

REQUEST FOR PROPOSALS - SERVICES

CONSULTANCY TO LEAD REGIONAL COUNTRY FOOD SYSTEMS DASHBOARD IT TRAININGS FOR GOVERNMENTS AND OTHER STAKEHOLDERS

Issued by

The Global Alliance for Improved Nutrition (GAIN)

CONTENTS

I.	INTRODUCTION	2
II.	BACKGROUND & TIMESCALES	3
III.	THE OPPORTUNITY	4
IV.	INSTRUCTIONS TO BIDDERS	5
V.	TERMS & CONDITIONS	6
VI.	OFFER OF SERVICES	6

GAIN's procurement is conducted on the basis of 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 in 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 & TIMESCALES

The purpose of this RFP is to engage services of a qualified organisation or individual to provide IT training for government partners and other stakeholders on the Country Food Systems Dashboards. These Country Dashboards were developed in partnership between GAIN, country governments, and other stakeholders from UN agencies, academia, and civil society. They have launched in Bangladesh, Indonesia, Kenya, Mozambique, Nigeria, and Pakistan and are in development in Brazil, Ethiopia, India, Mexico, and Rwanda. The goal is to fully handover the Country Dashboards to each country government to maintain and update. To support this process, we plan to hold three regional training workshops that will contain a large IT component to provide country governments with the information and support for these handovers.

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

RFP issue date	22 September 2025
Deadline for Bidders to submit questions	29 September 2025
Deadline for GAIN to respond to clarifications	01 October 2025
RFP closes - deadline for submission	06 October 2025
GAIN clarifications, evaluation & governance	13 October 2025
Contract award - <i>subject to negotiation & due diligence checks</i>	15 October 2025

Planned contract signature date	15 October 2025
Date by which all work is to be completed	30 June 2026

III. THE OPPORTUNITY

Food systems are vital to drive a wide range of outcomes across nutrition, health, livelihoods, environment, and climate. Addressing the interconnected challenges of malnutrition, social equity, climate change, and resilience while advancing food systems transformations to achieve the Sustainable Development Goals (SDGs) requires a comprehensive and coordinated approach, but also a better understanding of food systems at both national and subnational levels. The Food Systems Dashboard was developed to make it easier for governments, development practitioners, civil society, and businesses to make more effective decisions to transform food systems to deliver these goals.

ABOUT THE FOOD SYSTEMS DASHBOARD

The Food Systems Dashboard is a collaborative initiative co-led by GAIN, the Columbia Climate School, Cornell University's College of Agriculture and Life Sciences, and the Food and Agriculture Organization of the United Nations (FAO), with contributors from numerous other institutions. The Dashboard brings together 300 indicators from over 40 sources, covering more than 220 countries with up to 60 years of historical data. These indicators span the entire food system: agricultural production, food availability and affordability, diets and nutrition, livelihoods, climate, environment, resilience, and governance—and external drivers that influence all these factors. Users can visualize this information through intuitive maps, graphs, and tables to explore patterns by country, region, food system type, and income group.

The Dashboard aims to make food systems data accessible and actionable. To achieve this, the Dashboard is organized around three main pillars:

- **Describe:** Comprehensive data visualization brings food systems into focus, making complex relationships visible and understandable
- **Diagnose:** A clear traffic light system alerts stakeholders to challenges within their food systems, highlighting areas of concern through scientifically validated diagnostics
- **Decide:** The Dashboard connects these diagnostics with evidence-based policies and actions, empowering decision makers to develop targeted interventions for more equitable, sustainable, and resilient food systems

This data-driven approach has already enabled more informed, targeted, and impactful policy decisions around the world, empowering decision makers to address their food systems' greatest challenges.

THE COUNTRY FOOD SYSTEMS DASHBOARDS

In 2022, the Dashboard team partnered with country governments to develop Country Dashboards that consolidate sub-national data, creating a centralized platform to support evidence-based decision-making in six countries: Bangladesh, Indonesia, Kenya, Mozambique, Nigeria, and Pakistan. GAIN is also currently initiating the development of country Dashboards in Brazil, Ethiopia, India, Mexico, and Rwanda.

The Country Dashboards aim to deepen understanding of the diversity, complexity, and interconnections within country food systems, which are often poorly understood. Food systems are inherently complex, and countries have multiple food systems across administrative regions or agroecological zones, each with unique characteristics. These Country Dashboards were designed to offer detailed, context-specific descriptions and diagnostics of food systems, along with a curated menu of evidence-based policy options and actions to support the development of integrated national and sub-national food system action plans and policies.

SCOPE OF WORK AND DELIVERABLES

GAIN is seeking a qualified consultant or organization to provide IT training for government partners and other stakeholders on the Country Food Systems Dashboards. These Country Dashboards were developed in partnership between GAIN, country governments, and other stakeholders from UN agencies, academia, and civil society. They have launched in Bangladesh, Indonesia, Kenya, Mozambique, Nigeria, and Pakistan and are in development in Brazil, Ethiopia, India, Mexico, and Rwanda. The goal is to fully handover the Country Dashboards to each country government to maintain and update. To support this process, we plan to hold three regional training workshops that will contain a large IT component to provide country governments with the information and support for these handovers.

The selected consultant shall provide the following services:

1. Preparation for IT training sessions focused on the handover, maintenance, and data update processes for Country Dashboards at three regional workshops in Africa, Asia, and Latin America. This preparation includes working with our Food Systems Dashboard team to design the workshop sessions and materials. These materials include pre-workshop materials to be shared in advance of the workshops, the agenda, and slides for presentations.

Deliverables: Workshop agenda and presentation slides customized for three regional workshops in Africa, Asia, and Latin America. A detailed handover toolkit, including guidelines and relevant documentation, to be delivered to each IT team responsible for ongoing maintenance of the Country Dashboards.

2. In-person facilitation of the IT training sessions at the three regional workshops (3-days each) to be held in Africa (Kenya), Asia (Indonesia), and Latin America (Brazil or Mexico) between January and June 2026.

Deliverable: Three completed regional workshops (3-days each) in 1. Africa (Kenya), 2. Asia (Indonesia), and 3. Latin America (Brazil or Mexico) and a concise report summarizing key findings and actionable recommendations to the Food Systems Dashboard team.

GAIN will cover the costs associated with the workshops, including venue rental, meals, workshop materials, printing, and any additional unforeseen expenses, subject to prior agreement. GAIN will also cover the travel costs for up to two consultants to attend each workshop. The consultant will be required to provide quotes and invoices for all expenditures to be covered by GAIN.

EXPECTED EXPERTISE

Must have experience/proficiency in:

- Food systems data
- General web development and hosting experience
- HTML
- CSS
- Javascript
- React JS
- YAML
- Node

Nice to have experience/proficiency:

- The Food Systems Dashboard or other food systems data visualization tools
- Next JS
- TopoJSON
- D3

DELIVERABLES & TIMESCALES

The consultant will be responsible for producing the following deliverables, according to the following timeline:

Number	Deliverable	Estimated Level of Effort (Days)	Deadline
1.	Workshop agenda and slides for the Africa, Asia, and Latin America workshops. A detailed handover toolkit, including guidelines and relevant documentation, to be delivered to each IT team responsible for ongoing maintenance of the Country Dashboards.	10	31 December 2025
2.	Facilitation and documentation of the Africa, Asia, and Latin America workshops, including summary report	20	30 June 2026

CONTRACT GOVERNANCE

The proposed Agreement will run from 15 October 2025 - 30 June 2026.

The final contract will be a firm fixed price contract and is expected that the Offeror(s) selected will complete all services within the timeframe contemplated by the parties at the price fixed. The Offeror(s) should be selected on relevant experience, technical, and financial proposals.

PAYMENT PROFILE

Applicants are required to provide GAIN with a detailed budget in US Dollars including fees and any other direct costs to be incurred in the delivery of the Scope of Work. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by GAIN prior to starting the project.

OTHER CONSIDERATIONS

The Supplier shall comply with all applicable data protection laws and regulations. This will include implementing appropriate measures to protect personal data against unauthorised or unlawful access, use, or disclosure. Any data breach notification plan must be in place and any breach should be communicated to GAIN immediately upon discovery.

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 and 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.

GAIN CONTACT

The following individual is the nominated contact for this RFP.

- **Name/role:** Andoni Santamaria Kampfner, Project Manager
- **Email address:** asantamaria@gainhealth.org
- **CC:** Rebecca McLaren, rmclaren@gainhealth.org
- **Subject line:** “RFP: Country Food Systems Dashboard IT Training - Inquiry”

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.

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.

SUBMITTING YOUR RESPONSE

- The Proposal and any accompanying documents must be in English
- Bidders must submit their Proposal in the following way :
 - Email to contact’s email address. The subject heading of the email should be “**RFP: Country Food Systems Dashboard IT Training - Submission**”. All submitted documents must be viewable using the Microsoft Office suite of applications.
 - Completed proposals should be submitted in electronic copy on or before **11:55 pm ET, 06 October 2025**.

Your submission must include the following:

Technical proposal:

Interested applicants should prepare a brief proposal (maximum 2 pages) that includes:

- An introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful
- The individual/team who will be completing this work and detailed profiles including full names, qualifications, expertise, and relevant experience
- Approach, activities, and timeline. A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided. A Gantt diagram is preferred

Financial proposal:

- Detailed budget in United States Dollars, broken down by main cost categories (personnel, operational, direct, and indirect costs) and by main activities. Include a brief narrative justification for line items included. The budget should be inclusive of all taxes/VAT and indirect costs.
- Signed Offer of Services (see section V: Offer of Services below)

NOTES ON SUBMISSIONS

- Bidders should not include in their submission any extra information which 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.

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

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.
- Bidders should note that GAIN may award a Contract on the basis of 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

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.

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.

V. TERMS & CONDITIONS

THIS SECTION CONSTITUTES THE FULL CONDITIONS OF THIS RFP AND PARTICIPATION IN THE PROCESS AUTOMATICALLY SIGNALS THAT THE BIDDER ACCEPTS THE CONDITIONS.

JURISDICTION

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

LATE PROPOSALS

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

DISCLAIMERS

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

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 which 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.

AMENDMENTS

Prior to the final date for submission of 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

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.

WITHDRAWALS

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

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.

ASSUMPTIONS

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

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 also are bound and comply with this condition of confidentiality.

FEEDBACK TO UNSUCCESSFUL BIDDERS

GAIN appreciates that significant time and resource goes in to 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.

INCONSISTENCIES AND OMISSIONS

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

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).

DISCLAIMERS

Whilst the material in this RFP and the Information has 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.

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 be 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.

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

