

## REQUEST FOR PROPOSALS

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# FOOD CULTURE ALLIANCE – CO-FACILITATOR, FOOD CULTURE COURSE

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 [Food Culture Alliance](#) is a new initiative established by GAIN and launched in 2023. Our mission is to champion food culture and leverage the toolbox of strategies it provides to shift preferences and increase society’s demand for nutritious and sustainable foods. To-date solutions to address nutrition and sustainability focus on either individual-level change or policy and regulatory change. But to shift consumer demand systemic efforts are needed. The Alliance responds to a gap and need for initiatives that address socio-cultural systemic factors that are drivers or barriers to preferences for nutritious and sustainable foods.

The Food Culture Alliance has prepared a course to be delivered in person with key stakeholders, many who are Sr. Leaders in the areas of media/ TV, fashion/sports, education, food and nutrition, health and wellbeing, and climate. A maximum of 25 participant will join.

The course aims to equip a range of professional audiences with the understanding, appreciation and ability to engage with food culture as a means to achieving the Food Culture Alliance objectives: to strengthen multistakeholder collaboration on food culture and to enable food culture action to shift society-wide preferences for nutritious and sustainable foods. The learning journey is attached in the annex.

The learning needs are

- Learners need to understand what food culture is
- Learners need to appreciate why food culture matters
- Learners need to recognize how food culture can be used

Course delivery format is in-person for 3.5 days. Instruction lasts from 9 am to 1 pm. Homework/Group work will be completed in the afternoon by course participants and assessed by facilitators that same afternoon or evening. A final assessment in the form of a test will be administered in the final afternoon. A passing grade on the test is required for participants to receive a certificate of completion for the course.

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 purpose of this RFP is to engage services of a Service Provider to co-lead/co-facilitate this course with the co-founder. This co-leadership provides the opportunity for knowledge and capability building, to further enable the consultant to lead subsequent courses.

### **3. Scope of work and Deliverables**

The successful applicant shall present a proposal that highlight their relevant experience in teaching adult learners, and domain expertise in applied anthropology or sociology in food or agriculture. The role of the co-facilitator is incredibly important because it provides local experience and knowledge to support the course delivery. In turn, the co-facilitator will learn more about the specific domains used by the Food Culture Alliance and how the alliance plans to enable action. The co-facilitator must be able to travel to the instructional site on the course delivery dates (see timeline below).

#### **3.1. Scope of Work**

1. Course preparation (self-guided) – review all materials, including curriculum, learning journey, technical justification, needs assessment, evaluation guide, and trainer guide as well as power point presentations, stimulus, assignments and quizzes. Expected time commitment is 1 day.
2. Course preparation (with co-facilitator) – co-adapt course material; adapt assignments or quizzes; organize group work; coordinate guest speakers; source/bring necessary materials purchased by GAIN to the instructional site. Expected time commitment is 1 day.
3. Course co-delivery – attend all of the course instruction and deliver specific sections as agreed with the co-facilitator. Expected time commitment is 3.5 days.
  - a. Assessment – reviewing and grading homework and quizzes (to be completed in the afternoons)
  - b. Course administration – filling in attendance sheet, signing course certificates
4. Course follow up – monthly, light-touch what’s app group engagement as described in the learning journey (expected time commitment is 0.5 days).
5. Possibility of extension for other group trainings

#### **3.2. Deliverables**

Please note that the service provider is not expected to be 100% available during the entire duration of the timeline, except for during the course co-delivery.

Deliverable	Anticipated timeline
Contract signing and kick off meeting	July 11, 2024
Course preparation completed	July 26, 2024
Course delivery	July 30- August 2, 2024
Course follow up completed	November 7, 2024

## 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.

### 4. 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.

- Eva Monterrosa
- [emonterrosa@gainhealth.org](mailto:emonterrosa@gainhealth.org)

### 5. 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.

### 6. Format for proposal

The proposal needs to be formatted as follows:

- Resume showing specific experience to the task, including adult learning (Master's level teaching or at trainings for professional development).
- Any reference or student recommendations, as appropriate, showing teaching excellence.
- Examples of past work in applied anthropology or sociology to food or agriculture in Kenya
- Daily rate that covers the dates outlined in scope of work. Daily rate must be inclusive of local taxes.
- Not to exceed 5 pages, double spaced, inclusive of references and examples of past work.

### 7. Submission

Originals should be submitted as follows:

One signed copy of the Proposal as an electronic copy containing the documents, preferably in MS Word, along with all the required information including the fee proposal should reach GAIN at the address mentioned below:

Email:

- [rfp@gainhealth.org](mailto:rfp@gainhealth.org)

Subject line: **'Food Culture Alliance – Course Co-Facilitator - Kenya.**

## **8. Deadline**

Completed proposals should be submitted to GAIN **before 23:59 East Africa Time on Friday June 21<sup>st</sup>, 2024**. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

## **9. 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.
- Proposals that exceed the page limit.
- Proposals that do not include offer of services (see IV below).

## **10. Revisions**

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

## **11. 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.

## **12. 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.

### **13. 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.

### **14. 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.

### **15. 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**

### **16. 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.

### **17. 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.

### **18. 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.

### **19. 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:

- Resume that shows the experience in satisfactorily completing the scope of work
- Demonstrate a clear ability to deliver on the scope of work:
  - Demonstrated experience teaching adult learners
  - Examples of past experience in applied anthropology
- Daily rate that is commensurate with co-facilitation, experience, and level of expertise:
  - Please note that GAIN will reimburse for travel costs to the instructional location. Accommodation and meals will be covered by GAIN
- 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.**

## **20. Review process**

The review process will involve a Review Panel with participants selected by GAIN.

## **21. 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.

## **22. 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.

## **23. 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.

## **24. 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.

## **25. 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.

**26. 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)

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