
CONSULTANT – DEVELOP DIET QUALITY QUESTIONNAIRE REPORT FOR RWANDA

Issued by

The Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. Project background and scope of work	2
II. Instructions for responding	5
III. Terms and conditions of this solicitation	6
IV. Offer of services	9

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. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. Through alliances, we provide technical, financial and policy support to strengthen food systems and use research and evidence to shape our own programmes as well as influence the actions of others.

Headquartered in Geneva, Switzerland, GAIN has representative offices in The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania, and Uganda. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. Background

Diet Quality and Food Systems in Rwanda

Rwanda has achieved notable progress in improving nutrition outcomes over the past decade, underpinned by high-level government commitment, multisectoral strategies, and robust accountability systems. National data sources such as the Demographic and Health Survey (DHS), the Comprehensive Food Security and Vulnerability Assessment (CFSVA), and the National Household Living Conditions Survey (EICV/NISR) have been instrumental in tracking nutrition, poverty, and food consumption patterns.

However, while these surveys provide valuable insights into nutrition status and food security, they do not routinely measure diet quality at the population level. Nor do they capture the diversity and quality of diets across demographic groups and seasons. Current consumption expenditure indicators offer only partial proxies for actual food intake, failing to reflect dietary patterns or risks associated with unhealthy food consumption.

Building on the initial mobile-based DQQ pilot conducted last year; which provided useful proof-of-concept but was not nationally representative; the next phase requires a more robust, sub-national design. Consultations with NISR and MINAGRI highlight the need for scalable, policy-relevant diet quality metrics that can complement, rather than replace, existing national surveys.

Why the DQQ is Needed in Rwanda

Rwanda's food system is in transition moving toward more diverse, nutritious, and sustainable diets in line with the priorities of the National Strategy for Transformation (NST1), the Strategic Plan for Agriculture Transformation (PSTA5), and the broader food systems transformation agenda. Despite Rwanda's exemplary performance in four consecutive CAADP Biennial Reviews, findings consistently highlight the need to strengthen dietary diversity, particularly among women of reproductive age and children.

The Diet Quality Questionnaire (DQQ) provides a timely and cost-effective solution to fill this data gap. It enables low-cost, rapid, and repeated assessment of diet quality through tracking 29 food groups and key diet quality indicators, including the Minimum Dietary Diversity for Women (MDD-W), protective food consumption, and consumption of unhealthy foods. DQQ data can be disaggregated by geography, gender, and season, supporting Rwanda's decentralized planning systems. Moreover, it aligns with global food systems monitoring frameworks, including the Food Systems Countdown Initiative, ensuring international comparability.

The DQQ Global Framework

Developed under the Global Diet Quality Project, DQQ is a validated population-level tool for assessing diet quality in low- and middle-income countries. It standardizes dietary diversity measurement and captures both healthy and unhealthy food consumption using sentinel foods across 29 categories. This approach supports annual trend analysis, cross-country comparisons, and program evaluation.

By adopting the DQQ, Rwanda will join a growing group of African countries leveraging global diet-quality data to inform policies, guide nutrition investments, and monitor progress toward national and global targets such as CAADP, SDG 2, and the Food Systems Transformation agenda.

3. Scope of Work and Deliverables

The scope of work reflects the technical requirements of the Global Diet Quality Project framework and the operational direction informed by discussions between GAIN and technical partners. For this pilot phase, the 2025 DQQ implementation will focus on ensuring representativity within GAIN's priority districts in the Western Province (Rusizi, Nyamasheke, Karongi, Rutsiro, Nyabihu), with Kigali City included as a comparison area. This targeted approach is intended to generate robust, policy-relevant insights while aligning with GAIN's programmatic footprint.

The consultant will conduct the DQQ through sub-national and temporal data collection using self-reported tools, ensuring rigorous quality assurance and full compliance with national research requirements.

Specifically, the consultant will:

1. Review the DQQ tool for use across Rwanda's provinces and population groups, ensuring suitability for a self-reported data collection approach.
2. Develop and finalize a detailed implementation plan, including the sampling design, deployment of self-reported data-collection tools (e.g., mobile/online questionnaires or paper-based self-administered forms), participant onboarding procedures, and all required ethical and regulatory submissions. This will include preparing the documentation necessary to obtain approval from the Ministry of Health Ethics Committee and a research visa from the National Institute of Statistics of Rwanda (NISR), supported by a clear justification of the sampling strategy and methodological rigor.
3. Conduct bi-monthly self-reported DQQ data collection over a 12-month period, ensuring robust quality-assurance mechanisms such as automated checks, follow-up verification, and monitoring of response completeness, and ensuring that fieldwork is conducted in full compliance with approved ethical and regulatory protocols.
4. Produce cleaned and validated datasets (both raw and processed) ready for integration into the Global Diet Quality Project database.
5. Analyze and present disaggregated results by sex, age group, urban/rural location, season, and geography.
6. Develop and maintain an interactive digital dashboard for visualization, comparison, and trend analysis.
7. Produce a final analytical report and a policy brief summarizing key findings and recommendations for improving diet quality in Rwanda.
8. Respond to GAIN's feedback and finalize all outputs.

The assignment is expected to begin in January 2025 and be completed by December 2025.

Gain will provide the DQQ tool, training materials, and technical guidance, and will facilitate connections with the global diet quality project team.

Deliverables

The consultant shall provide the following deliverables.

Phase	Deliverables	Timeline
Inception	Methodology, sampling framework, ethics and fieldwork approvals	Month 1
Baseline collection	First bi-monthly DQQ dataset and dashboard setup	Month 2
Ongoing data collection	Bi-monthly data updates and dashboard revisions	Month 2-12
Preliminary Outputs	Cleaned dataset and interim analysis report	Month 6
Final Outputs	Final datasets (raw and processed), analytical report, policy brief, and interactive dashboard	Month 12

3.2 Expected expertise

The consultant (individual or institution) should demonstrate:

- Advanced degree in nutrition, public health, epidemiology, or related field.
- Strong understanding of Rwanda's food systems and national data platforms (DHS, CFSVA, EICV).
- Proven experience conducting dietary or nutrition surveys at the population level, including work with sub-nationally representative samples in rural and peri-urban settings; experience in Rwanda's Western Province is an added advantage.
- Experience in digital data-collection tools and dashboard development (e.g., KoboToolbox, Power BI, Tableau), with demonstrated ability to integrate hybrid data-collection methods (in-person combined with digital approaches) to enhance coverage and respondent diversity.
- Familiarity with DQQ methodology or similar dietary diversity tools (e.g., MDD-W).
- Capacity to produce policy-relevant analytical reports in line with national and global monitoring frameworks (CAADP, SDGs, Food Systems Countdown Initiative).

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 rfp@gainhealth.org

5. Budget

Applicants should submit a clear and detailed budget covering staff time (with days per role), fieldwork, supervision, data management, analysis, and reporting. The budget should reflect the operational needs of sub-national DQQ data collection; including training, logistics, digital tools, and quality assurance; and propose a feasible sample size consistent with the assignment scope. Applicants are expected to use realistic unit costs for in-person data collection in Rwanda and justify key cost assumptions to demonstrate methodological rigor and value for money.

6. Submission

Interested consultants should prepare and submit the following documents: a) Technical Proposal (max 5 pages) outlining understanding of the assignment, proposed methodology, and work plan; b) Curriculum Vitae (CV) of lead consultant and key team members; c) Evidence of similar past assignments (preferably in Rwanda or the region); d) Financial Proposal with detailed cost breakdown; e) Completed Offer of Services Form (attached at the end of the RFP).

These documents should be sent to GAIN (rfp@gainhealth.org) **by 19 December 2025**. Please use the subject line '*Rwanda DQQ report Consultancy*' when responding.

7. Deadline

Completed proposals should be submitted to rfp@gainhealth.org **before 19 December 2025, 23:59 Local Time Kigali Time (UTC +2)**.

8. Unacceptable

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline at the specified receiving office.
- Proposals received by fax or mail.
- Incomplete proposals.

9. 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.

10. Completion

- In case of errors in calculating overall costs, the unit costs will govern.

- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, applicants are advised to contact the responsible person at GAIN under section II. 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.

11. 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.

12. References

GAIN reserves the right, before awarding the consultancy, to require the applicant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical and other qualifications and abilities of the applicant.

13. Release of information

After awarding the consultancy and upon written request to GAIN, only the following information will be released: Name of the successful applicant.

III. Terms and conditions of this solicitation

14. 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.

15. 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.

16. 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.

17. Evaluation criteria

Proposals will be reviewed by the Selection Team using the following criteria. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

- Understanding of the scope of work:
- Past experience undertaking similar work
- Rate

GAIN reserves the right to contact the individual in order to verify the information provided as part of the Proposal.

18. Review process

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

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. Scope of change

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorised or paid

to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

IV. Offer of services

1. Offer submitted by:

(Print or type name and address)

2. I (We) the undersigned hereby offer to GAIN, to furnish all necessary expertise, supervision, materials, and other 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 estimated fee:
 - a. ____ Days
 - b. At _____ USD per day
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)