

Request for Proposal (RFP) – Services.

National Food Laboratory Capacity Mapping in Kenya for Large-Scale Food Fortification.

Issued by

The Global Alliance for Improved Nutrition (GAIN)

(Kenya Office)

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GAIN's procurement is conducted based on our procurement principles, including "a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments... in our procurement and supplier management."

We require all our partners, suppliers and service providers to familiarise themselves with our [Code of Conduct](#) (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

I. Introduction / 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 on 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, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

Scope of Work.

1.The opportunity (TOR)

GAIN seeks a consultant/consultancy to conduct a comprehensive mapping and assessment of laboratory capacity related to food fortification testing in Kenya. The mapping shall include public, private, academic, research, and regulatory laboratories that possess analytical equipment and conduct micronutrient analyses supporting national food quality and regulatory systems. The assessment should document both current operational capacity and emerging capabilities.

2. Background and Rationale

Ensuring the consistent quality, safety, and public health impact of fortified food products requires a strong regulatory monitoring system, effective quality assurance mechanisms, and well-equipped laboratory infrastructure. In Kenya, the Large-Scale Food Fortification (LSFF) programme supports the mandatory fortification of key staple foods, including Maize Flour with Vitamin B6, B12, Folate (B9), Iron, Niacin (B3), Riboflavin (B2), Thiamin (B1), and Zinc; Oil with Vitamin A; Salt with Iodine; and Wheat Flour with B6, B12, Folate (B9), Iron, Niacin (B3), Riboflavin (B2), Thiamin (B1), Vitamin A and Zinc.

Effective enforcement of these fortification standards depends on the analytical capacity of national laboratories to accurately determine micronutrient levels, verify compliance with Kenya and EAC Standards and support regulatory agencies in market surveillance and quality control. Laboratories operated by regulatory agencies, government institutions, universities, research organizations, and private entities play a critical role in supporting regulatory monitoring, industry quality assurance, market surveillance, research, and public health nutrition programs. However, the status of national laboratory capacity for food fortification testing across the entire supply chain has not been comprehensively documented there is a need to systematically assess and document their analytical capabilities, laboratory infrastructure, testing methods, equipment, human resources, quality management systems, and accreditation status

Conducting a comprehensive laboratory capacity assessment will provide the Government of Kenya and its development partners with evidence to identify existing strengths, capacity gaps, and investment priorities. The findings will inform strategic capacity-building initiatives, promote harmonization of analytical methods,

strengthen external quality assurance systems, and enhance regulatory oversight for food fortification. Ultimately, this assessment will contribute to a more robust national quality assurance system, improve compliance with fortification standards, and ensure that fortified foods consistently deliver their intended nutritional benefits to the people of Kenya.

3. Purpose/Overall Objective of assignment

The scope and purpose of this assignment is to conduct a structured, evidence-based laboratory capacity mapping to create a comprehensive overview of the Kenyan laboratory ecosystem on large scale fortification. The assessment will be inclusive, covering public, private, academic, research, and regulatory laboratories that own or hold food fortification analytical devices and conduct micronutrient analysis contributing to national fortification needs. Both current operational capacity and emerging potential of the laboratories will be captured.

The overall objective of the mapping is to specifically focus on evaluating laboratory capacity to test micronutrients within key LSFF matrices. They set out recommendations are to:

- Determine which analytical methods and tests each laboratory can perform reliably.
- Assess under what quality and regulatory conditions these analyses are conducted.
- Evaluate activity levels, experience, and historical performance for specific methods.

4. Specific objectives

A structured GAIN standardized template, collecting data per laboratory and per analytical method will be used for this assessment. The work will be conducted by evidence-based documentation, verified through accreditation certificates, audit reports, and proficiency testing (PT) results.

The consultant shall:

1. Determine which analytical methods and micronutrient tests can be reliably conducted by each laboratory.
2. Assess quality assurance and regulatory frameworks under which laboratory analyses are performed.
3. Evaluate laboratory operational capacity, analytical activity levels, and historical performance.
4. Assess laboratory infrastructure, equipment availability, and maintenance status.
5. Review laboratory accreditation status, quality management systems, and participation in proficiency testing schemes.
6. Evaluate staffing levels, technical competencies, and human resource capacity.
7. Develop a verified national database of laboratories supporting food fortification analysis.

5. Milestones and Timelines

The outputs include:

The consultant shall produce the following 3 outputs against the specified timelines:

S/N	Output	Key Content	Indicative Timing
1	Inception report and workplan	Description of approach, laboratory engagement strategy, and updated timelines.	Week 1
2	Preliminary Mapping Data	Completion of initial laboratory assessments using the designed GAIN mapping template.	Weeks 2–3
3	Final Laboratory Scoping Database	Fully populated and verified mapping template with a final report detailing the process and results.	Weeks 4–5

6. Deliverables

1. Deliverable 1:

Inception Report and Workplan

A description of the rollout approach, methodology for engaging laboratories, data validation steps, and updated timelines.

2. Deliverable 2:

Comprehensive Laboratory Documentation

Using the GAIN structured standardized templates, the consultant will document the quality systems, analytical scope, operational capacity, and human resources of each identified laboratory.

- Data collection will be recorded to cover all required information, including General Identifying Information, Quality and Accreditation, Analytical Scope and availability of Rapid test Kits, Operational Capacity, Performance History, Human Resources, and Activity Level.
- Matrix (and measurands) to be covered:
 - Maize Flour: Vitamin B6, B12, Folate (B9), Iron, Niacin (B3), Riboflavin (B2), Thiamin (B1), Vitamin A and Zinc
 - Oil: Vitamin A
 - Salt: Iodine
 - Wheat Flour with B6, B12, Folate (B9), Iron, Niacin (B3), Riboflavin (B2), Thiamin (B1), Vitamin A and Zinc
 - Any other existing practices

7. Required Expertise

To ensure the technical rigor and quality of execution, the consultant/consultancy shall deploy a dedicated, multidisciplinary team of assessors and data specialists. The assigned project team must collectively meet the following competency criteria:

- **Team Lead / Lead Assessor:** Advanced degree in Analytical Chemistry, Food Science, or related discipline, with a minimum of 10 years of professional experience in laboratory assessment, food quality control, and regulatory governance.
- **Quality Systems Specialist:** Demonstrated expertise in auditing laboratory quality management systems, accreditation workflows, proficiency testing (PT) evaluation, and method validation protocols.
- **Food Fortification Technical Specialist:** Deep practical familiarity with quantitative and qualitative analytical methods for micronutrient testing across LSFF vehicles (edible oil, wheat flour, maize flour, , salt and rice).

- **Data Management Specialist:** Strong expertise in database management, data verification routines, and operating Excel-based analytical instruments and reporting systems.

9. Assignment duration

Estimated duration: 5 weeks, subject to stakeholder engagement and availability.

Assignment duration: 15 September 2026 to 25 October 2026.

RFP issue date.	25th August 2026
Proposal Submission deadline.	4 th September 2026
Evaluations of Proposals.	10 th September 2026
Contract award - subject to negotiation & due diligence checks	15 th September 2026
Planned contract signature date	20th October 2026
Date by which all work is to be completed	25th October 2026

NB: All clarifications will be shared through email

Budget

Applicants are required to provide GAIN with a detailed budget in Kenya Shillings (Kshs) including 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 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 prior to starting the project

Applicants should submit a detailed financial proposal in Kenya Shillings (KES), including:

- Professional fees
- Travel and accommodation
- Data collection costs
- Stakeholder consultation expenses
- Administrative costs
- Applicable taxes

Notes on budget

- As a donor funded organisation, GAIN is committed to achieving value for money in all our procurements.
- Submitted rates and prices are to be deemed include all costs, insurances, taxes, fees, expenses, and other things necessary for the performance of the requirement.
- Any charge not stated in the Proposal as being additional, will not be allowed in any resultant contract.

- We are looking for full cost disclosure: there must be an appropriate breakdown of costs to allow for price visibility.
- All rates and prices submitted must be in Kenya Shillings and any contract arising from this RFP will be in Kenya Shillings.

The budget should contain a detailed narrative justification and should represent the total cost of completing the assignment.

Payment Schedule.

Proposed:

- 30% upon approval of the first deliverable / Inception Report.
- 70% upon submission and approval of the second and final deliverable.

Final payment terms shall be agreed during contract negotiations.

Contract Governance.

Upon signing the contract, the consultant/consultancy is expected to hold an inception meeting with GAIN teams for planning and clarification. The work should be completed within 5 calendar weeks (35 days) including all relevant reports. The successful consultant will report directly to the GAIN Kenya Large-Scale Food Fortification project manager.

An inception meeting will be conducted upon contract signature to confirm:

- Expectations
- Deliverables
- Reporting arrangements
- Workplan and timelines

Other considerations

The consultant should not share data collected to third parties without permission of GAIN in writing.

Instructions to bidders/applicants

This section is designed to ensure that Bidders/Applicants are provided with the necessary information to understand and respond to the requirements and ensure that a consistent level of information is obtained from each applicant /bidder and provide a structured framework for the evaluation of Proposals.

Submit technical proposal, financial proposal, organizational profile, references and CVs of key experts.

Bidders should read these instructions carefully before completing their submission.

Queries and clarifications

- Bidders are to direct any questions regarding the RFP to the GAIN in writing via email procurementkenya@gainhealth.org.
- It is the Bidder's/applicants responsibility to ensure safe receipt of communication.
- No member of GAIN staff should be contacted in relation to this RFP.
- GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.
- GAIN may amend the RFP documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

Submitting your response

The Proposal and any accompanying documents must be in English

Bidders must submit their Proposal in electronically via the following way:

Email: procurementkenya@gainhealth.org. The subject heading of the email should be '**National Food Laboratory Capacity Mapping in Kenya for Large-Scale Food Fortification.**' All submitted documents must be viewable using the Microsoft Office suite of applications. Your submission should not exceed 30MB.

Your submission must include the following:

Technical proposal:

A submission, of no more than 10 PowerPoint slides or 10 sides of A4, including

- An introduction to your organisation/consultancy. Your bid must make clear which organisation will be awarded the contract if your bid is successful.
- The individual consultant/team who will be completing this work.
- Approach and methodology, including timescales and milestones
- Understanding and experience, including two relative examples of comparable work

Financial proposal:

- Detailed budget (See Notes on Budget above)
- Signed Offer of Services (See section below)

Notes on submissions

- Bidders should not include in their submission any extra information which has not been specifically requested in the RFP for example, any advertisement contents etc.
- No Proposal may be modified after the deadline for receipt.
- GAIN may request additional information from Bidders to assist further evaluation of Proposals.

Evaluation criteria

The following indicates a list of the significant criteria against which proposals will be assessed. This list is not exhaustive and is provided to enhance the applicants' ability to respond to this Opportunity.

Understanding of the scope of work

- Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section II.
- 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/consultants 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.

Criteria	Weight
Understanding of Assignment scope	25%
Proposed Methodology and Workplan	25%
Relevant Organizational/Consultant Experience	20%
Qualifications of Proposed Team	20%
Financial Proposal and Value for Money	10%

Notes on evaluations

- GAIN may choose to shortlist Bidders/applicants at any stage of the process.
- 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.
- Bidders should note that GAIN may award a Contract on the basis of the original Bid received and may, at its absolute discretion, undertake any or all of the following processes:
 - Shortlisting
 - taking up references
 - undertaking presentations or meetings
 - entering into a dialogue with one or more Bidders.
 -

II. Terms and conditions

This section constitutes the full conditions of this RFP and participation in the process automatically signals that the Bidder accepts the conditions.

The terms and conditions contained in the standard GAIN procurement framework shall apply, including:

- Jurisdiction
- Proposal validity
- Confidentiality requirements
- Amendments to the RFP
- Proposal withdrawals
- Acceptance and rejection rights
- Conflict of interest requirements
- Anti-collusion provisions

GAIN reserves the right to:

- Accept or reject any proposal.
- Negotiate scope and budget.
- Cancel the procurement process.
- Request additional information from bidders.
- Select a proposal that may not necessarily be the lowest priced bid.

Jurisdiction

Any Contract resulting from this RFP shall be governed by Swiss law.

Late Proposals

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

Acceptance of Proposals

GAIN is under no obligation to accept the lowest priced Proposal, or any Proposal, and reserves the right to reject any Proposal which is incomplete, conditional, or not complying with the RFP documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- cancel the evaluation and award process at any stage
- require the Bidder to clarify its Proposal in writing and/or provide additional information.

Failure to respond adequately may result in the Bidder not being selected.

Amendments

Prior to the final date for submission of Proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFP.

Validity of Proposals

Proposals submitted in response to this RFP are to remain valid for a period of not less than 90 days from the RFP closing date.

Withdrawals

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Company.

Interpretation of Requirements.

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

Assumptions.

Any assumptions that have been made in responding to this RFP should be outlined in the Bidders response documents.

Confidentiality.

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality.

Feedback to unsuccessful Bidders.

GAIN appreciates that significant time and resource goes into preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note however that GAIN does not share detailed scoring information with unsuccessful Bidders.

Inconsistencies and omissions

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFP.

RFP documents

Bidders must destroy all copies of the RFP document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

Disclaimers

Whilst the material in this RFP and the Information has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication. Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or in participation in any meeting or presentation.

This RFP does not commit GAIN to any course of action, it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFP.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFP

Collusive behaviour.

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

III. Offer of services

I/we agree to supply the required services described within this Request for Proposal, for the sum of:

Sum in figures:

Sum in words.....

I/we the undersigned confirm that I/we are able to furnish all expertise, supervision, materials, and any other things necessary to complete, to the entire satisfaction of the Executive Director or authorised representative, required services described within this Request for Proposal, according to GAIN's terms and conditions.

I/we agree that any obvious errors in pricing or errors in arithmetic that may be discovered by GAIN in examination of the priced Specification submitted by me/us shall have no effect on the amount of this offer unless GAIN shall otherwise decide.

I/we understand that the lowest or any tender will not necessarily be accepted.

I/we agree that the Offer of Services will remain valid for a period of sixty days (30) calendar days after the date of its receipt by GAIN.

I/we confirm that I/we have read the [GAIN Code of Conduct](#) and understand my/our duties under the Code.

I/We confirm that I/we have no actual, potential or perceived conflicts of interest which apply to this procurement OR that I have notified GAIN in writing of any actual, potential or perceived conflicts of interest which apply to this procurement.

I/We confirm that we will use the following organisational and payment details, if our Bid is successful:

Consultants Name /Company name (including any trading names)	
Registered Company address, including postal code and country	
Company Registration Number	
Tax Identification Number (TIN) - if not applicable, please put N/A	

Business Identification Number (TIN) - if not applicable, please put N/A	
Consultants /Company contact phone number	
Contact email address	
Bank where account is held (name of the bank)	
Name on the payment bank account (individual/company name)	
Bank Account Number	
Swift/BIC Number - if not applicable, please put N/A	
IBAN Number - if not applicable please put N/A	
If you are an independent consultant based in the United States of America, or eligible to pay tax in the United States of America, please include a copy of your W-9 form ¹ if not applicable Please put N/A.	

Signed by:	
Print Name:	
Job Title:	
For and on behalf of (Company name):	

Date:	

Declaration

I/We confirm that:

- The information provided in this proposal is true and accurate.
- We have read and understood the requirements of this RFP.
- We have no actual, potential, or perceived conflict of interest, or have disclosed any such conflicts in writing.
- We agree to comply with GAIN's Code of Conduct and procurement requirements.

Name: _____

Title: _____

Signature: _____

Date: _____

For and on behalf of: _____