TERMS OF REFERENCE

Consultancy on Understanding and Operationalizing of SBN Chapters in Kenya

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.

Background

1. About the Scaling Up Nutrition Business Network (SBN) Kenya

The Scaling Up Nutrition Business Network (SBN) is the world’s leading private sector focused nutrition platform. SBN is one of the six global SUN networks (Academia, Civil Society, Donor Network, and UN). It is a neutral platform that fosters partnerships and collaborations. SBN aims to engage and mobilize businesses at a global and national level to act, invest and innovate responsibly, while ensuring sustainable actions in emerging markets. Thus, improving the consumption of safe food and making nutrition more aspirational, accessible, affordable and available for all people.

SBN is committed to work towards overcoming gender-related barriers or challenges such as existing negative gender norms in the business environment. SBN does this through various means such as convenings, trainings and events, pitch competitions, profiling women-led building agency and voice for women within the business sector, facilitating access to supporting services and partnerships and advocacy & commitments, monitoring the progress regularly.
SBN works alongside the other SUN networks to build the case for greater business engagement in nutrition amongst all stakeholders.

The SUN Business Network is convened by The Global Alliance for Improved Nutrition (GAIN) and the UN World Food Programme (WFP). In Kenya SBN was formed in 2014.

2. Rationale for Operationalizing and Development of SUN Business Network (SBN) Chapters

SBN Kenya draws membership from across the food value chain from farm inputs all the way to the retail level. Currently the network consists of over 127 Small and Medium Enterprises (SMEs) as well as the very large businesses with over 1,000 full time employees. SMEs are the largest providers of food in Africa however they face barriers such as accessing finances, lack of mentorship which undermines their ability to realise their full potential.

Last year, a national secretariate comprised of a Chairperson, Vice Chairperson and Secretary was elected to represent the exponentially growing network members in various fora.

In addition, to promote and decentralize SBN activities from national engagements to the sub national (county) levels, three sub national chapters were formed. These include South Eastern Economic Block Region (Machakos, Makueni and Kitui Counties), Nakuru Nyandarua Region and Isiolo, Marsabit Region.

3. Scope of Work

The SUN Business Network seeks to achieve an in-depth understanding of the needs of the sub national chapters as well as to develop a strategy of how to incorporate the last mile distributors (vendors) to join the network. The consultant shall conduct a landscape analysis across the existing three chapters; Nakuru region, SEKEB region (Machakos, Kitui and Makueni) and Northern Kenya region (Marsabit and Isiolo) as well as presenting opportunities for creating new chapters in the coastal and western Kenya regions.

4. Methodology

Under the supervision and guidance of SBN Kenya team and with reference to the national SBN strategy, it is proposed that the responsibilities of the consultant will include, but are not limited to:

I. Map out existing major SMEs in food and nutrition in the counties constituting the three existing chapters. Explore current levels of engagement between the SMEs and county governments as well as with any other government entities such as MSEA, KEBS at county levels. Capture the existing gaps on the engagement between SMEs and relevant government bodies.

II. Conduct a survey to understand the business gaps and needs of the businesses in the various chapters.

III. Map out SMEs and vendors in additional counties such as Taita Taveta, Mombasa, Kilifi and Kwale for purposes of establishing a new SBN chapter. In addition to the coastal counties, the consultant will propose another area for the fifth chapter.
IV. Provide expert input on the feasibility of including the last-mile distributors (vendors) in open air markets into the SBN network. Initial focus will be on vendors in vegetable value chain across the chapters.

V. Develop a comprehensive sustainable approach/strategy that will be adopted to incorporate last mile distributors to join the network.

VI. Develop a structure and TOR for the national and sub national secretariate governance structures.

VII. Map out key partners in the chapters as well as newly proposed chapters.

VIII. Develop an implantation plan for operationalizing sub-national chapters.

IX. Map out key advocacy and influencing agenda for the target counties.

X. All aforementioned tasks must incorporate a women and youth empowerment lens in their design and implementation.

5. Duration
The expected start date of the contract 10th April 2022. The duration of the assignment is up until 20th May 2022.

6. Deliverables and Expected Outputs
The workplan and the budget for the following deliverables will be agreed upon between the service provider and SBN Kenya Team. Funds will be released based on timely delivery of the deliverables as per the table below. Please note that all deliverables must be developed in English.

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7. **Required Skills and Experience**

**Education:** The applicant should possess the academic qualifications necessary to successfully execute the assignment, including advanced university degree in business administration, entrepreneurship, nutrition, or a related field.

**Experience:** Past performance in designing and delivering training for SMEs in the agribusiness, food and nutrition sectors in Kenya.

The applicant must demonstrate:

(a) Experience in working with SMEs in agribusiness, food and nutrition sectors in Kenya.

(b) Critical understanding of last mile distributors operations and governance.

(c) Experience conducting needs assessments for businesses in Kenya.

(d) Strong organizational and project management experience

(e) Proven excellent report writing skill

(f) Must have the ability to effectively liaise with government officials and a range of stakeholders.

(g) Proactive with a commitment to quality and accuracy with close attention to detail.

(h) Experience working with local and international teams preferred.

**Language requirements:** Fluency in English is a must.

**Other:** Excellent computer skills (MS Office applications) and ability to use information technologies as a communication tool and resource.

8. **Application and Evaluation Process**

Interested applicants must include the following while submitting their applications.

a) Technical Proposal that includes a methodology and workplan for undertaking the assignment. In addition to submitting relevant project references and team CVs.

b) Submission of financial proposal in US Dollars broken down by main cost categories (personnel, sub-contracts, travel, operational, 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. Payment is subject to approval by SBN and will be made in instalments that are linked to deliverables (to the extent possible) as stipulated in the final consultancy contract and grant agreement.

The proposals should be sent via email to gainkenya@gainhealth.org, with the subject line **Operationalizing of SBN Sub – National Chapters** no later than 6th April 2022. Proposals received after the deadline will be rejected.

The award of the contract will be made to the individual service provider whose offer has been evaluated and determined as:

- Responsive/compliant/acceptable; and
Having received the highest weighted average score out of a pre-determined set of technical and financial criteria specific to the solicitation.

- Technical Criteria will bear a weight of 70%.
- Financial Criteria will bear a weight of 30%.

Confidentiality
All information provided as part of the proposal evaluation process is considered confidential. In the event that any information is inappropriately released, SBN Kenya will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this TOR will be held as strictly confidential.