



## ALIVE & THRIVE

### Request for Proposals (RFP)

**Issued on:** November 28, 2017

**For:** Selection of local implementing partners on “Integration of nutrition-specific and nutrition-sensitive interventions into agriculture and livelihood programs in Tigray and Southern Nation Nationality People (SNNP) regions, Ethiopia”

**Anticipated Period of Performance:** January 1, 2018 - December 31, 2018

**Proposal Submission Date:** December 19, 2017

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#### *1. Background:*

Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition (MIYCN) through large scale programs in several countries in Asia and Africa and through strategic technical support and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates foundation and the governments of Canada and Ireland and is managed by FHI 360.

A&T has worked in Ethiopia since 2009. We have worked predominantly with the health sector, but more recently with agriculture sector and the Productive Safety Net Program (PSNP) platforms, to improve infant and young child feeding (IYCF) practices throughout Ethiopia. A&T works at the federal and regional levels (Tigray, SNNPR, Oromia and Amhara) to support the government’s multisectoral National Nutrition Program achieve its targets.

A&T has recently received additional funding to improve the nutritional status of resource-poor women and children in the first 1000 days of life by strengthening nutrition-specific and nutrition -sensitive programming in conjunction with various agriculture and livelihood implementing partners. A&T will work with the selected implementing partner, and the Bureaus of Health and Agriculture in Tigray and SNNPR. A&T will provide technical support to the implementing partner and equip them with training materials, tools, monitoring frameworks to support their direct implementation of nutrition-sensitive and nutrition-specific programs at the woreda and kebele level. A&T will also support the implementing partner with strengthening the capacities of health and agricultural regional bureaus in Tigray and SNNPR for multisectoral nutrition collaboration. The project will be implemented in 4 intensive woredas of SNNPR and Tigray region.

The primary outcomes of the project are:

- Integration of nutrition-specific and nutrition-sensitive interventions into Irish Aid agriculture and livelihood programs.
- Increased coverage of maternal, infant and young child nutrition (MIYCN) services by health extension workers, women development army team leaders, and agriculture extension workers to pregnant women and mothers with children under age 2 (with specific emphasis on pregnant

and lactating women who are PSNP beneficiaries as well as beneficiaries of the livelihood program).

- Increased collaboration at the woreda level among health and agriculture sectors for better MIYCN outcomes.
- Increased use of data for decision-making among woreda officials to prioritize and improve high-impact MIYCN programs and policies.

The project will create an enabling environment to effectively deliver a comprehensive, high quality, and geographically tailored package of nutrition-specific and nutrition-sensitive interventions within selected woredas of TIGRAY and SNNP regions. Alive & Thrive is soliciting applications from Ethiopian local community-based or non-governmental organizations to serve as a local implementing partner (LIP) in TIGRAY and SNNP regions.

### **Scope of the work**

The local implementing partners based in both TIGRAY and SNNP regions will focus on strengthening the capacity of the health and agriculture extension platforms in the region to provide interpersonal communication and social mobilization activities in the selected woredas where Irish Aid partners are implementing climate-smart agriculture and livelihood programs. The specific priority areas of the scope of work includes the following:

- With technical support from Alive & Thrive team develop a program implementation pathway that outlines how nutrition-sensitive and nutrition-specific project activities contribute to the changes in maternal, infant and young child nutrition practices.
- Develop accurate estimates of the size of the beneficiary population in the selected implementation woredas.
- Map out the contact points between project beneficiaries and health services, agriculture services and other contacts with Irish Aid livelihood groups and agriculture staff.
- Organize and facilitate training of Agriculture and Health Extension workers on the timed and age-appropriate counseling approach at the community level.
- Train facilitators in the livelihood groups as group facilitators for community conversations on MIYCN and gender issues (group counseling/dialogue). This will be part of the social mobilization activities that are carried out at the community level.
- Provide coaching and refresher training to the front-line workers (FLWs) to build sustainability of the program activities through regularly scheduled encounters every month. Conduct short monthly sessions for MIYCN problem solving with health and agriculture frontline workers.
- Deliver Social and Behavior Change (SBC) materials to the districts.
- Collect monitoring data and share feedback with FLWs, woreda officials and A&T staff.
- Conduct quarterly review meetings with different actors at the community and woreda level.
- Organize supportive supervision and learning visits.
- Document lessons obtained to be shared in appropriate forum.

### **2. Expected Deliverables and Timeline**

Deliverables will be reviewed and approved in writing by A&T. All payments are contingent upon timely submission and acceptance and approval of the deliverables.

DELIVERABLES – (January 1, 2018 – December 31, 2018)	Due Dates
1. Updated work plan with updated realistic timeline, technical and program deliverables due date.	January 31, 2018
2. List of pregnant and lactating women of each woreda compiled and entered to the data base	March 15, 2018
3. Training summary report of health and agriculture extension workers trained on IPC and community mobilization activities	March 31, 2018
4. Training summary report of group facilitators on community conversation on nutrition-sensitive and specific issues as well as gender training	March 31, 2018
5. Quarterly Progress Report that includes monitoring data and supportive supervision and review meeting report for period January 1,2018 – March 31, 2018	March 31, 2018
6. Updated dashboard reflecting monitoring data for period January 1, 2018 – March 31, 2018	April 30, 2018
7. Quarterly Progress Report that includes monitoring data and supportive supervision and review meeting report for period April 1, 2018 – June 30, 2018	July 31, 2018
8. Updated dashboard reflecting monitoring data for period April 1, 2018-June 30, 2018	July 31, 2018
9. Quarterly Progress Report that includes monitoring data and supportive supervision and review meeting report for period July 1,2018 – September 30, 2018	October 31, 2018
10. Annual report including lesson learned summary for the period January 01, 2018 to December 31, 2018	December 31, 2018
11. Updated dashboard reflecting monitoring data from January 1, 2018- December 31, 2018	December 31, 2018

### 3. Proposed Budget

The total budget for this activity should not exceed 2,750,000 Birr (per region).

### 4. Eligibility Criteria:

As described before, this RFP invites local implementing partners that comply with the following main criteria:

- Own formal/valid registration from the Ethiopian Charities and Societies Agency (ChSA) to work in Ethiopia;
- Have a presence at list in one of the region;
- Have previous experience in promotion of nutrition in the first 1000 days and Nutrition Sensitive Agriculture programs implementation and monitoring;

- Have been implementing nutrition in the first 1000 days and/or NSA portfolio with a turnover above 3 million Birr in the last 5 years;
- Have personnel structure and division in technical departments required for the project activities;
- Have a valid and well implemented HR and Finance system;
- Have a good reputation and accountability record with donors and beneficiaries;
- Have a proven record of successfully evaluated projects in the livelihoods and/or child protection sectors;
- Agree to undertake the implementation modalities and technical guidance from A&T;
- Have willingness to adhere to A&T Monitoring and Evaluation systems.
- Previous experience working in target areas of each region including knowledge of areas and to know how to deal with this different context;
- Express team availability with skills, qualification, and technical background.

**N.B: The local implementer applying for this proposal should be based in the implementing regions (i.e Tigray and SNNP regions) and have knowledge of the areas.**

In addition, please note that the following:

- These instructions shall not form part of the resulting contract. They are intended to aid applicants in the preparation of their proposals.
- Local Ethiopian NGOs are invited to submit their applications, are under no obligation to do so. Applicant organizations will not be reimbursed for any costs incurred about the preparation and submission of their applications.

### **5. Submission Requirements**

To be considered, bidders shall provide the following **for each of the regions** that they are submitting proposals for. For instance, if an organization is submitting a proposal for both SNNP and Tigray, they should submit two separate proposals including all of the noted requirements below (separate budgets, separate capability statements, etc.). Bidders may bid on one or both regions.

- Capability and Experience Statements:**
  - Capability Statement – indicating size of the agency, staff, past-experience in conducting similar activity, work with donor organizations, not-for-profits and/or the Government of Ethiopia. Please briefly describe your business model of working in countries such as Ethiopia on projects such as these, and include a brief paragraph for each major local contractor you may be teaming with. We are looking for a combined capacity of global innovation with Ethiopia-grounded experience. You may include your company’s website if you’d like (*not to exceed 2 pages*).
  - Your understanding and experience in program implementation of on nutrition specific activities and nutrition-sensitive agriculture (NSA) and experience and demonstrated ability in successful completion of similar assignments within the specified time-period.
  - CVs/short bios of key technical experts that the firm is planning to recruit to implement the programs. *Please note that A&T is looking for experts in nutrition sensitive interventions in climate-smart agriculture and livelihood programs.*
- Budget must be submitted** in FHI 360-provided template. The candidates can get the budget template with any of the following option:
  - by requesting in email on the addresses listed below

- can access by clicking to the link available on this RFP

**All proposed budgets must be in local currency.**

- 3) The applicant should specify on the proposal the region which you are applying for.

To the extent that indirect costs are applicable, they are subject to the following limits:

- 0% for government agencies, other private foundations and for-profit organizations
- up to 10% for U.S. universities and other academic institutions
- Up to 15% for all other non-U.S. academic institutions and all private voluntary and non-government organizations, regardless of location.

Indirect cost rates (and the limitations) apply both to the primary applicant organization and any sub-grantees and/or sub-contractors that are part of the proposal.

If the organization has lower indirect rates, the lower rates should be used. Please include VAT and any applicable taxes into the cost proposal as FHI SOLUTIONS is not VAT or tax exempt.

- 4) Three **references for past performance**, including contact information for each. The references should be for past customers for whom similar work was done.
- 5) The email address where Alive & Thrive may send a confirmation of receipt of your submission.

#### CRITERIA FOR EVALUATION

Selection shall be based on the following weighted categories:

1. Capability and Experience, including proposed Key Personnel – **60 points**
2. Completeness and appropriateness of the budget – **20 points**
3. References and Past Performance – **20 points**

*NOTE: FHI SOLUTIONS will not compensate the company for its preparation of response to this RFP nor is the issuing of this RFP a guarantee that FHI SOLUTIONS will award a contract.*

#### Anticipated Contractual Mechanisms

FHI anticipates issuing a firm fixed-price purchase order for each region. The purchase orders will be issued in local currency (ETB) to the responsive offer that is selected as the highest scorer for each region on a **best value basis**. Once an award is issued, it will include a schedule of fixed price payments based on completion of deliverables in the scope of work.

#### Instructions and Deadline

Responses to this RFP should be submitted by email to the A&T office to Mr. Ayele Bekele at email: [aagedo@fhi360.org](mailto:aagedo@fhi360.org) with copy to Dr. Yewelsew Abebe at email: [YAbebe@fhi360.org](mailto:YAbebe@fhi360.org) and Tamirat Tafesse at email: [TWalissa@fhi360.org](mailto:TWalissa@fhi360.org) no later than **December 19, 2017 at 5 p.m. Addis Ababa, Ethiopia time.**

Any explanation desired by a prospective offerors regarding the meaning or interpretation of this solicitation must be requested in writing submitted to Mr. Ayele Bekele at email: [aagedo@fhi360.org](mailto:aagedo@fhi360.org) with copy to Dr. Yewelsew Abebe at email: [YAbebe@fhi360.org](mailto:YAbebe@fhi360.org) and Tamirat Tafesse at email: [TWalissa@fhi360.org](mailto:TWalissa@fhi360.org) at FHI Solutions no later than **December 8, 2017 by 5 p.m. Addis Ababa, Ethiopia time.**



Please follow the instructions carefully. Proposals which do not follow these instructions may not be reviewed. Offers received after this date and time may not be accepted for consideration. FHI will acknowledge receipt of your proposal by email. Proposals must be submitted in electronic format using Microsoft Office compatible software.

**Withdrawal of Proposals**

Proposals may be withdrawn by written notice, email or facsimile received at any time before award.

**False Statements in Offer**

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of FHI SOLUTIONS.

**DISCLAIMERS AND FHI SOLUTIONS PROTECTION CLAUSES**

- FHI SOLUTIONS may cancel the solicitation and not make an award
- FHI SOLUTIONS may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions
- FHI SOLUTIONS reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions
- FHI SOLUTIONS will not compensate offers for response to solicitation
- FHI SOLUTIONS reserves the right to issue an award based on initial evaluation of offers without further discussion
- FHI SOLUTIONS may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI SOLUTIONS may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFP.
- FHI SOLUTIONS has the right to rescind an RFP, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI SOLUTIONS’s client, be it funding or programmatic.
- FHI SOLUTIONS reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI SOLUTIONS will be contacting offerors to confirm contact person, address and that bid was submitted for this solicitation.

**END OF RFP\*\*\*\*\***