REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

COUNTRY CONSULTANT FOR VALIDATION AND ADAPTATION OF THE FOOD SYSTEMS COUNTDOWN INITIATIVE (FSCI) MONITORING FRAMEWORK IN NIGERIA

Issued by

The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I.	PROJECT BACKGROUND AND SCOPE OF WORK	2
II.	INSTRUCTIONS FOR RESPONDING	4
III.	TERMS AND CONDITIONS OF THIS SOLICITATION	6
IV.	OFFER OF SERVICES	8

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 Food Systems Countdown Initiative (FSCI) **("the Countdown")** is a global effort to monitor and track the progress of food systems transformation. Developed by an interdisciplinary collaboration of scientists following the 2021 United Nations Food Systems Summit, the FSCI utilizes a 50-indicator framework to provide annual insights that support Sustainable Development Goals (SDGs) and other global targets. This initiative aims to equip stakeholders—such as civil society, governments, and international organizations—with the evidence needed to make informed, transformative decisions in food systems.

The FSCI is working to build a science-based observational system using a food systems framework to track global food systems and their changes to 2030. Given the complexity and cross-sectoral nature of food systems, this monitoring framework is essential to measure all aspects of these systems and their interactions. By providing transparent and data-driven assessments, the FSCI framework helps guide decision-makers and hold accountable those in positions of power to ensure meaningful food system changes.

The FSCI is seeking to engage country consultants in Nigeria to support the validation, adaptation, and potential adoption of its 50-indicator framework for food systems monitoring at both national and sub-national levels. This work is part of a broader project to better inform food system transformation action and prioritization in these countries.

3. SCOPE OF WORK AND DELIVERABLES

The selected consultant shall provide the following services:

- Undertake a comprehensive situational analysis of existing monitoring systems used in the country related to food systems, data-driven approaches, and relevant data available within Nigeria's food systems to identify alignment with the FSCI framework.
- Conduct interviews with a range of stakeholders, including government officials, CGIAR representatives, UN agencies, academic institutions, and NGOs working in food systems.
- Assist in planning and facilitating participatory workshops to adapt and validate the FSCI monitoring framework, aligning it with country-specific priorities and indicators

- Customize the FSCI framework to the national context by defining data disaggregation levels, identifying data acquisition requirements, and proposing areas where the FSCI could be strengthened to address Nigeria's unique food system challenges.
- Contribute to the development of policy briefs and reports summarizing findings and recommendations.
- Liaise with the GAIN country office and other local partners to ensure smooth implementation of project activities.
- Assist in organizing a multi-stakeholder workshop for the validation of findings and elaboration of next steps.

3.1 OBJECTIVES

The primary objective of this consultancy is to support the validation, adaptation, and potential adoption of the Food Systems Countdown Initiative (FSCI) 50-indicator monitoring framework within Nigeria. This work aims to strengthen food systems monitoring at national and sub-national levels, providing actionable insights to facilitate food systems transformation.

3.2 DELIVERABLES

The consultant will provide the following deliverables:

	Deliverable	**Estimated Level of Effort**	**Estimated Deadline**
1	Situational analysis report on current food systems monitoring and data availability	5	December 31, 2024
2	Conduct stakeholder interviews and summarize findings	5	January 31, 2025
3	Workshop facilitation and summary reports	5	April 30, 2025; September 30, 2025
4	Contribution to the adapted and validated FSCI monitoring framework for the country	3	March 30, 2025; October 31, 2025
5	Input for policy briefs and final project report	2	May 31, 2025

3.3 PROPOSED TIMELINE

The consultancy is expected to last for ~13 months (Dec 1, 2024 to Dec 31, 2025).

3.4 CONTRACT TYPE AND BUDGET

The final contract will be a firm fixed price contract and is expected that the Offeror(s) selected will complete all services within the timeframe contemplated by the parties at the price fixed. The Offeror(s) should be selected on relevant experience, technical and financial proposals. Applicants are required to provide GAIN with a detailed budget in Naira including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

3.5 EXPECTED EXPERTISE

- Advanced degree in a relevant field (e.g., food systems, agriculture, nutrition, public health, or development studies). PhD preferred

- Minimum of 5 years of experience working in food systems, agriculture, or related fields in the country.
- Strong understanding of food systems concepts and challenges in the national context.
- Experience in policy analysis, stakeholder engagement, and workshop facilitation.
- Excellent analytical and writing skills.
- Proficiency in English and relevant local languages.
- Strong networks within the country's food systems stakeholder community.

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. CONTACT

Staff will be available to respond to clarifications on this solicitation. Please direct all inquiries and other communications to ssultana@gainhealth.org cc: rmclaren@gainhealth.org with subject line 'FSCI Nigeria Consultancy - inquiry.' Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

3. FORMAT FOR PROPOSAL

Interested applicants should prepare a brief proposal (maximum 5 pages) that includes:

- Technical proposal describing methodological approach and process for conducting this service.
- *Activities and timeline:* A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided. A Gantt diagram is preferred.
- *Budget:* Provide a budget in NGN (Nigeria Naira), 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.
- Detailed profiles (qualification, expertise, relevant experience etc.) of the individuals who will be completing the work including their full names, their expertise, and publications in relevant research.
- A completed 'Offer of Services' form (see end of RFP for template).

4. SUBMISSION AND TIMELINE

S/N	Activities	Timeline
1	Deadline to submit questions, if any	25 November 2024
2	Proposal Submission date	29 November 2024

Completed proposals should be submitted in electronic copy on or before 29 November 2024 by email to: ssultana@gainhealth.org cc: rmclaren@gainhealth.org

Please indicate **FSCI Monitoring Framework Validation** as the subject line for your submission.

5. 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.

6. REVISIONS

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

7. 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.

8. 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.

9. 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.

10. 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.

11. 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.

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 indicates 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.

IV. OFFER OF SERVICES

1. Offer submitted by:

_____

_____

_____

(Print or type business, corporate name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other things necessary to complete to the entire satisfaction of the Executive Director or authorised representative, the work as described in the Request for Proposal according to the terms and conditions of GAIN for the following prices:
    a. Click or tap here to enter text.
    b. Click or tap here to enter text.
    c. Click or tap here to enter text.
    d. Click or tap here to enter text.

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

4. I (We) herewith submit the following:

(a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
(b) A duly completed offer of services, subject to the terms herein.

OFFERS WHICH DO NOT CONTAIN THE ABOVE-MENTIONED DOCUMENTATION OR DEVIATE FROM THE PRESCRIBED COSTING FORMAT MAY BE CONSIDERED INCOMPLETE AND NON-RESPONSIVE.

Date this day of Click or tap here to enter text. in Click or tap here to enter text.

_____ Click or tap here to enter text.

Signature (applicant)

_____ Click or tap here to enter text.

Signature (applicant)