

REQUEST FOR PROPOSALS

**ANALYSIS OF ANIMAL WELFARE STANDARDS FOR
POULTRY, CATTLE AND AQUACULTURE VALUE
CHAINS IN SUB SAHARAN AFRICA AND
DEVELOPMENT OF ANIMAL WELFARE INVESTMENT
POLICY**

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

2. BACKGROUND

The Nutritious Foods Financing Facility ('N3F'), comprising Fund and Technical Assistance Facility, is a unique program developed by GAIN that aims to support small-to-medium-size enterprises (SMEs) that provide nutritious safe foods to local consumers in Sub-Saharan Africa (SSA). It thereby supports GAIN's overall goal to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially those most vulnerable to malnutrition. N3F is a pioneering, nutrition-focused investment facility developed to scale up affordable nutritious foods and increase access among vulnerable consumers in SSA.

N3F is an important extension of GAIN's programs, targeting SMEs throughout SSA that scale up production and distribution of locally produced nutritious foods. Further, the N3F aims to have a demonstration effect showing that nutrition and nutritious foods are an investable and commercially viable investment theme. The N3F will, therefore, play an important part of GAIN's broader objective to influence other major finance actors to invest in nutrition. The Fund is managed by Incofin Investment Management (Incofin), with GAIN providing nutrition expertise. The two other components, technical assistance and monitoring, assessment, and learning are managed by GAIN.

As foundation for its work with nutritious food-producing companies, the N3F team aims to better understand the animal welfare standards in the countries it will operate in, specifically the standards applicable to the poultry, cattle (beef and dairy) and aquaculture sectors. The purpose of this RFP is therefore to engage services of a consultant to conduct an in-depth review of the relevant animal welfare standards in poultry, cattle and aquaculture value chains in 10 countries in SSA: Kenya, Mozambique, Ethiopia, Uganda, Rwanda, Tanzania, Benin, Nigeria, Mali and Guinea. The consultant will furthermore develop an animal welfare policy for N3F, guiding the team on required minimum animal welfare standards

for N3F's investee firms active in poultry, cattle and aquaculture value chains in the listed countries. GAIN is issuing this Request for Proposal (RFP) and will be the administrative lead organisation for this RFP.

3. SCOPE OF WORK AND DELIVERABLES

The successful applicant shall provide the following services:

- Produce an in-depth analysis of the animal welfare policy and regulatory framework in Kenya, Mozambique, Ethiopia, Uganda, Rwanda, Tanzania, Benin, Nigeria, Mali and Guinea for poultry, cattle and aquaculture industries. This will be summarized in a succinct overview and comparison report.
- Develop a poultry, cattle and aquaculture animal welfare policy for N3F, outlining required minimum animal welfare standards that the SME will need to comply with.

3.1. OBJECTIVES

The consultant will work with GAIN to increase N3F's understanding of the animal welfare policy and regulatory framework of the poultry, cattle and aquaculture sectors in the 10 listed countries in SSA. The consultant will write an in-depth report of all applicable national and (if existing) regional policies on animal welfare policies in these sectors. In addition, the consultant will develop an animal welfare policy for N3F, guiding the Fund on general minimum animal welfare standards in the poultry, cattle and aquaculture sectors at different stages in the investment process, plus specific additional standards per individual country if relevant.

3.2. DELIVERABLES

The consultant will work with GAIN to:

- Conduct preliminary consultations with GAIN's involved team members and understand their activities under N3F.
- Perform a desk review and/or key informant interviews to conduct an in-depth analysis of the animal welfare policy and regulatory framework in poultry, cattle (beef and dairy) and aquaculture value chains in the 10 listed countries.
- Draft a poultry, cattle and aquaculture animal welfare policy for N3F. The policy will outline the minimum animal welfare standards N3F's investee firms need to adhere to at three different stages in the investment process: 1) during due diligence, 2) 12 months after signing of loan agreement and 3) at loan maturity stage. This policy will thereby guide the N3F's team throughout the investment process as well as support investees to strengthen their animal welfare practices. If relevant, the policy will detail specific minimum compliance requirements in the 10 different countries, additional to the baseline policy applicable to all investees.
- Produce a draft report outlining 1) the in-depth animal welfare analysis and 2) N3F's animal welfare policy
- Present main findings to the N3F team and revise the draft report to a final report based on N3F's feedback

3.3. PROPOSED TIMELINE

The engagement is expected to commence by early June 2023 and is anticipated to be completed by August 2023.

3.4. 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 Dollars (USD), 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.

3.5. ELIGIBILITY REQUIREMENTS AND CRITERIA FOR PROPOSAL SELECTION

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

- Proven experience in conducting similar consultancy assignments.
- Strong understanding and working knowledge of animal welfare policy and regulation; strong preference for experience and expertise specific to Sub Saharan Africa
- Technical experience in animal welfare analysis and advisory in poultry, cattle and aquaculture value chains in Sub Saharan Africa
- Excellent communication skills in English, both oral and written
- Good understanding of written French and/or Portuguese is desired

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.

- Marijke Zonnenberg, Associate Nutritious Foods Financing, GAIN Netherlands
- Email: mzonnenberg@gainhealth.org

2. BUDGET

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

3. FORMAT FOR PROPOSAL

The proposal needs to be formatted as two separate documents:

- Technical Proposal in pdf (word or ppt format as preferred) of maximum 10 pages excluding Appendixes. The proposal shall include:
- Relevant background of the consultant (i.e. similar prior engagements, collaborations with relevant actors, etc.)
- Proposed team with relevant expertise and role
- Detailed approach

- Expected workplan and timeline to meet deliverables
- References
- Financial Proposal:
- Budget
- Detailed budget justification
- Offer of services (see template attached under IV)

4. SUBMISSION

Originals should be submitted as follows:

An electronic copy containing the documents preferably in MS Word along with all the required information including the fee proposal should reach GAIN at the address mentioned below:

Email copy:

- Marijke Zonnenberg
- mzonnenberg@gainhealth.org
- Please include 'RfP Animal Welfare' as reference in the email subject line

5. DEADLINE

Completed proposals should be submitted to GAIN, by email at mzonnenberg@gainhealth.org **before 23:59 Central European Time on May 12th, 2023.**

6. 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.

7. REVISIONS

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

8. 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.

9. 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 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.

10. 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.

11. 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.

12. 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.
- 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)