REQUEST FOR PROPOSALS

SCHOOL FOOD AND NUTRITION

LITERATURE REVIEW

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

2. BACKGROUND

School food programmes are a multisectoral game changer that improve children’s educational outcomes, health and nutrition and gender equity. More broadly, they support the whole community by providing an important safety net, and by strengthening food systems and economies (WFP, 2024). As a proud partner of the School Meals Coalition GAIN is dedicated to supporting governments in enhancing and establishing sustainable national school meal programs and striving for every child to have the opportunity to receive a healthy, nutritious meal in school by 2030.

School food programmes are increasingly becoming a feature of GAIN’s work with activities taking place in nearly every GAIN country and cutting across its programmes. Activities go beyond only school meals and range from supporting the development of school feeding guidelines, the integration of fortified and biofortified foods into school meals, supporting value change development in home grown school feeding programmes, research on public food procurement and nutrition and food education.

Much of this work has grown organically with each GAIN country and/or GAIN programme developing their own context-specific approached to school food programmes. As this work is expanding, GAIN now seeks to consolidate, improve coordination and learnings across its school food activities to ultimately develop a framework for a successful evidence-based school food programme.

The Global Alliance for Improved Nutrition (GAIN) is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP. This RFP complements a second RFP issued by GAIN - ‘School Food and Nutrition Landscape Analysis’.
3. SCOPE OF WORK AND DELIVERABLES

3.1 OBJECTIVES

The primary objective is to conduct a systematic literature review of best practices and the latest evidence on school food programme to help GAIN better understand how its scope of work maps to this evidence and provide a basis for an organisation-wide approach to school food programmes.

3.2 DELIVERABLES

The engagement is expected to commence in March 2024 and is anticipated to be completed by July 2024. Proposals should include the sequencing of all related activities:

Study protocol
- Submit a draft study protocol containing work plan, conceptual framework, and the methodology to be used to undertake the literature review.
- Submit the final study protocol incorporating the amendments made through discussions with the GAIN team.

Literature Review
- Conduct a literature review (both grey and academic literature) to identify best practices and latest evidence on school food programs. This review together with the internal landscape analysis will inform the potential for developing a GAIN approach to school food programmes.

Presentation of findings
- Presentation of preliminary findings from the internal landscape analysis and literature review including overview of existing methods and tools used to deliver School Food Programmes.
- Participate in an internal workshop to deliberate on study findings and related evidence, identifying areas of opportunity and crucial components for crafting a GAIN approach to a school food programme.
- Deliver final report including detailed analysis and recommendations, and preliminary school food programme framework.
- Deliver Lunch and Learn style presentation to GAIN staff and partners.
- Deliver peer-reviewed publication with study findings.

3.3 ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION

The consultant shall be an organization or institution with the following expertise:

- Proven experience in conducting similar assignments.
- Strong understanding of comprehensive school food programmes and their ability to strengthen food systems.
- Excellent report writing and communication skills.
- Strong analytical and research skills. Relevant research experience and expertise in literature reviews and framework development.
- Proven experience working with diverse stakeholders, particularly those delivering school food programmes.
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 the contact below. Responses will not be confidential except in cases where proprietary information is involved.

Please send inquiries to rfp@gainhealth.org and include ‘School Food and Nutrition Literature Review’ as reference in the email subject line.

2. BUDGET

Applicants are required to provide GAIN with a detailed budget in USD$. Include a brief narrative justification for line items included. The budget must be inclusive of all taxes/VAT and indirect costs. The final budget amount will have to be approved by the organisation prior to starting the project.

3. FORMAT FOR PROPOSAL

Please note that a related Request for Proposals (RFP) for conducting a literature review on school food programs is also available. The consultant has the option to apply to both RFPs by submitting a unified technical proposal and financial proposal that distinctly outlines the costs associated with each consultancy. The proposal needs to be formatted as follows:

Completed Proposals should comprise of a technical proposal and a financial proposal. Both proposals should be submitted by email. The proposal can be submitted in either Word/pdf or PowerPoint format 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, including those alternatives to the above.

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.

4. **DEADLINE**

Completed proposals should be submitted to GAIN before **17.00 Central European Time on 11 March 2024** by email to rfp@gainhealth.org

Please include ‘Literature Review School Food and Nutrition’ as reference in the email subject line.

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 and confirmed by hard copy 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.
   d. 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 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)