

## REQUEST FOR PROPOSALS

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# VEGETABLE FOR ALL MONITORING SURVEY IN UGANDA

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

The Vegetables for All (V4All) project is a food system intervention designed to increase vegetable consumption among low-income consumers in selected districts of Uganda. In addition to efforts to strengthen the enabling environment, the project employs three integrated components: (i) an advertisement component, including radio spots to raise awareness about vegetables; (ii) a promotional component, in which below-the-line marketing activities are conducted to promote vegetables near points of purchase; and (iii) a distribution component, in which market facilitators support vegetable vendors by supplying fresh vegetables at points of purchase.

The intervention is implemented in designated "Fit Food Zones" (FFZs), which are defined catchment areas where low-income consumers live and where project-supported market vendors and street vendors offer their vegetables. Within these zones, all three project components have been delivered since early 2025 in an integrated manner to maximize impact on vegetable consumption.

The purpose of this RFP is to engage services of a Service Provider to conduct a monitoring survey with vegetable vendors involved in GAIN's Vegetables for All project across four districts in Uganda: Kampala, Wakiso, Jinja, and Mbale.

### **3. SCOPE OF WORK AND DELIVERABLES**

The successful applicant shall present a proposal that clearly defines the process for conducting data collection activities across the four target districts. The proposal must demonstrate:

- A robust sampling strategy for vegetable vendors in intervention FFZs

- Comprehensive enumerator recruitment, training, and supervision plans
- Quality control mechanisms including daily data monitoring and feedback protocols
- Data cleaning, validation, and management procedures
- Clear timelines and milestones for all activities

The Service Provider will be responsible for all aspects of survey implementation, from preparation through final data delivery, ensuring data quality and integrity throughout the process. The Service Provider shall work in close collaboration with GAIN and GAIN's evaluation partner, RTI.

### **3.1. OBJECTIVES**

The objectives of this work are to:

- Conduct a comprehensive survey of vegetable vendors involved in GAIN's project in intervention FFZs across four districts of Uganda (Kampala, Wakiso, Jinja, and Mbale)
- Collect high-quality survey data from vegetable vendors using SurveyCTO or similar software
- Provide clean, deidentified datasets with proper documentation including codebooks and metadata
- Analyze the collected data and prepare comprehensive reports and presentations
- Facilitate knowledge sharing through dissemination sessions with key stakeholders

### **3.2. DELIVERABLES**

#### **1. Pre-Data Collection Preparation**

- Prepare training agenda, slide decks, and materials for data collector training
- Develop vegetable vendor survey script for testing
- Draft data analysis plan for GAIN and RTI to review
- Prepare detailed field movement plan including number and qualifications of staff
- Sample participants for data collection from intervention FFZs
- Train enumerators for data collection
- Submit all materials to GAIN and RTI for review at least 10 days before training

#### **2. Data Collection**

- Collect survey data from vegetable vendors in intervention FFZs
- Capture data on eligibility, refusals, dropouts, and replacements
- Provide proper incentives to participants
- Provide daily updates on data collection status to GAIN and RTI

#### **3. Data Management and Quality Control**

- Prepare data checking scripts in advance
- Run scripts daily during first 5 days of data collection, providing feedback to individual data collectors
- Continue running scripts weekly thereafter with ongoing feedback

- Prepare final deidentified datasets with properly labeled variables (both original and derived)
- Create comprehensive codebooks and metadata documentation

#### 4. Analysis and Reporting

- Analyze data from the vegetable vendor survey according to the approved analysis plan
- Prepare comprehensive midline vegetable vendor survey report
- Create professional slide deck for presentations
- Facilitate midline dissemination/learning session with GAIN and RTI
- Participate in calls with GAIN and RTI as needed throughout the project

Deliverable	Estimated deliverable date
D1: Pre-data collection materials including training agenda and slide deck, survey script for testing, draft data analysis plan, field plan, list of sampled vendors	2 February 2026
D2: Final de-identified datasets with labeled variables, comprehensive codebooks and metadata, data quality report	16 March 2026
D3: Midline survey report, slide deck for presentation	2 April 2026

## 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 the contact below. Responses will not be confidential except in cases where proprietary information is involved.

- [rfp@gainhealth.org](mailto:rfp@gainhealth.org). Subject line 'V4All Uganda survey – inquiry'

### 2. 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. The final budget amount shall not exceed 15,000 USD.

### 3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Technical proposal demonstrating understanding of the scope of work and proposed methodology (max. 5 pages)
- Detailed work plan with timeline showing how activities will be coordinated
- Team composition including short CVs, roles, and qualifications of key personnel (max. 5 pages)
- Detailed budget breakdown by task and deliverable
- Relevant experience, including examples of similar work conducted
- At least three professional references
- Completed and signed Offer of Services form (Section IV)

#### **4. SUBMISSION**

Proposals should be submitted electronically in MS Word or PDF format to [rfp@gainhealth.org](mailto:rfp@gainhealth.org) subject line 'V4All Uganda survey – proposal'

#### **5. DEADLINE**

Completed proposals should be submitted to GAIN **before 11 pm Central European Time on 15 January 2026.**

Unacceptable

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

#### **6. REVISIONS**

Proposals may be revised by electronic mail 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 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.

## **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**

## **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:
  - 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.**

#### 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

1. Offer submitted by:

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(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.

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)

\_\_\_\_\_ Click or tap here to enter text.

Signature (applicant)