

**CONSULTANCY FOR GENDER RESPONSIVE POLICY ANALYSIS OF FOOD SYSTEMS POLICIES:
SUPPORTING GENDER RESPONSIVE POLICIES AND POLICY DEVELOPMENT PROCESSES IN
BENIN**

Issued by
The Global Alliance for Improved Nutrition (GAIN)

-
- I- PROJECT BACKGROUND AND SCOPE**
 - II- ASSIGNMENT BACKGROUND**
 - III- INSTRUCTIONS FOR RESPONDING**
 - IV- TERMS AND CONDITIONS OF THIS SOLICITATION**
 - V- OFFERS OF SERVICES**
-

I. PROJECT BACKGROUND AND SCOPE OF WORK

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 governments, civil society 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, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Uganda, Rwanda and Tanzania. Programmes and projects are carried out in a variety of other countries, particularly in Africa and Asia.

BACKGROUND

The Nourishing Food Pathways (NFP) is a large and ambitious programme spanning ten countries in Africa and Asia, and involving more than one hundred partners, over a period of 5 years. We have now entered the second year of this programme. Broadly speaking, NFP seeks to support and accelerate progress towards the Sustainable Development Goals (SDGs) set to be achieved by 2030. NFP is specifically focused on supporting inclusive and coherent food systems transformation in each of the ten countries, in line with the Sustainable Development Goals. This programme builds on the UN Food Systems Summit in 2021, aiming to support and strengthen the design and delivery of National Food Systems Transformation Pathways. These national pathways detail national governments’ aspirations and priorities for positive change in their food systems. Much of these transformations are to take place through the review or creation of national policies related to food systems, notably nutrition and agriculture policies. Through the NFP programme, GAIN seeks to support these government-led efforts by providing subject-matter expertise. Part of the gender component of NFP is to provide technical support to policy advisors and policy makers to ensure that the policies emerging from the national pathways, and the associated development processes, are more gender responsive.

II. ASSIGNMENT BACKGROUND

The core of this work is the analysis of policy documents relevant to the National Food Systems Transformation Pathway of Benin, and the subsequent food-system transformation process taking place at the national level. These documents and processes are a direct result of the national government’s perspective, priorities, and goals for food-system transformation in the country. With government priorities in food systems as the starting point, the analysis will examine context-specific barriers to gender equality and examine the policy response, with the goal of identifying opportunities for greater gender responsiveness which aligns with national food system transformation goals. In addition, feasibility and practicalities for implementation in the local context should be considered in the final recommendation. The specific policy document to analyse will be chosen by the GAIN team based on a set of criteria.

OBJECTIVES

The assignment will achieve the following objective:

OVERALL

The primary objective of this consultancy is to carry out a policy analysis focused on gender responsiveness of emerging agri-food policies, and of the corresponding policy development or review processes. This is a sub-component of GAIN’s “Nourishing Food Pathway” (NFP) programme.

SCOPE OF WORK

The service provider will undertake an analysis encompassing a desk review and stakeholder consultations/interviews to identify opportunities for improving the gender-responsiveness of food system policies using GAIN’s Gender Responsive Policy Analysis tool for Food Systems (GRiP-FS). In broad strokes, this policy analysis tool seeks to take stock of the context, carry out a desk review of the relevant policy documents, and finally identify priority policy action areas/recommendations. The successful applicant will undertake the Gender Responsive Policy Analysis for food systems (GRiP-FS) which is composed of 3 components, organised across several tables and some free text.

- The first component of the tool focuses on the collection of information, and on critically assessing the context, drivers, stakeholder positioning, and later the communication of recommendations, as well as recording the analytical process.
- The second component involves a desk review and analysis of the relevant policy document(s) identified by GAIN, aiming at assessing the extent to which the policy addresses the types of gender barriers most relevant to food systems.
- Finally, the third component is the identification of priority policy areas, or broad policy recommendations, to enhance the gender responsiveness of policies, their corresponding processes, and implementation

This will include desktop work, as well as research tasks, and engagement with local stakeholders involved in the policy development process – notably GAIN’s Policy team in-country.

EXPECTED DELIVERABLES

S/N	DELIVERABLES	TIMELINES
1.	Description of activities: outline of final report, work plan, list of already existing and supplementary documents to be included in desk review (provisional), and list of stakeholders to be consulted or interviewed.	23 June 2025
2	Completed GRiP analytical worksheet, including draft recommendations. Including bibliography and annexes: - detailed interview or consultation notes for each stakeholder or group consulted (raw data). - complete bibliography with all sources used.	23 July 2025
3	Completed GRiP report, incorporating GAIN feedback, and summary brief describing the analysis and recommendations for policy and implementation.	22 August 2025
4	Final report, incorporating GAIN feedback. Presentation of results (specifics TBD)	5 September 2025

COMPETENCIES

Consultant

- Extensive experience in gender research and analysis in Benin, especially related to policy and policy processes.
- Work on gender coalitions/stakeholder networks at the national level.
- Experience working on policies, and policy development processes. Ideally on topics related to Food Systems.
- Experience engaging with and/or advising policy makers on gender issues.

Consultant assistant

- Good understanding of gender considerations in food, nutrition, agriculture, rural development, and related fields
- Good understanding of Benin food system, nutrition sensitive policy and nutrition ecosystem

EXPECTATIONS FROM APPLICANTS

The successful applicant (s) will:

- Work closely with the GAIN gender team and in-country team throughout the duration of the work. A lead contact will be designated for regular communication and monitoring of deliverables.
- Work closely with government representatives and policy makers under the guidance of GAIN.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Meet with GAIN regularly during the Project, as well as at the request of GAIN.
- Submit deliverables and reports according to the work plan's agreed-upon schedule.
- Technical proposals in French should not be longer than 15 pages, including cover page. All supporting documents should be included in the annexes.

TIMELINES

The assignment must not exceed a maximum of 3 months from the day the contract is awarded. The service shall be performed between June and September 2025. The comprehensive table of the assignments is expected to be as follows

Proposal Submission Deadline:	15 May 2025
Award of Contract:	9 June 2025
Deliverable1: Provide a timeline (detailing all activities), and revised methodology.	23 June 2025
Deliverable 2: Completed GRiP analytical worksheet	23 July 2025
Deliverable 3: Completed GRiP report and summary brief	22 August 2025
Deliverable 4: Final Report	5 September 2025

The proposal submissions must be received via email by GAIN on or before 3:30 pm Benin time.

III. INSTRUCTIONS FOR RESPONDING

CONTACT

Please direct all inquiries and other communications to cotationbenin@gainhealth.org with subject line 'Consultancy on Gender Responsive Policy Analysis of Food Systems Policy: Supporting Gender Responsive Policies and Policy Development Processes - inquiry'. Responses will not be confidential except in cases where proprietary information is involved.

FORMAT FOR PROPOSAL AND LANGUAGE OF SUBMISSION

Interested applicants should prepare a brief proposal in **French**. The proposal should include the contents below and not exceed 15 pages, excluding appendixes and CVs of consultant(s).

Cover page: Summary with basic information such as names, addresses, and contact information for the institution.

Capacity Statement: A brief capacity statement as to why the consultant(s) or institution (if a consultancy company is applying) is well-positioned to conduct this activity. This capacity statement should refer to the areas of expertise and qualifications of the candidate(s). The capacity statement should mention relevant work conducted.

Design and methodology: Outline the proposed activities (and outcomes), in line with the guidelines outlined above, and the specific methods to be used. This section should form the bulk of the proposal. GAIN is open to all suggestions. The technical proposal must clearly identify if and where the activity requirements may be difficult to fully satisfy and provide alternative suggestions that can achieve the above-listed requirements.

Work Plan: Proposed work plan broken down by weeks, which should include detailed activities and timeline. If more than one person is assigned to this consultancy, it should also include the time allocation of key personnel.

Budget: financial proposal broken down by phases and clearly separating the fees of the consultancy and other administrative costs related to each Objective.

In the appendix, the consultant should provide a track record of delivering similar assignments and provide references (contact information) of clients for whom similar work has been executed.

GAIN will not necessarily accept the lowest bidder, or any proposals submitted except when the requirements are fully met.

SUBMISSION AND DEADLINE

Completed proposals should be submitted in electronic format to cotationbenin@gainhealth.org with copy to by email on **15 May 2025** with subject line '**Consultancy on Gender Responsive Policy Analysis of Food Systems Policy: Supporting Gender Responsive Policies and Policy Development Processes – proposal**'.

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.

REVISIONS

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

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.

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.

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.

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.

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.

IV. TERMS AND CONDITIONS OF THIS SOLICITATION

a. 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 applicant's proposal, as well as the option of accepting partial components of a proposal if appropriate.

b. 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 strictly confidential.

c. Right to Final Negotiations on the Proposal

GAIN reserves the right to negotiate 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. The payment will be structured based on the delivery of the milestones stated in section VI (line a)

When	Payment rate %	Deliverable
Deliverable 1: Provide a revised timeline and methodology to conduct the assignment	20%	Description of activities: outline of final report, list of supplementary documents to be included in desk review (provisional), and stakeholders to be consulted or interviewed.
Deliverable2: Completed GRiP analytical worksheet, including draft recommendations.	30%	Completed GRiP analytical worksheet, including draft recommendations. Including bibliography and annexes: - detailed interview of consultation notes for each stakeholder or group consulted. - complete bibliography with all sources used.
Deliverable 3: Complete GRiP report and summary briefs	30%	Completed GRiP report and summary briefs describing the analysis and recommendations for policy and implementation.
Deliverable 4: Final report	20%	Final report incorporating GAIN feedback. Presentation of results at GAIN Benin office and online

To trigger the disbursement, the Deliverables shall be approved in writing (including by email) from GAIN

d. Evaluation Criteria (EW- Evaluation Weight)

Proposals will be reviewed by a special Review Committee. The table below indicates a list of the significant criteria against which proposals will be assessed.

Item	Description	Evaluation Weight (%)
1	Scope of Work	15%
	Understanding of the objectives of the assignment Realistic timeline of outputs Detailed workplan, including frame and responsibilities	
2	Methodological Approach	25%
	Narrative description of the approach to the tasks, showing a clear understanding and methodology Familiarity with country and context expressed through the design of methodology	
3	Team & Company Qualifications:	20%
	Experience in similar assignments-Company & team	
4	Organisation and Management	15%
	Organisation of the field team	
5	Final Proposal	15%
	Price Clear breakdown supporting methodology and team organization	
6	Documents Provided & Track Record	10%
	Track record (GAIN experience working with the Company) Docs provided as per bellow table	
	TOTAL	100%
	Documents to be provided with proposal	
1	Offer of Service	
2	Is proposal signed	
3	Is proposal submitted on official letter head	
4	Are fees quoted as a fixed sum inclusive of taxes	
5	Does the proposal map functions to team members	
6	Insurance	
7	List of Referances provided	

The above table will combine weighting with a “point” scoring system, as followed:

Points	Scoring description
5 points	Fully meets
4 points	Meets, with minor gaps
3 points	Meets with moderate gags
2 points	Partially meets, significant gaps
1 point	Does not meet

e. Mandatory Requirements

In addition to the evaluation criteria outlined above, the applicant's proposal should also respond to the following mandatory requirements:

- Fees: The fees shall be quoted as a fixed sum inclusive of all applicable taxes and/or institutional overhead. The fees must be quoted in CFA (West African CFA Franc) currency.
- Experience: Current curriculum vitae/resumes for key team members.
- Capacity of the consultant and his or her assistant to provide the required services with relevant experience must be available for each identified position. The proposal should be limited to one team member and provide details on the assistant's function(s).
- References: A list of references that can be contacted to discuss the team members' relevant related experience or for the firm.

GAIN reserves the right to contact the individuals and contractor(s) to verify the information provided in the Proposal.

f. Expectations of Applicants

The successful applicant (s) will:

- Work closely with representatives from GAIN and its partners: A lead contact will be designated for the purposes of regular communication and monitoring of deliverables.
- Meet with representatives from GAIN shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, timelines, and budget for each of the parts outlined in the Scope of Work.
- Be prepared to meet with GAIN representatives during the consultancy.
- Submit deliverables and reports according to the agreed-upon schedule in the revised work plan.

g. Review Process

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

h. Limitations regarding third parties

GAIN does not represent, warrant, or act as an 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.

i. Final Acceptance

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

j. Validity Period

The Offer of Services will remain valid for a period of 30 days after the Proposal closing date. In the event of award, the successful applicant will be expected to enter a services contract subject to GAIN's terms and conditions.

Please note that should you not hear from GAIN within 1 month after the application deadline, please consider your application unsuccessful at this time

k. 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, and specifications developed by the applicant shall vest exclusively and entirely with GAIN.

Subject to the terms of the contract to be concluded between GAIN and the applicant, the applicant is required to adhere to and comply with the following:

- GAIN’s Design Application or Branding guidelines.
- Although the service provider can put their logo in the document produced, GAIN’s logo should be the one standing out as the owner of the intellectual property.

I. 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 documentation will be authorized or paid to the applicant, unless such change, modification or interpretation has received the express prior written approval of GAIN.

V. OFFER OF SERVICES

1. Offer submitted by:

(Print or type business, corporate name and address)

- 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:
 - Click or tap here to enter text.
 - Click or tap here to enter text.
 - Click or tap here to enter text.
 - Click or tap here to enter text.
- 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) herewith submit the following:
 - A Proposal to undertake the work, in accordance with GAIN’s requirements specified.
 - 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)

Click or tap here to enter text.

Signature (applicant)