



ALIVE & THRIVE

Request for Proposals (RFP)

Issued on: August 09, 2017

For: Conducting a situation Analysis on nutrition sensitive agriculture (NSA)

Anticipated Period of performance: September 14, 2017 to November 30, 2017

Proposal Submission Date: August 29, 2017

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.

A&T has worked in Ethiopia since 2009. We have worked predominantly with the health sector, but more recently with agriculture 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. Evidence from our work over the last nine years has emphasized the importance of engaging in both nutrition-specific and nutrition-sensitive interventions to make significant progress in achieving improvements in maternal, infant, and young child nutrition (MIYCN). 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 -sensitive programming in conjunction with various agriculture and livelihood implementing partners. In this project A&T will build upon its success and lessons learned from previous IYCF efforts to significantly improve MIYCN practices, and test models for effective delivery within the context of nutrition-sensitive climate smart agriculture and livelihood programs.

A&T will closely work with selected implementing partners, and the Bureau of Agriculture and Natural Resources in Tigray and SNNPR. A&T will provide training, materials, tools, and technical assistance to support their direct implementation of nutrition-sensitive and nutrition-specific programs at the woreda and kebele level, and provide systems strengthening support to the health and agricultural bureaus involved. The project will be implemented in approximately 8-10 woredas of SNNPR and Tigray.

The primary outcomes of the project are:

- Integration of nutrition-specific and nutrition-sensitive interventions into current agriculture and livelihood programs

- Increased coverage by frontline workers of MIYCN interventions among livelihood and PSNP beneficiaries that are pregnant or have children under age 2
- 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 to support the integration of nutrition specific and nutrition sensitive programs.

Before the initiation of the project, A&T would like to conduct a situation analysis of the current status of the climate smart agriculture programs being implemented by select partners in SNNP and Tigray. The specific objectives of the assessment are as follows:

Objectives

1. To assess how the current climate smart agriculture and livelihood programs have integrated the various nutrition-sensitive pathways¹ into the design and implementation of their programs
2. To assess the extent of agriculture and livelihood implementing partners' interventions are contributing towards improving maternal nutrition and infant and young child feeding practices among their target beneficiaries and in the communities where they work.
3. To assess existing opportunities within their programs to make the agriculture and livelihood programs more nutrition-sensitive. To understand what tools, messages and materials are currently being used to improve nutrition outcomes.
4. To understand coordination mechanisms and capacity building initiatives in place to strengthen capacity of woredas and regional officials by agriculture partners.
5. To assess the project monitoring system and to understand which indicators are being collected on a routine basis.

The situational analysis will be guided by the Conceptual Pathways between Agriculture and Nutrition developed by the USAID-funded SPRING project. The selected vendor will work in close collaboration with the A&T team in Ethiopia and HQ to come up with a protocol and tools to conduct the situation analysis, implement the analysis and make recommendations to the A&T team in Ethiopia on next steps.

Study area

The study will be conducted in 2-3 woredas of Tigray and SNNP regions. These woredas will be purposively selected based on discussions with our agriculture and livelihood partners and woreda agriculture and health officials.

Purpose of this Request for Proposals:

A&T would like to recruit a firm to assess the extent to which agriculture & livelihood implementing partners' interventions are nutrition-sensitive and address the nutrition of women and children under-two

¹ <https://www.spring-nutrition.org/publications/briefs/understanding-and-applying-primary-pathways-and-principles>

in their programs, to identify opportunities and make recommendations on how to make their interventions more nutrition- sensitive and to suggest platforms to introduce nutrition-specific programming.

Scope of Work

Specific activities include:

The vendor will be expected to conduct the following tasks:

A. Desk review: (estimated 2 days)

Review different documents (project documents, annual plans, reports and other documents) of livelihood project implementing partners. Better understand activities undergoing in health and agriculture in their intervention woredas.

B. Develop a situational assessment protocol (estimated 7 days)

- Develop a protocol in English that uses the conceptual pathways between agriculture and nutrition to assess the nutrition-sensitivity of the climate smart agriculture programs. The protocol should include a background and rationale section, the objectives of the assessment, the study design, the sampling procedures, the data collection methods, data analysis methodology, the study tools and the field logistics.
- Translate the study tools into Amharic and prepare all the documentation for local ethical clearance and/or support letter from the Tigray and SNNP regional health bureaus/Agriculture and Livestock Bureaus. Obtain the ethical clearance and/or support letters from the Bureaus.
- Share protocol with Ministry of Agriculture nutrition team and A&T for their feedback
- Incorporate comments into final protocol.
- Share final proposal with A&T and government stakeholders.

C. Conduct the situational assessment: (estimated 15 days)

- Recruit and hire experienced enumerators preferably nutritionist/agronomist with experience in qualitative data collection.
- Conduct a 2 days training for interviewers.
- Provide interviewers with audio-recording equipment and supplies in-order to tape record interviews.
- Transcribe all audio recordings into Amharic and then translated into English.
- Provide a write-up of any deviations from the protocol.

D. Analysis and report writing (estimated 7 days)

- Organize all the data and conduct the analysis.
- Provide a topline report of results.
- Submit all the audio record, summary report and transcriptions.
- Develop a PPT that summarizes topline findings.

Expected Deliverables and Timeline:

Deliverables will be reviewed and approved in writing by A&T HQ and A&T Ethiopia teams.

All payments are contingent upon timely submission and acceptance/approval of deliverables.

No	Deliverables	Estimated Due Date
Conducting a situation Analysis on nutrition sensitive agriculture (NSA)		
1.	Draft Protocol with tools and data analysis plans	September 23, 2017
2.	Final protocol that has incorporated comments of A&T and MOAg	October 13, 2017
3.	Ethical approval from regional bureaus to conduct analysis	October 16, 2017
4.	Report on data enumerators' training and pre-test (includes changes in language; changes to questions; comments on any difficulties respondents had in understanding the questions; interviewers noted regarding their ability to ask questions; comments on respondents' ability to understand questions	October 21, 2017 (5 days following last day of pre-test)
5.	English and Amharic language versions of final instruments	October 21, 2017
6.	Completed, cleaned, and labeled data sets as well as transcriptions, coding of qualitative data and audio recording of transcripts)	November 07, 2017 (8 days after final day of data collection)
7.	Draft report	(November 16, 2017) 10 days after final day of data collection
8.	Final report and slide deck that incorporates A&T's comments	November 30, 2017

Submission Requirements

To be considered, bidders shall provide the following:

1) **Capability and Experience Statements:**

- a. 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*).
- b. Your understanding and experience in conducting a situation Analysis on nutrition sensitive agriculture (NSA) and experience and demonstrated ability in successful completion of similar assignments within the specified time- period.
- c. CVs/short bios of consultant's/key technical experts that the firm is planning to recruit to Conduct a situation Analysis on nutrition sensitive agriculture (NSA). *Please note that A&T is looking for experts in nutrition sensitive agriculture, maternal nutrition, infant and young child feeding, gender (in relation to nutrition, and health service utilization.*

2) **Budget** in the format provided by FHI. **Budget must be submitted** in FHI 360-provided template. **All quotes must be in local currency.**

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.

- 3) Three **references for past performance**, including contact information for each. The references should be for past customers for whom similar work was done.
- 4) 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. Capacity and Experience – **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. The purchase order will be issued in local currency (ETB) to the responsive offer that is selected 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 with copy to Dr. Yewelsew Abebe at email: YAbebe@fhi360.org and Tamirat Tafesse at email: TWalissa@fhi360.org no later than **August 29, 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 with copy to Dr. Yewelsew Abebe at email: YAbebe@fhi360.org and Tamirat Tafesse at email:



TWalissa@fhi360.org at FHI Solutions no later than **August 22, 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*****