REQUEST FOR PROPOSALS

PARTNERSHIP COACHING AND MENTORSHIP SERVICES FOR THE FOOD CULTURE ALLIANCE

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 tailor-made 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. Moreover we understand that to achieve change at the enabling level or society level multi-stakeholder, multi-sector engagement, alignment, and coordination is necessary. The overall goal of the Alliance is to enhance capacity of stakeholders to engage in effective cross sector collaborations on food culture interventions.

The alliance modality (vs. network or partnership) was deliberate because it is this modality that is best suited to achieve a common purpose. We are establishing one alliance in each country: Kenya, India, Indonesia. Each alliance is hosted by GAIN local office and is managed by a coordinator, who is GAIN staff, and who bring different levels of experience in managing stakeholders and networks. To meet the specific objectives for the Alliance, coordinators have significant discretion and leeway to manage the alliance as they see fit. Finally, the topic of food culture is new to the sector and to alliance stakeholders, so all actors are also on a ‘learning journey’ as a group.

Taken together, all these factors create unique conditions that may pose specific challenges for effective engagement, alignment, and collaboration through alliances. Each coordinator has received partnership training, through Partnership Brokers Association; further guidance, coaching and mentorship is needed for 12 months to achieve the Alliance’s ambitious objectives.

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 provide bespoke coaching and mentorship services to the Food Culture Alliance coordinators.

3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall present a proposal that achieves the following objectives and deliverables. The applicant will work closely with the coordinators and with GAIN global staff to achieve these.

3.1. OBJECTIVES

1. To strengthen the coordinator’s capacity to deepen engagement with alliance members, use credible tools and frameworks on alliances and multistakeholder, multisector collaboration
2. Build confidence and capacity for each country coordinator through a 12 month, bespoke, 1-1 mentoring and coaching programme through local, certified partnership coaches in country or with excellent experience of local context. For Indonesia, fluency in Bahasa is necessary
3. Offer in-country workshops to alliance members (up to 15 people/country) on engagement and collaborations in/through alliance models

3.2. DELIVERABLES

1. Recruit and manage 3 certified local partnership coaches (one coach for each country) that will deliver tasks 2-5 below.

2. Complete 3 needs assessment (one for each coordinator) to identify specific gaps and priorities

3. Design 3 (one for each coordinator) 12 month-mentoring and coaching plan that includes 1-1 frequent engagements (in person and online) and tools.

4. Deliver 6 workshops or meetings (2 meetings per country, max 180 min, in person and online) to build capacity for alliance members on engagement and collaboration through alliance model.

5. Conduct a swot analysis of the health of the alliance.

6. Final report on mentoring programme

Timeline for deliverables

<table>
<thead>
<tr>
<th>Deliverable</th>
<th>Anticipated Timelines</th>
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<tbody>
<tr>
<td>Contract signing and kick off meeting</td>
<td>September 6, 2024</td>
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<tr>
<td>Needs assessments and mentoring and coaching plan</td>
<td>September 20, 2024</td>
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<tr>
<td>Coaching sessions</td>
<td>As per plan</td>
</tr>
<tr>
<td>Workshops and SWOT analysis</td>
<td>As per plan</td>
</tr>
<tr>
<td>Final report</td>
<td>September 30, 2025</td>
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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.

Note this call is open for proposals only from individuals residing or organizations registered in the European Union, European Economic Area, Switzerland, or in Low- and Middle-Income countries. For more details on which countries these are, please refer to the EU PRAG Rules and Annexes.

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.

- Eva Monterrosa, rfp@gainhealth.org
- Subject line – ‘Food Culture Alliance – Partnership Mentor’

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.

3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as follows:

- Demonstrates an understanding of the alliance landscape/challenges for at least one of the following sectors: health and wellbeing, climate, food and nutrition.
- Description of how each deliverable will be completed (approach), what tools or frameworks will be used, as well as how the Service Provider will work with Country Coordinators
- Examples of past work, specifically those addressing challenges related to increasing engagement of alliance members or building confidence of alliance/partnership managers.
- Staff assigned to the task. Please include short resume on Certified Coach’s experience relevant to the assignment, especially location and language fluency.
- Timeline for the proposed work
- Budget with breakdown by major categories: staff, activities/implementation, travel, management fees, taxes. Budget with breakdown by days for each deliverables.
- Not to exceed 10 pages, double spaced, inclusive of examples, resumes, timeline, budget

4. SUBMISSION

Originals should be submitted as follows:

One 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:
5. DEADLINE

Completed proposals should be submitted to GAIN before 23:59 Central European Time on August 5, 2024. Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

6. 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.
- Incomplete proposals.
- Proposals that are not signed.

7. REVISIONS

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

8. 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.

9. 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.
10. 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.

11. 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.

12. 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:
- Demonstrate a clear understanding of the technical requirements of this RFP:
  - Providing detailed documentation of the proposed approach to implement each part 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 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.
- 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:

   ____________________________________________
   ____________________________________________
   ____________________________________________
   ____________________________________________

   (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)