

Request for Proposal for Consulting Services

POSITION: Research & Data Cleaning Consultant I; Research & Data Cleaning Consultant II

CONTRACTING ENTITY: Helen Keller International

Helen Keller International 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 and food security solutions to build resilience of 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: Remote.

DURATION and TIMEFRAME

Research & Data Cleaning Consultant I: Approximately 50 days of involvement is anticipated between November 2021 and November 2022.

Research & Data Cleaning Consultant II: Approximately 20 days of involvement is anticipated between December 2021 and February 2022.

BACKGROUND

Helen Keller International’s Assessment and Research on Child Feeding (ARCH) Project works to improve infant and young child feeding policies, guidelines, and practices through the generation of country-specific evidence and technical expertise. The project’s overall aim is to generate evidence, build capacity, and improve policies related to marketing and consumption of commercial foods marketed for/consumed by infants and young children globally and in countries where evidence generation is supported – Cambodia, Indonesia, Nepal and Senegal. As one part of the project’s research portfolio, ARCH will generate evidence on the nutritional quality and composition of commercially produced complementary food products through nutrient profiling.

SCOPE of WORK

ARCH will be assessing performance of 5,300 commercially produced complementary foods available through online retailers against national front-of-pack nutrition labelling schemes. ARCH is seeking two consultants to assist in the data cleaning and data management for this piece of research.

Under the supervision of the ARCH Senior Research Advisor, the research consultants will

1. Conduct a spot check in a dataset to verify nutritional composition information has been accurately pulled from the online retailer website.
2. Review website information of complementary food products to identify additional nutrient content and product preparation information.
3. Support write-up of results in a manuscript to be submitted for peer-review.

REQUIRED QUALIFICATIONS and EXPERIENCE

- Master’s Degree in public health or nutrition

- Experience and knowledge of infant and young child feeding, experience with dietary assessment/nutrient analysis is a plus
- Computer literate and proficient with Microsoft Office products (Word; Excel; and PowerPoint)
- Knowledge and experience with statistical analysis and software (preferably Stata) is 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. In particular, please be sure to address the qualifications and experience listed above and comparable project work.

In addition, please provide:

- Your CV
- Sample of previous work or course deliverables
- Three references who may be contacted by Helen Keller Intl. These references should be clients or employers for whom you have provided similar services.

Please submit your proposal to consultants.recruitment@hki.org noting the title “ARCH Research Consultant” in the subject line. The deadline to submit a proposal is November 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 the purpose of 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.**