

REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

OPERATIONAL NEEDS AND CAPACITY ASSESSMENT OF THE POULTRY ASSOCIATION OF NIGERIA (PAN) SCHOOL FEEDING PROGRAM TO GUIDE THE ENSAND PROJECT IMPLEMENTATION PROCESS.

**Issued by
The Global Alliance for Improved Nutrition (GAIN)**

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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. Purpose

The purpose of this RFP is to engage the service of a consultant to carry out a needs and capacity assessment of the Poultry Association of Nigeria (PAN) Home Grown School Feeding Programme (HGSFP). This assessment will focus on the agency’s core responsibilities, operational systems, institutional capacity, gaps, and priority action plan to address the gaps observed. The purpose is to strengthen the Poultry Association of Nigeria (PAN) capacities and ability to provide and sustain the supply side inputs required to support the objectives of the Home-Grown School Feeding Programme (HGSFP).

3.1 Description and scope of work.

In consultations with the GAIN team, the consultant shall adopt appropriate and context specific methodology including Participatory Learning and Action (PLA) tools/instruments for the assessment of PAN's operational needs and institutional capacity as it relates to the home-grown school feeding programme and as detailed below;

Poultry Association of Nigeria (PAN) Organizational Capacity Assessment.

- Review and internalize the specific sets of questions this assessment/RFP intend to address and ensure this is explicitly analysed and approved by GAIN in the inception report before the commencement of field activities.
- Carry out contextual analysis of PAN's poultry value chain specific to the home-grown school feeding programme in Kaduna, Kebbi and FCT. This will focus on the general operational framework of the value chain landscape, the gaps and opportunities available.
- Review any relevant previous value chain studies available (Either from GAIN or any other credible sources) and document essential observations and lessons that could add value to this initiative.
- Conduct a detailed analysis of the governance structure, supply chain capacities, gender mainstreaming, access to finance, technical capacity needs, as well as access to inputs and services etc.
- Conduct an appraisal/analyse of the stakeholders, focusing on the critical members involved in the poultry value chain from inputs to market including Home Grown School Feeding Programme (HGSFP).
- Review the operational capacities of PAN, focusing on the association's ability to identify and support (Access to credit, input buying, vaccination, training for feeding properly, hygiene, storage, transport and sorting by size) the right cooperatives able to supply eggs for PAN's delivery to the school feeding programme. This should also involve PAN's plans and ability to sustain her operations and responsibilities to her members especially those directly involved in the school feeding programme.
- In coordination with PAN and GAIN, develop a post assessment capacity building response workplan with clear roles and responsibilities including anticipated outcomes as it relates to the assigned role and desire for improved quality and sustainability of PAN's services.

The Home-Grown School Feeding Programme.

- Conduct a needs assessment for the home-grown school feeding program pathway with emphasis on the existing PAN facilitated Cooperatives' current production and financial capacity including access to credit facilities.
- Review PAN's supply chain mechanism on the school feeding programme focusing on how schools/govt authorities order eggs from PAN, how timely are the payments PAN receives from the govt and how quickly makes payments to the egg producer/coops /farmers with a view to identify possible challenges and how best to improve the system.
- Review and analyze operational/management knowledge gaps, operators/members literacy levels, gender distribution, and other relevant factors.
- Recommend appropriate actions and interventions both short and long term to address the gaps/challenges observed.

4. Skills and qualifications desired

- The lead consultant will be required to have a post graduate degree in a relevant academic area such as agricultural economics, nutrition, public health, business administration or any other related qualification.
- A senior expert in policy formulation, influencing and analysis in nutrition, public health, business administration and governance with at least 10 years post graduate practical experience with community and government stakeholders.
- Experience in programme/financial management is desired.
- With extensive and demonstrable experience in value chain analysis especially the poultry value chain and familiarity with the home-grown school feeding programme.

- Experience in organizational development and capacity building skills and methods.
- Experience and expertise in implementing rigorous research using qualitative and/or participatory approaches.
- Excellent analytical and writing skills
- The team must include consultants with excellent communication skills in Hausa.
- Ability to effectively liaise with senior government officials and a range of community level stakeholders.
- Evidence of an organized team with demonstrable technical and administrative capacity.

5. Timeline and key deliverables

The final output of this needs assessment will be submitted on the **15th of April 2022**. It will consist of a word document (I always think it is good to limit the volume of text by saying how many pages max – in this case, look at similar outputs like the Dutch Embassy report and use that as a guide) that addresses the scope of work as outlined in section 3.1 of this RFP.

Key activities and deliverables

S/N	Activities	Deliverables	Timelines
1.	To guide the final output of this task, review the sets of assessment questions this RFP is set out to address. Develop and submit an inception report consistent with the RFP proposal and input/amendments by GAIN Hold inception meeting with GAIN to obtain input and suggestions before finalizing Participate in introductory/consultative meetings with PAN and other key stakeholders.	Finalized needs assessment proposal that includes methodology, detailed implementation plan and budget subject to GAIN's approval	11 th March 2022
2.	Develop the needs assessment protocol and relevant instruments	Final assessment protocol and related tools reviewed and signed off by GAIN	18 th March 2022
3.	Conduct the field level process and generate the relevant information/data as detailed in section 3.1	Share draft report including key recommendations and post assessment response workplan with a clear timeline, roles and responsibilities	31 st March 2022
4.	Conduct a consultative presentation of needs assessment report, key findings and recommendations based on GAIN's feedback	PowerPoint presentation of the draft report to GAIN and selected stakeholders for final feedback/input.	8 th April 2022
5.	Incorporate feedback from GAIN and key stakeholders and finalize the report.	Submit final report (Word document) in hard and soft copy that includes specific observations, capacity building response workplan, key	15 th April 2022

	recommendations and relevant field recordings to GAIN as specified in the contract agreement.	
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II. INSTRUCTIONS FOR RESPONDING

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

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 . Responses will not be confidential except in cases where proprietary information is involved.

2. SUBMISSION

Due to tight timelines, responses to this RFP must be sent by email to: datamewalen@gainhealth.org copying ierhabor@gainhealth.org and jpilaku@gainhealth.org with the subject line 'ENSAND poultry value chain and HGSFP needs assessment' not later than 5:00pm on 25th of February 2022.

3. UNACCEPTABLE

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.

4. 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 the process.

5. COMPLETION

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

6. 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.

7. 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.

8. RELEASE OF INFORMATION

After awarding the Proposal and upon written request to GAIN, only the following information will be released:

- Name of the successful applicant.
- The applicant's own individual ranking.

III. TERMS AND CONDITIONS OF THIS SOLICITATION

1. NOTICE OF NON-BINDING SOLICITATION

GAIN reserves the right to reject any and all bids received in response to this solicitation and is in no way bound to accept any proposal. GAIN additionally reserves the right to negotiate the substance of the successful applicants' proposals, as well as the option of accepting partial components of a proposal if deemed appropriate.

2. CONFIDENTIALITY

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, GAIN will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held as strictly confidential.

3. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL

GAIN reserves the right to negotiate on the final costs, and the final scope of work of the proposal. GAIN reserves the right to limit or include third parties at GAIN's sole and full discretion in such negotiations.

4. EVALUATION CRITERIA

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which proposals will be assessed. This list is not exhaustive or 100% inclusive and is provided to enhance the applicants' ability to respond with substance.

Applicants are required to submit the following information, conforming to the guidelines given in this section:

- Understanding of the scope of work:
 - o Proposal shall demonstrate a clear understanding of the project objective and deliverables as outlined in Section I.
- Demonstrate a clear understanding of the technical requirements of this RFP:
 - o Providing detailed technical documentation of the proposed strategy.
 - o Evidence of experience delivering solutions using the proposed information technology platform.
 - o Relevant certification by recognized institutions
- 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:
 - o Proposal shall include a feasible work plan to ensure successful completion of deliverables.
 - o The work plan details how activities will be coordinated.

Detailed budget and cost-effectiveness of proposed approach:

- o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
 - o Proposal shall identify possible challenges and include creative approaches to addressing them.
- Management and personnel plan:
 - o The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
 - o Roles and responsibilities of each team member shall be clearly defined. GAIN shall have one main contact person clearly identified in the proposal.
 - A duly completed offer of services.

GAIN reserves the right to contact the individuals and contractor(s) 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

Award of a Proposal does not imply acceptance of its terms and conditions. GAIN reserves the right to negotiate on the final terms and conditions including the costs and the scope of work when negotiating the final contract to be agreed between GAIN and the applicant.

9. VALIDITY PERIOD

The offer of services will remain valid for a period of 60 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter into a contract subject to GAIN's terms and conditions.

10. INTELLECTUAL PROPERTY

Subject to the terms of the contract to be concluded between GAIN and the applicant, the ownership of the intellectual property related to the scope of work of the contract, including technical information, know-how, processes, copyrights, models, drawings, source code and specifications developed by the applicant in performance of the contract shall vest entirely with GAIN.

11. SCOPE OF CHANGE

Once the contract is signed, no increase in the liability of GAIN or in the fees to be paid by GAIN for the services resulting from any change, modification or interpretation of the documents will be authorized or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.