

**GLOBAL ALLIANCE FOR IMPROVED NUTRITION (GAIN)
CALL FOR CONSULTANCY**

Terms of Reference: Consultant – Digital Fortification Quality Traceability Plus (DFQT+), Nigeria

Location: Lagos, Nigeria (with travel of up to 30% to production facilities, government offices, and convenings with regulatory agency)

Duration: 6 months (with possibility of extension subject to performance and continued funding)

Portfolio: LSFF, Nigeria

1. Background

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 and businesses, GAIN aims to transform food systems so that they deliver more nutritious food for all people, especially those most vulnerable to malnutrition.

Under the Anchor Grant funded by the Gates Foundation, GAIN Nigeria has developed the Digital Fortification Quality Traceability Plus (DFQT+) platform, which digitizes and automates key aspects of the fortification value chain – from production-level quality assurance and quality control (QA/QC) through to government monitoring and regulatory oversight. The platform is now transitioning from a development and piloting phase into a structured government adoption phase, spanning eight interlinked workstreams: policy and regulatory integration, governance, technical ownership, sustainability, producer adoption and scale-up, capacity building, compliance, and change management.

GAIN Nigeria is seeking to engage a Consultant to serve as the primary in-country driver of this adoption phase, working closely with NAFDAC, SON, FCCPC, DFQT+ local IT, hosting and maintenance organizations, and other key stakeholders.

2. Objectives

Primarily, the Consultant will be responsible for facilitating producer onboarding and support to the DFQT+ platform.

3. Scope of Work / Key Responsibilities

Scale-Up and Producer Onboarding

- Identify, coordinate and support the onboarding of new producer categories across the food vehicles (including edible oil, wheat flour, maize flour, margarine, Sugar, Salt, and rice) onto the DFQT+ platform in collaboration with the DFQT+ GAIN Country and Central teams.
- Provide day-to-day handholding for producers onboarded onto the platform through established support mechanisms including in-person visits, calls, WhatsApp groups, emails among other communication channels for fast and effective support
- Maintain updated lists of participating and prospective producers, tracking and maintaining records on onboarding status and producer profiles, across all categories and regions.

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- Identify and document opportunities to enhance the user experience of DFQT+ users through producer engagement, training, maintaining records and following up for the resolution of major issues experienced on the platform
- Support the identification of 'Champion Producers' among the existing DFQT+ users to serve as beacons and support the advocacy and awareness creation activities among potential producers. Provide periodic updates as established by the LSFF project manager and the Central DFQT+ team on any challenges and opportunities to enhance the producer management and the adoption and usage of DFQT+ to track and monitor operations related to food fortification within their organizations.

Training and Capacity Building

- Support training and capacity building of new and existing DFQT+ users among producer entities.
- Coordinate the planning and delivery of Training of Trainers (ToT) sessions for regulatory agencies and industry users, in collaboration with the GAIN team.
- Develop and maintain training materials, modules, attendance records, and manuals to a high standard.
- Support the transition of stakeholder management and user engagement responsibilities to government, building the capacity of regulatory agency staff to lead independently over time.
- Serve as the primary expert and troubleshooting focal point for in-country DFQT+ users, liaising with the GAIN DFQT+ Central team on technical and non-technical issues.

Policy and Regulatory Adoption

- Lead and coordinate engagement with NAFDAC, SON, and FCCPC to facilitate integration of the DFQT+ platform into existing regulatory digital infrastructure, including exploration of API-based integration with NAFDAC's Pharmaceutical Traceability platform.
- Coordinate and track the issuance of regulatory directives to producers on the mandatory or voluntary use of the DFQT+ platform for fortification data sharing.
- Support the drafting and dissemination of concept notes, success stories, policy briefs, and presentation materials to Directors-General and senior government officials to build high-level endorsement.
- Facilitate the initiation and smooth execution of the co-management phase as the first stage of full government adoption.

Governance Structure

1. Support the effective functioning and eventual closure of the National Technical Advisory Group (NTAG), ensuring its objectives are met on schedule.
2. Facilitate discussions within the Regulatory Agencies' Core Group on the proposed governance structure for DFQT+, including its role as decision-making authority.
3. Coordinate the process of obtaining executive endorsement from senior government officials to formally integrate DFQT+ into government digital strategy.
4. Support the establishment of a dedicated technical team or task force within relevant agencies, with clearly defined responsibilities for the platform's ongoing management.

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5. Identify opportunities, in collaboration with GAIN Central and country teams, to strengthen government ownership and value generation for platform sustainability.

Compliance Integration

6. Support NAFDAC, SON, and FCCPC in monitoring data quality and tracking data-sharing compliance status of participating producers.
7. Identify operational and workflow frictions and opportunities to strengthen the platform's utility for compliance among producers.
8. Facilitate discussions on incentive mechanisms for well-performing, low-risk producers as part of the broader compliance framework.
9. Coordinate discussions on obtaining formal inter-agency approval for data sharing across NAFDAC, SON, and FCCPC.

Communication and Change Management

10. Facilitate the planning and delivery of stakeholder and user engagement sessions to build producer awareness.
11. Support clear communication to stakeholders and users on DFQT+ capabilities, managing expectations aligned with scalability plans.
12. Support GAIN in engaging prospective users through targeted outreach and demonstration sessions.
13. Coordinate stakeholder engagement meetings and Town Hall sessions with food producers, in collaboration with regulatory agencies.
14. Explore and facilitate state- and regional-level engagement opportunities to broaden geographic adoption of the platform.

Programme Management and Reporting

15. Develop and maintain a detailed activity tracker aligned to the DFQT+ Adoption Roadmap, tracking progress across all eight workstreams against agreed milestones.
16. Prepare regular high-quality written updates, briefings, and reports for the Country Project Manager, donor, and internal GAIN teams.
17. Attend and represent GAIN at weekly Consortium meetings, quarterly Core Group meetings, and other relevant stakeholder forums; prepare and circulate meeting minutes.
18. Coordinate with the third-party implementation research team, providing information and access as required for the ongoing evaluation of the DFQT+ project.

4. Expected Deliverables

S/N	Deliverable	Timeline
1.	• Producer onboarding tracker covering all food vehicle categories, with MOU and training status • Compliance integration report, including inter-agency data-sharing approval status	<i>By end of Month 1</i>

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2.	- Policy and regulatory engagement report - Draft concept notes / briefs prepared for Director-General-level endorsement	<i>By end of Month 2</i>
3.	- Technical ownership and hosting transition plan, including status of engagement with OVP / designated entity - Draft sustainability and funding framework for DFQT+ - Report on the pitching and onboarding of producers on the DFQT+	<i>By end of Month 3</i>
6.	Final consultancy report summarizing progress across all eight workstreams, key achievements, outstanding risks, and recommendations for continued government adoption	<i>By end of Month 4</i>

5. Qualifications and Experience

- Bachelor's degree or equivalent in Computer Science, Information and Communication Technology (ICT), Management Information Systems (MIS), Public Health, Business Administration, International Development, or a related field; a postgraduate qualification is an advantage.
- A minimum of 5 years of relevant professional experience in programme/project management, with a track record of leading or co-leading complex multi-stakeholder initiatives.
- Demonstrated industry experience working with or facilitating engagement between government agencies, regulatory bodies, and private sector actors in Nigeria.
- Experience managing or supporting process and workflow digitization, Management Information Systems (MIS), or technology-for-development projects, including end-user training and support.
- Experience in stakeholder facilitation, workshop design and delivery, and change management processes.
- Experience preparing programme documentation for donor reporting, including activity trackers, narrative reports, and meeting minutes.
- Prior experience within an international development organization or alongside bilateral/multilateral-funded programmes is preferred.
- Familiarity with food industry actors, fortification processes, or regulatory agencies (NAFDAC, SON, FCCPC) is an advantage.

6. Key Organizational Relationships

- Reports to: Project Manager, Large-Scale Food Fortification (LSFF), GAIN Nigeria.
- Works closely with: GAIN Nigeria LSFF team, GAIN Nigeria country team, GAIN's global DFQT+ workstream team, DFQT+ local IT, hosting and maintenance organizations, NAFDAC, SON, and FCCPC.
- Collaborates with: Third-party implementation research partners.

7. Application Process

Interested consultants are invited to submit the following:

- 19.A CV demonstrating relevant qualifications and experience.

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20. A brief technical proposal outlining the proposed methodology and approach for delivering the objectives and workstreams set out in these Terms of Reference.

21. A financial proposal covering the full duration of the assignment.

GAIN is an equal opportunity employer. We are committed to creating an inclusive environment for all applicants and encourage submissions from candidates of all backgrounds.

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