

Q&A - Mid-term Evaluation of CASCADE:
“CAtalyzing Strengthened policy aCtion for heALthy Diets and resilience (CASCADE)”

This document provides answers to the queries addressed to GAIN concerning the Request for Proposals (RFP) for the mid-term evaluation of CASCADE. Similar or related queries have been grouped together for simplicity.

As stated in the RFP document, responses are not confidential unless the applicant explicitly indicates that proprietary information is involved.

Questions & Answers:

1. Can you please indicate if there is a fixed overhead rate or guidance on budgeting for indirect costs?
 - A. GAIN does not have a fixed overhead rate for partners/contractors. Please justify and explain the rate used.
2. Is there any flexibility in the timeline of activities?
 - A. The deadline for the final report is NOT flexible; it is due on the 28th of July 2025. The timing of other deliverables can be agreed upon and documented in the inception report.
3. Are you open to subcontracts / consortia for this scope of work?
 - A. We are open to subcontracts or consortia as long as they do not delay the timeline. If a sub-contractor is hired, the lead contractor needs to conduct due-diligence verification for that sub-contractor. If a consortium is created, the GAIN needs to do due diligence verification for each partner.
4. Could you confirm whether the consultancy is open only to individual consultants, or if companies can also submit a proposal?
 - A. Individual consultants and companies can submit a proposal. All proposals must justify the proposed team's technical and time capability to complete the assignment to a high level of quality and on time.
5. Should the proposal be a single proposal for all the countries where the project is being implemented, or do we have the option to submit a proposal for just Mozambique, for example?
 - A. Please submit a single proposal for all of the countries where the project is being implemented.
6. For the in-country data collection, should we plan to visit each country? Are any countries a greater priority, or should they all be treated with equal weighting for the in-country data collection?
 - A. We consider in-person data collection to be an important aspect of the design. As such, you should plan to visit each country, but this plan may be adjusted in the inception phase. Each country will be treated with equal weighting. Some data collection can be completed virtually, and each country may have slightly different numbers of interviews based on the structure of partnerships in the country.

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7. Please share the specific states, local government areas (LGAs), and communities where CASCADE is implemented.
 - A. In Benin, CASCADE is operating at the national level and in 6 departments (Atacora, Alibori, and Borgou in the North; and Couffo, Ouémé, and Zou in the South). In Ethiopia, CASCADE is operating at the national level and 4 woredas (Ebinat, Libokemke, LayGayint, and Tach Gayint) in the South Gondar Zone of the Amhara Region. In Kenya, CASCADE is operating at the national level and in the counties of Nairobi, Nakuru, and Nyandarua. In Mozambique, CASCADE is operating at the national level and in the Nampula Province in Nacarua, Erati, and Nampula. In Nigeria, CASCADE is operating in the states of Kebbi, Jigwa, Bauchi, and Nasarawa. In Uganda, CASCADE is operating at the national level and in Karamoja, Acholi, and Tooro.
8. To help us plan for non-in-country data collection, could you please provide the locations of CASCADE Global staff (both GAIN and CARE), e.g., Geneva, London, Washington, etc.?
 - A. CASCADE Global Staff are located in Geneva, Washington DC, London, Utrecht, and the SSA countries in which CASCADE is being conducted.
9. Is there a preference for the dissemination of recommendations to be done virtually or in-person?
 - A. Due to cost, in-person dissemination is not a requirement. If the budget allows, dissemination of recommendations can be done hybrid, both virtually and in-person.
10. The TOR mentions “convening a sample of regional and local project stakeholders in a central location for capturing insights on key research questions” - is there any guidance on where this would be most feasible?
 - A. The location will be determined by the locations of participants and will be different for each country. Logistical considerations including efficient use of resources for travel etc. can be taken into account to select the convening location.
11. Is GAIN able to convene the regional and local stakeholders? And would the evaluation be able to leverage a venue? Or should the budget take these convening and venue costs into account?
 - A. The budget should take into account your best estimate of the convening and venue costs. CASCADE staff can provide support inviting stakeholders and identifying venues.
12. On page 5, number 4, the solicitation says: “Conduct virtual ‘sense-making’ workshops for each country and the project overall...” Could you please confirm whether this means that the evaluation team is expected to conduct seven (7) sense-making workshops, including one for each of the six (6) evaluation countries and one (1) for the project overall? Could you also please provide an estimate of how much time should be allocated to conduct a sense-making workshop?
 - A. **Yes, the team is expected to conduct 7 sense-making workshops**, including one for each of the six countries and one for the project overall. We expect the sense making **workshops to be about two hours each** with enough time for the presentation and discussion of results. Any comments or questions should be addressed in the final report.
13. On page 6, the solicitation notes that “Detailed profiles (qualifications, expertise, relevant experience, etc.) of...individuals who will be completing the work should be presented...” Could

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you please clarify if this is referring to CVs of evaluation team members, biographies, or both? If so, do you require this for all individuals named in the budget or only for those who will be involved closely in data collection, analysis, and reporting?

A. Please provide **both summary biographies and CVs of evaluation team members.** It would be helpful to have the CVs of all of those individuals that are going to be closely working on the mid-term review.

14. Please could you clarify this statement - “Applicants are required to provide a detailed financial proposal, in a sealed file, separate from the technical proposal” Does this mean that the applicant should submit a password protected financial proposal? Is it adequate to send the application in two separate emails (financial separate from technical)?

A. Please provide the financial proposal in a sperate file from the technical proposal so they can be evaluated separately. No, the financial proposal does not need to be password protected. It is adequate to send the application and financial proposal in separate files in the same email.

15. Could you please clarify what should be included in the fee proposal? Or does this just refer to the budget?

A. The fee proposal is referring to the budget.

16. What is the estimated LOE and budget by deliverable for this assignment?

A. We cannot estimate the number of days or person-days needed for this evaluation, as this will depend on the qualifications of the teams assembled and the methods proposed. We would anticipate a high level of effort given the 3-4 months to complete the work. The expected budget for this work is \$90,000 USD. Bidders whose proposals fall within this amount will receive preferential consideration in the selection process.

17. Is there a total page limit allocated for the technical proposal?

A. The total page limit is 5 pages for the technical proposal. These pages should include the proposed process, timeline, and methodology for answering the key research questions detailed in the Scope of Work. This technical proposal should also include a strategy for engaging / convening project teams and stakeholders and for dissemination. The detailed profiles of the agencies and individuals completing the work is not included in the page limit for the technical proposal.

18. The solicitation says, “Shortlisted candidates may be requested to virtually present their proposal before final decision.” When do you expect to notify shortlisted candidates?

A. We expect to notify shortlisted candidates by February 17th. The presentations will take place the remainder of that week (February 18th – 21st). Due to the extension in the proposal submission, we will review this timeline on Monday, February 11th.

19. Could you kindly provide additional information on the format/requirements of any virtual presentation of our proposal?

A. There is no format requirement for the virtual presentation. Please expect to provide a clear explanation of all technical proposal content in a succinct manner and any

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specific queries will be communicated ahead of time. Those agencies that are chosen to give presentations will have 20 minutes to present with 25 minutes for questions and answers.

20. Given that answers to questions will not be released until February 7th, would GAIN consider extending the due date for proposals so offerors can ensure updates based on responses can be incorporated?

A. Yes, we can extend the deadline to submission until February 14th. We will update the timeline for the shortlisted candidates to be notified and successful candidate notification shortly.