

REQUEST FOR PROPOSALS (RFP)

FOOD SAFETY ANALYSIS OF VEGETABLES, FISH AND MEAT MARKET KEEPING FOOD MARKETS WORKING – BANGLADESH

Issued by
Global Alliance for Improved Nutrition (GAIN)

TABLE OF CONTENTS

I. PROJECT BACKGROUND AND SCOPE OF WORK	2
II. INSTRUCTIONS FOR RESPONDING	5
III. TERMS AND CONDITIONS OF THIS SOLICITATION	8

I. PROJECT BACKGROUND AND SCOPE OF WORK

1. ABOUT GAIN

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. For more inquiries, please visit: <https://www.gainhealth.org/>.

2. PROJECT BACKGROUND & OBJECTIVES :

In response to the global pandemic, GAIN has developed a programme of targeted support to help sustain core food systems, workers, and markets during COVID-19 emergency. GAIN's goal is to mitigate the collapse of food systems by supporting food markets and the value chain companies in Low and Middle-Income Countries (LMICs), especially in Africa and Asia, which face potentially catastrophic supply and demand disruption. GAIN will achieve this by establishing an emergency response programme to assess and address the challenges facing the food system. This programme has the overarching goal of mitigating the risk of the economic collapse of food systems to sustain the availability and affordability of nutritious and safe foods and contribute to lowering the burden of ill-health, particularly for the most vulnerable. As such, the **Keeping Food Markets Working (KFMW)** workstream has five priority areas for planned interventions plus cross-cutting research:

1. Emergency business guidance and grants for SMEs providing safe, and nutritious foods.
2. Sustaining and reinforcing the gains of Large-Scale Food Fortification.
3. Keeping food marketplace infrastructure open, but safer.
4. Workplace nutrition protection for food system workers and their families.
5. Advisory and practical support to governments to help keep critical coordination mechanisms functioning and help food systems keep working.

This request for proposal will support workstream 3.

3. SCOPE OF WORK AND DELIVERABLES

1.To assess the food safety risk analysis of vegetables, livestock, poultry, and fisheries of two markets Bonolata Wet Market in New Market, Dhaka and Islambagh Market in Old Dhaka as the products move from the landing station in Dhaka until it reaches the consumer.

2.The consultant will also assess the food safety risk control points inside the factory through assessing the food safety risk emanating from bottlenecks in the infrastructure such as drainage, slaughterhouse facilities, and storage space.

3.Assess the food safety risk related to the handling and storage of selected trace nutritious vegetable, fish and livestock based on the observed practice of the vendors.

4.Provide recommendations for improvements or additions to improve the food safety across the value chain in Dhaka city.

3.1. DELIVERABLES AND TIMELINE

The timeline for completion of all aspects of the Scope of Work and submission of deliverables on analysis of the food safety needs is by end of 30th March 2021.

Food Safety Assessment	
Summary of Tasks	<p>The consultant (individual/firm) shall</p> <ol style="list-style-type: none"> I. Work with KFMW country leads to understand the nature of the project, the objectives and review existing material. II. Conduct food safety risk assessment of selected trace nutritious vegetables, fish, poultry, and livestock from landing station in Dhaka till it reaches the hand of consumers. For example, for fish, it's from the landing station in Showari Ghat to the Bonolata Market or Islambagh Market III. Conduct food safety risk assessment inside the two markets based on the current infrastructure. IV. Conduct food safety risk assessment based on food handling, and storage practices of the vendors. V. Attend 1-2 of GAIN's market response unit monthly meetings to gain insights on food safety perceptions and political landscape from market stakeholders; and VI. Write assignment completion report that provides a summary of observations and recommendations for improvement and the policy implications.

<p>Specific Deliverables</p>	<p>The consultant (individual/ company) will review existing assessment materials and develop an updated market assessment that can be used for informal markets. The consultant will determine the adequacy of the content of the existing materials and where insufficiency exists, the consultant will work to collect and add content as appropriate.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> – Assessment report on food safety risk analysis of selected trace nutritious food across the supply chain from landing station in Dhaka to the respective two markets. – Food safety risk assessment report inside the two markets based on the existing infrastructure. – Food safety risk assessment based on food processing, and storage practices of the vendors. – Recommendations on potential improvement/ work area where GAIN can intervene/ provide support with engagement of other stakeholders improve the food safety control points and engage with the Dhaka City Corporation of policy advocacy for strengthening regulatory oversight on food safety critical points. <p>Note: The deliverable materials/documents should be in editable format (acceptable format MS Word, MS Excel, MS PowerPoint).</p>
-------------------------------------	--

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

Key programme and technical staff from are part of the selection team of the organisation and will review the proposals. They will be available via email to respond to clarifications on this solicitation. Please direct all inquiries and other communications to GAIN.Bangladesh@gainhealth.org. Responses will not be confidential except in cases where proprietary information is involved.

2. BUDGET

Applicants are required to provide GAIN with a detailed budget, 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. This is a competitive process; the winning bid will be selected on the basis of technical experience, budget and quality of proposal.

The payments will be made based on the milestones. And all payment of the activities will follow Bangladesh government VAT and TAX rules and regulations.

3. COMPETENCIES

Competencies	Qualifications:
	<ul style="list-style-type: none"> • Advanced University degree in food safety management, supply chain management or relevant field is required in case of individual bidder. Details of human resources needed for firm. • Demonstrated knowledge and experience in food safety and supply chain analysis. • Understanding of Bangladesh building/ and market regulations and legislation. • Excellent communications skills in English. • Proof that the firm is legally registered in Bangladesh. <p>Experience:</p> <ul style="list-style-type: none"> • Demonstrable previous experience conducting food safety, supply chain analysis of perishable products. • Proven experience in working with International Organizations in Bangladesh. • Proven experience in preparing project progress reports in similar works;

4. FORMAT FOR PROPOSAL

Proposal Format	<p>The proposal must include the following :</p> <p>1. Technical proposal: The technical proposal should be one document including the following:</p> <ul style="list-style-type: none"> • Presentation letter of the technical proposal; • Understanding of the assignment; • Methodology, work frame, timetable; • Timetable for the technical team (estimate of the time needed to provide the services, presenting a program for each technician involved); • CV (for Individual); • Presentation of the company (A brief description and presentation of the company, and about the experience in similar assignments in Bangladesh including specific outcomes); • Professional and technical team available (composition of the technical team and tasks of each team member); • Curriculum vitae of team members; • Individual/ Firm references (company name, address, contacts, contact person, etc.); • Other elements that the Consultant/Consultancy considers relevant. <p>2. Financial proposal: The financial proposal should present separate from the technical proposal, and thus it should be clear which budget is being charged for these activities, and should include the following:</p> <ul style="list-style-type: none"> • Cover letter; • Fees and its structure; • Financial schedule. • Consultant time and fee including number of days and fee for each member of the team. This decomposition should be an integral part of the proposal; • The budget should be as detailed as possible including costing for all activities; • Other elements that the Consultant/Consultancy considers relevant.
------------------------	--

5. SUBMISSION

Complete proposals should be submitted in electronic copy to: GAIN.Bangladesh@gainhealth.org

6. DEADLINE

Completed proposals should be submitted to GAIN.Bangladesh@gainhealth.org by **25 Feb 2021** Bangladesh Time.

7. UNACCEPTABLE

The following proposals will automatically not be considered or accepted:

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

8. REVISIONS

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

9. 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.

10. 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 GAIN at GAIN.Bangladesh@gainhealth.org prior to making their submission before the deadline specified in the timeline above.
- 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.

11. 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.

12. 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.

13. RELEASE OF INFORMATION

After awarding the proposal and upon written request to GAIN, only the following information will be released:

- 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 reserve 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 and HarvestPlus shall each 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.