

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

MARKET INFRASTRUCTURE AUDIT IN KARU MARKET, AMAC, KADUNA CENTRAL MARKET AND BIRNIN KEBBI CENTRAL MARKET, KEBBI STATE.

Issued by

The Global Alliance for Improved Nutrition (GAIN)

(The length of the main technical application should not exceed 15 pages, the separate excel budget spreadsheet not inclusive)

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I. PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN

The Global Alliance for Improved Nutrition (GAIN) is a Swiss based foundation launched at the UN in 2002 to tackle the human suffering caused by malnutrition. Working with both governments and businesses, we aim to transform food systems so that they deliver more nutritious food for all people. At GAIN, we believe that everyone in the world should have access to nutritious and safe food. We work to understand and deliver specific solutions to the daily challenge of food insecurity faced by poor people. By understanding that there is no “one-size-fits-all” model, we develop alliances and build tailored programmes, using a variety of flexible models and approaches. We build alliances between governments, local and global businesses, and civil society to deliver sustainable improvements at scale. We are part of a global network of partners working together to create sustainable solutions to malnutrition. Through alliances, we provide technical, financial and policy support to key participants in the food system. We use specific learning, evidence of impact, and results of projects and programmes to shape and influence the actions of others. Headquartered in Geneva, Switzerland, GAIN has representative offices in Denmark, The Netherlands, the United Kingdom, and the United States. In addition, we have country offices in Bangladesh, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

2. BACKGROUND

This Request for Proposal (RFP) is issued and will be administered by the Global Alliance for Improved Nutrition (GAIN) in respect of the Enhancing Access to Safe and Nutritious Diets (ENSAND) project. The project seeks to build on the lessons and progress from GAIN’s recent investments that includes creating demand for eggs (The ‘Eggs make Kids’ campaign), scaling up support for safe, nutritious food supply to traditional market (KFMW, EatSafe, SBN) through SMEs, Commercialization of Biofortified Crops (CBC) and reducing postharvest loss (PLAN). The overarching objective is to increase access to and the consumption of nutritious foods at the household levels. The specific goal of the ENSAND project is to improve the dietary diversity of low-income (BoP) households in 3 states of Nigeria (Kaduna, Kebbi and FCT) with emphasis on children of school age and women. The ENSAND initiative is comprised of three integrated intervention pathways. These are the supply pathway that includes support for the home-grown school feeding program, market linkages, and business development support. The demand pathway involves increased consumer demand for eggs and other diversified nutritious food while the enabling environment component is focused on critical stakeholders’ ownership/buy-in, quality service delivery, and sustainability. The purpose of this project is to ensure that children from BoP households attending government primary schools consume eggs regularly while dietary diversity is also improved in these households.

3. SCOPE OF WORK AND DELIVERABLES

GAIN seeks to hire a consultant to assess the current physical layout and infrastructural facilities necessary for market and food safety in three designated markets in AMAC, FCT, Birnin Kebbi and Kaduna Central. This assessment is expected to examine the availability and status of key market facilities and related equipment required for the preservation of nutritious and seasonal food/vegetables largely patronized by poor and vulnerable individuals generally classified as belonging to the bottom of the pyramid (BoP). These markets are Karu market, Abuja; Birnin Kebbi central market, Kebbi; and central market, Kaduna.

Key responsibilities.

The consultant is required to carry out the following task;

- Document available market infrastructure required to ensure food and market safety in designated markets and determine the status and functionality of these infrastructures/facilities.
- Assess the availability of specific infrastructure/equipment required to ensure the preservation of seasonal nutritious food/vegetables largely consumed by poor and vulnerable people largely classified as the bottom of the pyramid (BoP).
- Examine and document consumers/vendor’s access to these infrastructures/facilities.
- Examine and document the market management team’s maintenance modalities for these facilities against the requirements of technical standards.
- Indicate the minimum standard of facilities required for the effective management of this market (s) to guarantee market and food safety including the effective preservation of seasonal and perishable foodstuff/vegetables consumed by BoPs.
- Liaise with the market executives to determine the market’s priority infrastructural needs within the context of market/food safety and the effective preservation of perishable and seasonal nutritious food/vegetables.
- Review the existing market safety mechanism as it relates to COVID 19 preventive measures (Necessary for vendor/consumer’s safety/confidence) and make appropriate recommendations for improvement within the framework of the national and global guidelines.
- Based on your assessment, personal observation and consultations with the market and local government authorities, provide informed recommendations to GAIN on what is required to maintain/improve market/food safety generally in these markets.

Timeline and key deliverables

The final output of this infrastructure audit will be submitted on the 28th of March 2022. It will consist of a word document that addresses the entire scope of work as outlined in section 3 of this RFP.

Key deliverables:

S/N	Activities	Deliverables	Timelines
1.	Hold inception meeting with GAIN for input to the inception report. Develop and submit an inception report consistent with the RFP proposal and input/amendments by GAIN	Finalized the infrastructural audit proposal that includes the methodology, detailed implementation plan and budget subject to GAIN’s approval	25 th February 2022

	Participate in an introductory/consultative meeting with market/local government authorities and other key stakeholders.		
2.	Develop the relevant technical infrastructure audit instruments/tools	Share relevant audit instruments/tools with GAIN for final review/sign off.	28 th February 2022
3.	Conduct the market infrastructure audit/field process and generate the required information/data as detailed in sub-section 3	Share draft report including key recommendations with GAIN for input.	18 th March 2022
4.	Conduct a consultative presentation of the audit report that includes key findings and recommendations based on GAIN's feedback	PowerPoint presentation of the draft report to GAIN and selected stakeholders for final feedback/input.	22 nd March 2022
5.	Incorporate feedback from GAIN and key stakeholders and finalize the report.	Submit final detailed analytical report in word document that includes functionality status of the various market infrastructure/facilities identified including key recommendations on how best to improve their current status/conditions for GAIN's consideration. The report should also include a compendium of graphics/photos of key observations to substantiate the narrative report.	28 th March 2022

3.1. REQUIREMENTS OF PROSPECTIVE CONSULTANTS

Qualifications and experience

- At least, 10 (ten) years post-graduate experience in major architectural design, civil/mechanical engineering, or other relevant field of specialization.
- Extensive knowledge, experience and background in infrastructural design and feasibility studies.
- Demonstrable experience in the installation and maintenance of key market infrastructures including WASH, cool chain systems etc.
- Knowledge and understanding of market settings, buildings, infrastructure, and market regulations/legislation.

- Extensive experience in participatory approaches among diverse groups and informal associations in the communities.
- Excellent writing and communication skills in English.
- Ability to speak the Hausa language is necessary.
- Proof of legal registration with the Corporate Affairs Commission (CAC).
- Evidence of a team with the required skills and professional capacity relevant to the key deliverables.
- Previous experience conducting infrastructural assessment/audit is required.
- Experience in preparing architectural reports and plans for similar works is required
- Good understanding of local government authorities' administrative structure, market associations and their governance hierarchy.
- Demonstrable understanding of the various government agencies both at the local and federal levels responsible for market and general food safety.

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.

1. CONTACT

David Atamewalen will be your official contact for this exercise. He will be available via email to respond and clarify all issues related to this solicitation. Please direct all inquiries and other communications to datamewalen@gainhealth.org copying ierhabor@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Respondents should provide their budget in naira in an excel spreadsheet broken down by main cost categories. The budget should be inclusive of all statutory deductions/taxes. Payment is subject to approval by the Country Director and will be made in instalments linked to specific deliverables (To the extent possible) as will be stipulated in the final consultancy contract.

3. SUBMISSION

Responses to this RFP must be submitted by email to: datamewalen@gainhealth.org copying jpilaku@gainhealth.org and ierhabor@gainhealth.org with the subject line '**Market infrastructure audit**' not later than **5:00pm on 18th of February 2022**.

Proposal presentation:

Response to the RFP should be made up of a technical proposal (Narrative in word document) and a budget in excel spread sheet as follows;

Technical proposal:

- Company references (Company name, address, contacts, contact person, etc.);
- A brief description of the company and previous experience related to the current assignments in Nigeria.
- Brief description of the proposed work and methodology.
- Professional and technical team to be involved (Composition of the technical team and the role for each team member)
- Evidence of past experience/capability statement relevant to this task.

- Curriculum vitae of the core team members as deemed necessary
- Timeline/workplan for the technical team required to accomplish specific outputs and the final deliverable.
- Other presentations/elements that the consultant considers relevant to the application.

Financial proposal:

The financial proposal should be presented in excel format. Thus, it should be clear which activities are covered specific budget line.

4. CONDITIONS FOR REJECTING QUOTATION

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

5. CRITERIA FOR ACCEPTING QUOTATION

GAIN will not necessarily accept the lowest cost proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

6. OTHER CONSIDERATIONS

- In case of errors in calculating overall costs, the unit costs will govern.
- It is the vendor's responsibility to understand the requirements and instructions specified by GAIN. In the event that clarification is necessary, vendors are advised to contact the responsible person at GAIN under **Section II (1)** prior to making their submission.
- While GAIN has used considerable efforts to ensure an accurate representation in this RFP, the information contained in this RFP is supplied solely as a guide. 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 vendor confirms its understanding that failing to comply with any element of the RFP requirement may result in the disqualification of their submission.

7. RIGHTS OF REJECTION

GAIN reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason 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.

8. 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.

9. 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.

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 a review panel against the criteria below. This list is not exhaustive but 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:

- Proposal shall demonstrate a clear understanding of the project objective and the deliverables as outlined in Section I.
- 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.
- Cost effective application.

Comprehensiveness of work plan and reasonableness of proposed time frame:

- Proposal shall include a feasible work plan to ensure successful completion of all deliverables.
- The work plan details how activities will be coordinated.
- Detailed budget
- Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
- Clear articulation of potential risks and challenges, and creative proposals for addressing them.

Management and personnel plan:

- The details of team members working on this project showing the relevance of their qualifications and overall experience to the successful implementation of the project.
- Roles and responsibilities of each team member 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 firm/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 authorize 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

Acceptance 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.

