

REQUEST FOR PROPOSALS (RFP):

Press/Print Media to Organize Roundtable

The 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. GAIN's purpose is to advance nutrition outcomes by improving the consumption of nutritious and safe food for all people, especially the most vulnerable to malnutrition. Working with both governments and businesses, GAIN aims to transform food systems so that they deliver more nutritious food for all people. GAIN has a proven record of facilitating practical solutions that increase nutritional value and safety of foods in ways that work for consumers, businesses, and governments. For more details, please visit: www.gainhealth.org

2. PROJECT BACKGROUND & OBJECTIVE

GAIN is looking for a competent press company or print media in order to conduct a series of roundtables fostering nutrition agenda highlighting the nutrition service system and governance for Chittagong Hill Tracts (CHT) population in Bangladesh. The assignment is an activity under the “**Leadership to Ensure Adequate Nutrition**” (LEAN) project is funded by the European Commission (EC). The overall objective of LEAN is to contribute to improved maternal and child nutrition in the Chittagong Hill Tracts (CHT) of south-eastern Bangladesh. The roundtable is to discuss the CHT nutrition need and sensitize the service providers as well as decision-makers to extend their support mechanism to the community people. It also helps to make a way forward to raise the voice on nutrition issues from CHT and facilitating a bridge between the community people and service providers.

3. SCOPE OF WORK AND DELIVERABLES

3.1 SCOPE OF WORK

The press media service provider will provide all necessary services for conducting roundtable discussions at both CHT districts and Dhaka levels. The organisation will provide services on:

- Conduct roundtables with all relevant stakeholders on CHT nutrition priorities.
- Sensitive government line agencies and policy institution, Hill District Councils, CHT Regional Council, civil societies, development partners, UN, I/NGOs, local traditional leaders, and private sector for taking CHT nutrition agenda at the policy levels.
- Aware CHT population through publishing existing good practices on nutrition services; as well as roles and responsibilities to strengthen the service mechanism as a course corrective manner.
- Highlight the CHT nutrition needs for a 'call for action' from the national level.

3.2 METHODOLOGY

- **Roundtable:** Roundtable will be organized firstly at CHT districts level and then at national level. Events would be virtual or face-to-face depending on the COVID-19 situation. The virtual roundtable will be aired live or recorded through the media partners and shared with Facebook, Twitter, Instagram what is available. The duration of the roundtable would be 2-3 hours.
- **Logistics:** The service provider will ensure all necessary logistics for a successful roundtable including back drop, sound system, food (lunch/snacks), participants travel costs and relevant administrative costs.
- **Participants:** Selecting and inviting participants will be done jointly with LEAN project, GAIN. The main participants of the event will be from the national institutions like different ministries, BNNC,

NNS/IPHN, BIRTAN, Hill District Council, civil societies, UN, I/NGOs, donors, private sectors, print & electronic news media and others relevant stakeholders. In every event there would be around 20 participants. Invitation will go jointly from the media partner and LEAN project, GAIN.

- **Publications:**

- National roundtable:

- A selected/edited English version of the roundtable discussions will be published in Print as a supplement (Broad Sheet full page Black & White).
- A selected/edited Bangla and English version of the discussions will be published online as a supplement.
- A news report will be published in the media print version on the next day of the event.

- District roundtable:

- A selected/edited Bangla version of the district level roundtable discussions will be published in Print as a supplement in a local newspaper (full page Black & White).
- A selected/edited Bangla version of the discussions will be published online as a supplement in local newspaper, if available.
- A news report will be published in the media print version on the next day of the event.

3.3 TIMELINE

The media partner will be contracted out for 15-20 days spread over between 5th to 25th July 2021.

3.4 ROUND TABLE LOCATION

There will be 4 roundtable events: 3 (Three) -CHT districts (1 event per district: Khagrachari, Rangamati and Bandarban) and 1 (one) at national level in Dhaka.

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 GAIN 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. COMPETENCIES

- Strong experience in facilitating any national level roundtable with the government, UN agencies, development partners, and civil societies.
- Experience in providing strategic policy advice to national and sub-national level governments.
- Having a larger audience coverage both in online and print versions.

- Expert team having all equipment and devices for conducting roundtable.

3. FORMAT FOR PROPOSAL & DEADLINE

The interested company is requested to apply explaining relevant experiences **by 5:00pm Bangladesh Time on 22nd June , 2021.** The application should include:

- Price quotation/proposal (Both Technical proposal with a work plan & Financial proposal in BDT)

4. SUBMISSION

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

5. 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.

6. REVISIONS

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

7. 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.

8. 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.

9. 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.

10. 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.

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:
- Demonstrate a clear understanding of the technical requirements of this RFP:
- 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:
- Detailed budget and cost-effectiveness of proposed approach:
- Management and personnel plan:
- 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.