

REQUEST FOR PROPOSALS

**Raw Materials Quality, Handling Finished Product
Packaging and Storage Material Specification to Meet
Quality and Regulatory Standards in Nigeria**

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.

GAIN's Workforce Nutrition programme aims to improve the nutrition of workers and farmers in low and middle-income countries or communities. The programme focuses on improving the access and demand for healthier diets using existing business structures as an entry point (workplaces or supply chains). GAIN began its workforce nutrition programme in 2013 and has reached over 230,000 estate workers, smallholder farmers and their families in the tea, cocoa and garment supply chain across Africa and Asia. We currently work with partners in the tea sector (India, Kenya, and Malawi), cocoa sector (Ghana), garment sector (Bangladesh), and we are running pilots in a variety of industry sectors in Mozambique.

Our work on biofortified crops aims to scale access to and demand for nutrient-dense varieties of commonly consumed staples such as maize, sweet potato and cassava through targeted support to address challenges and constraints to increased production and consumption of these foods. We do this through market development and commercialization, such as in our partnership with Harvest Plus and through non-commercial pathways focused on farming households and public procurement systems.

A key part of our approach is improving the enabling environment for biofortified seeds, crops and food products through advocacy, catalytic financing, and the licensing of technology and related services. GAIN supports businesses, especially micro, small, and medium-sized enterprises (MSMEs), through most of our programmatic offerings. This support is coordinated through the Scaling Up Nutrition (SUN) Business Network

(SBN), which is convened by GAIN in Nigeria and was launched in 2016 to improve and strengthen the private sector's contribution to nutrition. The Network has supported businesses with brokering business-to-business linkages, facilitating connections to government and other sectors, including development partners, and capacity building for MSMEs to address critical barriers to start, grow and scale their business. Specific support areas include access to finance, access to markets, quality control and assurance in their production processes, and food safety and nutrition education.

2. BACKGROUND

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

The purpose of this RFP is to engage services of a Service Provider to conduct targeted training(s) for processors and businesses on raw materials quality, manufacturing process, handling, material balance, finished product packaging and storage material specification to meet quality and regulatory standards with a specific focus on women-led businesses functioning in four (4) selected Local Government Areas (LGAs) in each of the four selected states of Kaduna, Benue, Nasarawa and Oyo in the Vitamin A Cassava, Vitamin A Maize, Rice and Orange-Fleshed Sweet Potato value chains. This activity is part of our targeted intervention to support and strengthen the efficiency of supply chain actors operating in selected priority value chains.

The Strengthening Nutrition in Priority Staples project is currently implemented by The Global Alliance for Improved Nutrition in partnership with GIZ and the Green Innovation Centre for the Agricultural and Food Sector in Nigeria (GIC), with support from the German Government through the Federal Ministry for Economic Cooperation and Development (BMZ). The Strengthening nutrition project will strengthen the GIC priority value chains and improve food security and safety through improved diets for farmers, farm workers, other workers in businesses in these value chains, and among the wider population in Nigeria. The business support component will empower women and young people and unleash the creativity and energy of youth and women to support their families, succeed in agri-business and attempt to tackle malnutrition, prevent food borne illnesses as well as food and social insecurity. This workstream will increase women and youth involvement in value-added agriculture and entrepreneurship that directly addresses the specific challenges that women and rural youth face in the four focal states for this project. It will respond to opportunities to harness the political will at local, state, and national levels in Nigeria to invest in creating economic opportunities for women and youth in the production, processing, and sale of nutritious and safe foods. This will be achieved by significantly increasing the knowledge and information available to women and young people about nutrition, food safety, increasing their participation in decision-making and targeting business support and investments so they can bring forward innovations, increase livelihood opportunities and build nutrition sensitivity into the GIC value chains.

This will be carried out using three interlinked approaches:

- Improving the nutritional quality of staple foods produced by SMEs and farmers involved in GIC activities.

- Improving the capacity of food safety and value chain actors to adhere to standards and regulations on best practices.
- Supporting technical innovations for supply chains through innovation challenges and innovation clinics.

3. OBJECTIVES

The main objective is to engage a service provider to conduct targeted training of food processors, aggregators, and distributors on raw materials quality, manufacturing process, handling, material balance, finished product packaging and storage material specification to meet quality and regulatory standards. This training is for processors and distributors operating in the Vitamin A Cassava, Vitamin A Maize, Rice and Orange-Fleshed Sweet Potato value chains in Kaduna, Nasarawa, Benue and Oyo States.

The specific objectives are:

1. To design and develop training manual to enable food processors, aggregators and distributors to understand raw material quality¹, material balance, manufacturing process for efficient finished product packaging and storage to meet quality and regulatory requirements. These manuals will be deployed for training of food processors, aggregators and distributors in the priority value chains across the following states:
 - a. Vitamin A Maize: Kaduna
 - b. Rice: Nasarawa
 - c. Rice and Orange Fleshed Sweet Potato: Benue
 - d. Vitamin A Cassava and Orange Fleshed Sweet Potato: Oyo
2. To train women and youth-led SMEs (food processors, aggregators, and distributors) on the raw material quality and material handling to meet regulatory standards.
3. To train new and existing women and youth-led SMEs on finished food product packaging as a means of storage to prevent spoilage and contamination and as an aesthetic value to increase demand for the consumption of biofortified foods.
4. To develop the capacity of SMEs through practical training to adhere to storage specifications after product packaging to ensure nutrient retention for biofortified food products from Vitamin A Cassava, Vitamin A Maize, and Orange Fleshed Sweet Potato (OFSP).

3.1 PROJECT STATES, LGAs AND VALUE CHAINS

Under the guidance of, and in consultation with, the GAIN team responsible for the SNIPS project, the Consultant shall carry out the objectives outlined above in Kaduna, Benue, Nasarawa and Oyo states across four LGAs and value chains as detailed below:

¹ Foley, J. K, Kristina D. Michaux, K.D., Mudyahoto, B., Kyazik, L., Cherian, B., Kalejaiye., Okonkwo. O.I., Ilona, P., Reinberg, C., Mavindidze, D. and Boy. E (2021). Scaling Up Delivery of Biofortified Staple Food Crops Globally: Paths to Nourishing Millions. *Food and Nutrition Bulletin*, 42(1):116-132.)

S/N	State	LGAs	Value Chains
1	Kaduna	Lere, Giwa, Chikun, Kauru	Vitamin A Maize
2	Nasarawa	Kokona, Doma, Lafia, Awe	Rice
3	Benue	Otukpo, Gboko, Makurdi, Gwer East	Rice, Orange Fleshed Sweet Potato
4	Oyo	Iseyin, Afijo, Iddo, Oyo West	Vitamin A Cassava, Orange Fleshed Sweet Potato

4. SCOPE OF WORK AND DELIVERABLES

4.1 SCOPE OF WORK

The successful applicant shall present the following services:

- Develop a gender strategy document to guide the implementation of the training(s) across the targeted states.
- Design a manual for the targeted training for food processors, aggregators and distributors on raw materials quality, manufacturing process, handling, material balance, finished product packaging and storage material specification to meet quality and regulatory standards.
- Facilitate the training of 300 women/youth-led businesses with a particular focus on food processors, aggregators and distributors on raw materials quality, manufacturing process, handling, material balance, finished product packaging and storage material specification to meet quality and regulatory standards across the four states.
- Submit training deliverables covering each state of intervention which is not limited to the training manual, attendance list, training report etc.

4.2. DELIVERABLES

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

Deliverables	Deadlines
The deadline to submit questions	7th October 2022
Proposal submission deadline	14th October 2022
Final response regarding the selection of Service Provider	21st October 2022
Contracting process finalized	28th October 2022

Submission of inception report accompanied by the gender strategy document	4th November 2022
Inception meeting	11th November 2022
Training Manual reviewed and finalized by GAIN; approvals obtained	18th November 2022
Train 300 food processors/SMEs in Benue, Kaduna, Nasarawa and Oyo states on raw materials quality, manufacturing process, handling, material balance, finished product packaging and storage material specification to meet quality and regulatory standards	21st November- 19th December 2022
Submission of draft report in Word and PDF format	30th December 2022
Submission of final report (Word/PDF format) accompanied by training manual, attendance list, training report, referenced appendices/annexes and incorporating all changes highlighted in response to the draft report and recommendations from the consultation.	13th January 2023

5. QUALIFICATION

The service provider shall be an individual or organization legally registered in Nigeria with proven experience in post-harvest handling and storage of raw materials and working on biofortified staples. The service provider should also have experience working across the four value chains, Vitamin A Cassava, Vitamin A Maize, Rice and Orange Fleshed Sweet Potato, specifically on finished product packaging and storage.

Prior experience in manufacturing process, handling, and material balance for food products developed from biofortified staples (Vitamin A Cassava, Vitamin A Maize and Orange Fleshed Sweet Potato). A track record of training SMEs on food processing, raw material sourcing, and handling to meet food safety and regulatory requirement for nutritious and safe food is essential.

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 organization 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 molorunfemi@gainhealth.org with gehiabhi@gainhealth.org in copy. Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are required to provide GAIN with a detailed budget in Nigerian Naira, fees/travel/accommodation and any other direct costs to be incurred in the delivery of the scope of work. Include a brief narrative justification for the line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN before the training starts.

3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

Technical proposal:

1. Description of previous relevant work (maximum 1 page)
2. Composition of the team with names and brief biographies of all key staff (maximum 3 pages)
3. Detailed proposal explaining how the areas of work mentioned in objectives and Scope of Work will be addressed, including risk and mitigation strategy, sustainability, and timeline (maximum 10 pages)
4. References

Financial proposal:

1. Budget
2. Detailed budget justification

Offer of services

4. SUBMISSION

The Original proposals should be submitted in electronic copy on or before the **14th of October 2022** and addressed to molorunfemi@gainhealth.org copying gehiabhi@gainhealth.org and jpilaku@gainhealth.org. Please include **Raw material quality to meet regulatory standards in Nigeria** as the subject for your submission. Requests for additional information can be directed to the same e-mail addresses.

5. DEADLINE

Completed proposals should be submitted to GAIN **before 5:00 pm WAT on 14th October 2022.**

6. 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.

7. Revisions

Proposals may be revised by electronic mail and confirmed by hard copy provided such revision(s) are received before the deadline.

8. 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.

9. COMPLETION

Proposals must be submitted on the official letterhead of the lead organization or firm and must be signed by a principal or authorized signatory of the lead firm or organization.

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.

10. 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.

11. 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.

12. 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

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. 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:

- 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.

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:

- Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Proposal shall identify possible challenges and include creative approaches to addressing them.

Management and personnel plan:

- The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
- Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.

A duly completed offer of services.

GAIN reserves the right to contact the individuals and contractor(s) 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

Offer submitted by:

(Print or type business, corporate name and address)

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 prices:

- a. [to be completed]
- b. [to be completed]
- c. [to be completed]
- d. [to be completed]

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.

I (We) herewith submit the following:

- (a) A Proposal to undertake the work, in accordance with GAIN's requirements specified.
- (b) A duly completed offer of services, subject to the terms herein.

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 [add month and year] in [add location].

_____ [add title]

Signature (applicant)

_____ [add title]

Signature (applicant)