

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

CONSULTANCY TO DEVELOP A GENDER ENGAGEMENT STRATEGY FOR PLATEAU STATE

Issued by

The Scaling Up Nutrition Business Network (SBN)/ Global Alliance for Improved Nutrition
(GAIN)

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PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN AND SBN

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. 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.

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.

In 2010, the Scaling Up Nutrition (SUN) Movement was launched to support national leadership and collective action to scale up nutrition. The SUN Business Network (SBN) is one of the four global networks that support SUN countries (along with UN, Civil Society and Donor Networks). It is convened by the Global Alliance for Improved Nutrition (GAIN) and the UN World Food Programme (WFP) and further supported by an Advisory Group comprised of senior business leaders. The SBN aims to reduce malnutrition in all its forms through mobilising business to invest and innovate in responsible and sustainable actions and operations. To do this SBN provides a neutral platform to broker partnerships and collaboration between business and all actors on nutrition at national, regional and global level to support SUN Country plans. We believe that when consumers demand improved nutrition, business will act, and national economies will grow. The SBN currently has presence in 44 countries and convenes more than 1,400 members at global and national level.

Launched in April 2016, SBN Nigeria has been inspiring actors in the private sector including, but not limited to Small and Medium Scale Enterprises, to invest in nutrition. This has been achieved by making commitments which eventually result in improving demand for, and access to nutritious food in the country. We have also established partnerships and collaborations that have provided an enabling environment for all kinds of businesses while strengthening Public-Private Partnership towards improving nutrition in Nigeria

2. Background

SBN Nigeria conducted a research in Plateau State to uncover challenges faced by women in business within the state. This research uncovered some of the challenges experienced by women led/owned businesses in Plateau State, some of which include land ownership and access, access to finance, multiple taxation, and lack of farm inputs, etc.

Consequently, SBN organized a gender lens forum, to understand from the perspective of different stakeholders, consultants, women activists, nutrition actors, businesses etc., the challenges faced by women in business and to identify practical support recommendations for these women. One of the recommendations from the forum was that GAIN/SBN increase advocacy and collaborations across a wide range of partners to continuously improve the business environment for women entrepreneurs in food systems.

Thus, SBN led a series of advocacy meetings with different State Ministries and Agencies, Civil Society and Organized Private Sector (OPS), which culminated to the organization of a stakeholder dialogue session to discuss potential **Gender Equity Actions** for Plateau State. The dialogue was aimed at having a joint review of the situation report, to receive feedback on how the organizations support women in business and to design a joint gender engagement strategy plan with timelines which will serve as basis for the potential gender engagement strategy that will be utilized by SBN and adopted by the relevant stakeholders.

3. Purpose

The purpose of the consultancy support sought is to develop an **SBN Nigeria Gender Engagement Strategy for**

Plateau State. The consultant will draw on their prior expertise in developing strategy documents; as well as consult the available resources (including the situation report on the challenges faced by women in Plateau State, communique from the Gender Forum and stakeholder engagement, and advocacy meeting report) to develop this document. For a detailed description of work see **3.1**

3.1. Description of Work

Under the guidance of, and in consultation with, the SBN coordinating team, the consultant shall carry out the following work in Plateau State, as detailed below

- a. Carry out consultancy in the state of focus, leveraging on past experience and adapting to the objectives of the services.
- b. Review and analyze the situation report on challenges faced by women in business in Plateau State, gender lens forum communique, and the Gender Equity Action dialogue report, to understand the scope of the consultancy.
- c. Conduct a follow up interview with relevant stakeholders, based on the information from the situation report, gender lens forum communique, and the Gender Equity Action dialogue report to capture stakeholder input into the strategy document
- d. Based on findings from the discussions with critical stakeholders and review of the different reports from previous engagements, develop a Gender Engagement Strategy.
- e. Provide a well written report on findings from the investigation conducted and on the entire exercise
- f. With support from SBN, organize a validation workshop with key stakeholders to discuss findings from the field engagements and validate the strategy document for use.

3.1.1. Research objectives and key questions

Under this RFP and within the specified location above, the consultant(s) shall:

- Identify the key stakeholders i.e., Organized Private Sector (OPS and market management/committees responsible for business operations and activities in the State, government directorates/ministries/regulators and unions/interest groups/associations for women led businesses etc.) using a validated stakeholder mapping method. Information can be presented visually (e.g., organogram or Net-Map) with a descriptive narrative.
- Determine the formal and informal business governance structures and practices.
 - Determine the decision makers, regulators, and influencers responsible for business operations in the state. Specify any formal governance structures (committees, etc.) that currently exist for supporting women led organizations.
 - Specify any informal structures or routes to influencing governance/policy in the State, especially relating to women in the business space or general gender actions. What types of initiatives/policies already exists or is in the works? What challenges has been encountered in implementing such initiatives and policies?
- Clarify and rank the challenges experienced by women led businesses in the state and the associated recommendation/mitigation strategies
 - What do stakeholders see as the most significant challenge faced by the women led business? What are the most important recommendations that could be easily implemented to address these challenges? (Include scoring or ranking of needs) Has there been any policy or initiative implemented in the state to address these challenges in the last 5 years? What changed or didn't change? Why? Explain the process.
- Data collection approach: The sampling process should begin based on consultations with SBN coordinating team and desk reviews of likely relevant organizations, bodies, directorate, or individuals, already involved in this project.
- Data collection methods may involve group participatory interviews, individual key informant interviews (where applicable, appropriate COVID safety measures must be taken into consideration). Detailed field notes should be taken and backed-up with a digital recording. Field notes should be translated to English when necessary and typed for submission.
- Documentation (Hard and soft copy) of any relevant document discovered during the interviews and investigation e.g., policy document, existing research on subject matter relating to women in business or gender actions etc.

- Propose the method and type of analysis that will be utilized to analyze and present the collected data.

4. Skills and Qualifications Desired

The consultant/s should have the following skills/experience:

- A post graduate degree in the relevant academic areas which could include- gender studies public health, business administration, demographic statistics etc.
- Vast expertise in public health, Business Administration, Institutional Governance, etc. with at least 10 years post graduate practical experience in similar roles and responsibilities for similar outputs.
- Experience working on gender related activities or initiatives in Nigeria is strongly required
- Extensive experience and expertise in implementing rigorous research using qualitative and/or participatory approaches.
- Demonstrable experience in the development of strategy documents for policy influencing and engagement with diverse stakeholders in the public-private sector
- Excellent analytical and writing skills
- Excellent interpersonal and communications skills in English.
- Knowledge of Hausa language is essential and at least 1 of the local languages will be an added advantage
- Ability to effectively liaise with senior government officials and a range of stakeholders.
- Evidence of an organized team with demonstrable technical and administrative capacity.

5. Timeline and key deliverables

The final output of this consultancy service will be submitted on the 24th of June 2022. It will consist of the final report and the Practical **Gender Engagement Strategy Guide document for policy influencing and engagement with private sector stakeholders**. It will also include electronic copies of the datasets, research instruments, guidelines, and recordings from the field.

Key activities and deliverables

S/N	Activities	Deliverables/Event	Timelines
1	Hold inception meeting with SBN to provide input and suggestions before finalizing and submit inception report <i>Application should already include detailed methodology, implementation plan/schedule, and research protocol (interview guides, consentforms, etc.)</i>	<ul style="list-style-type: none"> Finalized inception report and budget. subject to SBN's approval 	30 th May 2022
2	Project Implementation	<ul style="list-style-type: none"> Field level investigation, desk review and other data collection activities conducted 	31 st May – 15 th June 2022
4	Submit the first draft Gender Engagement Strategy and project report	<ul style="list-style-type: none"> First draft of Gender engagement strategy document submitted 	20 th June 2022
5	Incorporate feedback from SBN and key stakeholders and finalize all relevant report and document including key observations/ recommendations from the Consultancy services	<ul style="list-style-type: none"> Final draft of the gender engagement strategy document and field activity report submitted 	24 th June 2022
6	Organize a validation workshop with key stakeholders to validate the gender strategy document	<ul style="list-style-type: none"> Validation workshop conducted 	29 th June 2022

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. Feedback to this RFP shall consist of a narrative that detailed the process methodology, detailed workplan that outline specific outputs and a budget in excel format.

1. CONTACT

Tomisin Odunmbaku and Dr. Abass Babatunde Yusuf will be the official contacts for this exercise. They will be available via email to respond and clarify all issues related to this solicitation. Please direct all inquiries and other communications to todunmbaku@gainhealth.org and copy ayusuf@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

2. SUBMISSION

Due to tight timelines, responses to this RFP must be sent by email to: jpilaku@gainhealth.org and todunmbaku@gainhealth.org and ayusuf@gainhealth.org in copy.

Please use **'consultancy to develop a gender engagement strategy'** as the subject line.

3. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

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

4. BUDGET

As full consideration for the Services performed by the Service Provider in accordance with the terms and conditions of this RFP, GAIN shall pay the Service Provider, NGN 3,500,000 inclusive of mandatory withholding tax (WHT), and any other tax applicable

5. COMPLETION

- In case of errors in calculating overall costs, the unit costs will govern the process.
- It is the applicant's responsibility to understand the requirements and instructions specified by SBN. In the event that clarification is necessary, applicants are advised to contact the responsible person at SBN under section II. point 1, prior to making their submission.
- While SBN 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 SBN. 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

6. RIGHTS OF REJECTION

SBN 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 SBN will not indemnify the applicant for any costs, expenses, payments, or damages directly or indirectly linked to the preparation of the submission.

7. REFERENCES

SBN reserves the right, before awarding the Proposal, to require the applicant to submit evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical, and other qualifications and abilities of the applicant.

8. RELEASE OF INFORMATION

After awarding the Proposal and upon written request to SBN, 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

SBN 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. SBN 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, SBN 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

SBN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. SBN reserves the right to limit or include third parties at SBN's sole and full discretion in such negotiations.

4. 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 applicant's 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.
 - Relevant certification by recognized institutions
- 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:

- 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.
 - o Roles and responsibilities of each team member shall be clearly defined.

REVIEW PROCESS

5. SBN reserves the right to contact the individuals and contractor(s) to verify the information provided as part of the proposal review process. The review process will involve a review panel with participants selected by SBN.

6. LIMITATIONS WITH REGARD TO THIRD PARTIES

SBN does not represent, warrant, or act as agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit SBN in any way without SBN's express written consent.

7. COMMUNICATION

All communication regarding this solicitation shall be directed to appropriate parties at SBN. 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. SBN 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 SBN 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 SBN's terms and conditions.

10. INTELLECTUAL PROPERTY

Subject to the terms of the contract to be concluded between SBN 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 SBN.

11. SCOPE OF CHANGE

Once the contract is signed, no increase in the liability of SBN or in the fees to be paid by SBN for the services resulting from any change, modification or interpretation of the documents will be authorized or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of SBN.