REQUEST FOR PROPOSALS

FORMATIVE STUDY FOR IMPROVING VEGETABLE CONSUMPTION IN KENYA – PERSPECTIVE FROM FARMERS, INTERMEDIARIES AND VENDORS

Issued by
The Global Alliance for Improved Nutrition (GAIN)

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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

In Kenya, 94% of adults do not meet the WHO recommendations of 400 grams of daily fruit and vegetable consumption. In 2015, a national survey found that 15.3% consumed fruits daily and 50.9% consumed vegetables daily. Fruit was consumed on average 2.52 days/week, while vegetables were consumed 4.96 days/week. On average, individuals had 0.78 (SD: 1.2) servings of fruits a day, 1.31 (SD 1.1) servings of vegetables a day. Over the last 15 years, vegetable consumption has remained stagnant at 100-130 g/per person/day, despite a 46% increase in GDP. Kenyans are generally aware of the health benefits of vegetables, desirability of vegetables is low, with some green leafy vegetables (GLV) regarded as a poor man’s food. Many African countries do not produce enough vegetables to meet their populations’ nutrient needs. This low production is exacerbated by high losses in the value chain.

Previous literature has identified diverse factors likely to affect fruit and vegetable consumption both more generally and specifically in the Kenyan context (Obel-Lawson, 2006; Okello et al. 2015). These factors typically fall into one of three general categories. Availability comprises production and post-production supply chain activities that facilitate product purchases by ultimate consumers. Affordability means that regular purchases of product are possible by consumers based on their incomes and product prices but could also include the time costs required for purchases. Desirability comprises a diverse set of influences that affect a consumer’s willingness to purchase, including cultural influences, knowledge of both benefits and preparation, product quality, safety and hygiene, and emotional responses to food choices.

The low and stagnant levels of fruit and vegetable consumption in Kenya provided the motivation for an evaluation of approaches that could address the abovementioned factors to achieve consumption increases that approach WHO standards. In 2020, GAIN conducted a study combining a participatory systems dynamics modelling with a review of information from the literature to assess intervention options to increase average vegetable consumption in Kenya. This study revealed that we can improve vegetable consumption in five years, if we address the following six system elements: improve yields, lower production costs, address post-harvest loss, consumer awareness, convenience, and food safety.
GAIN is currently looking to further refine its systems dynamics model and design a 4-year project to improve vegetable consumption in low-income consumers living in urban and rural areas of the counties of Nyandarua, Machakos, Nairobi, Kiambu, Kitui, Nakuru, Makueni, Kilifi, Mombasa, Taita Taveta, and Kwale. The purpose of this RFP is to identify a Service Provider to conduct a research study with the aim of characterizing farmers, intermediaries, and vendors of selected vegetables in Kiambu. Specifically, the study aims to address the following questions:

<table>
<thead>
<tr>
<th>Information Category</th>
<th>Information required</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Farm-Level</strong></td>
<td></td>
</tr>
<tr>
<td>Farm yields</td>
<td>What are the baseline yields with current practices? How do they vary with use of alternative inputs? What are the differences in yields by season?</td>
</tr>
<tr>
<td>Farm production costs</td>
<td>Baseline with current practices and with alternative inputs</td>
</tr>
<tr>
<td>Time required for product</td>
<td>Include any seasonal factors or challenges with production</td>
</tr>
<tr>
<td>Description of inventory</td>
<td>How much held at a time, and how does this vary with season?</td>
</tr>
<tr>
<td>Price setting rules</td>
<td>How are prices set for product?</td>
</tr>
<tr>
<td>Prices received</td>
<td>How do prices vary over time? Is there any regular seasonal pattern?</td>
</tr>
<tr>
<td>Profitability</td>
<td>What is profitability, based on production costs and prices?</td>
</tr>
<tr>
<td>Proportional losses</td>
<td>How much crop is lost before it can be marketed? What would be required to reduce losses, and at what cost?</td>
</tr>
<tr>
<td>What determines planting decisions?</td>
<td>To what extent is buyer demand or profitability a factor?</td>
</tr>
<tr>
<td>Marketing arrangements</td>
<td>Time, transport, costs, number and types of buyers or transport modes</td>
</tr>
<tr>
<td>Quality metrics</td>
<td>How would costs be affected to improve quality (which aspects)?</td>
</tr>
<tr>
<td>Range of crops grown</td>
<td>Put specific focus crops in context of broader farming system</td>
</tr>
<tr>
<td><strong>Intermediary-Level</strong></td>
<td></td>
</tr>
<tr>
<td>Volumes handled</td>
<td>What quantity of product is handled (e.g., in a day or week) and how does this vary with season?</td>
</tr>
<tr>
<td>Description of inventory</td>
<td>How much held at a time and how does this vary with season</td>
</tr>
<tr>
<td>Price setting to farmers</td>
<td>How are prices paid to farmers set?</td>
</tr>
<tr>
<td>Price setting to vendors</td>
<td>How are prices offered to vendors set?</td>
</tr>
<tr>
<td>Costs</td>
<td>What are the costs per unit for current quantities and how would these changes for alternative quantities?</td>
</tr>
<tr>
<td>How are purchase volumes determined?</td>
<td>How do intermediaries determine how much to buy from farmers?</td>
</tr>
<tr>
<td>Proportional losses</td>
<td>How much purchased crop is lost before it can be marketed? How could this be reduced, and at what cost?</td>
</tr>
<tr>
<td>Information Category</td>
<td>Information required</td>
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</tr>
<tr>
<td>Profitability</td>
<td>What is the gross and net margin for the product?</td>
</tr>
<tr>
<td>Distribution to vendors</td>
<td>What is the time required for transportation from the farm or to vendors, what are the costs of transportation? What are the number and types of buyers?</td>
</tr>
<tr>
<td><strong>Vendor-Level</strong></td>
<td></td>
</tr>
<tr>
<td>Volumes handled</td>
<td>What quantity of product is handled (e.g., in a day or week) and how does this vary with season?</td>
</tr>
<tr>
<td>Description of inventory</td>
<td>How much held at a time and how does this vary with season?</td>
</tr>
<tr>
<td>Price setting to intermediaries</td>
<td>How are prices paid to intermediaries set?</td>
</tr>
<tr>
<td>Price setting to customer</td>
<td>How are prices set for product to consumers? What are average prices and variation over time? Is there any seasonality?</td>
</tr>
<tr>
<td>How are purchase volumes determined?</td>
<td>How do vendors determine how much to buy from farmers?</td>
</tr>
<tr>
<td>Proportional losses</td>
<td>How much purchased crop is lost before it can be marketed? How could this be reduced, and at what cost?</td>
</tr>
<tr>
<td>How are purchase volumes determined?</td>
<td>How do vendors determine how much to buy from intermediaries?</td>
</tr>
<tr>
<td>Purchases per customer</td>
<td>How much does the average customer purchase, with what frequency?</td>
</tr>
</tbody>
</table>

The results of this study will be used to update the system dynamics model and as input for project design. The Service Provider should propose the methods for the assessment of the above-mentioned aims based on their expertise, but it is expected to include at least primary data collection (qualitative) with value chain actors, as appropriate.

NOTE: Please notice that we are also requesting proposals for conducting a consumer assessment on vegetables.

3. **SCOPE OF WORK AND DELIVERABLES**

Tasks:

1. In collaboration with GAIN, draft research protocol including data collection instruments. Provide recommendations to adapt to the local context.
2. Translate data collection instruments to Kiswahili.
3. Request ethical approval to local ethics committee.
4. Prepare training materials and brief data collection manual. In collaboration with GAIN, conduct training of recruiters and data collectors to ensure following high-quality data collection methods and safety protocols.
5. Prepare all preliminary activities needed to conduct field work activities such as requesting local permission for field work.
6. Conduct data collection according to established protocol and manuals.
7. Prepare brief field work report describing field work activities and progress, findings from quality control process and corrective measures.
8. Develop a Powerpoint presentation with preliminary results.
10. Participate in discussions with GAIN and partners regarding data analysis and interpretation.

3.1. OBJECTIVES
The objective of the research study is to characterize farmers, intermediaries, and vendors of selected vegetables in Kiambu.

3.2. DELIVERABLES
The service shall be performed between 1 March and 30 May 2022. The proposed deliverables and deliverable dates are planned for in-person data collection.

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Date Deliverable Due</th>
</tr>
</thead>
<tbody>
<tr>
<td>Complete application for Ethical approval including research protocol, data collection instruments, and informed consent form</td>
<td>11 March 2022</td>
</tr>
<tr>
<td>Brief recruitment plan and quality assurance plan. Training material and data collection manual</td>
<td>14 March 2022</td>
</tr>
<tr>
<td>Brief report on results of instrument testing, including revised instrument</td>
<td>28 March 2022</td>
</tr>
<tr>
<td>Brief field work report</td>
<td>18 April 2022</td>
</tr>
<tr>
<td>Anonymized dataset, codebook and questionnaire prepared with Nesstar software (in case a survey was conducted); Powerpoint presentation with preliminary results; transcripts</td>
<td>20 May 2022</td>
</tr>
<tr>
<td>Final report</td>
<td>30 May 2022</td>
</tr>
</tbody>
</table>

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

Please direct all inquiries and other communications to rfp@gainhealth.org with subject line ‘Supply Study Kenya - inquiry’. Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are required to provide GAIN with a detailed fee percentage proposal. The final budget amount will have to be approved by the organisation prior to starting the project.
3. **FORMAT FOR PROPOSAL**

Interested applicants should prepare a brief proposal (maximum 5 pages) that includes:

- **Technical proposal** describing methodological approach and process for conducting this service.

- **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.

- **Budget**: Provide a budget in USD (US Dollar), broken down by main cost categories (Personnel, travel, 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.

- **Detailed profiles** (qualification, expertise, relevant experience etc.) of the individuals who will be completing the work including their full names, their expertise and publications in relevant research.

- A completed 'Offer of Services' form (see end of RFP for template).

4. **SUBMISSION AND DEADLINE**

Completed proposals should be submitted in electronic format to rfp@gainhealth.org by email on 25 February 2022 with subject line ‘Supply study Kenya – proposal’.

5. **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.

- Incomplete proposals.

- Proposals that are not signed.

6. **REVISIONS**

Proposals may be revised by electronic mail provided such revision(s) are received before the deadline.

7. **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.

8. **COMPLETION**

- Proposals must be submitted on official letterhead of the lead organisation or firm and must be signed by a principal or authorising signatory of the lead firm or organisation.

- 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.

9. 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.

10. 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.

11. 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:
  - 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:
  - 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.

- A duly completed offer of services.

GAIN reserves the right to contact the individuals and 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 authorise 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 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 business, corporate 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 prices:

   a. Click or tap here to enter text.
   b. Click or tap here to enter text.
   c. Click or tap here to enter text.
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 ____________, _____________________________.

Signature (applicant)

_______________________

Signature (applicant)