

REQUEST FOR PROPOSALS - SERVICES

CONSULTANCY FOR A DATA LANDSCAPE ANALYSIS AND STAKEHOLDER ENGAGEMENT TO SUPPORT THE DEVELOPMENT OF A COUNTRY FOOD SYSTEMS DASHBOARD (FSD) AND ADAPTATION OF THE FOOD SYSTEMS COUNTDOWN INITIATIVE (FSCI) IN BRAZIL

Issued by

The Global Alliance for Improved Nutrition (GAIN)

Knowledge Leadership (KL)

CONTENTS

I. INTRODUCTION	2
II. BACKGROUND & TIMESCALES	2
III. THE OPPORTUNITY	3
IV. INSTRUCTIONS TO BIDDERS	8
V. TERMS & CONDITIONS	14
VI. OFFER OF SERVICES	19

GAIN's procurement is conducted on the basis of our procurement principles, including *"a focus on ethical and sustainable procurement which requires us to take note of our legal and ethical commitments... in our procurement and supplier management."*

We require all our partners, suppliers and service providers to familiarise themselves with our [Code of Conduct](#) (Code) and to adhere to either our Code or to their own equivalent code or set of behaviours.

This is addition to any relevant clauses and provisions in our contractual terms.

We also expect our partners, suppliers, and service providers to proactively inform GAIN, via the mechanisms detailed in the Code, of any breaches, potential or perceived breaches of its provisions.

Any supplier or service provider found to be in violation of these principles will be excluded from this process and may be barred from responding to future opportunities.

INTRODUCTION

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 The Netherlands, the United Kingdom, and the United States. We currently have a presence and conduct programming activities in Bangladesh, Benin, Ethiopia, India, Indonesia, Kenya, Mozambique, Nigeria, Pakistan, Rwanda, Tanzania and Uganda

BACKGROUND & TIMESCALES

The purpose of this RFP is to engage services of a qualified organisation or individual based in Brazil to provide qualified consultants to conduct a stakeholder mapping and data landscape analysis, and to convene key national food systems stakeholders to co-develop a subnational Food Systems Dashboard for Brazil. The consultant will also support the identification of the global Food Systems Countdown Initiative indicators that are available in Brazil with subnational data and adapt and validate this global framework for food systems monitoring at both national and sub-national levels, in alignment with national UN Food Systems Summit processes. The aim of this consultancy is to better inform food system transformation action and prioritization in Brazil.

Set out below is the proposed timescale for this procurement.

It is a guide and whilst the GAIN does not intend to depart from the timetable, it reserves the right to do so at any stage.

RFP issue date	25 th July 2025
Deadline for Bidders to submit questions	30 th July 2025
Deadline for GAIN to respond to clarifications	4 th August 2025
RFP closes - deadline for submission	8 th August 2025

Decision announced - <i>subject to negotiation & due diligence checks</i>	14 th August 2025
Kick-off call	19 th August 2025
Planned contract signature date	1 st September 2025
Date by which all work is to be completed	30 th April 2026

THE OPPORTUNITY

Food systems are vital to drive a wide range of outcomes that are important for people and planet: nutrition improvement, hunger reduction, livelihoods, greenhouse gas reduction, and sustainable natural resource use, to name a few. Addressing the interconnected challenges of malnutrition, climate change, social equity, and resilience while advancing food systems transformations to achieve the Sustainable Development Goals (SDGs) requires a comprehensive and coordinated approach, but also a better understanding of food systems at both national and subnational levels. The Food Systems Dashboard was developed to make it easier for governments, businesses, civil society and international agencies to make more effective decisions to transform food systems to deliver these goals.

ABOUT THE FOOD SYSTEMS DASHBOARD

The Food Systems Dashboard developed by GAIN and its partners Columbia Climate School, FAO, and Cornell College of Agriculture and Life Sciences brings together extant data from public and private sources - organized using a conceptual framework modified from the HLPE in 2017¹ - to help decision makers diagnose their food systems and identify all their levers of change and the ones that need to be pulled first.

The Dashboard was launched on an open-access platform on June 1, 2020. It currently comprises national-level data with about 300 indicators across food systems. The global Dashboard has three core functionalities, known as the "three Ds": it Describes country food systems, Diagnoses them to assess how they are performing, and supports decision-makers to Decide on appropriate actions by linking diagnostic findings to a curated set of potential policy options.

ABOUT THE FOOD SYSTEMS COUNTDOWN INITIATIVE

The Food Systems Countdown Initiative (FSCI) ("the Countdown") is a global effort to monitor and track the progress of food systems transformation. Developed by an interdisciplinary collaboration of scientists following the 2021 United Nations Food Systems Summit, the FSCI utilizes a 50-indicator framework to provide annual insights that support Sustainable Development Goals (SDGs) and other global targets. This initiative aims to equip stakeholders such as civil society, governments, and international organizations with the evidence needed to make informed, transformative decisions in food systems.

¹ <http://www.fao.org/3/a-i7846e.pdf>

The FSCI is working to build a science-based observational system using a [food systems framework](#) to track global food systems and their changes to 2030. Given the complexity and cross-sectoral nature of food systems, this monitoring framework is essential to measure all aspects of these systems and their interactions. By providing transparent and data-driven assessments, the FSCI framework helps guide decision-makers and hold accountable those in positions of power to ensure meaningful food system changes.

THE COUNTRY FOOD SYSTEMS DASHBOARDS

In 2022, the Dashboard team partnered with national governments to develop country-specific dashboards that consolidate sub-national data, creating a centralized platform to support evidence-based decision-making in six countries: Bangladesh, Indonesia, Kenya, Mozambique, Nigeria, and Pakistan. GAIN is currently initiating the development of country Dashboards in Brazil, Ethiopia, India, Mexico, and Rwanda.

The [country dashboards](#) aim to deepen understanding of the diversity, complexity, and interconnections within national food systems, which are often poorly understood. Food systems are inherently complex, and countries have multiple food systems across administrative regions or agroecological zones, each with unique characteristics. These subnational dashboards were designed to offer detailed, context-specific descriptions and diagnostics of food systems, along with a curated menu of evidence-based policy options and actions to support the development of integrated national and sub-national food system action plans and policies.

SCOPE OF WORK AND DELIVERABLES

GAIN is seeking a qualified consultant or organization to analyse the stakeholder ecosystem and data landscape at both national and sub-national levels in Brazil. This includes stakeholder engagement at national and regional/federative unit levels, data analysis across national, regional, and federative unit levels, and—where feasible—at the municipal level for selected priority indicators. The consultant will also support the facilitation of workshops designed to gather feedback on the dashboard prototype, including the proposed indicators and data sources. The workshop will play a critical role in validating the Dashboard ahead of its official launch and will also serve as a platform for consensus building. The workshops will also serve as a way to support the contextualization of the FSCI monitoring framework by identifying a set of key indicators for national monitoring. This work will contribute to the development of a country-level Food Systems Dashboard, featuring indicators that provide a comprehensive overview of subnational food systems. It will also support the development of a national framework with key indicators to track food systems transformation and guide policy decision-making.

The selected consultant shall provide the following services:

- 1. Refine Existing National and Sub-national Stakeholder Mapping and Analysis**
 - a. A preliminary list of 140 key stakeholders at national and state levels – including government entities, research organizations, academia, UN agencies, think tanks, civil society organisations will be shared. The consultant is expected to identify and map additional and relevant stakeholders to ensure comprehensive coverage.

- b. Refine the existing stakeholder analysis to provide a deeper understanding of each stakeholder's role, as well as their level of interest and influence. This should include mapping stakeholders against food system components and analyzing institutional linkages, such as information exchange, funding flows, and policy guidance. The refined analysis should provide a clearer understanding of stakeholder interconnections to inform future engagement strategies, support a participatory development process, and enhance the relevance and integration of the Brazil Food Systems Dashboard within the local decision-making ecosystem.
- c. Identify potential for alignment with (as well as risk of duplication of) UN Food Systems Summit processes and relevant national strategies, programmes, and monitoring platforms / frameworks.

Deliverable: Develop a comprehensive report detailing the refined stakeholder mapping and analysis including the methodology, stakeholder classification, key findings on institutional linkages and influence – supported by visuals – and strategic recommendations to guide effective stakeholder engagement and alignment with Brazil's food systems transformation processes.

2. Situational Analysis

- a. Undertake a comprehensive situational analysis of:
 - Current monitoring systems used in the country related to food systems including those managed separately by different ministries, departments, or agencies
 - Current data-driven approaches within food system components or sectors or food systems as a whole
 - Available national and sub-national policies, programs, initiatives, and data relevant to food systems

Deliverable: Develop a detailed report presenting the findings of the situational analysis, clearly outlining the key elements assessed, including monitoring systems, data-driven approaches, and relevant policies, programs, and initiatives at national and sub-national levels.

3. Data Landscape Analysis

- a. Review global [FSCI indicators](#) to assess their data availability in Brazil. Review additional country-level data sources to develop a comprehensive spreadsheet of available data in-country at national, regional, federative units and municipality levels.
- b. Conduct stakeholder consultations with 8-10 experts across key areas of the food system to identify priority indicators and score them using previously established scoring criteria to be provided by GAIN (see section below for more details).
- c. From the initial list, select at least 130 indicators covering each area of food systems with data available at both national and subnational levels (including municipalities, where possible) for inclusion in the Dashboard. Indicators must capture all key aspects of the food system.

- d. Provide comprehensive metadata - using a standard template - including the definition and relevance to food systems for at least 130 indicators. Metadata is currently available for 29 key indicators, which will serve as a starting point for this work.
- e. Compile a comprehensive dataset using the provided template, covering a minimum of 130 indicators at the national, regional, and federative units, as identified through stakeholder consultations. Compile data for at least 5 of these indicators at the municipal level. A preliminary dataset is currently available for 10 indicators.

Deliverables: 1. Develop a comprehensive report summarizing the indicator selection process and methodology, including data sources reviewed, stakeholder consultations conducted, exclusion criteria applied, and the approach used for prioritizing and scoring indicators. 2. Prepare metadata and compile a comprehensive dataset for at least 130 selected indicators at national, regional, and federative units, including municipal-level data for a minimum of 5 indicators, as identified through stakeholder consultations. 3. Develop a Powerpoint presentation of the findings. The consultant may also be expected to present these findings at COP30, subject to further discussion and confirmation.

4. Stakeholder interviews

- a. Conduct stakeholder interviews or consultations with 8-10 key individuals identified through the stakeholder mapping process. These should include government officials and experts representing key areas of the food system, with the goal of identifying and discussing priority indicators for the Brazil FSD. The following stakeholders must be informed and invited to ensure alignment with national processes and priorities: the National Convenor; representatives from the Ministry of Foreign Affairs; the Ministry of Agrarian Development and Family Farming; the Ministry of Health; the Ministry of Development and Social Assistance, Family and Fight against Hunger; the Ministry of Education; and the Interministerial Chamber on Food and Nutritional Security (CAISAN), which coordinates food systems transformation efforts across 24 ministries. Additional relevant specialists involved in the development of regional and national monitoring frameworks should also be included to ensure buy-in and alignment with the country processes and priorities.

The consultant is expected to have established networks and the capacity to independently initiate contact and coordinate consultations with these stakeholders, as the contracting organization will not be able to facilitate introductions.

- b. Conduct interviews with food system policy and decision-makers and other key stakeholders including representatives from CGIAR, UN agency country offices, academic institutions, private sector, INGOs and NGOs working in food systems on the usefulness, relevance, and adaptation of the FSCI as a monitoring tool for the state and performance of food systems, focusing on the country's context.

Deliverables: 1. Incorporate stakeholder perspectives on priority indicators for the Brazil Food Systems Dashboard into the data landscape analysis report. 2. Develop a stakeholder consultation report summarizing findings from interviews focusing on the relevance and adaptability of the FSCI framework within the national context.

5. Participatory and validation workshops (in Brasília - TBC)

- a. Organize and manage a one-day workshop for the public launch of the Brazil Food Systems Dashboard by:
 - identifying key food system stakeholders including policy and decision-makers, and coordinate dissemination of invitations to participants in collaboration with relevant ministries;
 - leading logistical preparations (e.g., meeting venue, catering, audio/visual);
 - leading the preparation of materials (e.g., agenda, PPT presentations);
 - facilitating the workshop sessions: present key findings from the stakeholder analysis, data landscape and stakeholder consultations to inform discussion and gather feedback
 - Document all discussions, feedback, and action points to inform final recommendations and Dashboard development.

- b. Organize and manage a two-day workshop to support the adaptation, validation, and potential adoption of an FSCI indicator framework by:
 - Identifying key food system stakeholders including policy and decision-makers to invite;
 - Leading logistical preparations (e.g., meeting venue, catering, audio/visual);
 - Leading the preparation of materials (e.g., agenda, PPT presentations); facilitating the workshop sessions
 - Identifying a compendium of global, regional and country-specific indicators to measure positive food system transformation to be used as a reference for the workshop discussions
 - Facilitate interactive sessions to adapt and validate the FSCI framework which aims to identify and validate priority indicators to measure national food systems transformation in alignment with national UN Food Systems Summit processes and gather input on data gaps and policy priorities to the country context
 - Document all discussions, feedback, and action points to inform draft framework and final report

Deliverables: 1. Plan, manage and facilitate two stakeholder workshops: (1) a one-day public launch of the Brazil Food Systems Dashboard; and (2) a two-day technical workshop to support the adaptation, validation, and potential adoption of the FSCI indicator framework. Responsibilities include stakeholder engagement, logistical coordination, preparation of materials, facilitation of sessions, presentation of relevant findings, and documentation of discussions, feedback, and action points. 2. Prepare a concise report summarizing key findings from the analysis and providing actionable recommendations on how the Brazil

Food Systems Dashboard can be developed and leveraged to enhance policy integration and decision-making.

**** GAIN will cover the costs associated with the workshops, including venue rental, meals, workshop materials, printing, and any additional unforeseen expenses, subject to prior agreement. Travel and lodging for key subnational stakeholders based outside Brasília will also be covered separately. Given budget limitations, travel for stakeholders outside Brasília should only be proposed when essential and clearly justified. The consultant will be required to provide quotes and invoices for all expenditures to be covered by GAIN. ****

6. Customization of the FSCI monitoring framework for national use

- a. Identifying appropriate data disaggregation levels
- b. Determining data acquisition needs including source, method, frequency of collection
- c. Suggesting areas where the FSCI could be strengthened for country-specific challenges compared to global FSCI

Deliverables: Develop an FSCI monitoring framework adapted for national use, including comprehensive metadata.

7. Policy Brief

- a. Develop a policy brief that synthesizes findings on the current state of food systems integration and the roles of key stakeholders. The brief should use the Food Systems Dashboard and Food Systems Countdown Initiative as practical examples of how data can support more coherent, evidence-based policy planning and identify the most promising opportunities for enhancing cross-sectoral coordination.

Deliverables: Develop a policy brief synthesizing findings on the current state of food systems integration and stakeholder roles.

DELIVERABLES & TIMESCALES

The consultant will be responsible for producing the following deliverables, according to the following timeline:

Service #	Deliverables	Deadlines
1.	Stakeholder mapping and analysis report	September 30, 2025
2.	Situational analysis report on current food systems monitoring and data availability	October 30, 2025
3.	Draft data landscape analysis report with metadata and datasets for 50 priority indicators, along with a summary PowerPoint presentation. The consultant may also be expected to present the findings at COP30, subject to confirmation.	September 30, 2025

	Data landscape analysis report: comprehensive metadata and dataset for 130 indicators at national, regional, and federative unit levels, including 5 indicators at regional/municipal level	November 30, 2025
4.	Stakeholder interviews summary report on FSCI framework relevance and adaptability	October 30, 2025
5.	Planning and preparation of two workshops, including development of materials and dissemination of invitations in collaboration with key ministries	November 15, 2025
	Facilitation and documentation of both workshops, including summary reports	December 20, 2025
6.	Final FSCI monitoring framework adapted to the national context, including metadata	February 15, 2026
7.	Draft policy brief synthesizing findings on food systems integration and stakeholder roles	February 15, 2026
8.	Final revised documents and reports incorporating feedback from GAIN	March 30, 2026

○ **Contract Type and Budget**

The final contract will be a firm fixed price contract and is expected that the Offeror(s) selected will complete all services within the timeframe contemplated by the parties at the price fixed. The Offeror(s) should be selected on relevant experience, technical and financial proposals. Applicants are required to provide GAIN with a detailed budget in US Dollar including fees/travel/accommodation and any other direct costs to be incurred in the delivery of the Scope of Work. 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 GAIN prior to starting the project.

○ **Expected Expertise**

- Advanced degree in a relevant field (e.g., food systems, agriculture, nutrition, public health, or development studies). PhD preferred
- Minimum of 5 years of experience working in food systems, agriculture, or related fields in the country.
- Strong understanding of food systems concepts and challenges in the national context.
- Experience in policy analysis, stakeholder engagement, and workshop facilitation.

- Experience in organizing multi-stakeholder workshops including participation from government entities
- Excellent analytical and writing skills.
- Proficiency in English and Spanish.
- Strong networks within the country's food systems stakeholder community, including government bodies.

PAYMENT PROFILE

This section addresses the process for responding to this solicitation. Applicants are encouraged to review this prior to completing their responses.

1. Budget

Applicants are required to provide GAIN with a detailed fee proposal. The final budget amount will have to be approved by the organisation prior to starting the project.

OTHER CONSIDERATIONS

The Supplier shall comply with all applicable data protection laws and regulations.

This will include implementing appropriate measures to protect personal data against unauthorised or unlawful access, use, or disclosure. Any data breach notification plan must be in place and any breach should be communicated to GAIN immediately upon discovery.

INSTRUCTIONS TO BIDDERS

This section is designed to ensure that Bidders are provided with the necessary information to understand and respond to the requirements and ensure that a consistent level of information is obtained from each Bidder and provide a structured framework for the evaluation of Proposals.

Bidders should read these instructions carefully before completing their submission.

GAIN CONTACT

The following individual is the nominated contact for this RFP.

- Name/role: Catia Pedro
- Email address: rfp@gainhealth.org

QUERIES AND CLARIFICATIONS

- Bidders are to direct any questions regarding the RFP to the GAIN contact in writing via email.
- It is the Bidder's responsibility to ensure safe receipt of communication.

- No other member of GAIN staff should be contacted in relation to this RFP unless directed to do so by the GAIN contact.
- GAIN may choose to convey responses to submitted questions and queries to all Bidders so that each is equally informed.
- GAIN may amend the RFP documents by issuing notices to that effect to all Bidders and may extend the closing date and time if deemed appropriate.

PREPARING YOUR RESPONSE

- Bidders must obtain, at their own responsibility and expense, all information necessary for the preparation of Bids.
- Bidders should notify GAIN promptly of any perceived inconsistency, or omission in this RFP, or any of its associated documents.

SUBMITTING YOUR RESPONSE

- The proposal and any accompanying documents must be in **Spanish**.
- Bidders must submit their Proposal in the following way:
 - Proposals should be submitted in an electronic copy by 8th August 2025 6:00 pm Brasília Time and addressed to rfp@gainhealth.org. The subject heading of the email should be “**RFP: Brazil Food Systems Dashboard**”. All submitted documents must be viewable using the Microsoft Office suite of applications. Late submissions will not be considered.

Your submission must include the following:

Technical proposal:

Interested applicants should prepare a brief proposal (maximum 8 pages) that includes:

- An introduction to your organisation. Your bid must make clear which organisation will be awarded the contract if your bid is successful²
- Technical proposal describing methodological approach and process for conducting this service
- A timeline for undertaking and completing the main activities, including planning, implementation, and reporting, should be provided. A Gantt diagram is preferred.
- Detailed profiles (qualification, expertise, relevant experience etc.) of the individuals who will be completing the work including their full names, their expertise, and publications in relevant research.

Financial proposal:

² For example, if you are submitting a bid as part of a Group of companies, you must explicitly state in your response which entity will be the contracting party if your Bid is successful.

- Detailed budget (see Notes on Budget below)
- Signed Offer of Services (see section V: Offer of Services below)

- **NOTES ON SUBMISSIONS**

- Bidders should not include in their submission any extra information which has not been specifically requested in the RFP for example, any sales literature etc.
- No Proposal may be modified after the deadline for receipt.
- GAIN may request additional information from Bidders to assist further evaluation of Proposals.

- **NOTES ON BUDGET**

- As a donor funded organisation, GAIN is committed to achieving value for money in all our procurements.
- Submitted rates and prices are to be deemed include all costs, insurances, taxes, fees, expenses, and other things necessary for the performance of the requirement.
- Any charge not stated in the Proposal as being additional, will not be allowed in any resultant contract.
- We are looking for full cost disclosure: there must be an appropriate breakdown of costs to allow for price visibility.
- All rates and prices submitted must be in United States Dollars, and any contract arising from this RFP will be in United States Dollars.

- **NOTES ON EVALUATIONS**

- 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.
- Bidders should note that GAIN may award a Contract on the basis of the original Bid received and may, at its absolute discretion, undertake any or all of the following processes:
 - shortlisting
 - taking up references
 - undertaking presentations or meetings
 - entering into a dialogue with one or more Bidders.

- **EVALUATION CRITERIA**

The following indicates a list of the significant criteria against which proposals will be assessed. This list is not exhaustive and is provided to enhance the applicants' ability to respond to this Opportunity.

Proposals will be reviewed by the Selection Team. The following indicates 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 II.
- Demonstrate a clear understanding of the technical requirements of this RFP:
 - Providing detailed technical documentation of the proposed strategy.
- 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 member/s 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.

UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

- Proposals received by fax.
- Incomplete proposals.

REVISIONS

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

ACCEPTANCE

GAIN will not necessarily accept the lowest cost of any of the Proposals submitted. Accordingly, eligibility requirements, evaluation criteria and mandatory requirements shall govern.

COMPLETION

- Proposals must be submitted on the official letterhead of the lead organization or firm and must be signed by a principal or authorizing signatory of the lead firm or organization.
- 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. If clarification is required, applicants should contact the designated representative at GAIN.
- While GAIN has made 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 guaranteed 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.

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.

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.

V. TERMS & CONDITIONS

This section constitutes the full conditions of this RFP and participation in the process automatically signals that the bidder accepts the conditions.

○ 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.

○ **CONFIDENTIALITY**

All information provided as part of this solicitation is considered confidential. Should any information be 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.

○ **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.

○ **REFERENCES**

GAIN reserves the right, before awarding the consultancy, 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.

○ **REVIEW PROCESS**

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

○ **LIMITATIONS REGARDING 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.

○ **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 the award, the successful applicant will be expected to enter 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 authorized or paid to the applicant unless such change, modification or interpretation has received the express prior written approval of GAIN.

○ **JURISDICTION**

Any Contract resulting from this RFP shall be governed by Swiss law.

LATE PROPOSALS

Any bid received after the deadline may be rejected at GAIN's absolute discretion.

DISCLAIMERS

Bidders will not be compensated for costs incurred in preparing proposals, submitting revised proposals or in participation in any meeting or presentation.

This RFP does not commit GAIN to any course of action, it is not an offer or a contract and does not commit GAIN to contract for any of the services detailed within the RFP.

GAIN reserves the absolute right to:

- accept or reject any or all Proposals with or without notice or reason
- accept or reject any proposal in whole or in part
- accept a proposal other than the lowest priced
- negotiate with any, all or none of the Bidders
- modify or cancel this RFP

ACCEPTANCE OF PROPOSALS

GAIN is under no obligation to accept the lowest priced Proposal, or any Proposal, and reserves the right to reject any Proposal which is incomplete, conditional, or not complying with the RFP documents.

A Proposal may be for all or part of the Requirement and may be accepted by GAIN either wholly or in part.

A Proposal will not be accepted, in whole or in part, unless and until GAIN has signed a Contract in writing to the successful Bidder. GAIN reserves the right to:

- amend the terms and conditions of the procurement process
- cancel the evaluation and award process at any stage
- require the Bidder to clarify its Proposal in writing and/or provide additional information. Failure to respond adequately may result in the Bidder not being selected.

AMENDMENTS

Prior to the final date for submission of Proposal, GAIN may issue amendments to clarify, modify or add to the procurement documents. A copy of each amendment will be issued to each Bidder and shall become part of the RFP

VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of not less than 90 days from the RFP closing date.

WITHDRAWALS

Proposals may be withdrawn at any time prior to the RFP closing date and time by written notice to the Company.

INTERPRETATION OF REQUIREMENTS AND SUFFICIENCY OF INFORMATION

Bidders are responsible for ensuring that they have all the information required for the preparation of their tenders and that they satisfy themselves about the information and correct interpretation of terminology used in the tender documentation.

Bidders must also ensure that they are fully conversant with the nature and extent of the obligations to be accepted by them if their tender is accepted.

ASSUMPTIONS

Any assumptions that have been made in responding to this RFP should be outlined in the Bidders response documents.

CONFIDENTIALITY

Except as required for the preparation of this Proposal, Bidders must not, without GAIN's prior written consent, disclose to any third party any of the contents of the RFP documents. Bidders must ensure that their employees, consultants, and agents also are bound and comply with this condition of confidentiality.

FEEDBACK TO UNSUCCESSFUL BIDDERS

GAIN appreciates that significant time and resource goes in to preparing a tender response, and we try to ensure that feedback is provided to all unsuccessful Bidders.

Please note however that GAIN does not share detailed scoring information with unsuccessful Bidders.

INCONSISTENCIES AND OMISSIONS

Bidders must promptly advise the Company in writing of any inconsistencies and omissions they discover in the RFP.

RETURN OF RFP DOCUMENTS

Bidders must destroy all copies of the RFP document if unsuccessful within 30 days of being notified they have not been successful (either issued by GAIN or created by the Bidder).

DISCLAIMERS

Whilst the material in this RFP and the Information has been prepared in good faith, it does not purport to be comprehensive, nor has it been independently verified.

Neither GAIN nor their advisors, their respective directors, officers, members, partners, employees, other staff or agents makes any representation or warranty (express or implied) as to the accuracy, reasonableness or completeness of the Information; or accepts any responsibility for the information contained in the Information or for their fairness, accuracy or completeness of that Information nor shall any of them be liable for any loss or damage (other than in respect of fraudulent misrepresentation) arising as a result of reliance on such Information or any subsequent communication.

COLLUSIVE BEHAVIOUR

Any Bidder who:

- fixes or adjusts the amount of their Response by or in accordance with any agreement or arrangement with any other party; or
- communicates to any party other than GAIN the amount or approximate amount of its Responses or information which would enable the amount or approximate amount to be calculated (except where such disclosure is made in confidence to obtain quotations necessary for the preparation of the Response or insurance or any necessary security); or
- enters into any agreement or arrangement with any other party that such other party shall refrain from submitting a Response; or
- enters into any agreement or arrangement with any other party as to the amount of any Response submitted; or
- offers or agrees to pay or give or does pay or give any sum or sums of money, inducement, or valuable consideration directly or indirectly to any party for doing or having done or causing or having caused to be done in relation to any Response, any act or omission.

shall (without prejudice to any other civil remedies available to GAIN and without prejudice to any criminal liability which such conduct by a Bidder may attract) be disqualified.

OFFER OF SERVICES

I/we agree to supply the required services described within this Request for Proposal, for the sum of:

Sum in figures:

Sum in words.....

I/we the undersigned confirm that I/we are able to furnish all expertise, supervision, materials, and any other things necessary to complete, to the entire satisfaction of the Executive Director or authorised representative, required services described within this Request for Proposal, according to GAIN's terms and conditions.

I/we agree that any obvious errors in pricing or errors in arithmetic that may discovered by GAIN in examination of the priced Specification submitted by me/us shall have no effect on the amount of this offer unless GAIN shall otherwise decide.

I/we understand that the lowest or any tender will not necessarily be accepted.

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.

I/we confirm that I/we have read the [GAIN Code of Conduct](#) and understand my/our duties under the Code.

Signed by:	
Print Name:	
Job Title:	
For and on behalf of (Company name):	
Date:	