REQUEST FOR PROPOSALS

EatSafe Safe Food Market Stand Implementation Research Study

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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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 EatSafe (Evidence and Action Towards Safe, Nutritious Food) program aims to generate evidence and knowledge of the potential of increased consumer demand for safe food to substantially improve the safety of nutritious foods in informal market settings in low- and middle-income countries (LMICs). The five-year programme is funded by USAID and is undertaken by a consortium led by GAIN and containing the International Livestock Research Institute (ILRI), Pierce Mill Education and Media as well as Busara Centre for Behavioural Economics (Busara). In Nigeria, where GAIN holds a country office, programme activities are focused on different cities and markets within Kebbi and Sokoto States. Phase I objectives involved conducting formative research and generating evidence on consumer and vendor knowledge, perceptions, needs, choices, and practices related to the safety of nutritious foods purchased in informal markets, as well as evidence on hazards associated with the market and the target food commodities. The project is currently on its Phase 2 activities, which includes the implementation and rigorous testing of interventions to improve the safety of foods purchased in informal markets.

One of the Phase II activities of the EatSafe project is the creation of a **Safe Food Market Stand** in Birnin Kebbi Central Market, Birnin Kebbi, Kebbi State, and Dankure Market in Sokoto State. This stand is staffed by five trained staff members and is open during most market days for market shoppers to visit. It offers information on food safety to shoppers through one-on-one conversational advice, hand-outs and visual aids, and in-person events.

GAIN now seeks to carry out an implementation research study to better understand how consumers interact with and perceive the Stand, as well as any barriers to engaging with them. The study will cover both markets. Findings of the assessment will further inform the implementation of interventions and offer lessons learned for future projects using similar approaches. GAIN seeks a research organization (Contractor) to carry out this assessment.

3. SCOPE OF WORK AND DELIVERABLES

GAIN seeks a research organization (Contractor) to undertake data collection for this implementation research study. The consultant, in coordination with GAIN staff in Nigeria and elsewhere and with other project partners as needed, shall provide the following services:

- Work closely with GAIN to prepare a detailed workplan for the fieldwork, including deliverables and timeline
- Provide expert input into the design of data collection methodology and tools, and customize them to local contexts
- Translate all questionnaires from English into Hausa
- Provide expertise on the local language, culture, and customs, as it pertains to the study activities and objectives.
- Travel to study sites as needed to prepare for data collection activities.
- Liaise with local government and other stakeholders as needed to prepare for data collection activities.
- Prepare and submit the study protocol for ethical review to a relevant institutional review board (IRB) or research ethics committee; follow-up with the IRB to ensure review and approval, as needed.
- Pilot data collection tools (e.g., interview guides) and recommend improvements as needed;
- Recruit experienced field data collection teams (interviewers and notetakers)
- In coordination with GAIN, train field data collection teams through an in-depth and interactive training, including coverage of research ethics.
- Organize all logistics for field data collection, including team staff, supervision, transport, and necessary allowances; including local translators if required.
- Recruit study participants (i.e., local consumers, Stand ad hoc staff), in line with study inclusion criteria

- Implement data collection (in depth interviews, in Hausa or English, and market observations), with attention to both adherence to study protocols and resource efficiency. Ensure high-quality audio recording of all interviews.
- Undertake active and ongoing supervision of data collection
- Safely and confidentially collect, store, and back-up the collected data using appropriate hardware and software.
- Transcribe all audio recordings of interviews into verbatim English-language transcripts (Microsoft Word documents)
- Enter demographic information collected during the interviews into an Excel database
- Enter any additional field notes and forms into Word documents
- Maintain communications with GAIN, local study site representatives, or other key stakeholders, in order to ensure smooth and timely field work operations; during and beyond site visits, maintain good relations with groups and individuals involved in the study directly or indirectly.
- Conduct Quality assurance and Quality Control (QA/QC) procedures on all collected data (audio files, notes, and transcripts).
- Securely transfer data to GAIN at agreed-upon intervals and in agreed-upon data formats throughout the study.
- Participate in regular project meetings with GAIN and study partners.
- Be available for ad-hoc communications with GAIN or study partners, e.g., via email or video call as needed to advance study objectives
- Produce interim and final deliverables according to the workplan, including providing detailed reports of all methods used for data collection, transcription and QA/QC.

Thirty people should be interviewed in each site (Sokoto and Kebbi), in interviews lasting about 1 hour each. All data collection will be done face-to-face.

All data collection must be undertaken in line with local COVID related rules, and it is the Contractor's responsibility to ensure this.

3.1. DELIVERABLES

The table below provides illustrative deliverable types and dates.

Activity	Milestone/Deliverable	Date
Contract negotiation/signing	Signed Contract for Services	April 28, 2023
Review and agree on protocol, including implementation plans and schedule Data collection tools customized, IRB submission	Finalized protocol implementation plan IRB request submitted	May 5, 2023
Fieldwork preparations, tool piloting, and data collector training	Report of tool piloting and training report	May 15, 2023

completed; data collection to start by this date.		
Data collection/fieldwork	Data collection completed Full datasets and transcripts delivered to GAIN	June 30, 2023
Respond to any questions on data; provide brief report on data collection	Report on data collection	July 30, 2023

3.2. EXPECTED EXPERTISE

The consultant organization must have significant (at least 10 years) prior experience with:

- Organizing and managing research projects that include rigorous field data collection of human behavioral data in scientific disciplines such as public health, social and behavioral sciences, applied economics, anthropology, sociology, food safety and/or nutrition.
- Developing and implementing qualitative data collection methods, such as in-depth semi-structured interviews, with knowledge of the techniques needed to ask context-appropriate non-scripted questions and shift interview style as needed during interviews.
- Track record of successful collaboration with NGOs and research organizations.
- Experience in rigorous data management, such as properly recording data in the field using appropriate technology, cleaning, storing and backing up
- Experience with preparing protocols for ethical clearance (IRB), preferably the National Health Research Ethics Committee (NHREC) in Kebbi and Sokoto states
- Experience working in Kebbi and Sokoto states
- Experience in recruiting field data collectors and have a network of experienced qualitative interviewers, fluent in Hausa, on which to draw.
- Experience with transcription and translation of qualitative interviews and have a network of experienced transcribers and translators (Hausa-English) on which to draw.
- Team leaders must possess excellent project management, planning, organizational, time management, and communication skills.
- A track record of results published in scientific journals is an asset.

GAIN expects that data be collected electronically (i.e., using audio recorders for interviews, and tablets or smartphones for demographic data). The partner must have this equipment and the expertise to use it; GAIN will not be able to provide this equipment.

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

Please direct all inquiries and other communications to rfp@gainhealth.org

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the daily rate of all staff working on the project and overhead costs. This example budget should include all costs, including for training, fieldwork, supervision, transcription and translation. The final fee will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested organizations should send: (a) **maximum** 8-page expression of interest including qualifications, prior relevant experience, available structures and staff, and a preliminary workplan with estimated work days and budget of daily rates; and (b) brief (<3 pages) CV for each key staff member, highlighting recent relevant experience to: rfp@gainhealth.org by **April 15, 2023.** Please use the subject line **'EatSafe Nigeria Food Safety Implementation Research Study'** when responding. Please note that this RFP is open to Nigeria based organisations only.

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org **before April 15, 2023, at 23:00 West Africa Time.**

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 or mail other than the email provided above
- Incomplete proposals.
- Proposals not aligning to the requirements, including for page limits.

6. 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.

7. COMPLETION

- 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.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.

8. 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.

9. REFERENCES

GAIN reserves the right, before awarding the consultancy, 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.

10. RELEASE OF INFORMATION

After awarding the consultancy and upon written request to GAIN, only the following information will be released: **Name of the successful applicant.**

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 using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

• Understanding of the scope of work:
• Past experience undertaking similar work
• Rate

GAIN reserves the right to contact the individual 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 name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other resources 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 estimated fee: a. ___ Days
b. At _____ USD/NGN per day, based on the proposal requirements.

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) an expression of interest including qualifications, prior relevant experience, available structures and staff, and a preliminary workplan with estimated work days and budget of daily rates for all staff as well as overhead costs
(b) Brief (<3 pages) CV of key personnel highlighting recent relevant experience and publications
(c) This completed 'Offer of Services' form.

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

Date_____

_____

Signature (applicant)