

**Terms of Reference (ToR)**  
**For**  
**Individual Consultant to Provide Technical Assistance in Establishing Fair Price Shop and Nutritious and Safe Food Supply Chain in Ready-Made Garment (RMG) Factory**

**Organization Background:**

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. We aim to make healthier food choices more desirable, more available, and more affordable. 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. GAIN has a proven record of facilitating practical solutions that increase the nutritional value and safety of foods in ways that work for consumers, businesses, and governments. For more details, please visit: [www.gainhealth.org](http://www.gainhealth.org)

**Project background:**

Ready-Made Garment (RMG) sector employs more than 3.5 million workers, contributing 82% of the total export income. Nutrition plays a vital role in improving the well-being and productivity of workers. This translates into economic growth as well as greater motivation for the workers. According to the study by the International Labour Office (ILO), inadequate nourishment can cut productivity by up to 20%. In Bangladesh, 43% of the female garment workers are chronically malnourished. It is explicit that inadequate, poor-quality diet and hygiene practice can lead to malnutrition, diseases, and lower work performance. GAIN implements a workforce nutrition project named “Strengthening Workers’ Access to Pertinent Nutrition Opportunities (SWAPNO)” in partnership with VF Corporation. It aims to contribute to a healthier and more productive workforce by improving the diet for garment workers and improve knowledge around nutritious and safe foods for themselves. Project reach is around 25,000 workers and requires a coordinated work of various partners and factory management. The objective of the project will be achieved through two sets of interrelated and reinforcing outputs: i) RMG workers in VF supported factories have improved knowledge around nutritious and safe foods for themselves, and ii) RMG workers in the VF supported factories have improved access to nutritious and safe foods either through improved lunches or through fair price shops which offer nutritious and safe foods. The enduring vision of the project is to enable businesses to create a culture of commitment and benefits workers through the consumption of safe and nutritious food contributing to their overall wellbeing. Generating concrete evidence to make a positive influence on the factories to invest in their workers’ diets will eventually help factories to be more productive and strengthen the reputation of their business.

**Objectives of the Consultancy**

The primary objective of the consultancy is to design a scalable and sustainable model for the FPS (operate by the factory and operate by the third party) and cost-effective supply chain for nutritious and safe food items/products for the RMG workers including operation, monitoring, and reporting system.

**Scope of works, activity, and deliverable:**

Scope of work/Activity	Deliverable
1. Develop a diagram for a scalable and sustainable fair price shop model based on the recommendation from the factory and stakeholders.	1 detailed work plan 1 FPS diagram 1 landscape design
2. Infrastructure design/landscaping of the shop including product placing and utilities	1 supply chain manual 1 operation guideline
3. Develop a nutritious and safe food product supply chain to get	1 monitoring tools

<p>product smoothly</p> <ol style="list-style-type: none"> <li>4. Develop an operation guideline considering cash transaction, product delivery, cost-effectiveness, and profit margin).</li> <li>5. Develop a monitoring and reporting system for regular tracking.</li> <li>6. Facilitate a workshop with relevant stakeholder to validate the FPS model</li> </ol>	<ol style="list-style-type: none"> <li>1 workshop report</li> <li>1 final report</li> </ol>
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### **Timeframe**

The proposed timeframe for the activity will be from 15 December 2020 to 30 March 2021

### **Mode of Payment:**

The payments will be made based on the following percentages and milestones:

1. 50% of the total consultancy fee will be paid upon the submission and acceptance of the inception report.
2. The final installment of 50% of the total consultancy fee will be released after submission and acceptance of the deliverables accordingly.
3. All payment of the activities will follow government latest VAT and TAX policy

### **Selection benchmark:**

The consultant will be selected based on technical experience. Shortlisted candidates will have an offline/online meeting with respective persons of GAIN. The consultant will be selected based on technical experience and oral presentation and asking budget.

### **The Consultant will be selected based on the following criteria:**

1. At least 5 years of continuous professional experience in the development sector to promote the private sector by designing a potential business approach.
2. Relevant skills and ability to design innovative business approaches use participatory tools, RMG workers, and market-related data collection and analysis.
3. Familiarity with the supply chain and market-related issues for safe and nutritious food
4. Have strong capacities of standard report writing in English
5. Cultural sensitivity and respect for others opinion
6. Ability and mentality to work in a private sector

### **Instruction for responding**

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

### **Contact person**

Moniruzzaman Bipul, Portfolio Lead-TDIP; Champa Costa, Finance and Admin Manager are part of the selection team of the organization 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 the email: [tjahan@gainhealth.org](mailto:tjahan@gainhealth.org)

### **Submission**

An electronic copy of CV preferably in PDF including application to below email address: [tjahan@gainhealth.org](mailto:tjahan@gainhealth.org)

## Deadline

Completed proposals should be submitted to GAIN **before 5<sup>th</sup> December 2020**.

## Key Organizational Relationships:

- Will report to Portfolio Lead, Targeted Dietary Improvement Program
- Will work and coordinate with the Country Workforce Nutrition and Sun Business Network (SBN) team
- Will interact with the project's implementing part and RMG factory

## General Terms & Conditions

- **Notice of non-binding solicitation:** GAIN reserves the right to reject all bids received in response to this solicitation and is in no way bound to accept any proposal.
- **Limitations about third parties:** GAIN does not represent, warrant, or act as an 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.
- **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, and specifications developed by the applicant about the activities shall vest exclusively and 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 documentation will be authorized or paid to the applicant, unless such change, modification or interpretation has received the express prior written approval of GAIN.
- **Zero Tolerance:** GAIN follows zero-tolerance policy for any form of Bribery, Fraud, Corruption, Terrorism or Money Laundering. All entities undertake to comply with all applicable laws to ensure that it does not engage in any kind of criminal activity including but not limited to bribery, fraud, corruption, terrorism, money laundering and to maintain ethical business practices as well as not to commit any Prohibited Acts.
- **Indemnity/Release of Liability:** All liabilities arising from or relating to the work associated with this project shall be the responsibility of respective organization and no liability of any nature shall be passed to GAIN.
- **Entitlement:** Respective organization shall safeguard the interest of GAIN on its confidential information under the laws of the Government of Bangladesh. Organization will not use any documents or output from this project for any other projects without written approval from GAIN. This clause shall remain in full force and effect notwithstanding the expiry or termination of the partnership agreement.
- **Non-Transferability:** Respective organization should not assign sub-contract, delegate or otherwise transfer or dispose of any of its rights or obligation under this agreement. However, the organization can buy or procure any service or goods to perform the project activities.