Request for Proposals (RFP)

CONSULTANCY TO UNDERTAKE:

IN-DEPTH NUTRITION ASSESSMENT AND SYSTEM REVIEW OF SOCIAL PROTECTION PROGRAMMES IN NIGERIA

Issued by Nutrition International

Date of Issue: 3 February, 2022

Deadline for receipt of proposals:
DATE: 24 February, 2022
Send to: RMORGAN@NUTRITIONINTL.ORG
Section 1.0 – Overview and Procedures

1.1. Request for Proposals – Service Notice

1.1.1. Nutrition International, a non-profit agency dedicated to eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent agencies to carry out an in-depth assessment and system review from a nutrition and gender perspective of the National Cash Transfer programme and related programmes in Nigeria under the National Social Protection Policy.

1.2. Background

1.2.1. Nutrition International is an international not-for-profit organization dedicated to transforming the lives of people living in vulnerable situations, especially women, adolescent girls, and children, by improving their nutritional status.

1.2.2. Nutrition International is working for this proposal together with the National Social Safety Net Coordinating Office (NASSCO) of the Federal Republic of Nigeria and its associated government agencies.

1.2.3. This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help Respondents to produce proposals that are acceptable to Nutrition International, and to ensure that all proposals are given equal consideration. It is essential, therefore, that Respondents provide the complete information that is requested, and in the formats and on the terms specified.

1.3. RFP Timetable

1.3.1. The estimated schedule for the RFP and contract approval is as follows except for the Closing Date and Time, which is a Mandatory Requirement.

<table>
<thead>
<tr>
<th>Activity</th>
<th>Date Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>RFP available for distribution</td>
<td>3 February, 2022</td>
</tr>
<tr>
<td>Deadline for Receipt of Questions</td>
<td>15 February, 2022</td>
</tr>
<tr>
<td>Closing Date and Time for Proposals – Mandatory</td>
<td>24 February, 2022, 17.00 GMT</td>
</tr>
<tr>
<td>Evaluation and Selection Process Completion</td>
<td>14 March, 2022</td>
</tr>
<tr>
<td>Projected Contract Award Date</td>
<td>28 March, 2022</td>
</tr>
</tbody>
</table>
1.4. Proposal Communications

1.4.1. For the purpose of requesting information and clarification or for any other purpose relating to this RFP including the RFP process, proponents are to contact only the Contracting Authority for this RFP.

Correspondence via e-mail sent to: rmorgan@nutritionintl.org

1.4.2. All communication concerning this RFP is to be in writing, clearly marked with the title of this RFP. The request will specify the RFP section and page number as applicable.

1.4.3. All communication concerning this RFP is to be sent to the Contracting Authority by e-mail at the above noted e-mail address. Nutrition International will not be responsible for the delivery of any communication. Nutrition International recommends the Proponent confirm receipt of all communications with the Contracting Authority.

1.5. Proposal Preparation and Submission Process

1.5.1. Questions from proponents
   a) All inquiries regarding this RFP must be submitted in writing by the date specified in section 1.3.1

1.5.2. Submission of Proposal
   a) Proponents’ complete Technical and Commercial Proposals must be received no later than the date and time specified in section 1.3.1.
   b) Submissions must be sent electronically via email as per section 1.4.1.
   c) All the attachments must be labeled and referenced corresponding to the document type and Annexes accordingly.
   d) Proposals must be clearly marked in the subject line as follows:
      • PROPONENT'S NAME: TECHNICAL PROPOSAL
      • PROPONENT'S NAME: COMMERCIAL PROPOSAL
   e) Late proposals will not be accepted under any circumstances. Proposal submissions received after the deadline stated above will be disqualified.

1.5.3. Modifications and withdrawals
   a) All modifications to proposals must be received by Nutrition International prior to the submission deadline. The proponent must clearly state the changes from the original proposal and indicate that the revised proposal supersedes the earlier version.
   b) A proposal may be withdrawn by email by the proponent prior to the submission deadline.
   c) Negligence on the part of the proponent confers no right for the withdrawal of the proposal after it has been opened.
   d) Modifications and/or withdrawals of proposals must be sent by email as per section 1.4.1.
Section 2.0 – Evaluation and Selection

2.1. Evaluation and Selection Process

2.1.1. The objective of the Evaluation and Selection Process is to identify the Proposal that effectively meets the requirements of this RFP and provides the best value to Nutrition International. A Proposal may be deemed non-compliant if it is not submitted in the requested format or if requested information is not submitted. All determinations are made at the sole discretion of Nutrition International.

2.1.2. The following criteria will be adopted to assess the proposals and identify suitable agencies for contract award. Out of the total scores 70% of weighting will be assigned to the technical proposal and 30% to the commercial proposal.

<table>
<thead>
<tr>
<th>SL No.</th>
<th>Assessment Category: Technical Proposal</th>
<th>Relative scores</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Qualification (A)</td>
<td></td>
</tr>
<tr>
<td>1.a.</td>
<td>Previous experience on undertaking similar assignments</td>
<td>30</td>
</tr>
<tr>
<td>1.b.</td>
<td>Availability of adequate and skilled (education and work experience) team member(s) for carrying out the assignment, including reasonable timelines</td>
<td>30</td>
</tr>
<tr>
<td>1.c.</td>
<td>Demonstrated ability, through the narrative of the proposal, to fulfill the technical components of the Project Description</td>
<td>40</td>
</tr>
<tr>
<td>2</td>
<td>Total Score - Technical Proposal</td>
<td>100</td>
</tr>
<tr>
<td>3</td>
<td>Overall weight – Technical:</td>
<td>70%</td>
</tr>
<tr>
<td>4</td>
<td>Assessment Category: Commercial Proposal</td>
<td></td>
</tr>
<tr>
<td>4.a.</td>
<td>Demonstrated consideration of all potential expenses (i.e., no major omissions)</td>
<td>40</td>
</tr>
<tr>
<td>4.b.</td>
<td>Reasonable estimate for each of the activities</td>
<td>40</td>
</tr>
<tr>
<td>4.c.</td>
<td>Reasonable estimate for administrative &amp; indirect costs to be incurred</td>
<td>20</td>
</tr>
<tr>
<td>5</td>
<td>Total Score - Commercial Proposal</td>
<td>100</td>
</tr>
<tr>
<td>6</td>
<td>Overall weight – Commercial:</td>
<td>30%</td>
</tr>
<tr>
<td>7</td>
<td>Total Weighted Score (Technical &amp; Commercial)-maximum possible:</td>
<td>100</td>
</tr>
</tbody>
</table>
2.2. The Evaluation Stages:

Stage 1: Review of Mandatory Requirements
Stage 2: Review of Technical Proposal
Stage 3: Review of Commercial Proposal
Stage 4: Overall Ranking and Final Selection

2.2.1. Review of Mandatory Requirements, in section 3 - Each proposal first will be evaluated for completeness of the submission. Failure to comply with any of the terms and conditions contained in the RFP including, but not limited to, failure to provide all the required information or documentation, may result in disqualification.

2.2.2. Once confirmed that the proponent has met the mandatory submission requirements of the RFP, Technical Proposal will be evaluated by Nutrition International based on their compliance with the requirements set out in Section 4.1 of this RFP and the Project Description at Annex 1.

2.2.3. Commercial Proposals will be evaluated based on their compliance with the requirements as set out in Section 4.2 of this RFP. Evaluation considerations include but are not limited to:

a) competitiveness of pricing;
b) compatibility of delivery schedule with needs;
c) prior performance (for previously contracted proponents);
d) risk assessment and identification; and
e) managerial and financial ability to complete the tasks set out in the RFP.

2.2.4. Proponents may be requested to correct errors or inconsistencies identified by Nutrition International during the proposal evaluation process. Proponents that do not comply with such requests within the timeframe communicated will be disqualified.

2.2.5. All the terms and conditions of this RFP and its Annexures, including the proponent’s response to this RFP, will form a part of the award unless otherwise negotiated. The proponent understands that if it proposes an amendment or additional terms to the award, these must be clearly detailed in the proposal and may affect the evaluation of the proposal.

Section 3.0 – Mandatory Submission Requirements

3.1. Mandatory Requirements

3.1.1. Mandatory Requirements must be met by all Proponents, failing which their Proposals will be disqualified. Where requested, the Proponent must demonstrate compliance to the Mandatory Requirement or submit the substantiating information requested.

3.2. Preparation of Proposals

3.2.1. In response to this RFP, proponents will prepare proposals composed of two proposals: a) Technical Proposal in accordance with the requirements as stated in
Section 4.0 – Technical and Commercial Requirements

4.1. Technical Proposal Requirements

4.1.1. Letter of offer

Proponents are required to submit a letter of offer (using the template in Annex 4) expressing:

a) Interest in participating in the RFP
b) Confirming that all information submitted is true and correct,
c) The proponent meets the technical requirements for this RFP, and can adhere to the timeline of the Work Plan.
d) The proposal (Technical and Commercial) 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 Nutrition International.

e) All the financial information submitted in the proposal is true and correct.

f) Any required disclosures or conflicting interests have been fully described in the proposal.

g) Personnel named in the proposal are aware of this proposal and will be available to undertake the services during the proposed time period.

h) The person submitting has authority for the agency to submit this proposal and to clarify any details on its behalf.

4.1.2. Required Qualifications of the team/individual

The consultant or consultancy team will have *clearly-demonstrated expertise* in the following areas:

- Extensive experience in the design, implementation, assessment, review and/or evaluation of Social Protection policies and systems, including with a nutrition focus, designed to reach highly vulnerable and/or nutritionally at-risk groups in rural and urban settings.

- Familiarity with the underlying social and cultural drivers relating to nutrition in low-income settings, including in Sub-Saharan Africa, preferably including Nigeria and/or West Africa, including child feeding practices, diets, and child and maternal care issues.

- Familiarity with gender equity challenges and issues in the above settings.

- Familiarity with systems analysis and diagnostics in public sector settings, including national, federal and/or local government settings.

- Strong knowledge of social protection, cash transfer programmes, school feeding programmes, and multi-sectoral approaches to food security, dietary improvement and nutrition.

4.1.3. Technical Proposal (maximum 5-7 pages)

- The Technical Proposal will be based directly on the approach, required activities and deliverables outlined in Annex 1 – Project Description and will elaborate how these are proposed to be carried out and fulfilled.

4.1.4. Team qualifications (maximum 3-5 pages)

- Explanation of how the team or individual meet the required qualifications in 4.1.2 above.

- Details of proposed staff (individual or multiple) in a matrix format, with CV(s). These must include: full name; full address; email and telephone contact details.

4.1.5. Work Plan and Timeline with all required activities (assume contract will commence 2 weeks after selection) as per format in Annex 2.

4.2. Commercial Proposal Requirements

4.2.1. Required Documents
The following documents must be submitted along with the proposal documents. Failure to do so may result in proposal disqualification.

a) Audited financial Statements for the previous Fiscal year (if incorporated)
Legal corporate registration or any similar official documentation that shows the full corporate name, corporate status, jurisdiction, and date of registration. For individual consultants, only a valid CV/Resume, phone contact number, email and residential address are required.

b) References - Provide 3 current references, listing name of referee, phone number, contact’s e-mail and a description of the product or service recently provided.

4.2.2. Pricing

a) Expected budget for accomplishing the complete work with sufficient details and justifications, in spreadsheet format (using format in Annex 3).

b) Specify the currency used for the amounts quoted: Canadian dollars or Nigerian Naira.

c) Fees should be inclusive of all insurance and standard business overhead/ indirect costs. Please note that no fees will be paid while en route to or from the place of assignment.

Section 5.0 – Contract Award

5.1. Contract Award

5.1.1. Any contract award made pursuant to this RFP is conditional upon the Selected Proponent entering into a contract with Nutrition International and conditional upon formal approval by Nutrition International in accordance with Nutrition International’s Decision Making Practices. The contract terms will be as per Nutrition International’s standard contract. Once the Proponent has been selected, the agreement may be modified and the contract will be awarded at the discretion of Nutrition International.

5.1.2. Nutrition International shall advise the Selected Proponent once Nutrition International is ready to commence negotiations. The negotiations shall be concluded within a timeframe mandated by Nutrition International, acting reasonably. At the conclusion of negotiations, Nutrition International shall endeavour as expeditiously as possible to prepare and provide to the Selected Proponent the signed Execution Copy of the contract. The Selected Proponent shall sign the contract within a reasonable time frame.

5.1.3. In the event that one or more of the following situations occur, Nutrition International shall invoke one of the options stated in Section 5.1.4.

a) The negotiations with the Selected Proponent are not successful and Nutrition International, in its sole discretion, does not think that a contract on terms satisfactory to Nutrition International can be reached; or

b) The Selected Proponent fails to employ best efforts to finalize the contract during the timeframe mandated by Nutrition International; or

c) The Selected Proponent fails or refuses to enter into the contract within the timeframe mandated by Nutrition International.

5.1.4. Nutrition International without liability, cost or penalty, may, in its sole discretion:
a) Extend the period for negotiation or execution; or
b) Cease negotiations with the Selected Proponent; or
c) Exercise Nutrition International’s rights pursuant to Section 6.1.1 to cancel the RFP; or
d) Enter into negotiations with another Proponent.

Section 6.0 – Rights of Nutrition International and Additional Information

6.1. Nutrition Internationals Rights

6.1.1. Nutrition International’s Right to Amend, Supplement or Cancel the RFP without liability, cost or penalty, may in its sole discretion:

a) Alter any dates in the RFP, as they relate to the RFP Process, at any time prior to or after the Closing Date and Time;

b) Cancel this RFP at any time, whether prior to or after the Closing Date and Time, and Nutrition International may, but need not, in its sole discretion issue a new RFP;

c) Amend or supplement this RFP at any time prior to the Closing Date and Time.

6.1.2. This is a request for Proposal to supply Nutrition International’s needs for the requirements described in this RFP. Nutrition International is not bound to accept the lowest priced proposal, or any, proposal. While price is an important element in the selection process, Proponents should recognize that there are other criteria in this RFP that Nutrition International will consider in evaluating Proposals and in making its decision as to contract award(s).

6.1.3. Nutrition International, without liability, cost or penalty, may, in its sole discretion, waive irregularities in Proposals or in the submission of Proposals.

6.1.4. Nutrition International, through the Contracting Authority, without liability, cost or penalty, may, in its sole discretion and at any time after Proposal submission, seek clarification from any Proponent, either in writing or during an oral presentation, with respect to its Proposal. Without limiting the generality of the foregoing, Nutrition International may, in its sole discretion, request a Proponent to confirm in writing any statement made by the Proponent during oral presentation in which case the Proponent will promptly provide such written confirmation to Nutrition International, within the time specified by the Contracting Authority.

6.1.5. Any written information received by Nutrition International from a Proponent in response to a request for clarification from Nutrition International will be considered as an integral part of the Proponent’s Proposal.

6.1.6. Without prejudice to this right, Nutrition International may request clarification where any Proponent's intent is unclear, or may waive or request amendments where, in the opinion of Nutrition International, there is an irregularity or omission in the information that has been submitted in the Proposal. Nutrition International reserves the right to conduct negotiations on any portion of the Proponent’s Proposal.

6.1.7. Nutrition International may verify any Proponents statement or claim by whatever means Nutrition International deems appropriate, including contacting references other than those offered by the Proponent, and may reject any Proponent statement or claim if, in the judgment of Nutrition International, the statement or claim is unwarranted or not credible. The Proponent will co-operate with Nutrition International in its attempts to verify any such statement or claim.
6.1.8. Nutrition International reserves the right to accept a Proposal in whole or in part, and to split or divide the total requirement among proponents at the sole discretion of Nutrition International.

6.1.9. Nutrition International may negotiate with one or more technically compliant Proponents and seek a best and final offer from technically compliant proponents on any part of the technical or price/cost proposals submitted, as part of this RFP process.

6.1.10. Nutrition International may reject any proposal received from a proponent that, in the sole opinion of Nutrition International, has previously failed to perform satisfactorily, or that Nutrition International believes is not in a position to meet the requirements of the RFP.

6.1.11. Nutrition International may reject any proposal that, in the sole opinion of Nutrition International fails to meet the requirements and instructions stated in this RFP.

6.1.12. Nutrition International may suspend negotiations or withdraw an award to a proponent at any time. Nutrition International is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award.

6.1.13. Nutrition International will exercise its discretionary rights under this RFP in a reasonable manner.

6.2. Disqualification of Proposals on Grounds of Faulty Submission

6.2.1. Nutrition International, without liability, cost or penalty, in its sole discretion, may disqualify any Proposal at any time during the RFP process if, in the opinion of Nutrition International, one or more of the following events occur:
   a) it contains incorrect information;
   b) it is unresponsive to this RFP;
   c) the Proponent fails to cooperate with Nutrition International in its attempts to clarify information or evaluate the Proposal;
   d) the Proponent misrepresents any information provided in its Proposal;
   e) it is incomplete;
   f) the Proposal, on its face, reveals a conflict of interest or unfair advantage; or
   g) a change has occurred in the management or ownership structure of the Selected Proponent.

6.3. Costs Incurred By Proponents

6.3.1. Nothing in this RFP, receipt by Nutrition International of a response to this RFP, or subsequent negotiations by Nutrition International of terms of a contract to supply, shall in any way impose an obligation on Nutrition International to reimburse any Proponent or to pay any compensation for costs incurred in the preparation of a response to this RFP, presentations, or the negotiation of a proposed contract except to the extent that such obligation is contained in the formal written contract containing terms and conditions satisfactory to Nutrition International and executed by the Proponent and Nutrition International.

6.4. No Obligation to Purchase

6.4.1. Nothing in this RFP, receipt by Nutrition International of a response to this RFP, or subsequent negotiations by Nutrition International of terms of a contract to supply, shall in any way impose a legal obligation on Nutrition International to make any purchases from any Proponent.
6.5. **Additional Information, Clarification and Addenda**

6.5.1. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear in this RFP, including any attachments. Nutrition International will not be responsible for any misunderstanding on the part of the Proponent concerning this RFP, the RFP process or the attachments.

6.5.2. Proponents who wish to obtain further information and clarification about the RFP, the RFP attachments or the RFP process are to submit their questions in writing to the Contracting Authority at the e-mail address set out in section 1.4.1. of this RFP.

6.5.3. The Contracting Authority will accept written questions no later than the date and time indicated in the RFP Timetable in Section 1.3.1. (the “Deadline for Receipt of Questions”). The request will specify the RFP Section attachment and page number as applicable.

6.5.4. Nutrition International’s responses to the questions will be provided or made available to all who requested or received the RFP, without identifying the source of the question.

6.5.5. Proponents are advised that the deadline for receipt of questions from potential Proponents is the final opportunity for Proponents to seek clarification with respect to this RFP.

6.5.6. If an addendum to the RFP is issued, the Proposal due date may be changed to allow additional time for Proponents to complete their Proposals. Proponents shall be advised of any new Proposal due date by addendum.

6.5.7. **Communications - Contract Authority**
The Proponent is put on notice that:

a) Only the Contracting Authority is authorized by and on behalf of Nutrition International to amend the requirements of this RFP, and that the Proponent is to rely only upon the information provided in writing by the Contracting Authority;

b) Any communication pertaining to this RFP with any employee of Nutrition International other than the Contract Authority will constitute a breach of Nutrition International’s procedures and may result in the disqualification of the Proponent as a potential supplier.

6.5.8. Any amendments or supplements to this RFP shall be made only by way of addenda issued by the Contracting Authority in the same manner in which this RFP was issued, and any amendments or supplements to this RFP made in any other manner, including any oral or written statement made by Nutrition International, the Contracting Authority, or their respective employees, agents, consultants or advisors, shall not constitute an addendum to this RFP. Where there appears to be a conflict between the RFP and any addendum, the last addendum will prevail. Addenda will not be used to answer Proponent’s questions. Answers to questions will follow the process outlined in Sections 6.5.2. to 6.5.4.

6.5.9. The addenda shall be binding on each Proponent, and Nutrition International has the right to assume that the Proponent in its Proposal has taken the information contained in the addenda into account.

6.5.10. The Proponent is solely responsible to ensure that it has received all addendums, if any, issued pursuant to this sub-section.

6.6. **Litigation**

6.6.1. If Nutrition International or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives is made a party to any
litigation arising out of or by reason of or attributable to this RFP, then the applicable Proponent(s) shall indemnify and save harmless Nutrition International and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives in connection with such litigation, except to the extent that such litigation arose from the negligence or wilful act of Nutrition International, or any of its officers, employees, assigns, independent contractors, subcontractors, agents or representatives while acting within the scope of his, her or its employment or engagement. Nutrition International may, at its option, and at the expense of the Proponent, participate in or assume carriage of any litigation or settlement discussions relating to the foregoing, or any other matter for which the Proponent is required to indemnify Nutrition International and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives. Alternatively, Nutrition International may require the Proponent to assume or maintain carriage of and responsibility for all or any part of such litigation or discussion, at the Proponent’s expense.

6.6.2. This RFP, all referenced materials and all addenda constitute the entire RFP.
ANNEX 1 – PROJECT DESCRIPTION

CONSULTANCY TO UNDERTAKE IN-DEPTH NUTRITION ASSESSMENT AND SYSTEM REVIEW OF SOCIAL PROTECTION PROGRAMMES

Background and Rationale

1. Nigeria’s Social Protection Policy and Programmes

Both economic and multi-dimensional poverty remain high in Nigeria, with wide variations between regions and urban-rural areas. Nationally, some 40% of households (an estimated 83 million people) were below the national poverty line in 2020 and fully half below the World Bank international extreme poverty line. The UNDP-OPHI multi-dimensional poverty index was in the high band (0.3) in 2018 with 54% of all children considered multi-dimensionally poor. This is associated with levels of stunting among young children of 63% in the poorest households (bottom quintile), and 43% and 50% in the NE and NW zones respectively, compared to an already high 32% nationally. The 2018 National Health and Nutrition Survey also estimated that, overall, only 64% of children in Nigeria are growing healthily without being nutritionally stunted or wasted; while only 16% of all young children had a minimum acceptable diet. In addition, WHO/World Bank estimates from Nigeria from 2019 indicate a very high proportion (56%) of women in pregnancy suffering from anemia.

The first National Social Protection Policy (NASSP-I) was established in 2017, with support from the World Bank and other partners, as a “mix of policies and programmes designed for individuals and households throughout the life cycle to prevent and reduce poverty and socio-economic shocks by promoting and enhancing livelihoods and a life of dignity.” It is financed by Government under the National Social Investment Program. A social protection coordinating platform – the National Social Safety Net Coordinating Office (NASSCO) - was established in 2016 under the purview of the Federal Ministry of Humanitarian Affairs, Disaster Management and Social Development.

NASSCO provides oversight to all social safety net interventions at Federal and State levels. It has built national systems, structures and tools, including a Social Register of poor and vulnerable households which has been established at the State and National levels. Similar coordinating structures known as State Operation Coordinating Units (SOCU) were also established to coordinate and implement social protection interventions at State level.

The full range of initiatives under the NASSP, includes cash transfers with co-responsibilities, which are implemented by the National Cash Transfer Office (NCTO) and its State-level Units; as well as Youth employment, community and social development, in-kind food distribution and Home Grown School Feeding.

1 Data from NHNS 2018. However, note that Joint UN estimate for 2021 for young children stunting is 35% (UNICEF-WHO-World Bank joint online global data base).
2 Prevalence of anemia among pregnant women (%) - Sub-Saharan Africa | Data (worldbank.org)
The socio-economic impacts of COVID-19 have brought social protection even further to the fore of national poverty mitigation efforts. Social protection, in the form of short-term cash transfers, formed a major part of the country’s COVID-19 rapid response, including in urban areas, enabled by the platforms which had been put in place since 2016.

By 2021, some 10.9 million households with some 40 million individuals were covered by the Social Registry across 37 States, and cash transfers were being implemented by 36 States and the Federal Capital Territory (FCT). A total of 1.7 million beneficiaries are now receiving cash transfers with the aim of expanding this to 2 million by the end of 2021. The focus is on families with pregnant women and those with young children, with benefits having a duration of 36 months, covering the first years of children’s lives. Cash Transfer Facilitators engage with beneficiaries at the ward level and provide life skills and livelihood training.

The National Cash Transfer Program, also known as Household Uplifting Program (NCTP/HUP), provides a basic transfer to participating households of 5,000 Naira per month (paid every 2 months); and a monthly top-up of the same amount if co-responsibilities are met by parents and caregivers in areas including school enrolment and attendance, ante- and post-natal health and nutrition-specific service use, environmental sanitation, or other human capital development and community areas. The specific co-responsibilities are identified by each participating State. Due to logistic reasons, 10,000 NGN is paid bi-monthly to improve consumption levels and nutrition. The NCTP/HUP overall aims to strengthen and improve family food consumption, encourage human capital development (including nutrition) and to promote financial and social inclusion among the poorest groups.

In a major step to promote the further incorporation of nutritional considerations, the Federal Government of Nigeria established a strong commitment in the National Multi-Sectoral Plan of Action for Food and Nutrition (2021-2025), which it launched in November 2020. This set an objective for ensuring “universal access to Nutrition Sensitive Social Protection”, accompanied by a target:

“mainstream nutrition objectives into Social Protection and Safety Net programmes of relevant Ministries, Departments and Agencies (MDAs) by 2023”

and to link all MDAs to nutrition by 2022.

2. Opportunities and Potential Gaps

The Government of Nigeria intends to develop human capital and promote the country’s future growth and prosperity through a range of policy measures including the scaled-up National Cash Transfer Program under the NASSP. However, the nutritional dimensions and corresponding nutrition-specific components are not yet fully reflected embedded as part of the program. Wide-ranging opportunities continue to exist to better leverage this major national investment in the lives of young children, adolescents and women for improved nutritional outcomes. These have been increasing rapidly as a result of the growing coverage of poor and vulnerable populations by the NCTP/HUP, the Home Grown School Feeding Programme and other components of the NASSP.

The revised National Social Protection Policy (NASSP II) to come into effect in 2022 clearly recognizes the potential for greater overall efficiencies and effectiveness through addressing key gaps in the current policy and its implementation. These include the need for improved coordination and coherence in implementation between different implementing agencies and potential for increased synergies among various SP interventions and social
services. The need for capacity building at different levels is also fully recognized by the draft revised Policy, including for targeting, monitoring, information management and linkage between the federal, state and community levels. The integration of the National Gender Policy in SP implementation is also called for in the new Policy. The overall coordination, capacity development and monitoring roles of the Ministry of Finance, Budget and National Planning (MFBNP) for the delivery of the Policy are highlighted.

Apart from aligning household consumption with nutrition, the NCTP/HUP aims to improve utilization of health and nutrition services among households through co-responsibilities. As yet, few States have adopted health-related or nutrition-related co-responsibilities linked to cash payments, despite, in some cases, experiencing very high levels of young child stunting and wasting and maternal malnutrition. This provides major opportunities which could be seized to promote enhanced nutritional impacts and to address the underlying gender norms and other drivers of improved nutrition.

NASSP-II will take on the combined aspects of NASSP-I and the transitional shock-responsive Scale-Up (NASSP-SU) which came in effect with the COVID-19 Pandemic and prioritizes emergency response. NASSP-II will reinforce the co-responsibilities of the cash transfer component of NASSP-I as well as its Livelihood component and will be informed by a current review of NASSP-I.

A further opportunity identified is strengthening of the content of the behavioural change communication (BCC) materials, as well as the methods used and quality of the training activities for those workers who use these materials with cash recipient households, making sure to include a gender and equity perspective in this process. These BCC materials cover the promotion of recommended practices in food preparation, young child feeding, dietary diversification and safe hygiene and sanitation, all of which are crucial components for healthy growth and nutrition.

Monitoring of the delivery of program implementation, including BCC, training and food demonstrations, and their linkage with cash transfers, is a particular area of concern. Related to this, the monitoring of the impact of the program, such as changes in household care, feeding and dietary practices and related indicators of nutritional improvement, both direct and proxy, is not yet widely operational and is a further area for capacity strengthening within the NCTP/HUP.

Government has also recognized the need for technical support from international development partners for systems strengthening and the development of capacities to ensure sustainability, across the SP Policy. This includes technical support to the NASSP, NASSCO and National Cash Transfer program specifically for nutrition-smart design and implementation.

Overall Objectives of the Consultancy

The overall objective of the Consultancy is to review and identify gaps, barriers and opportunities for promoting and achieving greater impact for diets and good nutrition from the National Cash Transfer Programme, and related programmes at Federal and State levels, including the Home Grown School Feeding Programme.
Specific Objectives of the Consultancy

**Objective 1:** Conduct an assessment and systems review of the NCTP and related programmes under the National Social Protection Policy, covering the nutrition, gender and equity dimensions, with reference to linkages and synergies among relevant programmes within the NASSP and in other key sectors; and identify specific opportunities for achieving greater dietary and nutritional impact for priority groups, including infants, young children, adolescents and women, including those who are mothers, and other nutritionally-vulnerable groups and communities.

**Objective 2:** Develop and present evidence-based and clearly-specified recommendations for action to achieve better dietary and nutritional outcomes for priority groups. These recommendations will be based on the identified gaps, barriers, and opportunities for effectiveness which have plausible pathways for impact under the NASSP and through linkages with other key sectors.

**Objective 3:** Provide the necessary basis for subsequent costed plans and resource mobilization for the design, testing and implementation of agreed actions arising from the final and prioritized Recommendations.

**Approach**

The Consultancy will achieve the above objectives by undertaking an in-depth nutrition-focused Assessment and Systems Review of the NCTP and its linkages and synergies with related Government programmes and interventions under the NASSP, particularly the Home Grown School Feeding Programme (HGSFP) and in other key sectors; and through the development together with Nutrition International of recommendations for presentation to Government for strengthening, testing for scaling-up, and monitoring the nutrition, gender and equity dimensions of the NCTP for greater nutritional impact for priority groups. It will specify potential and specific linkages with other key programmes within and beyond the NASSP.

The Consultancy will take full account of and situate this work in the context of all relevant National policies and guidelines and will make relevant references to these throughout the Deliverables.

The Consultancy will assess the nutrition and gender sensitivity and responsiveness of the NCTP; and will identify a) gaps and barriers and b) opportunities for strengthening these dimensions and their impact for nutritionally-vulnerable priority groups and populations, through critical pathways for impact, based on the best available evidence and relevant Theory of Change literature. It will identify actions for addressing these gaps and taking these opportunities through both sector-specific and multi-sectoral approaches.

Note: Nutrition International’s draft Systems Integration Checklist should be used as one of the key references for the Assessment.

Opportunities for greater nutrition sensitivity and potential impact should be sought, identified and clearly specified in the necessary detail in each of the following categories:

- within the design and systems for delivery, monitoring and citizen engagement of the NCTP,
between the NCTP and other programmes, including the HGSFP, as well as delivery, monitoring and citizen engagement systems under the National Social Protection Policy (NASSP), particularly in its planned second phase,

through opportunities and potential for stronger linkages, resource-sharing and synergies of SP programmes and components with complementary programmes and delivery systems in other sectors, particularly in Health, Education, WASH and Food Systems, and under the National Multi-Sectoral Plan of Action for Food and Nutrition 2021-2025. Among these, high priority in the analysis will be given to the Accelerating Nutrition Results in Nigeria (ANRiN); as well as others including the National Health Insurance Scheme and the National Job Creation Scheme,

through enhanced or additional actions that strengthen the roles of citizens as beneficiaries and participant actors in NASPP programmes, particularly for improved nutrition, through communications, social accountability, grievance and redress mechanisms; and that aim through plausible and relevant impact pathways to strengthen gender equality and inclusion of programme design, delivery and impact.

Activities and Deliverables

The activities to be undertaken and products to be delivered will include, but may not be limited to:

1. Conduct desk review and assessment of documentation on scientific evidence and program experience from current and planned programmes and similar contexts.

This phase will encompass the review and assessment of available documentation on programme design and implementation under the first National Social Protection Policy (NASSP-I) during 2016-2021, with a primary focus on the National Cash Transfer/Household Uplifting Programme, and, where relevant, on closely related programmes such as the National Home-Grown School Feeding programme. It will assess the experience with these programmes from a nutrition, feeding, dietary improvement, food security and gender equality perspective.

The review will also encompass and reference available documentation, evidence, experience and results from State-specific and area-specific initiatives and pilot programmes providing cash and/or food transfers, including the Gombe pilot, the Child Development Grant Programme and other SP initiatives supported by multi-lateral/UN and bilateral partners.

Detailed assessment will also be made of expected provisions under the new NASSP-II policy and of current documentation and working plans for its design and implementation. The implementation plans will be reviewed also for possible linkages and synergies with other nutrition-focused programmes.

The review will further assess and be informed by documentation made available by NASSCO for the sole purposes of this review, e.g. NASSP results framework data; progress, quarterly, trip and activity reports, from Federal, State and Local Government (LGA) levels.
In identifying potential pathways and actions for impact, the Consultancy will reference and draw on relevant programme literature and results from research conducted as part of Social Protection policies in other West African, Sub-Saharan African and other developing country contexts, to inform identification of opportunities that would be relevant and feasible in the context of Nigeria. This will especially focus on experience with nutrition-sensitive, gendered and vulnerable group-focused programming elsewhere. Review and reference will also be made to recent global evidence reviews on nutrition-sensitive social protection, particularly the analysis and findings of the 2022 Nutrition International / IFPRI report on evidence and impact pathways; and to earlier reviews including D Olney, IFPRI 2021 (Nutrition Sensitive Social Protection within Food Systems); ODI 2016 (Cash Transfers: what does the evidence say); UNICEF 2015 (Cash Transfers and Nutrition) and the Global Coalition to End Child Poverty.

The Consultancy will assess any studies and/or reports from programmes in similar contexts that can:

i. Describe similar barriers for strengthening, scaling up and monitoring the nutrition, gender and equity dimensions for greater nutritional impact for priority groups, covering social assistance & insurance programmes at Federal and State levels, and how these barriers were addressed or could be addressed.

ii. Describe the use of digital and other technologies, tools and methods, to improve design, delivery, implementation capacity, citizen engagement and monitoring of delivery, outcomes and impact.

iii. Assist in identifying potential high-impact and efficient/effective additional components, linkages or systems changes to be piloted or embedded.

iv. Assist in identifying other nutrition-related interventions could be considered for inclusion and greater integration.

v. Assist in identifying nutrition-smart inter-linkages and synergies of systems, programmes and Social Protection components at sub-national, local and community levels.

**Deliverable 1:** First Interim Report that summarizes results of documentation desk review and includes: 1) brief background, 2) methodology, 3) analysis, 4) findings, 5) conclusions.

2. **Conduct formative research and qualitative studies**

Focus groups discussions and interviews with key informants in Federal and selected State government agencies and with external cooperating partners to the Social Protection Policy, including informants involved in the design and implementation of SP programmes and nutrition-oriented pilot programmes, will be conducted by the Consultancy to:

- Better understand the context in terms of systems and wider environment for the barriers to effective delivery to, and inclusion and engagement of nutritionally-vulnerable populations that have been identified in the previous Social Protection policy period and to record missed opportunities and potential solutions to the barriers as suggested by these key actors;

Assess the barriers, capacity gaps, other gaps, missed opportunities and facilitating factors related to multisectoral coordination and accountability, quality and efficiency.
of systems and service delivery. This will specifically include structural strengths and capacity gaps in the key institutions responsible for coordinating and implementing the NCTP/HUP and related programmes, including the HGSFP;

- Identify and clearly specify opportunities for greater and sustained efficiencies, delivery, effectiveness, monitoring and citizen engagement from various programmes for improved dietary, care and feeding conditions and nutritional outcomes among vulnerable groups, with adequate future capacities within and across national, State and local systems;

- Identify and clearly specify potential additional components, modifications or interventions and actions needed within and across programmes and systems.

**Deliverable 2:** Second Interim Report that summarizes results of the formative research and includes: 1) brief background, 2) methodology, 3) analysis, 4) findings, 5) conclusions.

3. **Synthesis and Triangulation of Information and Development of Recommendations**

The Consultancy will synthesize the information obtained and analyzed, to identify current gaps, barriers and opportunities identified at Federal, State and Local Government Levels to strengthen the nutritional impact of the NCTP, including with reference to related programmes/systems and the wider enabling environment relating to citizen engagement and gender equality. It will identify and propose potential solutions and actions - including for programme design, systems enhancements, use of digital and other technology, strengthened methods tools for delivery, communication and inclusive citizen engagement - to address these barriers and seize these opportunities.

The Consultancy will use the summary of identified barriers, opportunities and solutions to present plausible priority pathways for dietary and nutritional improvement among the specific highly vulnerable groups, and indicate the delivery mechanisms, within and among systems and sectors, through which implementation of solutions and associated actions could take place to ensure the NCTP, in association with complementary programmes, reaches its full potential for improving dietary and nutrition outcomes among these groups on a gender equitable and inclusive basis in the next few years.

The Consultancy will develop recommendations for solutions to improve nutritional outcomes jointly with Nutrition International, and will present these to Government. These will propose clear and specific enhancements to the NCTP in association with other programmes, and well-specified actions at different levels of implementation and MDA to achieve greater synergy among NCTP components and with relevant complementary programmes within the NASSP and in other key sectors. These will include recommendations on components such as capacity building, systems integration, gender and equity considerations, and for enhanced monitoring, evaluation, accountability and citizen engagement.

The recommended actions must be sufficiently detailed by the Consultant(s) to provide a basis for future, subsequent design and costing of the selected enhancements, including to be able to assess financial feasibility, programme sustainability, and cost-effectiveness.
**Deliverable 3**: Final Report, first in draft and then in final form, that includes results from desk review, results from formative research and analysis of all collected information.

The final report of the consultancy should include:

- Table of Contents
- List of Acronyms
- Executive Summary
- Introduction
- Methodology
- Analysis and Results
- Conclusions and Recommendations for Action
- Annexes.

The Consultant(s) will present each Deliverable in electronic format to the Government and Nutrition International. Feedback may be provided. The Consultant(s) may also be requested to make 1 – 2 presentations to mixed stakeholder groups including international development partners.

The Final Report and its Recommendations will first be presented verbally in a meeting with Government and Nutrition International as a final draft. Both the Report and Recommendations will be modified and finalized by the Consultant(s) on the basis of written and oral comments provided.

**How Final Report and recommendations will be used**

The final report and recommendations will be used to develop a plan to strengthen the nutrition sensitivity of Social Protection and related programmes at Federal and State Level in Nigeria. This will be done by the Government and Nutrition International by:

1. Selecting and prioritizing the critical pathways that are considered essential to address to be able to improve interim and environmental conditions and nutrition outcomes for priority vulnerable and nutritionally at-risk groups.
2. Developing a plan that includes all agreed actions required to address each of the prioritized critical pathways through modifications and additions to programmes and delivery mechanisms, the strengthening of systems and linkages among them.
3. Estimating the overall costs that will be needed to demonstrate effectiveness of the key actions and to implement the proposed plan on a progressively scaled-up basis.
4. Consulting among key government officials, agencies, stakeholders and external partners to discuss the proposed plan, build consensus on the priority actions, and mobilize resources to implement and sustain them.

**Timeline**

The consultancy is expected to be conducted in approximately 6 months and must be initiated by March 2022. An Inception Meeting with the Government and Nutrition International will be included in the timeline, including to validate the Workplan itself. All activities, including data
collection, analysis, draft final and final report need to be finalized before the end of October 2022.

Role of Government (NASSCO) and Nutrition International

The NASSCO will:

- provide all relevant review materials and documentation to Nutrition International for transmission to the Consultant(s) at the start of the consultancy period for sole use purpose in the documentation review, in hard copy and/or electronic form
- provide and arrange for initial briefings and orientation for the Consultant(s) on the NASSP and related National and State programmes, including at a joint Inception Meeting with Nutrition International
- discuss with Nutrition International on the highest priority Key Informants at Federal and State levels and among other stakeholders and international cooperating partners, and make the needed contacts and arrangements for timely Interviews during the relevant phases of the Consultancy (virtual and/or face to face and/or group basis)
- arrange together with Nutrition International for a presentation by the Consultant(s) of the draft report, and provide timely verbal and/or written feedback on the analysis and draft recommendations.
- advise Nutrition International on the recommendations that are accepted and discuss potential follow-up Nutrition International support for the implementation of the recommendations accepted by NCTO/Government.

Nutrition International will:

- manage the contract, ensure and certify the satisfactory fulfilment of deliverables and all relevant contractual obligations
- provide any required in-country logistical and administrative support to the Consultant(s)
- participate in and contribute to the review of the draft report and recommendations together with Government (NASSCO) and other stakeholder partners, using Nutrition International’s national, regional and global expertise
- provide other advice and directions to the Consultant(s) on performance, requirements and content of the contract and its deliverables as may be needed.

Consultancy Fees

Nutrition International shall pay the Consultancy daily fees commensurate with the actual number of days worked in accordance with the Workplan agreed upon between Nutrition International and the Consultancy. If necessary and agreed, fee payments can be made in phases on fulfilment, satisfactory to Nutrition International, of the Deliveries (e.g., Delivery 1 = 25%, Deliverable 2 = 25%, Deliverable 3 = 50%). The total fees and associated costs for this assignment shall not exceed Canadian Dollars 70,000 or equivalent in Nigerian Naira.
## ANNEX 2: Workplan and Timeline

<table>
<thead>
<tr>
<th>Activities</th>
<th>Deliverables</th>
<th>Month 1</th>
<th>Month 2</th>
<th>Month 3</th>
<th>Month 4</th>
<th>Month 5</th>
<th>Month 6</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>W1</td>
<td>W2</td>
<td>W3</td>
<td>W4</td>
<td>W1</td>
<td>W2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W1</td>
<td>W2</td>
<td>W3</td>
<td>W4</td>
<td>W1</td>
<td>W2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W1</td>
<td>W2</td>
<td>W3</td>
<td>W4</td>
<td>W1</td>
<td>W2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>W1</td>
<td>W2</td>
<td>W3</td>
<td>W4</td>
<td>W1</td>
<td>W2</td>
</tr>
</tbody>
</table>
### ANNEX 3: Budget Template

<table>
<thead>
<tr>
<th>Particulars (N.B.: categories below are for illustration. Not all need to be included; others may be added as needed)</th>
<th>Person-Days</th>
<th>Rate</th>
<th>Remarks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>A</strong> SALARIES/PROFESSIONAL FEES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>A1 Professionals</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>B</strong> INTERNATIONAL TRAVEL</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>B1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>C</strong> IN-COUNTRY TRAVEL (Travel expenses for Professional staff from base station to states/districts)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>C3</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>D</strong> DAILY ALLOWANCE/LODGING EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>D1 Professional staff</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>E</strong> OFFICE EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E1 Stationary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E2 Communication &amp; any other</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>F</strong> MEETING EXPENSES</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>F1 Consultation workshops, etc</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>TOTAL OF DIRECT COST</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>G</strong> Management Cost (--% on Total Direct Cost) (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>H</strong> Tax (--%) on Total Direct Cost &amp; Management Cost (if applicable)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>I</strong> Grand Total</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Annex 4 - Letter of Offer

To: NUTRITION INTERNATIONAL
180 Elgin Street, Suite 1000, Ottawa,
Ontario, K2P 2K3, Canada
Attention: Richard Morgan (rmorgan@nutritionintl.org)

Re: Letter of Offer - {INSERT TITLE of RFP}

We are submitting a Proposal in response to the referenced RFP, and hereby offer to provide the goods and/or services as indicated in the RFP in consideration of payment by Nutrition International.

The Proponent acknowledges that responses to the RFP must be stand-alone documents, complete and integral in their own right, containing everything necessary to allow Nutrition International to evaluate them fully, subject to any need Nutrition International may have for clarification in respect of any given response. Previously submitted information cannot be considered.

We have carefully examined the RFP documents and have a clear understanding of the requirements of the RFP and the RFP Process. By submitting the Proposal, we acknowledge that we have read and understood and will comply with all sections of the RFP and have submitted all substantiating information as requested. Failure to submit requested substantiating information or if the substantiating information does not meet the Mandatory Requirements will result in disqualification of the Proposal.

We, or any of our sub-contractors, or any of our employees or any of our sub-contractor’s employees do not and will not have any conflict of interest (actual or potential) in submitting this Proposal or, if selected, with our contractual obligations as the vendor under contract.

We are not aware of any potential conflict of interest where an employee or family member of an employee of Nutrition International has an interest in our organization (the Proponent), or in any of our sub-contractors or any Proponent that may be included in the RFP submission.

If we are in a Conflict of Interest (Actual or Potential) we have completed the Declaration of (Actual or Potential) Conflict of Interest document located in this Annex.
We have no knowledge of or ability to avail ourselves of Confidential Information of Nutrition International other than the Confidential Information, which may have been disclosed by Nutrition International to the Proponents in the normal course of this RFP.

We are not involved in collusion or arrangement with any other Proponents in connection with this RFP. We have no knowledge of and have made no comparison of the information in our Proposal with the information contained in any other Proposal.

We certify that the submitted financial information is true and correct.

We understand that our submitted Proposal may be accepted by Nutrition International in whole or in part, within the Validity Period, and is irrevocable during that period.

In the event Nutrition International selects our Proposal, in whole or in part, we agree to finalize and execute the Agreement in accordance with procedures stated in the RFP. We understand that the Proposal must be a standalone document complete in its own right containing everything necessary to allow Nutrition International to evaluate us fully.

We hereby consent to Nutrition International performing checks with the references listed in the Proposal.

We acknowledge and understand that Nutrition International may disqualify the Proposal of any Proponent where the Proponent fails to provide information or makes misrepresentations regarding any of the information included in the Letter of Offer. Further, we acknowledge and understand that Nutrition International will have the right to rescind any contract resulting from this RFP with the Selected Proponent in the event that Nutrition International, in its sole discretion, determines that the Selected Proponent has failed to provide information or made misrepresentations regarding any of the information in the Letter of Offer or the Proponent, in addition to or in lieu of any other remedies that Nutrition International has in law or in equity.

SIGNED

Name of Consultant / Lead Consultant
(and organization if applicable)
Print Name and Title

Signature of Proponent

Date

I have authority to bind the Proponent
Attachment to Letter of Offer

Declaration of (Actual or Potential) Conflict of Interest: