

Request for Proposal (RFP)

Global Technical Services
Nutrition International

Study Type:

Situational Analysis of Salt Sector in Indonesia

Project:

Universal Salt Iodization, Indonesia

Proposed timeline:

September 2018 – January 2019

Deadline for proposal submission: August 13, 2018 - 5:00 PM EST

Request for Proposal (RFP) Notice

Nutrition International (NI), a non-profit organization dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent agencies/ firms for conducting a Salt Situation Analysis as part of NI support to Universal Salt Iodization project in Indonesia.

About Nutrition International

Nutrition International (NI), a renowned international development organization based in Ottawa, Canada, has a commitment to eradicate global 'hidden hunger' by implementing global interventions that focus on women and children in developing countries. It aims to generate innovative and sustainable solutions to reduce vitamin and mineral deficiencies among women, newborns, and children. It builds on robust evidence-based research and evaluation in order to demonstrate excellent return on investment in scaling-up highly cost-effective micronutrient interventions. NI aspires to be a global center of excellence in technical and programmatic support in this field.

In collaboration with key stakeholders such as governments, private sectors and civil society groups, NI seeks to tackle the aforementioned problem that affects one third of the world's population. NI engages in tailoring health and nutrition strategies as well as up-scaling existing programs in various regions including Africa, Asia, the Caribbean, Latin America and the Middle East. NI's international Board of Directors directs its interventions, which reach out to approximately 500 million people in more than 70 countries.

One of NI's key strategic goals is to enhance the global impact of micronutrient interventions by generating cutting-edge knowledge and utilizing it to develop sound policies and programmes while consolidating political will to achieve its vision. NI aspires to position itself as a global center of excellence in generating scientific research in the field of micronutrient programmes. It provides quality assurance for research and programmes while disseminating and translating new knowledge to influence and improve national and global policies and programmes. NI provides guidance and support on existing and future programme evaluations and coordinates the analysis and utilization of evaluation results.

Universal Salt Iodization (USI) Program Background

NI is working with the government to promote Universal Salt Iodization (USI) in Indonesia. Since 2010, NI has been providing technical assistance to the government for salt iodization by building capacity of 165 small and medium scale salt processors on adequate salt iodization in three main producing areas i.e. Central Java, East Java and West Nusa Tenggara Province (Bima and Lombok District). Of 165 salt processors, 105 are located in Central Java where NI has provided technical assistance and supportive supervision to adequate iodization of salt, develop internal QC system, facilitate the establishment of local salt associations and iodine bank through revolving fund mechanism, assistance to industries and trade offices in monitoring and supervision of USI programs as well as support to develop and strengthen USI enforcement system. During the last seven years, progress has been made particularly in the institutionalization of USI monitoring system within local governments as well as social enforcement by local consumer protection agency and improved iodization capacity of salt processors resulting in increase of percentage of adequately iodized salt at production level from 40% in 2010 to about 75%, recently.

Background & Rationale of the Salt Industry Mapping:

- Countrywide information on the status and extent of the salt sector in Indonesia was collected sometime back. At the time of inception of USI project, major portion of salt industry was small scale, informal and widely dispersed across country. At that stage it was very challenging to implement a salt iodization project, especially providing support to the industry to build their capacity in adequate iodization of salt. This was mostly informal and not organized industry was making it difficult for the government enforcement agencies to appropriately enforce iodization of salt at specified iodization standards.
- For any small scale industry, it is true that there is always a process and trend towards more formalization and consolidation due to natural market dynamics which is good both with respect to maintaining and enhancing the quality of their products but also facilitates the monitoring and quality control by the enforcement agencies. The same is being observed and reported in the case of salt industry as well, however, a formal exercise to verify this has not happened. Therefore, it is timely, to have a fresh look at the situation and structure of the salt industry in the country by conducting a situational analysis of the salt sector throughout the country and preparing an updated and complete inventory of the salt producers and processors.

General instructions & considerations for the RFP

- This Request for Proposal (RFP) is to conduct Salt Situational Analysis in Indonesia in order to inform the Universal Salt Iodization (USI) project in Indonesia.
- A step-wise submission process will followed which will include submission of a proposals only by selected agencies or individuals.
- The instructions should be read in conjunction with information contained in the enclosed Terms of Reference (TOR) at **Annex A** and the budget template at **Annex B**, and in any accompanying documents within this package.
- NI is not bound to accept the lowest priced, or any proposal. NI reserves the right to request any (or all) Respondent(s) meet with NI to clarify their proposal(s) without commitment, and to publish on its website answers to any questions raised by any Respondent (without identifying that Respondent).
- Respondents are responsible for all costs associated with the proposal preparation and will not receive any reimbursement by NI.

Conflict of Interest

- Respondents must disclose in their proposal details of any circumstances, including personal, financial and business activities that will, or might, give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work.
- Where Respondents identify any potential conflicts they must state how they intend to avoid any impact arising from such conflicts. NI reserves the right to reject any proposals which, in NI's opinion, give rise, or could potentially give rise to, a conflict of interest.
- With respect to this condition, please be advised that the organizations that may fall within the scope of this evaluation will include those below, with which any association must be disclosed:
 - Government of Indonesia
 - Nutrition International
 - Government of Canada
 - Salt industry in Indonesia

- Any other related national or international NGO or other entity associated in any form with the salt iodization program

RFP General Disclosures

Respondents must disclose:

- If they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency or the financial standing of the Respondent including but not limited to the appointment of any officer such as a receiver in relation to the Respondent personal or business matters or an arrangement with creditors or of any other similar proceedings.
- If they have been convicted of, or are the subject of any proceedings, relating to:
 - Criminal offence or other offence, a serious offence involving the activities of a criminal organization or found by any regulator or professional body to have committed professional misconduct.
 - Corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract, with Nutrition International, or any other contracting body or authority
 - Failure to fulfil any obligations in any jurisdiction relating to the payment of taxes

SUBMISSION PROCEDURE

This proposal will be submitted in one step in full form.

Qualified consultant/s or agency/s are encouraged to submit a full proposal including a Technical Implementation to a maximum of 15 pages and aligned with the ToR presented in Annex A of this document AND include **Annex 1-6** as listed below. Cover-Letter and Declaration (up to 2 pages): Proposals must be accompanied by a cover letter with the respondent's address. The letter must be signed by a suitable authority to commit the Respondent to a binding contract. It must quote the RFP number and title, and include the declarations provided in Annex C.

Annex 1: Qualifications and experience

- Previous related work highlighting experience in supervision or contribution to similar studies. Reference to or sample of previous report/s (maximum two) or research that the team has produced preferably during last two years.
- Qualifications of the key personnel of the team: including: resumes of each of the key team members (up to 3 pages per resume)
- A description of the roles and responsibilities of each of the team members (up to 3 pages)

Annex 2: Timeline for the study reports which will include among other sections:

Timeline for the study which includes specific deadlines for each of the study activities, milestones and deliverables of each of the study stages including:

- Initial review of NI documents
- Tools and instruments' design
- Inception meeting
- Data collection and analysis
- Report preparation
- Final report
- Final financial report

Annex 3: Financial Proposal (up to maximum 3 pages following template at Annex B):

The consultant/agency shall submit a Financial Proposal in a separate file detailing:

- Breakdown of all activities, outputs and deliverables
- Estimated cost disaggregated by the number of days each team members will be working
- Date/s when financial report/s will be submitted and when payment/s will be expected
- All amounts need to be quoted in **Indonesian Rupiah [local currency]**
- Fees should be inclusive of all insurance and standard business overheads and taxes. Nutrition International will not pay for any overhead or indirect costs that exceed 10% of the total direct costs.

Annex 4: Background information, a brief review of the topic, and task rationale.

Annex 5: A risk analysis exercise: Identifying barriers and risks of implementing the task and response to these challenges.

Annex 6: A list of acronyms used in the proposal.

Profile (Team Leader/s or key consultant/s)

The consultant/agency interested in submitting a proposal to conduct this study should have:

- At least five years of experience in conducting such studies and other types of related research in the field of nutrition and food security (with emphasis on women's and newborn survival and health).
- At least five years of experience in collecting and analyzing qualitative and quantitative data.
- Familiarity with the context of the Indonesian setting in which the project is conducted.
- The consultant/agency is expected to be aware of the up-to-date knowledge on USI and USI project in Indonesia salt iodization technology, salt market as well as national guidance and policies related to nutrition and especially USI.
- Language skills: Excellent writing skills in English as well as understanding, speaking and writing in Bahasa.

Submission:

The proposal package with all annexes shall be put into a covering email specifically indicating in subject line *Salt Industry Situation Analysis: Universal Salt Iodization project in Indonesia.*

- Proposals by consultant/agency must be submitted in English.
- Only E-mail bids will be accepted. Only those short-listed will receive an acknowledgment. Any clarification on the scope of work and submission process will be communicated giving equal opportunity to all applicants.
- Late submissions will not be accepted in any circumstances.

For **any technical clarification** write to: nkhan@nutritionintl.org and rjafar@NutritionIntl.org

Send proposal by email to: nkhan@NutritionIntl.org and lgolden@nutritionintl.org

Receipt, Evaluation and Handling of Proposals

Once a proposal is received before or by the due date and time, Nutrition International will:

- Log the receipt of the submission and record the business information
- Review and qualify all proposals and retain the business details on file with a note indicating qualification/disqualification (in terms of meeting the terms set out in these instructions)
- Evaluate all responsive proposals objectively in line with the criteria specified below and inform respondents (only shortlisted) within ten (10) business days of the evaluation decision made.

Nutrition International reserves the right to:

- Accept or reject any and all proposals, and/or to annul the RFP process, prior to award, without thereby incurring any liability to the affected Respondents or any obligation to inform the affected respondents of the grounds for Nutrition International's actions prior to contract award.
- Negotiate - with Respondent(s) invited to negotiate - the proposed technical approach and methodology, and the proposed price based on the Respondent's proposals.
- Amend this RFP at any time

Selection criteria:

Submitted technical and financial proposals will be assessed by a committee and then successful proposal(s) will be identified based on the below selection criteria (See Table 1). Successful Respondent will be contacted and will be expected to enter into a Contract with Nutrition International for the duration of the Work. The terms and conditions of this RFP will normally form part of the Contract.

Table 1: Concept note/Proposal Evaluation Criteria

An Situational Analysis of Salt Sector in Indonesia for Universal Salt Iodization Project in Indonesia		
Item	Assessment Category:	Weights
Proposal	The rational, context, study questions, and objectives are appropriately included	10%
	The study methodology, data collection mechanisms, and data analysis plan are plausible to achieve the objectives of study. The proposal lists the types of reports and documents that will be needed for the different components of the study	10%
	The consultant/agency provides a short review of/comments on the described below methodology of the study with suggestions and recommendations to enhance it	5%
	The proposal explains how the results of the study will be interpreted to provide recommendation with regard to ensuring a sustained USI program and to adequately iodized salt production, sound QAQC system, a market driven KIO3 supply system and how to ensure minimum dependency on external support and government and industry ownership.	10%
	Proposal explains how the consultant/agency will ensure quality of implementation of the study	5%
	Gender issues are appropriately addressed as needed	5%

	The proposal includes a clear and reasonable timeline (with potential adjustment for delays); the time line includes specific deadlines for each of the implementation activities, milestones and deliverables (and ideally reflects the roles and responsibilities of the team)	5%
Profile	A sample of the previous work and its similarity to the assignments of this RFP	10%
	The required qualifications and key competencies (education and work experience) to carry assignment are met by the team members (as per their presented resumes)	10%
	The proposed summary of the roles and responsibility of each team member and its relevant competences is clear and meets the requirement of the assignment	5%
Budget	The financial proposal captures all critical components, various expenses, and justification summaries	20%
	The estimated expenses and the administration cost in the proposed budget are reasonable for each of the activities	5%

Annex A. TERMS OF REFERENCE

1. Background & Rationale of the Salt Industry Mapping:

- Countrywide information on the status and extent of the salt sector in Indonesia has not been updated for more than a decade. In order to have a comprehensive information on the production, storage, distribution and utilization of iodized salt, salt situation analysis studies were conducted in many countries during the last decade to provide a benchmark for salt iodization intervention and to facilitate planning of salt iodization intervention. Similarly, studies were carried in Indonesia to facilitate planning of salt iodization in a strategic fashion. At the time of inception of USI program, major portion of salt industry was small scale, informal and widely dispersed in specific geographic areas. At that stage it was very challenging to implement a salt iodization program, especially providing support to the industry to build their capacity in adequate iodization of salt. The mostly informal and not organized industry was making it difficult for the government enforcement agencies to appropriately enforce iodization of salt at specified iodization standards.
- Now the salt iodization program in Indonesia is around a decade old and in a relatively advanced stage. For any small scale industry, it is true that there is always a process and trend towards more formalization and consolidation due to natural market dynamics which is good both with respect to maintaining and enhancing the quality of their products but also facilitates the monitoring and quality control by the enforcement agencies. The same is being observed and reported in the case of salt industry as well, however, a formal exercise to verify this has not happened. Therefore, it is timely, to have a fresh look at the situation and structure of the salt industry in the country by conducting a situational analysis of the salt sector throughout the country and preparing an updated and complete inventory of the salt producers and processors.
- The resultant report will provide steps towards further strengthening iodization of edible salt, monitoring the status and extent of production and utilization of iodized salt among communities and a benchmark for the

future salt iodization programs. The findings of this study will help the Government of Indonesia and salt producers/processors in the country to further strengthen its salt iodization program.

2. Objectives:

- To prepare a complete inventory of small, medium and large scale salt producing units as outlined in the scope of work of this ToR;
- To study and document the capacity, status and extent of adequate level of salt iodization throughout the country including all provinces, regions and special territories etc.

3. Scope:

Under the guidance and supervision of the designated staff in NI Global Technical Services Unit (GTS) in Ottawa, Asia Regional Office and Indonesia country office, the contracted firm will attend briefing sessions with Nutrition International designated team at the start and end of consultancy. The consultant/ agency should work with GTS only. However, there could be a discussion forum at (i) tool finalization, (ii) sharing a raw data and (iii) submission first draft report/ broad observation where the agency could present in front of larger audience within NI.

The following main tasks would be carried out during country wide situation analysis of the salt production by the small, medium and large scale producing units.

- Review the enabling environment that includes regulatory/ policy framework, standards for iodized salt, procedures and guidelines at national or sub-national level that recognizes the importance of production, distribution and sale of adequately iodized salt in the country.
- Review all available documents/ reports on inventory/situational analysis of the salt industry conducted in the past.
- Conduct field visits to assess the practices of salt processors for salt iodization and to assess the current status of Universal Salt Iodization (USI) Program at all points from production to consumption level.
- Prepare a complete list of the salt units/processors with information of:
 - Who produces salt and where, how much is the production.
 - What percentage of production is adequately iodized, through which method?
 - How is the salt packed, labelled, distributed with what weight and price.
 - Complete contact coordinates and name of the identified salt processors/ industry (small, medium and large) including owner's name and contacts.
- Provide information related but not limited to:

- Market share of different types of salt i.e. crystal, washed, refined free flow salt including trends and changes over time.
 - Define the small, medium and large scale salt producers in the context of study country and production share of each category.
 - Share by sources of raw salt i.e. rock, lake or sea.
 - The status of production level enforcement implemented in the country.
 - Availability of in-country suppliers of salt industry machinery and equipment for small, medium or large scale mechanized production plants.
 - Pricing of different brands of un-iodized (if still marketed) and iodized salt.
 - Salt flow, marketing and trading structure in the country.
 - Value chain analysis in terms of packaged vs non packaged and coarse vs fine type – production to delivery to retail market to delivery to consumers, in addition to assessing across-region differences.
 - Any existing Management Information System, Geographic Information System etc. for salt and salt industry in the country as well as government and or industry readiness for establishment/strengthening of the mechanism.
 - The status of Internal and external QA/QC mechanism, and commercial and import/export monitoring including protocols in place and their adherence.
 - Factors (political, economic, institutional, etc.) that influence availability of iodized salt and differential compliance to be able to formulate corrective actions.
- Assess the capacity building/training status of the salt processors and laborers at work.
 - Get information about the existence of different level program committees and salt industry/processors' associations.
 - Assess the availability of iodization equipment (drip feeds etc.) and if available working condition of these for proper and adequate mixing of Potassium Iodate (KIO₃) into the salt.
 - Record the type of iodization plant used, and method for iodization (wet/dry mixing).
 - Assess Gender aspects keeping in view NI Gender Strategy.
 - Assess the existence of work force safety measures and also whether underage labor is used keeping in view Child protection Policy.
 - Potassium Iodate (KIO₃):

- To assess the availability, flow, consumption, price per Kg and present stock of potassium iodate (KIO₃) at the national, provincial, district and salt unit levels.
- To study the existing mode of relationship between Departments of Health (or others) & salt producers regarding demand and supply of Potassium Iodate (KIO₃).
- To study the feasibility, mechanism and channel of supply of Potassium Iodate (KIO₃), its availability (regular, monthly, quarterly, interrupted, none or out of stock since one month, quarter a year etc.), storage, distribution, utilization (quantity used/month), factory/unit level cost, record keeping regarding KIO₃ stock, generation of funds and its flow and effective utilization of the funds retained (if any) by the salt processors association.
- Report on the salt industry administrative structure and the technology of salt production and refining.
- Report incremental iodization cost and salt pricing of different type and brands including investment and operating costs.
- Other relevant variables/indicators for study will be drafted later.

4. Outcome: The salt industry situation analysis (mapping, flow etc.) will enable NI to have:

- A complete inventory of salt sector in Indonesia including trends and changes over time. The report would include information as outlined in the scope of work above.
- Additional outcome if needed will be included later.
 - Final report according to the agreed upon ToC which includes recommendations and future direction for NI on Universal Salt Iodization project in Indonesia. The report of the Salt Situation Analysis should include:
 - Table of Contents
 - List of Acronyms
 - List of Tables
 - List of Figures
 - Executive Summary
 - Introduction
 - Methodology
 - Main findings and analysis
 - Conclusions
 - Recommendations
 - Annexes

5. Budget: To be negotiated

- Once the organizations is selected, NI will negotiate contract, implementation plan agreed and funds for survey disbursed to firm/organization according to NI set financial procedures and terms.

6. Timeline:

Activities/ Deliverables	Q4	Q1			Q2			Q3			Q4		
	2017-18	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Develop Concept	X												
Develop Project & CDB		X	X										
Develop ToR			X	X	X								
Float RFP					X	X							
Select – consultant						X							
Negotiate contract						X							
Execute the project							X	X	X	X			
Report											X		
Disseminate findings												X	

Green X: Completed Red X: To be carried

Annex B. BUDGET TEMPLATE

	Particulars	Person Days	Rate	Remarks
A	SALARIES/PROFESSIONAL FEES			
A1	Professionals			
A2	Field Staff/Consultant/agency			
	Sub Total of A			
B	TRAVEL, TRANSPORTATION (Vehicle Expenses/Local Conveyance			
B1	Local Conveyance for field work			
B2	Local Conveyance for Professional Staff			
B3	Local Conveyance for Field Researchers			
	Sub Total of B			
C	In-Country Travel (Travel expenses for Professional staff from base station to states/districts:			
C1	Air Travel			
C2	Train Travel			
	Sub Total of C			
D	DAILY ALLOWANCE/LODGING EXPENSES			
D1	Professional staff			
D2	Field researcher			
	Sub Total of D			
E	OFFICE EXPENSES			
E1	Stationery			
E2	Communication & any other			

	Sub Total of E			
F	MEETING EXPENSES			
F1	Consultation workshop cost			
	Sub Total of F			
	TOTAL OF DIRECT COST (A to F)			
G	Management Cost% on Total Direct Cost			
H	Service Tax (@15%) on Total Direct Cost & Management Cost			
I	Total (A to F)+G+H			

Annex C. DECLARATION FORM

"We have examined the information provided in your Request for Proposal (RFP) and offer to undertake the work described in accordance with requirements as set out in the RFP. This proposal is valid for acceptance for 6 months and we confirm that this proposal will remain binding upon us and may be accepted by you at any time before this expiry date."

"We accept that any contract that may result will comprise the contract documents issued with the RFP and be based upon the documents submitted as part of our proposal.

"Our proposal (Technical and Financial) has been arrived at independently and without consultation, communication, agreement or understanding (for the purpose of restricting competition) with any other Respondent to or recipient of this RFP from the Nutrition International.

"All statements and responses to this RFP are true and accurate."

"We understand the obligations regarding Disclosure as described in the RFP Guidelines and have included any necessary declarations."

"We confirm that all personnel named in the proposal will be available to undertake the services."

"We agree to bear all costs incurred by us in connection with the preparation and submission of this proposal and to bear any further pre-contract costs.

"I confirm that I have the authority of [insert name of organization] to submit this proposal and to clarify any details on its behalf."

Name:

Title:

Date:

Signature: