REQUEST FOR PROPOSALS – CONSULTANCY SERVICES

INFRASTRUCTURE AND OPERATIONS AUDIT FOR THREE MARKETS IN MACHAKOS COUNTY

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

2. BACKGROUND

GAIN’s Resilient Markets for the Vulnerable programme builds on the evidence and co-designed market policies and coordination efforts that were part of the Keeping Food Markets Working (KFMW) during Covid-19 programme

Traditional food markets sell significant volumes of perishable foods and remain the dominant source of both staples and nutrient-dense food for a large share of the world’s population. They are essential to food and nutrition security (FNS) of urban and rural inhabitants.

Presently, many of these markets are set up in a way that makes them structurally and operationally vulnerable to disruptions, such as, weather hazards, fires and power failures. Inefficient market structures often lead to food waste, food safety issues and nutritious foods being inaccessible to the poorest urban residents. Current market management structures and operations as well as inefficiencies, often negatively affect vendors’ livelihoods.

Market vendors lack business skills, including innovative and ‘business unusual’ people and planet positive skills, to enhance resiliency to shocks and to grow their businesses. Additionally, they lack sufficient knowledge and skills on food waste, food safety and nutrition which in turn impacts consumers access to affordable, safe, desirable and nutritious foods as well as impacting economic viability. This, paired with insufficient food systems and nutrition policy, good food governance constrains the capacity, equitability, inclusivity, resilience and sustainability of markets.

The Resilient Markets for the Vulnerable programme aims to enhance the resilience of these markets and those whose livelihoods are dependent thereon as well as access to quality of food for all. Key
aspects of this programme include improved market infrastructure supported by effective, efficient and safe operations that facilitates people and planet positive practices to make safe food accessible and reduce food waste, as well as to equip vendors with business skills and nutrition knowledge to pursue opportunities and promote participatory good food governance practices where food and nutrition market stakeholders can pursue good health, wellbeing and prosperity.

3. SCOPE OF WORK AND DELIVERABLES
A service provider is needed to help conduct a further market infrastructural and operations audit in three traditional food markets in Machakos county. This audit will build on to the findings of the first audit conducted in 2021 in one of the Markets. The consultant will also provide recommendations on mid-to long-term safety market designs/improvements including strategies to enhance operations at the market.

The output will be a report that provides detailed audit findings on the current market infrastructure as well as market operations and explicitly identifies existing vulnerability gaps in the three markets. It aims to clearly identify smart market interventions and increased capacity and knowledge of local government and market committees to implement changes. The findings of this assessment will be shared with Machakos County government and other stakeholders in the urban food systems which may provide a guide to the county government for actions to be prioritized.

This Terms of Reference (ToR) is country specific to assess the infrastructural and operational needs of three markets in Machakos County.

Key objectives:
1. Conduct a local market audit to determine the quantity and quality of current market infrastructure and how responsive they are in terms of safety measures. Specifically establish, if the markets are people-centric in infrastructure and operations design to achieve optimal ‘smart’ market infrastructure with safer layouts and flows, gender sensitive considerations (breastfeeding, hygiene provision), climate smart elements (solar energy, water capture) and a business model for sustainable operations.
2. Develop and recommend a ‘smart’ market design prototype, propose how much resources would be required to pilot the implementation a smart market prototype. Recommendations from this design may also be incorporated in the implementation of a wider safe market strategies.
3. Fact finding report to best understand what the current state of governance and development of safe and healthy food markets in the three markets as well as the food systems and nutrition framework from National to local level that informs how these markets operate.

4. DESCRIPTION OF WORK
Under the guidance of, and in consultation with, the GAIN team responsible for Resilient Markets for the Vulnerable, the consultant shall carry out the following work, under these ToR: -

- Review the initial audit report conducted in 2021 to identify gaps and areas of improvement
- Share maps of Machakos county and Machakos town governance-administrative area
- Provide a street map of Machakos town which shows location of the three markets with the provision of being able to draw on the maps where the main entrances to the market are
- Provide a map of Machakos town which can be used to pinpoint key street selling areas and other informal markets as well as show key roads into/exit Machakos.
- Sketch Map of the three markets showing entrances location of key infrastructure e.g. toilets, hand basins (inside and outside market), hand soap, waste management bins etc. Noting where
proportional roof cover and where bag cover similarly where dirt floor versus concrete floor sections if applicable.

- Conduct core market operations audit including public service provision and market management
- Identify vendor operations: number of formally registered vendors (gender and age where possible) and stalls, fee payable by vendors
- Review vendor and market income
- Conduct market infrastructure audit: remodelling and infrastructural redesigning including spacing and zoning and to determine feasibility review of cool room investment and its installation
- Provide an elaborate report complemented by photographs.

5. **Time period**
February – March 2022. A workplan will be jointly developed and agreed with the GAIN country office.

5. **Skills and Qualifications Desired**
The consultant/s should have the following skills/experience:

- Relevant advanced degree in building economics, Quantity Survey, public health and governance, Business Administration
- Experience managing projects in low-income country settings, and in Kenya specifically
- Proven experience designing and planning for markets including sanitation facilities, urban centres planning, commercial development projects, multi-scaled infrastructural developments
- Experience in construction-cost management, project planning and scheduling, Risk Management analysis, preparation of bills of quantities and environmental impact assessments
- Experience in designing health and safety facilities
- Demonstrated experience and expertise in implementing rigorous research using quantitative (digital tools) and qualitative survey methodologies
- Proven excellent report writing skills
- Knowledge about government processes and experience working with government staff.
- Must have the ability to effectively liaise with government officials and a range of stakeholders.
- Proactive with a commitment to quality and accuracy with close attention to detail.
- Registration and certification by relevant bodies including accreditation

6. **Payment**
The Consultant will be paid upon delivery of key deliverables. An initial payment on signature of contract. Once a workplan has been developed with a timeline and agreed with the consultant a Schedule of Payments will be finalized.

**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**

Maureen Muketha is part of the selection team of the organization and will review the proposals. She will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to the contact below. Responses will not be confidential except in cases where proprietary information is involved.

mmuketha@gainhealth.org

2. **SUBMISSION OF PROPOSAL**
Proposals for this engagement must be sent by email to gainkenya@gainhealth.org with the subject line 'Market Infrastructure and Operations Audit' not later than Monday 21st February 2022.

3. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals that are received after the RFP deadline.
- Proposals received by fax.
- Incomplete proposals.
- Proposals that are not signed.

4. 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 the process.

5. COMPLETION

- In case of errors in calculating overall costs, the unit costs will govern the process.
- 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.

6. 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.

7. 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.

8. 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.
  - Relevant certification by recognized institutions.
- 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.
o The work plan details how activities will be coordinated.

Detailed budget and cost-effectiveness of proposed approach:
  o Evidence of cost-effective approaches to undertaking the scope of work within the proposed budget.
  o Proposal shall identify possible challenges and include creative approaches to addressing them.

- Management and personnel plan:
  o The team members working on this project shall have the relevant qualifications and overall experience required to successfully implement the project.
  o 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 authorize 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 authorized or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.