REQUEST FOR PROPOSALS

CONSULTANT – DATA ANALYST

TO ANALYSE MONITORING DATA FROM ETHIOPIA AND 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	3
III.	TERMS AND CONDITIONS OF THIS SOLICITATION	4
IV.	OFFER OF SERVICES	6

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

Global Alliance for Improved Nutrition (GAIN) implemented a project with a multi-layered approach to improve dietary quality among children 6-59 months by improving demand and access to safe and nutritious foods eggs and fortified complementary food in Ethiopia. This project was conducted in Shashemene and Arsi Negele towns of Oromia, Aleta Wendo and Dilla towns of SNNP and Indasilase and Aksum towns of Tigray region from October to November 2019 to June 2021. As part the implementation, monitoring data were collected throughout the duration of the project. In addition, in the context of an impact evaluation, the endline data was collected in April/May 2021. These data has not yet been document using Nesstar Publisher.

In the same vein, a similar project, the "Eggs Make Kids' campaign, was implemented in Kaduna State in Nigeria from October 2019 to June 2021. Using commercial marketing techniques and an understanding of consumer behaviour, the campaign aimed to create demand for eggs for children 6 to 59 months of age. Using mass media and point-of-purchase demand-creation activities, the campaign encouraged parents to feed their children eggs. The project collected monitoring data related to activity reach and egg sales.

The purpose of this RFP is to engage services of a Service Provider to analyse monitoring data from Ethiopia and Nigeria and to conduct the data documentation with Nesstar publisher of the endline dataset for Ethiopia

3. SCOPE OF WORK AND DELIVERABLES

As GAIN wants to learn more about the characteristic that determine the success of the implementation of these two projects, GAIN is seeking a qualified consultant to:

- Fully review the rich monitoring data collected in Ethiopia and Nigeria to uncover important research questions that can improve our understanding of factors influencing implementation of these two projects

- Once the proposed research questions are approved by GAIN, the consultant will propose methodological approaches for answering these questions. The consultant will then clean the dataset, conduct the proposed analysis, and prepare presentation with findings
- Work closely with GAIN in the interpretation of findings to formulate recommendations on program actions, improvements, and lessons learned, as appropriate
- Support dissemination of findings by writing briefs and/or peer reviewed publication
- Conduct the data documentation with Nesstar publisher of the endline dataset for Ethiopia

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 GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org). Please use the subject line 'Consultant- Data analyst'.

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the number of days of work projected and the daily rate. The final fee will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested consultants should prepare: (a) a brief (<3 pages) CV highlighting recent relevant experience and publications; (b) a cover letter and (c) an estimated days and daily rate;

These documents should be sent to GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org). Applications will be reviewed on a rolling basis. Deadline to apply is 3 September 2021. Please use the subject line 'Consultant- Data analyst' when responding.

4. DEADLINE

Completed proposals should be submitted to GAIN (edjimeu@gainhealth.org with cc to wgonzalez@gainhealth.org) **before 3 September 2021, 23:59 US Eastern 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.
- Incomplete proposals.
- Proposals that are not signed.

6. REVISIONS

Proposals may be revised by electronic mail and confirmed by hard copy 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.

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 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 fees:
    a. ___ Days
    b. At _____ USD per day
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 brief (<3 pages) CV highlighting recent relevant experience and publications.
    (b) a cover letter and
    (c) an estimated days and daily rate
    (d) 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 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)