

REQUEST FOR PROPOSALS

EatSafe Nigeria Training Consultant 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.

Key to the Phase 2 of the programme is the testing and implementation of interventions designed in phase 1 of the programme. To this end, GAIN seeks to conduct trainings for all stakeholders involved in the implementation to better understand the interventions, have knowledge on basic food safety requirements, understand minimum food safety requirements and their application in food handling across supply chain. These trainings would cover vendors, consumers, implementation personnel and implementing partners, market managements as well as relevant government and non-government organizations with specific roles in ensuring safety of food in target informal markets in Kebbi and Sokoto States. The successes of this training would in no small ways impact on the successful implementation of the intervention and improvement in food safety in the programme States and Nigeria as a whole. Consequently, GAIN seeks a Training Consultant (Contractor) to carry out these trainings.

3. SCOPE OF WORK AND DELIVERABLES

GAIN seeks a Training Consultant (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:

- Consult with GAIN on the content, method and behavioral impact approaches for training for each group covered by the training.
- Design suitable training manuals, materials and other methods for each category of trainees/intervention and finalize same with GAIN;
- Draft training plan, schedule, implementation strategy and finalize same with GAIN;
- Document and submit reports on pre/post training evaluation for each trainees' categories and/or interventions;
- Support logistical planning and other activities according to the workplan.
- Conduct trainings according to requirements set by GAIN on the training content, method and behavioral impact approaches.
- Submit deliverables for the training for each category/intervention including but not limited to training reports, attendance lists, training manual, pre and post tests, etc.
- As needed, participate in in-person in-country meetings or functions with implementing partners, stakeholders, USAID Nigeria mission, and others as may be required for the successful training activities.

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.

3.1. DELIVERABLES

The table below provides illustrative deliverable types and dates.

Activity	Milestone/Deliverable	Date
Contract negotiation/signing	Signed Contract for Services	April 4, 2022
Review and agree on training plan and implementation strategy	Finalized Training Plan and Implementation Strategy	April 14, 2022
Review and finalize training manuals for all interventions and categories of trainees	Finalized Training Manual, Materials and other Methods	April 30, 2022
Training activities	Preliminary training report	May 30, 2022
Support finalization of training report	Report development support completed	June 30, 2022

3.2. EXPECTED EXPERTISE

- a. The Contractor, possibly comprising multiple teams within a single organization, must have significant (at least 10 years) of prior experience with:
 - National, regional and international food safety best practices;
 - Conducting food safety trainings at national, regional and regional levels;
 - Advanced knowledge on contemporary trend on food safety and food handling techniques and standards;
 - Advanced knowledge on training methods and approaches that impact behaviour
 - Demonstrable familiarity with food safety issues in informal food sector and track of advocacy drives in addressing them;
 - Previous work on food safety in informal markets is a strong asset.
- b. The Contractor must have a track record of successful collaboration with national, regional, and international organizations.
- c. In terms of logistics and familiarity with the study context, contractor must be based in Kebbi or Sokoto State and/or have previous positive experience working in both States.
- d. Must be familiar with government and institutional structures governing food markets in Nigeria, Kebbi and Sokoto States.
- e. The Contractor 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.

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, overhead costs as well as flights and other related costs for the trainings. 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 four (4) months Consultancy. 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 structures and staff, and a preliminary workplan with estimated work days with daily rates and detailed budget; and (b) brief (<3 pages) CV for each key staff member, highlighting recent relevant experience to: rfp@gainhealth.org by **March 23, 2022**. Please use the subject line **'EatSafe Nigeria Training Consultant in Kebbi and Sokoto States'** when responding.

Note: Local Nigerian organisations with the required experience and capacity are encouraged to apply.

4. DEADLINE

Completed proposals should be submitted to rfp@gainhealth.org before **March 23, 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 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:

(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.](#)

_____ [Click or tap here to enter text.](#)

Signature (applicant)