

REQUEST FOR PROPOSALS – SERVICES

PROVISION OF TECHNICAL ASSISTANCE SERVICES FOR IMPLEMENTATION OF AN INTEGRATED WORKFORCE NUTRITION (WFN) INTERVENTION PACKAGE

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Uganda Country 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

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 the Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, and Uganda.

II. BACKGROUND AND TIMESCALES

The purpose of this RFP is to engage the services of a competent and qualified organisation to implement an integrated workforce nutrition (WFN) intervention package with almost 40 companies (21,000 employees) for the purpose of motivating and empowering the employees to make healthy food choices and improve their diet diversity.

Set out below is the proposed timescale for this procurement. It is a guide, and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date	16 th July 2026
Deadline for Bidders to submit questions	23 rd July 2026
Deadline for GAIN to respond to clarifications	24 th July 2026
RFP closes - deadline for submission	30 th July 2026
GAIN clarifications, evaluation, and governance	31 st July 2026
Contract award - subject to negotiation and due diligence checks	3 rd August 2026
Planned contract signature date	10 th August 2026
Date by which all work is to be completed	10 th November 2027

III. THE OPPORTUNITY

3.1 BACKGROUND

The workplace presents a strategic platform for improving nutrition outcomes, as adults spend nearly one-third of their lives at work and often consume at least one meal during working hours. Workplace-based interventions therefore offer a unique opportunity to reach large numbers of employees with nutrition services, healthier food options, and behaviour change initiatives that can positively influence dietary practices and overall well-being.

Workforce Nutrition (WFN) is one of GAIN's flagship programmes aimed at improving the nutritional status, health, and well-being of workers through employer-led interventions. The programme supports companies to implement evidence-based actions across four key pillars:

- i. Healthy food at work
- ii. Nutrition education
- iii. Nutrition-focused health checks
- iv. Breastfeeding support for working mothers

These interventions contribute not only to improved employee health and well-being but also to enhanced productivity, staff morale, retention, and overall business performance. However, this Assistance

In Uganda, there is growing recognition of the private sector's critical role in addressing malnutrition and promoting workforce well-being. However, many companies require technical support to design and implement effective Workforce Nutrition interventions. Through the Vegetables for All (V4A) Project, GAIN Uganda intends to expand the Workforce Nutrition Programme to 24 companies, reaching approximately 21,000 employees with interventions aimed at improving dietary diversity, increasing vegetable consumption, and promoting access to healthier food choices.

A key component of this initiative is strengthening workplace food environments through menu assessment and improvement. This process will help identify nutrition gaps, enhance dietary diversity, increase the availability and consumption of vegetables, and promote healthier meal options that align with Workforce Nutrition standards and employee needs. These efforts will be complemented by nutrition education, awareness creation, behaviour change initiatives, and nutrition-focused health checks to encourage healthier lifestyles among employees.

To support the successful implementation of these interventions, GAIN Uganda seeks to engage a competent and experienced service provider to develop and deliver a comprehensive Workforce Nutrition Education Curriculum for employers and employees, conduct nutrition-focused health checks, undertake menu assessments, and support menu improvement across participating companies. These interventions: the Workforce Nutrition Education Curriculum, menu assessment and improvement, capacity building, and nutrition-focused health checks are envisaged as components of a single, integrated Workforce Nutrition (WFN) Intervention Package, with each component serving as a key deliverable under the overall implementation approach, rather than as standalone interventions.

The assignment is expected to contribute to increased nutrition knowledge among employees, early identification and management of nutrition-related health risks, improved dietary practices, healthier workplace food environments, and enhanced employee well-being and productivity.

Therefore, the overall purpose of this assignment is to improve employee health, nutrition awareness, and well-being through the development and delivery of a comprehensive Workforce Nutrition Education Programme, the assessment and improvement of workplace menus, and the implementation of nutrition-focused health checks across participating companies.

3.2 TASKS AND DELIVERABLES

3.2.1 Key Tasks and Responsibilities

The Service Provider shall undertake the following tasks under the respective technical components:

Technical Component 1: Project Inception and Planning

The Service Provider shall:

- Conduct inception meetings with GAIN and participating companies.
- Review existing Workforce Nutrition materials, company policies, and workplace contexts.
- Develop a detailed inception report, implementation methodology, work plan, and schedule.
- Establish coordination mechanisms with participating companies and relevant stakeholders.

Technical Component 2: Workforce Nutrition Education and Capacity Building

The Service Provider shall:

a) Develop the Workforce Nutrition Education Curriculum

- Design a practical, evidence-based, and context-specific Workforce Nutrition Education Curriculum for employers and employees.
- Develop training modules, facilitator guides, presentations, participant handbooks, job aids, and Information, Education and Communication (IEC) materials.
- Ensure the curriculum addresses:
 - Healthy eating and balanced diets.
 - Dietary diversity and vegetable consumption.
 - Prevention of overweight, obesity, and diet-related non-communicable diseases.
 - Physical activity and healthy lifestyles.
 - Food safety and hygiene.
 - Mental well-being and nutrition.
 - Maternal nutrition and breastfeeding support.
 - Creating healthy workplace food environments.
 - The business case for workforce nutrition.

b) Conduct Employer Training and Workplace Sensitization

- Train company management teams, human resource personnel, occupational health teams, and workplace nutrition champions.
- Strengthen employer understanding of Workforce Nutrition and its contribution to employee well-being, productivity, and business performance.
- Support companies to integrate nutrition considerations into workplace policies and programmes.
- Conduct awareness sessions on the business case for investing in workforce nutrition.

c) Conduct Employee Nutrition Education and Behaviour Change Sessions

- Deliver nutrition education and behaviour change communication sessions for employees.
- Increase awareness of healthy diets, vegetable consumption, physical activity, and prevention of nutrition-related diseases.
- Promote practical actions that employees can adopt both at work and at home.
- Conduct sensitization sessions to improve understanding and acceptance of healthier menu options and workplace nutrition initiatives.

Technical Component 3: Workplace Food Environment Assessment and Improvement

The Service Provider shall:

a) Conduct Workplace Food Environment and Menu Assessments

- Assess workplace food environments, including canteens, food vendors, meal provision systems, and food service arrangements.
- Review existing menus, meal preparation practices, procurement systems, and food service operations.

- Assess dietary diversity, nutritional quality, portion sizes, vegetable content, and overall adequacy of meals served.
- Evaluate the availability, accessibility, and affordability of nutritious foods within workplace food environments.
- Identify nutrition gaps and opportunities for improvement in line with Workforce Nutrition standards and national dietary guidelines.

b) Develop Improved Menus and Menu Improvement Guidelines

- Design practical, culturally appropriate, and nutritionally balanced menus tailored to the needs of participating companies.
- Integrate locally available, affordable, and nutrient-dense foods, with particular emphasis on vegetables, fruits, legumes, and other nutritious food groups.
- Develop seasonal menu options that consider food availability and price fluctuations.
- Conduct cost analyses to ensure menu recommendations remain affordable and sustainable.
- Develop menu improvement guidelines, standard recipes, and food service recommendations.
- Guide food procurement, preparation, storage, serving practices, food safety, and portion control.

c) Build Capacity of Workplace Food Service Teams

- Train chefs, cooks, caterers, and food service providers on the preparation of nutritious, diverse, and appealing meals based on the improved menus and menu guidelines.
- Conduct practical demonstrations on healthy meal preparation techniques that preserve nutrients and enhance food quality.
- Build the capacity of food service teams to implement and sustain the improved menus and food service practices.

d) Support Menu Implementation and Workplace Food Environment Improvements

- Provide technical support during the rollout of improved menus and workplace nutrition interventions.
- Monitor implementation and address challenges related to menu acceptance, procurement, preparation, and cost.
- Gather feedback from employers, employees, and food service providers and refine recommendations where necessary.
- Support participating companies to strengthen healthy workplace food environments.

Technical Component 4: Nutrition-Focused Health Checks and Recommendations

The Service Provider shall:

a) Conduct Nutrition-Focused Health Checks

- Design and implement nutrition-focused health screening activities for employees.
- Ensure that all health screening activities are conducted by qualified healthcare professionals (e.g., registered medical practitioners, nurses, nutritionists/dietitians, or other appropriately trained and licensed personnel, as applicable to the assessment being undertaken) and in accordance with applicable national regulations and ethical standards.
- Conduct assessments including:
 - Body Mass Index (BMI).
 - Weight and height measurements.
 - Blood pressure screening.
 - Blood glucose screening (where feasible).
 - Other Nutrition risk assessment.
 - Dietary behaviour assessment.
- Provide individual feedback, counselling, and referral guidance where necessary.
- Refer high-risk individuals to appropriate healthcare facilities for further management.

b) Develop Individual and Company-Level Recommendations

- Analyse findings from nutrition education, menu assessments, and health screening activities.
- Provide individual recommendations to support healthier dietary and lifestyle practices.

- Develop company-specific recommendations to strengthen workplace nutrition programmes and policies.
- Identify opportunities for continuous improvement and sustainability.

Technical Component 5: Monitoring, Learning and Reporting

The Service Provider shall:

a) Continuous Monitoring and Engagement

- Conduct regular monitoring visits and engagement sessions with participating companies.
- Track implementation progress, participation levels, and adoption of recommended practices.
- Provide ongoing technical support and mentorship to participating companies.
- Document challenges, lessons learned, and emerging best practices.

b) Documentation and Reporting

- Document all training, sensitization, menu assessment, menu improvement, and health screening activities.
- Maintain records of participation, findings, and recommendations.
- Prepare and submit periodic progress reports to GAIN.
- Produce a comprehensive final report highlighting achievements, findings, lessons learned, success stories, and recommendations for future programming.

3.2.2 KEY DELIVERABLES

The Service Provider shall be responsible for delivering the following outputs:

Technical Component 1: Project Inception and Planning

Deliverable 1: Inception Report

- Detailed implementation methodology.
- Work plan and activity schedule.
- Stakeholder engagement and coordination plan.
- Data collection and reporting tools.
- Risk mitigation and quality assurance plan.

Technical Component 2: Workforce Nutrition Education and Capacity Building

Deliverable 2: Workforce Nutrition Education Curriculum and Training Package

- Comprehensive Workforce Nutrition Education Curriculum for employers and employees.
- Facilitator's guide and training manual.
- Participant handbook and training materials.
- Presentation slides and job aids.
- Information, Education and Communication (IEC) materials.

Deliverable 3: Employer Capacity Building

- Training of management teams, human resource personnel, occupational health teams, and workplace nutrition champions in all participating companies.
- Training report including attendance records, training evaluations, lessons learned, and recommendations.

Deliverable 4: Employee Nutrition Education and Awareness

- Delivery of employee nutrition education and behaviour change sessions across participating companies.
- Nutrition awareness and sensitization materials.
- Employee education report documenting participation, key issues raised, and recommendations.

Technical Component 3: Workplace Food Environment Assessment and Improvement

Deliverable 5: Workplace Food Environment and Menu Assessment Report

- Assessment of workplace food environments and food service systems.
- Analysis of existing menus and meal quality.
- Identification of nutrition gaps and opportunities for improvement.
- Company-specific assessment findings and recommendations.

Deliverable 6: Improved Menus and Menu Improvement Guidelines

- Company-specific nutritionally balanced menus.
- Seasonal menu options.
- Standardized recipes for recommended meals.
- Menu improvement guidelines.
- Food procurement, preparation, storage, and serving recommendations.
- Portion control and food safety guidance.

Deliverable 7: Capacity Building of Food Service Teams

- Training of chefs, cooks, caterers, and food service providers.
- Practical demonstrations on healthy meal preparation and food safety.
- Capacity-building report with participant lists and training outcomes.

Deliverable 8: Menu Implementation Support Report

- Technical support provided during menu rollout.
- Documentation of implementation progress and challenges.
- Feedback from employers, employees, and food service providers.
- Recommendations for sustainability and scale-up.

Technical Component 4: Nutrition-Focused Health Checks and Recommendations

Deliverable 9: Nutrition-Focused Health Screening Report

- Summary of health screening implementation, including participating companies, number of employees screened, participation rates, and methodology.
- Aggregated analysis of employee nutrition and health risk profiles.
- Summary statistics on BMI, blood pressure, blood glucose (where applicable), dietary behaviours, and nutrition risk assessments.
- Identification of key nutrition-related risk factors and priority areas for intervention.
- Aggregated summary of referrals made to healthcare providers for high-risk individuals (without personal identifiers).
- Recommendations for follow-up actions.

Deliverable 10: Individual and Company-Level Recommendations

- Individual nutrition counselling and feedback provided to employees.
- Standardised nutrition counselling materials used
- Company-specific recommendations based on screening results for strengthening workforce nutrition interventions.
- Recommendations for integrating workforce nutrition into company policies and practices.
- Action plans to support healthier workplace environments and employee well-being.
- Suggested monitoring indicators.

Technical Component 5: Monitoring, Learning and Reporting

Deliverable 11: Monitoring and Progress Reports

- Monthly or periodic progress reports detailing activities implemented, achievements, challenges, and corrective actions.
- Monitoring data on participation, reach, and implementation progress.

Deliverable 12: Final Assignment Report

- Comprehensive report summarizing all activities undertaken.
- Key achievements against objectives and targets.
- Assessment findings and intervention outcomes.

- Lessons learned and best practices.
- Success stories and case studies.
- Recommendations for sustainability and future Workforce Nutrition programming.

Deliverable 13: Final Dissemination and Presentation

- Presentation of key findings, results, and recommendations to GAIN and participating companies.
- Submission of all training materials, assessment tools, datasets, reports, photographs, and other relevant documentation developed during the assignment.

3.3 BUDGET

Applicants are required to provide a detailed budget in Uganda Shillings. The final budget amount will have to be approved by the organisation before starting the project. The budget submitted with this proposal should include (i) justification of overall value for money, (ii) a comprehensive budget justification which should be presented for each category of costs, including: personnel, cost of travel, including subsistence allowances, consultants, meeting/workshop, overhead if applicable, and miscellaneous expenses. All prices/rates quoted must be inclusive of all taxes/VAT as required. The budget range is UGX 200,000,000 to UGX 300,000,000.

3.4 CONTRACT GOVERNANCE

Review meetings: The successful bidder will attend weekly coordination meetings (virtual or in-person, as agreed) where progress updates will be shared. Additionally, monthly and quarterly review meetings will be scheduled, and other meetings will be held depending on the situation.

Key Performance Indicators (KPIs): The consultant's performance will be assessed against specific indicators detailed in **Annex A: Key Performance Indicators**. Performance will be reviewed weekly, monthly, quarterly, and annually, with performance scorecards shared regularly to track progress.

Performance Review Process:

- Weekly KPI review in coordination meetings
- Monthly performance scorecards shared with the consultant showing progress against all KPIs
- Quarterly performance assessments with recommendations for course correction
- Annual comprehensive performance evaluation tied to payment milestones
- Payment is conditional upon achievement of minimum performance thresholds ($\geq 70\%$ overall performance rating)

3.5 SERVICE LEVELS

1. Responsiveness and Communication

- Acknowledge all official communications from GAIN within 48 hours
- Participate in scheduled coordination meetings (virtual or in-person as agreed)
- Designate a focal person responsible for day-to-day coordination
- Provide immediate notification (within 4 hours) of any safeguarding concerns, safety incidents, or critical operational issues

2. Work Planning and Timeliness

- Deliver all agreed outputs within the timelines approved by GAIN
- Notify GAIN at least 5 days in advance of any risks or delays affecting delivery
- Submit monthly work plans by the 25th of the preceding month, outlining activities, resource allocation, and expected outputs

3. Quality of Deliverables

- All outputs must meet agreed technical, nutrition, and market standards
- Deliverables must be practical, context-appropriate, and aligned with value chain best practices
- All materials are subject to GAIN review and approval before final acceptance

- All data submitted must be verifiable with supporting documentation (e.g., attendance lists, order records, photos)

4. Capacity Building Standards

- Training content must be relevant to the target audience and adapted to their capacity levels and literacy
- Use participatory and practical training approaches
- Submit training reports, attendance lists, and pre/post-training assessments
- Training materials must be developed in local languages as appropriate and shared with GAIN for approval before use

5. Reporting and Documentation

- Submit all reports according to the specified timeline (see Annex for weekly, monthly, quarterly, and annual reporting)
- Provide complete documentation of deliverables (reports, tools, photos, data where applicable)
- All reports must be submitted in agreed formats and timelines
- Maintain an organized filing system for all project documentation accessible to GAIN upon request

6. Ethical and Professional Conduct

- Adhere to safeguarding, confidentiality, and ethical standards
- Ensure respectful engagement with all value chain actors
- Comply with GAIN's policies and guidelines
- Obtain informed consent from all participants before collecting personal data or photos

Contract duration: 15 months

3.6 PAYMENT PROFILE

The payment schedule is 30% on contract signing, 40% payment upon receiving the midterm performance report, and 30% payment upon receiving the final report.

IV. INSTRUCTIONS TO BIDDERS

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

Bidders should read these instructions carefully before completing their submission.

4.1 GAIN CONTACT

The following individual is the nominated contact for this RFP.

- **Name/role:** Scovia Tumuhairwe/ Procurement Officer
- **Email address:** stumuhairwe@gainhealth.org

4.2 QUERIES AND CLARIFICATIONS

- Bidders are to direct any questions regarding the RFP to the GAIN contact in writing via email.
- It is the Bidder's responsibility to ensure safe receipt of communication.
- No other member of GAIN staff should be contacted in relation to this RFP unless directed to do so by the GAIN contact.
- 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.

4.3 PREPARING YOUR RESPONSE

- Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.
- Bidders should notify GAIN promptly of any perceived inconsistency or omission in this RFP, or any of its associated documents.

4.4 SUBMITTING YOUR RESPONSE

The Proposal and any accompanying documents must be in English.

Bidders must submit their Proposal in the following way:

Email to the contact's email address: stumuhairwe@gainhealth.org. The subject heading of the email should be **Submission: Provision of Technical Assistance Services for Implementation of an Integrated Workforce Nutrition (WFN) Intervention Package**. All submitted documents must be viewable using the Microsoft Office suite of applications. Your submission should not exceed 30MB.

Hard copy documents in a sealed envelope for **Submission: Provision of Technical Assistance Services for Implementation of an Integrated Workforce Nutrition (WFN) Intervention Package**. The envelope should have the following information on the front: **Arial/Montserrat/Times New Roman**.

Your submission must include the following:

Technical proposal:

A submission of no more than 15 A4 pages of a Word file or PDF (preferred) or 20 PowerPoint slides

An introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful¹

- The individual/team who will be completing this work
- Approach and methodology, including timescales and milestones
- Understanding and experience, including two relevant examples of comparable work

Financial proposal:

- Detailed budget (see Notes on Budget below)
- Signed Offer of Services (see section V: Offer of Services below)

Please note- Given the breadth of technical components covered under this assignment, GAIN may wish to consider whether this assignment is better suited to a consulting organisation with a multidisciplinary team rather than an individual consultant, in order to effectively deliver the different technical components.

4.5 NOTES ON SUBMISSIONS

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

4.6 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 to 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.

¹ For example, if you are submitting a bid as part of a Group of companies, you must explicitly state in your response which entity will be the contracting party if your Bid is successful.

- All rates and prices submitted must be in United States Dollars, and any contract arising from this RFP will be in United States Dollars.

4.7 NOTES ON EVALUATIONS

- GAIN may choose to shortlist Bidders 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.
- GAIN is specifically looking for a service provider with a licenses/authorization to carry out health checks.
- Assistance Bidders should note that GAIN may award a Contract based on 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.

4.8 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.
- The service provider must have the required licenses/authorization to carry out health checks.

Comprehensiveness of the work plan and reasonableness of the 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 the 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.

V. 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.

5.1 JURISDICTION

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

5.2 LATE PROPOSALS

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

5.3 DISCLAIMERS

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or participating 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

5.4 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 that 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.

5.5 AMENDMENTS

Prior to the final date for submission of the 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.

5.6 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.

5.7 WITHDRAWALS

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

5.8 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.

5.9 ASSUMPTIONS

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

5.10 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 are also bound and comply with this condition of confidentiality.

5.11 FEEDBACK TO UNSUCCESSFUL BIDDERS

GAIN appreciates that significant time and resources go 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.

5.12 INCONSISTENCIES AND OMISSIONS

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

5.13 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).

5.14 DISCLAIMERS

Whilst the material in this RFP and the information have 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.

5.15 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.

VI. 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 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 (60) 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:

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

ANNEX A. KEY PERFORMANCE INDICATORS

The Service Provider shall be assessed against the following key performance indicators:

Technical Component	Key Performance Indicator	Target
Component 1: Project Inception and Planning	Inception report submitted and approved by GAIN	1 report
	Detailed work plan and implementation schedule developed and approved	100%
Component 2: Workforce Nutrition Education and Capacity Building	Workforce Nutrition Education Curriculum developed and approved by GAIN	1 curriculum package
	Training materials, facilitator guides, participant manuals, and IEC materials were developed	Complete package
	Number of participating companies receiving employer sensitization and training	24 companies
	Number of employers, HR personnel, occupational health teams, and workplace nutrition champions trained	TBC
	Number of employee nutrition education sessions conducted	TBC
	Number of employees reached through nutrition education and awareness sessions	21,000 employees
	Percentage of participants demonstrating improved nutrition knowledge after training	At least 70% improvement in post-training assessments
Component 3: Workplace Food Environment Assessment and Improvement	Number of workplace food environment assessments conducted	24 companies
	Number of menu assessment reports produced	24 reports
	Number of improved menus developed and validated	24 company-specific menus
	Menu improvement guidelines and standard recipes developed	1 comprehensive package
	Number of chefs, cooks, caterers, and food service providers trained	70% food service personnel
	Percentage of participating companies adopting improved menus	At least 80%
	Percentage of participating companies implementing recommended food environment improvements	At least 80%
Component 4: Nutrition-Focused	Number of nutrition-focused health screening events conducted	24 companies

Technical Component	Key Performance Indicator	Target
Health Checks and Recommendations	Number of employees screened for nutrition-related health risks	At least 80% of targeted employees
	Percentage of screened employees receiving individual feedback and counselling	100%
	Number of high-risk individuals referred for further medical attention	All cases identified
	Company-specific nutrition recommendations developed and submitted	24 recommendation reports
Component 5: Monitoring, Learning and Reporting	Progress reports submitted on time	100% compliance
	Monitoring and engagement visits conducted	TBC
	Documentation of lessons learned, case studies, and success stories	Minimum of 5 case studies/success stories
	Client satisfaction rating from GAIN and participating companies	At least 80% satisfaction

OUTCOME-LEVEL INDICATORS

The assignment shall also contribute to the following outcome indicators:

- Increased nutrition knowledge among employees and employers.
- Improved availability and accessibility of healthier meal options within participating workplaces.
- Increased adoption of healthier dietary practices among employees.
- Increased uptake of Workforce Nutrition interventions within participating companies.
- Improved workplace support for healthy eating and employee well-being.
- Strengthened capacity of workplace food service providers to prepare nutritious meals.