies of the RFP document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

Disclaimers

Whilst the material in this RFP and the Information has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor

shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

Collusive behaviour

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

VI. Offer of services

I/ we agree to supply the required services described within this Request for Proposal, for the sum of:

Sum in figures:

Sum in words.....

I/we the undersigned confirm that I/ we are able to furnish all expertise, supervision, materials, and any other things necessary to complete, to the entire satisfaction of the Executive Director or authorised representative, required services described within this Request for Proposal, according to GAIN's terms and conditions.

I/we agree that any obvious errors in pricing or errors in arithmetic that may discovered by GAIN in examination of the priced Specification submitted by me/us shall have no effect on the amount of this offer unless GAIN shall otherwise decide.

I/we understand that the lowest or any tender will not necessarily be accepted.

I/we agree that the Offer of Services will remain valid for a period of sixty days (60) calendar days after the date of its receipt by GAIN.

I/we confirm that I/we have read the [GAIN Code of Conduct](#) and understand my/our duties under the Code.

I/We confirm that I/we have no actual, potential or perceived conflicts of interest which apply to this procurement OR that I have notified GAIN in writing of any actual, potential or perceived conflicts of interest which apply to this procurement.

I/We confirm that we will use the following organisational and payment details, if our Bid is successful:

Company name (including any trading names)	
Registered Company address, including postal code and country	
Company Registration Number	
Tax Identification Number (TIN) - if not applicable, please put N/A	
Business Identification Number (TIN) - if not applicable, please put N/A	
Company contact phone number	
Company contact email address	
Bank where account is held (name of the bank)	
Name on the payment bank account (individual/company name)	
Bank Account Number	
Swift/BIC Number - if not applicable, please put N/A	
IBAN Number - if not applicable please put N/A	
If you are an independent contractor based in the United States of America, or eligible to pay tax in the United States of America,	

please include a copy of your W-9 form ²	
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Signed by:	
Print Name:	
Job Title:	
For and on behalf of (Company name):	
Date:	

² If you are an independent contractor based in the United States of America, or eligible to pay tax in the United States of America, you must submit a W-9 form before we can issue payment.

If you fail to fill out a W-9 form, federal law requires us to withhold 28% of your earnings for taxes.