

REQUEST FOR PROPOSALS (RFPs)

THE ENGAGEMENT OF A GRANT AND PARTNER FINANCIAL MANAGEMENT CONSULTANT

ISSUED BY: GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)

**PROJECT DURATION: GRANT AND PARTNER FINANCIAL MANAGEMENT CONSULTANCY: 6
MONTHS**

December 2025

GAIN Nigeria

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I. Background

The Global Alliance for Improved Nutrition (GAIN) is an alliance driven by the vision of a world without malnutrition. Created in 2002 at a Special Session of the UN General Assembly on Children, GAIN supports public-private partnerships to increase access to the missing nutrients in diets necessary for people, communities, and economies to be stronger and healthier. For further details on GAIN's work please refer to the website: <http://www.gainhealth.org>.

GAIN is seeking proposals to strengthen financial oversight and build the financial management capacity of partner organizations, GAIN seeks the services of a Grant and Partner Financial Management Consultant. The Consultant will support the monthly review of partners' financial reports, conduct routine checks, provide timely feedback, provide capacity-building support to the partner organisation in areas where weaknesses have been identified. and contribute to the overall improvement of financial systems and practices across partner organizations.

II. Objectives

The main objective of this consultancy is to enhance the quality, accuracy, and compliance of partners' financial reporting and strengthen their internal financial management capacity. Specific objectives include:

- To conduct monthly reviews of partners' financial reports and supporting documentation for accuracy, completeness, and adherence to donor and organizational guidelines.
- To ensure timely identification of financial irregularities, risks, or gaps and provide actionable recommendations.
- To support partners in strengthening financial systems, controls, and reporting processes.
- To contribute to capacity-building initiatives aimed at improving partners' financial management capabilities.
- Provide capacity-building support to the partner organisation in areas where weaknesses have been identified
- To enhance overall grant financial oversight and support compliance with internal and donor-specific requirements through regular face-to-face and/or virtual engagements with partners' finance and programme leads.

III. Deliverables

SN	Activity	Expected Result
1.	Monthly partner financial reviews are completed accurately and on schedule	<ul style="list-style-type: none"> • All partners' monthly financial reports and supporting documents are reviewed and validated within agreed timelines. • Identified errors, omissions, or inconsistencies are corrected before reporting deadlines. • Partners consistently submit higher-quality financial reports over time.

2.	Financial risks and irregularities are identified early and addressed promptly	<ul style="list-style-type: none"> • Provide clear, written feedback to partners on findings and required corrective actions • Follow up on previous recommendations to ensure implementation and resolution of issues. • Advise partners on best practices to strengthen compliance and reporting quality.
3	Partners' financial systems and controls are strengthened	<ul style="list-style-type: none"> • Partners implement improved financial processes, documentation standards, and internal controls. • Reduction in adverse audit findings related to partner financial management. • Partners demonstrate increased compliance with donor and organisational financial requirements.
4	Partner financial management capacity is improved	<ul style="list-style-type: none"> • Capacity-building sessions (training, coaching, mentoring) are delivered as planned. • Partners show measurable improvement in financial reporting, documentation, budgeting, and expenditure tracking. • Increased partner confidence and ability to manage grants independently.
5	Gaps identified during reviews are addressed through targeted capacity support	<ul style="list-style-type: none"> • Specific weaknesses identified during financial reviews are addressed through tailored support. • Action plans are developed, implemented, and tracked to improve partner performance. • Partners demonstrate reduced errors and improved financial practices in subsequent reviews.
6	Grant financial oversight and compliance is improved through regular face-to-face and/or virtual engagements	<ul style="list-style-type: none"> • Enhanced alignment of partners' financial activities with donor policies and organisational procedures. • Strengthened audit readiness and improved audit outcomes.

	with partners' finance and programme leads	<ul style="list-style-type: none"> Reduced compliance risks, contributing to more efficient and accountable grant implementation.
7	Updated Tracking Sheet	<ul style="list-style-type: none"> Documenting the status of partner financial submissions, reviews, compliance gaps, and progress on recommendation
8	Capacity-Building Materials	<ul style="list-style-type: none"> (Training slides, manuals, tools, checklists) developed and/or customized for partner use
9	Reporting and End-of-Assignment Report	<ul style="list-style-type: none"> Consolidating partner performance, recurring issues, risks, and recommendations for systems strengthening Summarizing achievements, challenges, capacity improvements, and recommendations for future support (if applicable).

IV. Expected Deliverables

S/N	Description	Deliverables	Timelines
1	Inception Phase:	<ul style="list-style-type: none"> Conduct an initial meeting with the organisation to clarify expectations, scope, deliverables, and reporting timelines. Review relevant documents including grant agreements, donor guidelines, partner contracts, partner financial reporting templates, and organisational policies. Develop and submit an inception report outlining the work plan, tools, and review schedule Design a capacity-building plan for the partners based on the results of their capacity assessment. Review the partner reporting template and ensure it is appropriately designed for the intended purpose. 	February 2026
2	Monthly Financial Review and Verification	<ul style="list-style-type: none"> Collect and review partners' monthly financial reports and supporting documentation. Assess accuracy, completeness, validity, and compliance with donor and organisational guidelines. Use standardised financial review checklists and tools to ensure consistency. Document findings, discrepancies, and areas of improvement for each partner 	Monthly

		<ul style="list-style-type: none"> Follow the feedback timeline and monitor the partner's responses. 	
3	Compliance and Risk Assessment	<ul style="list-style-type: none"> Conduct compliance checks against donor requirements and internal controls. Identify financial irregularities, red flags, or high-risk areas. Analyse patterns and trends that indicate systemic weaknesses. Summarise risks and recommend mitigation strategies 	Monthly

V: Competencies

1. Proficiency in the use of Excel, Word, and project-tracking tools
2. Ensuring accuracy in budgets, and partner financial reports
3. Strong analytical, writing, and communication skills.
4. Working with program teams, finance, and external partners to gather needed inputs
5. Scheduling grant meetings, facilitating check-ins with partners
6. Strong collaboration among all stakeholders

VI: Expectation from Applicants

1. Prior experience in grant management, or donor compliance
2. Proven ability to support or lead grant management processes
3. Experience working with donors (e.g., MoFA, BMZ, USAID, EU, foundations) is a strong asset
4. Clear, concise writing with minimal supervision
5. Comfortable communicating with internal teams and external partners
6. Track record of managing multiple projects simultaneously
7. Ability to work under pressure and meet tight submission timelines
8. High standard of accuracy in formatting, data entry, and documentation
9. Knowledge of donor regulations or willingness to learn quickly

VII: Education

1. Minimum degree level qualification related to Social Sciences or a suitable equivalent, with at least 6 years of experience.
2. Master's Degree in Business, Finance, Accounting, Economics, or any other relevant field will be an advantage.
3. Experience working with grants and providing compliance support to program and operations teams for Mastercard Foundation (MCF), and European Commission (including ECHO, GFFO, SIDA, SV), Bill and Milenda Gates (BMGF), Foreign, Commonwealth and Development Office (FCDO) donors

Shortlisted individuals are invited to submit a written proposal for the consultancy.

The written proposal should outline:

- Background information
- Resume of the consultant.
- References.
- Expected timing and completion of the deliverables.
- Expected delivery of reports.
- Cost estimate for the consultancy
- Tax Identification Number (TIN)

VIII. Reporting and Communication:

- The process will be managed by the Head of operations and work closely with the Finance Manager, Program colleagues, Program Quality Specialist, and other stakeholders.
- The consultant will meet with all Partner Finance designated staff to gain an appreciation of any specific concerns or risks with the financial management.
- The consultant will gather feedback from partner organizations to identify key areas of focus
- The consultant will also submit a monthly report detailing progress on deliverables and any significant findings.

IX. Reporting schedule:

The assignment must not exceed a maximum of 6 months from the day the contract is signed. The comprehensive table of the assignments is expected to be as follows:

Activity	Estimated time
Issue Request for proposals	December 11 th , 2025,
Deadline for Submission of proposals	December 31 st , 2025,
Review and call for interviews	January 5 th – January 9 th 2026
Interviews	January 12 – 16 th 2026
Communication on results	January 20 th 2026

X. Revisions:

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

1. INSTRUCTIONS FOR RESPONDING

a. Contact details for submitting the technical and financial proposals:

Submission of the technical proposal and the financial proposal should be made in a single email with the specifications below:

Submission type	Address	Subject
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Soft Copy submitted by email	in quotation@gainhealth.org	Consultancy for Grant and Partner Financial Management in GAIN Nigeria
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Completed Proposals will comprise of a resume in line with the guideline above and a financial proposal. Both proposals should be submitted by email.

The proposal should include the contents below and not exceed 8 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) 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 expected deliverables), 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: Monthly consultancy fee should be stated. The consultant will be expected to work 5 days in a week mostly from GAIN Nigeria office.

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.

b. Proposal Completion

Proposals must be submitted on the official letterhead of the consultant and must be signed by the applicant.

- It is the applicant's responsibility to understand the requirements and instructions specified by GAIN. If clarification is necessary, applicants are advised to contact GAIN through the email iankinduro@gainhealth.org and copy digelle@gainhealth.org.
- 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 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 their understanding of the RFP conditions; failing to comply may result in the disqualification of their submission.

c. Right 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.

d. References

GAIN reserves the right, before awarding of the contract, 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.

e. Release of Information

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

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

2. 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 V. Payment will be made monthly based on the expected deliverables. To trigger the disbursement, the Deliverables shall be approved in writing (including by email) from GAIN.

d. 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 NGN (Nigerian Naira).
- **Experience:** Current curriculum vitae/resumes for consultant.
- **Capacity of the consultant to provide the required services**

- **References:** A list of references that can be contacted to discuss the consultant's 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.

e. Expectations of Applicants

The successful applicant (s) will:

- Work closely with Head of operations, Finance Manager, Program Team, Program Quality Specialist 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 for each of the parts outlined
- Be prepared to meet with GAIN representatives during the consultancy.
- Submit deliverables and reports according to the agreed-upon schedule in the work plan.

f. Review Process

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

g. 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.

h. 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.

i. 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.

j. 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.

k. 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.