

REQUEST FOR PROPOSALS (RFP)

STAKEHOLDER MAPPING FOR WET MARKETS OF DHAKA SOUTH CITY CORPORATION (DSCC)

KEEPING FOOD MARKETS WORKING – BANGLADESH

Issued by
Global Alliance for Improved Nutrition (GAIN)

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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

- I. Identify the spectrum of stakeholders align with the project, including government ministries, departments, Dhaka South City Corporation Headquarters, Zonal Executive Offices, Ward Councilor Offices, Bazaar Committees (of Wet markets in Islambagh and New Market), UN Agencies, INGOs, NGOs and other relevant actors.
- II. Examine the responsibilities of specific departments of the Dhaka South City Corporation concerned with the management of wet markets and conduct Key Informant Interviews (KIIs) to gain insights on their work modalities and resource allocations as well as key constraints from their perspective on efficient governance of wet markets and service provisions.
- III. Investigate the roles and responsibilities of other stakeholders in considering the work being undertaken under this project.
- IV. Assess the prospective areas of co-operation and the nature of support GAIN can extend to relevant stakeholders.
- V. Bring Together insights from consumers, vendors, and bazaar committee members through interviews for understanding the pertinent issues impacting the markets and main impediments to offering a positive shopping experience.
- VI. Provide recommendations on how the key issues can be captured, as would be identified through the KIIs, could be addressed collaboratively by all relevant stakeholders through collective intervention, that will be validated by the key stakeholders through a workshop.

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 31st March 2021.

| Food Safety Assessment | |
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| Summary of Tasks | <p>The service provider shall:</p> <ul style="list-style-type: none"> -Work with the GAIN country leads to understanding the nature of the project, the objectives, and the existing information on stakeholders. -Develop a complete spectrum of diversified stakeholders mapping outline associated with the project. -Conduct KIIs on key officials in a specific department of the Dhaka South City Corporation (DSCC) to understand the existing governance mechanism of markets, current resource allocation by department and key constraints. -Assess areas where GAIN can extend support to particular departments of the DSCC HQ, Zonal Executive Offices, and Ward Councilor Offices in executing the project. -Conduct interviews on Islambagh and New Market Bazaar Committee members, consumers, and vendors to gain understanding of central issues affecting the markets and the main barriers to providing a positive shopping experience. -Prepare a report that provides a summary of observations and recommendations for addressing the key challenges and issues affecting to efficient governance of markets and provision of necessary services. |

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| | <p>-Attend 1-2 of GAIN's market response unit monthly meetings to gain insights from market stakeholders.</p> |
| <p>Specific Deliverables</p> | <p>-Develop a stakeholder map identifying the complete range of relevant stakeholders linked with the project.</p> <p>-Detailed stakeholder report outlining responsibilities of each stakeholder concerning the scope of work of this project</p> <p>-Based on the KIIs, prepare a comprehensive report on DSCC highlighting the work modalities and resource allocation of specific departments of the City Corporation concerned with market management, besides, report key constraints to governing wet markets efficiently.</p> <p>-Develop a summary report including recommendations on efficient market governance, service provision, and offering a positive shopping experience which will be validated by key stakeholders.</p> <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 to be incurred in the delivery of the Scope of Work. 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: |
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| | <ol style="list-style-type: none"> 1. Advanced degree in governance/economics/social science/anthropology relevant field is required in case of individual bidder. Details of human resources needed for firm. 2. Excellent written and oral communication skills in English. 3. Proof that the company is legally registered. <p>Experience:</p> <ol style="list-style-type: none"> 1. More than 10 (ten) years of proven working experience in Governance/ Social Science/ Economics or relevant field 2. Demonstrable previous experience of working in urban governance systems will be essential 3. Proven experience in working with Government Ministries/Departments /Agencies and International Organizations in Bangladesh 4. Thorough knowledge on local/municipal governance systems and management of wet markets will provide a competitive edge |

4. FORMAT FOR PROPOSAL

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| Proposal Format | <p>The proposal must include the following items:</p> <p>Technical proposal:</p> <p>The technical proposal should be one document including the following:</p> <ul style="list-style-type: none"> • Presentation letter of the technical proposal; • Company references (company name, address, contacts, contact person, etc.); • Presentation of the company (A brief description and presentation of the company, and about the experience in similar assignments in Bangladesh); • Technical proposal (brief description of the proposed work and methodology); • Professional and technical team available (composition of the technical team and tasks of each team member); • Curriculum vitae of team members; • Timetable for the technical team (estimate of the time needed to provide the services, presenting a program for each technician involved); • Brief outline of similar work conducted in the past including specific outcomes; • Other elements that the Consultant/Consultancy considers relevant. <p>Financial proposal:</p> <p>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. |
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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 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.