

REQUEST FOR PROPOSALS

EatSafe Nigeria Baseline Assessment in Kebbi and Sokoto States.

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

The EatSafe (Evidence and Action Towards Safe, Nutritious Food) programme aims to generate evidence and knowledge of the potential of increased consumer demand for safe food to substantially improve the safety of nutritious foods in informal market settings in low- and middle-income countries (LMICs). The five-year programme is funded by USAID and is undertaken by a consortium led by GAIN and containing the International Livestock Research Institute (ILRI), Pierce Mill Education and Media as well as Busara Centre for Behavioural Economics (Busara). In Nigeria, where GAIN holds a country office, programme activities will be focused on different cities and markets within Kebbi and Sokoto States. Phase 1 objectives involved conducting formative research and generating evidence on consumer and vendor knowledge, perceptions, needs, choices, and practices related to the safety of nutritious foods purchased in informal markets, as well as evidence on hazards associated with the market and the target food commodities. The project is currently on its Phase 2 activities which (amongst others) includes the implementation and rigorous testing of interventions to improve the safety of foods purchased in informal markets.

As part of Phase 2 activities of the EatSafe project, GAIN seeks to carry out baseline assessment in Kebbi and Sokoto States to better understand how consumers and vendors in the State perceive and make decisions on food safety, in the context of food purchasing or vending choices and practices. The baseline assessment will build on an already completed Focused Ethnographic Study (FES) and Cohort study carried out in Kebbi State. The baseline assessment will focus on one large target market each in Kebbi and Sokoto States and include a range of target commodities. It will cover both consumers and vendors, with clear inclusion and exclusion criteria for each group. Findings of this baseline assessment will further inform the implementation of interventions and serve as the reference point to track progress throughout the project. GAIN seeks a research organization (Contractor) to carry out this assessment.

3. SCOPE OF WORK AND DELIVERABLES

GAIN seeks a research organization (Contractor) to support the implementation of EatSafe in-country activities in Nigeria, in coordination with GAIN staff in the Nigeria country office and elsewhere and with other project partners as needed. Under the direction of GAIN staff, the broad objectives of the work to be undertaken by the Contractor are:

- Carry out a baseline assessment of knowledge, attitudes, and practices relevant to food safety on two cohorts, one of traditional market consumers and one of traditional market vendors, using structured surveys;
- Conduct direct observations of vendor behaviors and practices in the market relevant to food safety;
- Establish and maintain the data pipeline for all activities from planning and data collection throughout preliminary data analyses, including: data organizing and formatting, QA/QC, safely storing and transmitting collected data, metadata, and data collection tools to GAIN;
- Document all activities, in particular, tool piloting, enumerator training, and data management and QA/QC;
- Contribute to preliminary data analysis and the compilation of project reports or other knowledge products derived from the field work.

For all activities, the overall design of the research methodology and tools will be led by GAIN, but with input from the local contractor. The local partner/contractor will then take the lead on logistical planning for data collection, training of data collectors, data collection, and data cleaning and management—with regular input and participation from GAIN.

In order to meet these objectives, the local contractor shall provide the following services:

- Work closely with GAIN to prepare a detailed workplan for the fieldwork, including deliverables and timeline;

- Provide expert input into the design of data collection methodology, tools and customize them to local contexts
- Translate questionnaires into selected local language(s);
- Provide expertise on the local language, culture and customs, as it pertains to the study activities and objectives;
- Travel to study sites as needed to collect preliminary information on the market (e.g. layout of the market, number of vendors by commodity and gender) and prepare for data collection activities;
- Prepare and submit document for ethical review with a relevant institutional review board (IRB) or research ethics committee; follow-up with the IRB to ensure review and approval, as needed;
- Format and script data collection tools for electronic data collection where appropriate;
- Pilot data collection tools (e.g. questionnaires and observation checklists) and recommend improvements as needed;
- Recruit field data collection team;
- In coordination with GAIN and other study partners, train field data collection teams through an in-depth and interactive training, including coverage of research ethics;
- Organize all logistics for field data collection, including teams, transport, and necessary allowances;
- Recruit study participants based on quotas, following best practices to avoid recruitment biases;
- Implement multiple rounds of data collection, with attention to both adherence to study protocols and resource efficiency;
- Undertake active and ongoing supervision of data collection;
- Safely and confidentially collect, store, annotate, and back-up the collected data and metadata using appropriate hardware and software as directed by GAIN;
- Maintain communications with GAIN, local study site representatives, or other key stakeholders, in order to ensure smooth and timely field work operations; during and beyond site visits, maintain good relations with groups and individuals involved in the study directly or indirectly;
- Manage communications with study participants, e.g. to timely answer questions through a dedicated call number and/or email address;
- Create and follow data management plans for each activity; conduct Quality assurance and Quality Control (QA/QC) procedures on all collected data, including running a full QA/QC check when approximately 25% of data have been collected, to enable prompt corrections if needed;
- Securely transfer QA/QC-ed data to GAIN at agreed-upon intervals throughout the study;
- Support the production of preliminary data summaries and parts of knowledge products originating from study activities, as needed;
- Support the dissemination of study outcomes to local stakeholders in Nigeria; including USAID as requested by GAIN;

- Participate in regular project meetings with GAIN and study partners, and update GAIN of progress at an agreed-up frequency;
- Be available for ad-hoc communications with GAIN or study partners, e.g. via email or zoom, as needed to advance study objectives;
- Produce interim and final deliverables according to the workplan;
- As needed, work closely with GAIN to advise on additional service providers, and liaise with service providers; also participate in audit of data collection and other aspects of work covered;
- As needed, participate in in-person in-country meetings or functions with study partners, stakeholders, USAID Nigeria mission, and others to advance study objectives.

Contractor, in coordination with GAIN, should provide contingency plans in case of re-introduced travel restrictions to Kebbi and Sokoto States due to Covid-19 or any other related constraints. All data collection must be undertaken in line with local COVID related rules, and it is the Contractor's responsibility to ensure this. In addition, note that **it is mandatory that the contractor must have sufficient staff and time to complete the research work in both states as per deadline below.**

3.1. DELIVERABLES

The table below provides illustrative deliverable types and dates.

Milestone	Deliverable	Date
Contract negotiation/signing	Signed Contract for Services	Feb 25, 2022
Review and agree on protocol, including implementation plans and schedule	Finalized protocol and activities implementation plan	Mar 11, 2022
Data collection tools customized, IRB submission	IRB request submitted	Mar 18, 2022
Baseline Assessment preparations, tool piloting, and data collector training completed; tools translated and scripted; cohort participants recruited; data collection to start by this date.	Report of tool piloting and training report	Apr 11, 2022
Data collection/fieldwork	Data collection completed and preliminary dataset submitted to GAIN; training, piloting, and data QA/QC reports submitted to GAIN	May 6, 2022
QA/QC of baseline assessment data	Full final datasets delivered to GAIN	May 27, 2022
Support of data analysis and reporting	Report development support completed	July 31, 2022

3.2. EXPECTED EXPERTISE

The Contractor, possibly comprising multiple teams within a single organization, must have significant (at least 10 years) of prior experience with:

- Organizing and managing research projects that include rigorous field data collection of human behavioural and KAPs (knowledge, attitudes, and practices) data in scientific disciplines such

as public health, social and behavioural sciences, applied economics, anthropology, sociology, food safety and nutrition, human dimensions of water and sanitation, consumer science, human or veterinary medicine, or community development;

- Developing and implementing population-based structured or semi-structured surveys using best practices to obtain high-quality data suitable for rigorous statistical analyses;
- Developing and implementing qualitative and quantitative data collection methods, such as structured or semi-structured surveys and rigorous behavioural observations, with knowledge of the techniques needed to ask context-appropriate potentially sensitive questions and shift interview style as needed during interviews;
- Working and interfacing with study participants in informal settlements or low-income communities in a culturally appropriate and gender-sensitive manner;
- Familiarity with informal food sector, markets, or the study populations in the region is a strong asset.

The Contractor must have a track record of successful collaboration with national, regional, and international research organizations.

In terms of logistics and familiarity with the study context, contractor must be based in Kebbi or Sokoto State and/or have easy access to study sites for day visits. The Contractor must have previous positive experience working in Kebbi and/or Sokoto State. Must be familiar with government and institutional structures governing food markets in Nigeria and in Kebbi and/or Sokoto State. Contractor team needs to be culturally knowledgeable and oriented to understand study participants and their context in a nuanced way, and to be well received by study participants, the market population, and residents of the surrounding areas as respected organization and individuals.

The Contractor will be responsible for recruiting field data collectors and should have a network of experienced data collectors to draw on. Field data collectors need to be fluent in English, Hausa and any other language widely spoken in the study areas (within Kebbi and Sokoto State). Field data collectors should be able to use electronic data collection devices as well as paper records. Field data collectors should be at least 50% women.

The Contractor must have experience in rigorous data management, such as properly recording data and metadata in the field using appropriate technology, transcribing them if needed, annotating, cleaning, storing and backing up, formatting, de-identifying, and safely transferring. Experience performing exploratory data analyses, synthesis, and visualization is a strong asset. Must be familiar with protocols for ethical clearance (IRB) at institutional, state and national levels. GAIN expects that data be collected electronically (i.e., tablet or smartphone); the partner must thus have the expertise to programme questionnaires into such a format. The Contractor and/or the field data collectors must have appropriate tablets and/or smartphones for such data collection; GAIN will not be able to provide these equipment.

Team leaders must possess excellent project management, planning, organizational and time management skills, excellent writing and communication skills, and must be able to communicate very well across diverse audiences. A track record of results published in journals with an impact factor is a strong asset.

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 rfp@gainhealth.org

2. BUDGET

Applicants are required to provide GAIN with a detailed fee proposal, including the daily rate of all staff working on the project and overhead costs. Since the number of working days needed is not yet fully defined, applicants should provide a detailed example budget for all costs associated with a survey with a sample size of 400 for each group (400 Consumers and 400 Vendors i.e. 200 consumers and 200 vendors in each state) as well as 50 behavioural observations of vendors (in only Sokoto State), assuming each survey interview or observation lasts 60-90 minutes. This example budget should include training, fieldwork, supervision, QA/QC, and data cleaning. The final fee will have to be approved by the organisation prior to starting the project.

3. SUBMISSION

Interested organizations should send: (a) **maximum** 8-page expression of interest including qualifications, prior relevant experience, available organizational structures and key staff associated with main activities, and a preliminary workplan with estimated work days and budget of daily rates; and (b) brief (<3 pages) CV for each key staff member, highlighting recent relevant experience to: rfp@gainhealth.org by **February 8, 2022**. Please use the subject line '**EatSafe Nigeria Baseline Assessment in Kebbi and Sokoto**' when responding.

Please note that:

- (a) this RFP is open to local (Nigeria) organisations only.**

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org before **February 8, 2022, at 23:00 West Africa 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 or mail other than the email provided above
- Incomplete proposals.
- Proposals not aligning to the requirements, including for page limits.

6. 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.

7. COMPLETION

- 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.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.

8. 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.

9. REFERENCES

GAIN reserves the right, before awarding the consultancy, 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.

10. RELEASE OF INFORMATION

After awarding the consultancy 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 authorize 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 name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other resources 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 estimated fee: a. ___ Days

b. At _____ USD/NGN per day, based on the proposal requirements.

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) an expression of interest including qualifications, prior relevant experience, available structures and staff, and a preliminary workplan with estimated work days and budget of daily rates for all staff as well as overhead costs

(b) Brief (<3 pages) CV of key personnel highlighting recent relevant experience and publications

(c) 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.](#)

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Signature (applicant)