

REQUEST FOR PROPOSALS

CONSULTANT – SYSTEMATIC REVIEW OF DIGITAL TECHNOLOGIES USED IN FOOD FORTIFICATION

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.

2. BACKGROUND

Large-scale food fortification (LSFF) and biofortification have been shown to significantly improve nutrition, health, and development outcomes. However, these interventions often do not achieve their desired effect – mediated through changes in dietary intake. Most limitations can be linked to gaps in the data value chain. Data collection throughout various points of the food fortification value chain (Figure 1), i.e., from premix supply or seed distributors and aggregators to producer to processor and consumer are needed as is the linkage between data and decision making. Importantly, timeliness, completeness, transparency, and usefulness of information pertaining to the food, value addition and fortification processes are needed by value chain stakeholders/actors and ultimately, decision makers. Simply collecting and making data available is not enough to drive big change and improve health; data must be processed and reported in a timely manner, i.e., packaged in digestible, smart, and effective ways to various players and decision makers. In other words, the entire data value chain must be strengthened. To fill this gap, GAIN is conducting a review of digital technologies that are currently in use for fortification programs. As part of this work, GAIN seeks to engage the services of a Consultant to undertake a systematic review on the available digital technologies for data collection, synthesis, analysis, and visualization which focus on large-scale food fortification and biofortification. GAIN will be the administrative lead organisation for this RFP.

Figure 1. Food Fortification Value Chain



3. OBJECTIVES

The main objective is to undertake a systematic review that will present a summary to date of previous and current digital technologies being used/being implemented to strengthen food fortification. This will include digital technologies for collection, synthesis, analysis, and visualization of data which focus on large-scale food fortification and biofortification.

The review must use transparent and reproducible methods in line with best practices for systematic reviews. We will explore the possibility of conducting the review including only published literature but anticipate there may be a paucity of studies. The review is expected to generate a high-quality and comprehensive summary that will result in a manuscript to be submitted to a peer-reviewed journal.

4. SCOPE OF WORK AND DELIVERABLES

4.1. SCOPE OF WORK

The consultant shall provide the following services:

- Work with GAIN on the development of a review protocol (methodology, search terms, databases, etc.), and finalize based on input from GAIN.
- Undertake keyword searches in relevant databases and search the websites of relevant organizations to identify relevant documents, clearly documenting the search methods.
- Screen all identified documents for inclusion using defined inclusion/exclusion criteria, clearly documenting reasons for exclusion.
- Review the title, abstract and full text of all relevant documents and extract relevant information using a standardized template.
- Regularly update GAIN on the progress of the review, including discussing initial screening and results and using those to adapt strategies if necessary.
- Document all steps of the review process.
- Compile PRISMA Flow Diagram detailing the number of records identified, included and excluded, and the reasons for exclusions.
- Contribute to reviewing and editing of the draft manuscript (initial draft to be written by GAIN).

GAIN expects that the output of this review will be a manuscript for submission to a peer-reviewed journal, with the consultant as a co-author.

4.2. EXPECTED EXPERTISE

The consultant must have demonstrated experience undertaking similar work and should have substantial prior experience conducting systematic reviews. S/he should have strong knowledge of at least one of the following: research methodologies (necessary), nutrition, fortification and/or biofortification (preferred but not necessary). S/he should be fluent in English.

4.3. DELIVERABLES AND TIMELINE

The timeline for completion of all aspects of the Scope of Work and submission of deliverables is outlined in the following table:

DELIVERABLE	DEADLINE
Submission of expression of interest	May 13, 2022

Contract signing	May 27, 2022
Review protocol finalized	June 8, 2022
Initial screening of all identified documents completed	June 20, 2022
Data extraction completed	July 1, 2022
Comments provided on draft manuscript	July 31, 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.

1. CONTACT

Key programme and technical staff from GAIN are part of the selection team of the organisation and will review the proposals. They will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to rfp@gainhealth.org. 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 in US Dollars, including the number of days of work projected and the daily rate. The final fee will have to be approved by GAIN prior to starting the project.

3. SUBMISSION

Interested applicants should prepare a proposal that consists of the following:

1. a three-paragraph expression of interest including: reasons for interest in the task, qualifications conducting systematic reviews; estimated number of days and budget
2. a brief (<3 pages) CV highlighting recent relevant experience and references; and
3. a relevant writing sample (from similar work).

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org by **5:00 pm EST on 13 May 2022**.

5. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax or post.
- 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 GAIN at rfp@gainhealth.org prior to making their submission before the deadline specified in the timeline above.
- While GAIN have used considerable efforts to ensure an accurate representation in this 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

12. 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.

13. 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.

14. 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 reserve the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

15. 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 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;
- Past experience undertaking similar work;
- Rate.

GAIN reserves the right to contact the individuals and contractor(s) in order to verify the information provided as part of the Proposal.

16. REVIEW PROCESS

The review process will involve a Review Panel with participants selected by GAIN.

17. 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.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.