

CONSULTANCY

MARCH 2024

To conduct an Internal Audit on Staff Security

Issued by

The Global Alliance for Improved Nutrition (GAIN)

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 offices in 16 countries. We have programmes in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda, and representative offices in The Netherlands, the United Kingdom, and the United States. In addition, some projects are planned and carried out in a variety of other countries, particularly in Africa and Asia.

DELIVERABLES

The purpose of this RFP is to engage services of a Service Provider to carry out an internal audit on staff security.

The successful applicant shall present their findings and recommendations in a report by the end of May 2024. (hard deadline) and a virtual presentation of the results to the board of GAIN on June 10.

The objective of this audit is to assess the organisation’s current policies and practices with regards to security and whether GAIN is taking sufficient measures to keep staff safe. This includes assessing GAINs systems, processes, and policies, and identifying vulnerabilities and weaknesses.

This engagement is the first substantive IA engagement in a programme of engagements planned over the next 24 months to support GAIN’s work. Other engagements are likely to cover aspects of resource mobilisation, financial processes, efficiency and effectiveness.

SCOPE

Across all areas, are our policies and practices proportionate; do they apply to all staff with the right regard to EDI considerations; what is the staff experience of our policies and their implementation; where do we follow or fall behind good practice.

1. Office location and buildings security and safety

1. Ensuring appropriate security and safety for staff in our offices – how far does our guidance support this; how far do we follow our guidance
2. Security and safety considerations when choosing new office space (ie within a current GAIN city) – do we ask the right security and safety questions when choosing a new office space; do we have the right risk assessment tool in place; do we apply it consistently
3. Security considerations when choosing new office locations (ie a different country/town/city) – do we ask the right security questions when deciding to open an office in a new location; do we have the right risk assessment tool in place; do we apply it consistently
4. Considerations for visitors – how well do we make visitors to our offices aware of the security and safety arrangements

2. Operational security

1. Office security plans – how far does the process for creating, implementing and keeping these up to date support staff security
2. How do staff feel about how GAIN supports their security – availability of information; tailored guidance; travel exclusions; ability to refuse to travel
3. How aware is staff about the security rules, how often are they discussed, how often do staff receive training and How compliant are staff with security advice they receive
4. How often are safety drills done in each office

3. Travel and transport security

1. Permission to travel – compliance with the current policy; adequacy of the policy re staff and consultant security and individual circumstances such as health
2. Guidance to staff and consultants – how to assess their own risks and necessary health precautions; provision of vaccinations and other support for good travel health
3. Risk assessment and risk-based decisions – how adequate is the process for assessing travel risks and mitigations for staff and consultant travel; how far is our practice compliant
4. Travel insurance – does our current practice for purchasing travel insurance for staff and consultants provide adequate support for travellers
5. Travel purchasing – what is good practice in supporting staff and consultant security when purchasing travel; should we be doing this differently
6. Transport security – adequacy of our policy; compliance
7. Tracking of travel – overall to see if we know who is where at any given (work) time but also on the road in insecure areas

4. Emergencies

1. Do we have the right protocols in place
2. Do the right staff know what these are
3. Do we know if they work in the event of an emergency/critical incident (eg natural disaster/kidnap; serious traffic accident)
4. Do we have the right risk assessment and mitigation in place
5. What is in place in terms of aftercare for staff and lessons learned for adapting and updating policies

5. Expertise

1. Do we have the right level of expertise in-house OR readily available to support staff security and safety

SUPPORTING INFORMATION

All existing information and policies will be shared with the auditors and contacts of security focal points provided. There is no field travel involved: this report will be based on a combination of interviews and document review.

PROPOSED TIMING

1. Responses to this RFP by 5 April
2. Panel decision by 12 April
3. Contract issued by 19 April
4. First draft report submitted by 22 May
5. Final report submitted by 31 May
6. Present to the Finance and Audit Committee 10 June

INSTRUCTIONS FOR RESPONDING

Contact

Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Elizabeth Maddison

Director of Strategic Operations

Email: Emaddison@gainhealth.org

Budget

The budget should show the daily rates of consultant(s); number of days per team member (if more than one) ; and any other costs. Please do not include VAT – GAIN is VAT-exempt in Geneva from where we expect to issue the contract.

Format for proposal

Proposals should address the following, in no more than four sides of A4:

- a. proposed approach
- b. understanding of the task and organisation
- c. any issues anticipated at this stage
- d. skills and experience of the consultant(s)
- e. project plan and timeline, showing the number of days expected for each stage

Pricing

Whilst the price of the proposal will be taken into account, GAIN is not obliged to accept the lowest price.

Submission

Originals should be submitted as follows:

One hard signed copy of the Proposal and an electronic copy containing the documents preferably in MS Word along with all the required information including the fee proposal should reach GAIN at the address below:

Email copy: emaddison@gainhealth.org

Hard copy:

Elizabeth Maddison

GAIN

Watchmaker Court

33 St Johns Lane

London EC1M 4BJ

The envelope needs to be superscripted as:

GAIN Security Audit

Deadline

Completed proposals should be submitted to GAIN **before or on 5 April 2024**

Proposals may be postmarked on the due date, provided that an email of the proposal is submitted by the deadline.

If we wish to interview, we plan to do so between **10 and 12 April 2024**

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.

TERMS AND CONDITIONS OF THIS SOLICITATION

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.

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.

EVALUATION CRITERIA

Proposals will be reviewed by the Selection Team. The following indicate a list of the significant criteria against which responses will be assessed. 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. Proposals shall demonstrate:
- a clear understanding of the project objective and deliverables
- experience of successful implementation of similar projects in relevant organisations .
- quality of the work plan and reasonableness of proposed time frame:
- budget and cost-effectiveness of proposed approach:
- quality and relevance of the consultant(s) experience

GAIN reserves the right to contact you to verify the information provided as part of the Proposal.

OTHER TERMS AND CONDITIONS

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.

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.

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.

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.

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.

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.

OFFER OF SERVICES

- a. Offer submitted by:

(Print or type business, corporate name and address)

- b. 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:

- c. 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.
- d. I (We) herewith submit the following:
 - i. A Proposal to undertake the work, in accordance with GAIN's requirements specified.
 - ii. 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 & Signature (applicant)