REQUEST FOR PROPOSALS

CONSULTANCY TO SUPPORT RESEARCH ACTIVITIES IN KENYA

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

In Kenya, as in numerous low- and middle-income settings, various factors contribute to childhood morbidity and mortality, particularly linked to undernutrition and infectious diseases. These encompass broader social and structural determinants such as household food insecurity, the status of women, inadequate access to clean water, limited health, sanitation, and hygiene facilities, as well as indoor air pollution resulting from the combustion of biomass fuels. The interplay of these factors forms a complex nexus.

The burden of disease can be further intensified by shocks and stressors, which are increasingly linked to climate change-induced alterations resulting in extreme weather events, crop failures, and other societal vulnerabilities. The modified version of the CGYN Framework (originally developed by IFPRI, as detailed in Bryan et al., 2017, depicted in Figure 1) presented here offers a framework for analyzing these interconnections.

A resilient household is one that can withstand or recover from a disruption (such as a shock or stressor) without jeopardizing the long-term well-being of its members. The framework illustrates how a combination of household and community resources and capacities determines various options in response to a given disruption (risk or threat). Depending on the decision-making context (including power dynamics and the needs and preferences of household members), a response is selected. The actions taken in response to a disruption may impact outcomes through several pathways for change. Vulnerable groups, such as children, women, the elderly, and individuals with preexisting health conditions, are likely to be more susceptible to disruptions.

Responses may occur at the household level (such as borrowing money, selling assets, skipping meals, reducing amount of food consumed, or diversifying livelihoods) or at the policy level (including humanitarian aid, capacity building, or the expansion of services or social safety net programs). Climate change-related disturbances alone are projected to contribute to approximately 250,000 deaths annually from 2030 to 2050, primarily due to heat stress, diarrhea, malnutrition, and other communicable diseases, with a majority of these...
anticipated to occur in low- and middle-income countries (LMICs). Addressing this challenge necessitates the development of resilience among vulnerable households and communities.

As part of a Consortium, the Global Alliance for Improved Nutrition (GAIN) will collaborate on the development of comprehensive proposals aimed at enhancing household resilience in both ASAL and non-ASAL counties in Kenya, with specific focus on Isiolo, Samburu, Siaya, Bungoma and Homa Bay.

GAIN will take the lead in undertaking a stakeholder mapping exercise in each county. The specific outcome of this effort will be a comprehensive overview of current partners, encompassing government entities, private sector organizations, and NGOs, operating in the field of our priority areas, which include child health, energy, WASH, and nutrition. This overview will serve to identify existing gaps and opportunities for enhancing ongoing initiatives and establishing mutually beneficial partnerships. Additionally, the exercise will describe the existing institutional structures that can be leveraged for the implementation of an integrated project.

To ensure that the interventions in the proposals meet the needs of the target groups, we will explore their feasibility and relevance at the community level through a Human-centred Design (HCD) approach. This approach prioritizes the needs, experiences, and perspectives of the target audience, involving understanding the context of the problem, empathizing with the people involved, and engaging them in the design process.

The team will facilitate co-design workshops with stakeholders at the national, county, and community levels to formulate the theory of change and related concepts for implementation. These workshops will identify entry points for investments, opportunities, and the types of interventions best suited for integration within various relevant institutions (such as foundations, county governments, and the private sector).

Based on the aforementioned processes, two proposals will be prepared, each outlining the Theory of Change, key interventions, investable value proposition, potential partners, and estimated budget for both ASAL and non-ASAL counties. Furthermore, the concept notes will specify the type of institution best positioned to support and fund such interventions.

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 assist in the planning and implementation of the stakeholder mapping exercise, HCD approach and overall engagement with consortium partners in the development of the proposal.

2.1. OBJECTIVES

The objective of the consultancy is to work in collaboration with GAIN to plan and conduct the stakeholder mapping an HCD process in target counties for the development of intervention that can help strengthen household resilience.

The consultant is tasked with the following activities:

- Assisting in planning stakeholder mapping activities in the five counties. This includes identifying stakeholders, coordinating workshop logistics, and ensuring all necessary preparatory activities are conducted for the implementation of stakeholder mapping workshops.

- Traveling to counties before HCD workshops to secure local authorization, recruit participants, coordinate workshop logistics, hire local interpreters, and oversee all necessary activities for workshop implementation.

- Attending virtual and in-person meetings with consortium partners.

- Providing logistical support to ensure proper implementation of project activities.

- Assisting in data interpretation and analysis, if needed.
The project duration spans from March to October. The anticipated Level of Effort (LOE) for the consultancy ranges from 30 to 40 days, with approximately 20 days allocated for fieldwork tentatively scheduled during the months of March/April and August.

2.2. DELIVERABLES

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Approximate delivery date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Brief field work report on stakeholder mapping</td>
<td>15 May 2024</td>
</tr>
<tr>
<td>Brief field work report on HCD workshops.</td>
<td>15 August 2024</td>
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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.

3. CONTACT

Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- rfp@gainhealth.org

4. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

5. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Brief description (maximum 1 page) of previous relevant work, showcasing evidence of planning research activities in Kenya.
- CV

Fee proposal must include:
- Fee for the duration of the assignment.
- Detailed budget justification.
- Offer of services.

6. SUBMISSION

Originals should be submitted as follows:

One electronic copy containing the documents preferably in MS Word along with all the required information including the fee proposal should reach GAIN at the address mentioned below:

Email copy: rfp@gainhealth.org
7. **DEADLINE**

Completed proposals should be submitted to rfp@gainhealth.org on 6 March 2024.

8. **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.

9. **REVISIONS**

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

10. **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.

11. **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.

12. **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.
13. 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.

14. 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

15. 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.

16. 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.

17. 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.

18. 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:
  o 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:
  o Providing detailed technical documentation of the proposed strategy.
  o 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:
  o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
  o 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. 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.

19. REVIEW PROCESS

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

20. 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.

21. 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.

22. 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.

23. 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.
24. 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.

25. 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 prices:

   a. Click or tap here to enter text.
   b. Click or tap here to enter text.
   c. Click or tap here to enter text.
   d. Click or tap here to enter text.

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 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 Click or tap here to enter text. in Click or tap here to enter text.

_______________________
Signature (applicant)
_______________________ Click or tap here to enter text.

Signature (applicant)