

Request for Proposal for Consulting Services

NATURE OF SERVICES: Study to assess stakeholder perspectives on the challenges and opportunities for effective implementation of large-scale food fortification interventions in West Africa.

CONTRACTING ENTITY: Helen Keller International.

Helen Keller Intl is a global health organization dedicated to eliminating preventable vision loss, malnutrition, and diseases of poverty. Co-founded by Helen Keller – and guided by her fierce optimism and belief in human potential – the organization delivers life-changing health solutions to vulnerable families where the need is great but access to care is limited. In the US, Africa, and Asia, Helen Keller’s proven, science-based programs empower people to create opportunities in their own lives and build lasting change.

PLACE of PERFORMANCE: Flexible

Vendor must be available to overlap with standard business hours in our West Africa offices.

DURATION and TIMEFRAME

Thirty-five (35) days of Level of Effort (LOE) is anticipated, and the work must be completed by October 30, 2021. The technical and financial proposals and tools should be submitted by July 30, 2021. The final report, policy briefs and PowerPoint presentations will be due by September 15, 2021.

BACKGROUND

Helen Keller Intl is seeking the services of a qualified consultant to undertake a survey of key stakeholders, including government regulators, nutrition and food policy and program officers, industry representatives, consumer and consumer associations, academics, and researchers, to document the challenges and opportunities for effective implementation of large-scale food fortification interventions in West Africa. The assessment will emphasize understanding the issues and potential solutions for adequate monitoring and enforcing compliance with food fortification regulations/standards in the region.

West Africa has made significant progress on Food fortification over the past 2 decades. Whilst only Nigeria had legislations for wheat flour fortification in 2004, as of 2020, there were 12 West African countries with mandatory legislation to fortify wheat flour with at least iron and folic acid¹. All the countries in this region also have mandatory fortification of salt with iodine and almost all mandates the fortification of cooking oils with vitamin A. However, the public health benefits and long-term sustainability of these interventions are often hampered by limited coverage, technical and other challenges. Overall, there is limited documentation of the specific challenges and the potential solutions for effective implementation of food fortification interventions in the region.

SCOPE of WORK

The selected consultant will work closely with the staff of Helen Keller Intl to document the challenges and potential solutions for ensuring compliance with food fortification regulations in the region. The assessment will be conducted using a combination of methods, including desk review, online survey, and key informant interviews. All the West and Central African countries

¹ <https://www.ffinetwork.org/africa>

with mandatory standards for fortifying at least one among salt, wheat flour, maize flour, and cooking oil are a priority for this assessment. Tasks to be achieved in this assessment include:

- Develop tools (i.e., questionnaires and interview plan) and propose an approach to guide data collection. The tools and proposed approach will be shared with Helen Keller for inputs and approval. Helen Keller will also facilitate the inputs of other regional stakeholders of this initiative before these are finalized.
- In consultation with Helen Keller Intl, develop a list of stakeholders to be engaged in data collection.
- Undertake a review of literature on large-scale food fortification in the region.
- Conduct data collection across West and Central African countries, mainly through an online survey and key informant interviews.
- Analyze data collected, using appropriate methods that adequately address the objectives of the assessment.
- Produce a report with recommendations based on the assessment findings.
- Produce and submit a policy brief and a PowerPoint presentations (English and French) based on the assessment findings.
- Lead a Webinar to share the findings from the assessment with regional policy and program managers.

DELIVERABLES

- A questionnaire and an approach for undertaking the study.
- List of regional and country-level stakeholders (with names and contacts) knowledgeable of the subject for data collection.
- Assessment report with findings from the online survey and literature review, and recommendations for implementing large-scale food fortification intervention across countries in West and Central Africa.
- Two PowerPoint presentations, English and French, based on assessment findings.
- Two policy briefs, English and French, that summarize the assessment findings with recommendations for policy action.
- A Webinar to share assessment findings with regional and country level stakeholders.
- Cleaned datasets, in Excel, of responses to the online survey and key informant interviews.

REQUIRED QUALIFICATIONS and EXPERIENCE

- A Master's degree in nutrition, food science, food policy, public health, or related discipline plus experience undertaking similar study, or equivalent combination of education and experience.
- Previous experience conducting research or implementing on food fortification interventions in West Africa or Central Africa is preferred.
- Familiarity with a qualitative research method, particularly conducting key informant interviews with mid to senior level policy and program managers.
- Ability to work with other professionals of varied cultural and professional backgrounds.
- Ability to review and synthesize research papers, policy and program documents to come up with clear recommendations for action.
- Oral and written proficiency in English required, French language skills, a plus.

SPECIFIC REQUESTS for INFORMATION

Please describe the nature of your education and experience and why it is well suited to the nature of the work described above. Please be sure to address the qualifications and experience listed above and comparable project work.

In addition, please provide:

- Your CV
- Sample work product
- Three references who may be contacted by Helen Keller Intl. These references should be clients or employers for whom you have provided similar services.
- Pricing/Price Sheet: a pricing list for the services that you/your company is interested and able to offer based on the activities listed above.

Please submit your proposal to consultants.recruitment@hki.org, noting the title “**Food Fortification Assessment in West Africa**” in the subject line.

Submissions will be accepted and reviewed on a rolling basis until the deadline on July 9, 2021.

EVALUATION and AWARD PROCESS

This RFP is open to all persons or entities that are deemed capable of implementing the scope of work, with a solid record of integrity and business ethics.

The award will be made to the Seller representing the **best value** to the project and to Helen Keller. For this RFP, price, delivery, technical and past performance are of equal importance for the purposes of evaluating and selecting the “best value” awardee.

**In the spirit of our founder and namesake,
Helen Keller places diversity and partnership at the core of our work.**

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**We encourage small minority, women, or veteran-owned businesses to submit proposals.**