

**CONSULTANCY FOR THE DEVELOPMENT OF
WOMEN'S AND YOUTH EMPOWERMENT STRATEGIES
AND IMPLEMENTATION GUIDES FOR THE SUN
BUSINESS NETWORK**

**Issued by
The Global Alliance for Improved Nutrition (GAIN)**

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I. PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN AND THE SUN BUSINESS NETWORK (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.

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.

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.

2. BACKGROUND

The SBN Global Secretariat will build on its successes, by mainstreaming gender and youth in global and national network activities to address the challenges women and youth face in accessing economic opportunities. Entrepreneurs within food systems face considerable challenges operating within difficult business environments, especially in low- and middle-income countries. Women may face additional challenges compared to their male counterparts due both to discriminatory social and cultural norms and unequitable institutional structures and policies. Meanwhile, the global population is growing and getting ‘younger’ by the day. More than 1 billion people today are between 15 and 25 years of age and nearly 40 per cent of the world’s population is below the age of 20. 85 per cent of these young people live in low- and middle-income countries where many are especially vulnerable to extreme poverty. Young people are faced with multiple challenges as they seek to join the workforce or embark on an entrepreneurial journey. The challenges are often characterized by several factors including but not limited to inadequate access to funds and technical support, underdeveloped skillset, access to market, understanding of policy environment, to mention a few. The need to create viable economic opportunities to engage youth is urgent. Increasing

meaningful employment and entrepreneurial opportunities along nutritious food value chains offer youth the chance to engage in productive work and overcome these challenges.

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 support the development of SBN's gender and youth empowerment strategies and resources to implement it. This assignment will be critical in providing guidance to national SBNs on how to deploy gender and youth sensitive approaches in their networks to engage and support women and youth entrepreneurs.

3. SCOPE OF WORK AND DELIVERABLES

Building on SBN new strategic focus on gender and youth engagement, the successful applicant will support the development of SBN's women's and youth empowerment strategies between April and June 2022. This will be accompanied by the development of implementation resources to guide national networks to operationalise the strategy. The consultant will be supervised by and work closely with GAIN/SBN Global Secretariate and SBN national coordinators and will need to engage a wide range of external stakeholders.

The consultant is not expected to conduct any travel for this work.

To support the creation of the strategies and related guidance documents, the consultant will undertake the following:

Part I: Women's Empowerment Strategy Development

- Build on recommendations highlighted in GAIN's research on integrating gender equity into business networks in nutrition (see [here](#)), conduct a desk review focused on identifying women's empowerment approaches that can/have been implemented through a private sector lens.
- Develop SBN's women's empowerment strategy with a focus on supporting women entrepreneurs in nutritious food value chains.
- Include practical examples and recommendations applicable to SMEs in low and middle income
- To operationalise SBN's women's empowerment strategy, propose critical elements of a SBN global flagship initiative that can be implemented by national networks with the support of partners.
- Develop implementation resources that provides tangible guidance for national SBNs to implement SBN's global flagship initiative on women's empowerment.
- Identify opportunities for collaboration with relevant organizations at the global level that can support national SBNs
- Consult and closely liaise with national SBNs to ensure feasibility of the proposals.
- Include indicators for effective assessments of proposed activities

Part II: Youth Empowerment Strategy Development

- Conduct a desk review focused on identifying youth empowerment approaches that can/have been implemented
- Engage youth through focus group discussions, to sense check assumptions and surface any other considerations that would make the strategy document as robust as possible
- **Develop SBN's youth empowerment strategy with a focus on the empowerment of youth entrepreneurs in nutritious food value chains.**
- To operationalise SBN's youth empowerment strategy, propose critical elements of a SBN global flagship initiative that can be implemented by national networks with the support of partners.
- Develop implementation resources that provide tangible guidance for national SBNs to implement SBN's global flagship initiative on youth engagement.
- Identify opportunities to co-design with relevant organizations such as the SUN Civil Society Network, at the global level that can support national SBNs

- Throughout the process, consult and closely liaise with national SBNs and relevant stakeholders who have experience and expertise in the topic, to ensure feasibility of the proposals.
- Include indicators for effective assessments of proposed activities

3.1. DELIVERABLES

As outlined in the table below, the consultant is expected to complete and submit the following deliverables against the indicative time schedule. A detailed time and payment schedule will be agreed upon with the consultant prior to signing the contract and grant agreement.

Deliverables (Assuming contracts are signed on 10 March 2022)	Deadline
Desk review report outlining women’s and youth empowerment approaches for business networks	30 March 2022
Virtual workshop to solicit feedback from SBN coordinators and relevant partners on opportunities to implement gender and youth empowerment activities.	15 April
Virtual workshop to present draft SBN women’s and youth empowerment strategies and implementation resources to SBN coordinators	30 April 2022
Final SBN women’s and youth empowerment strategies and implementation resources that provides tangible guidance for the SBN Global Secretariate and national SBNs to implement women’s and youth empowerment activities including a monitoring framework to assess successful implementation.	15 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.

4. CONTACT

The SBN Global Coordinator is part of the selection team of the organisation and will review the proposals. She will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- Ritta Shine, SBN Global Coordinator
Email: rshine@gainhealth.org

5. BUDGET

This is a competitive bid process, and the final budget will be determined accordingly. Agreed budget will be inclusive of all expenses and all taxes/VAT and indirect costs. Payment is subject to approval by the GAIN project team lead and will be made in instalments that are linked to deliverables (to the extent possible) as stipulated in the final consultancy contract.

6. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Suggested allocation of days and cost for each deliverable for this consultancy (maximum 1 page).
- Maximum of 3page concept note describing suggested approach for this consultancy.
- Resume/s.

7. SUBMISSION

Originals should be submitted as follows:

An 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:

- To be sent to rshine@gainhealth.org

8. DEADLINE

Completed proposals should be submitted to GAIN **before 23:59 Central European Time on 28 Feb. 2022.**

9. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Incomplete proposals.

10. ACCEPTANCE

Eligibility requirements, evaluation criteria and mandatory requirements shall govern the selection of the consultant.

11. COMPLETION

- 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.

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:
- 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.
- 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 authorize 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:
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. (Print or type business, corporate name and address)
9. 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.
10. 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.
11. 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.

_____ Click or tap here to enter text.

Signature (applicant)

Click or tap here to enter text.

Signature (applicant)