

**Request for Proposals No: 2026-02-12**

Consultancy Development of an Innovative Electronic System to Monitor and Report Delivery of Nutrition Education and Weekly Iron-Folic Acid Supplementation (WIFAS) to In-School Adolescents in Kenya.

**Issued by Nutrition International**  
**Location of consultancy: Kenya**

**Date of Issue: 12 February 2026**

**Deadline for receipt of proposals:**

**DATE: 2026-02-25**

**TIME: 5:00 PM EAT (Eastern Africa Time)**

**Correspondence via e-mail sent to: [program.bidske@nutritionintl.org](mailto:program.bidske@nutritionintl.org)**

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## **SECTION 1.0 – OVERVIEW AND PROCEDURES**

### **1.1. Request for Proposals – Service Notice**

**1.1.1.** Nutrition International (NI), a non-profit agency dedicated to delivering proven nutrition interventions to those who need them most, invites proposals from competent agencies/consultants to support development of an innovative electronic system to monitor and report Nutrition Education and delivery of Weekly Iron-Folic Acid Supplementation (WIFAS) to in-school adolescents in Kenya.

### **1.2. Background**

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

**1.2.2.** NI is in a consortium implementing the Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (REACTS-IN) project in Kenya, Tanzania and Kenya.

**1.2.3.** This Request for Proposals (RFP) and particularly the Guidelines for Preparing Proposals that follow, are designed to help respondents to produce quality proposals. The respondents should provide full information requested by the client, and in formats specified in this RFP.

### **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.

<i>RFP available for distribution</i>	<b>2026-02-12</b>
<i>Deadline for Receipt of Questions</i>	<b>2026-02-18</b>
<i>Closing Date and Time</i>	<b>2026-02-25 5:00 PM EAT</b>
<i>Evaluation Process Completion</i>	<b>2026-03-13</b>
<i>Recommendation and Selection</i>	<b>2026-03-18</b>
<i>Projected Contract Award Date</i>	<b>2026-03-25</b>

### **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 only contact the Contracting Authority for this RFP.

Correspondence via e-mail sent to: [program.bidske@nutritionintl.org](mailto:program.bidske@nutritionintl.org)

Subject: RFP: 2026-02-12 Information/clarification

- 1.4.2. All communication concerning this RFP should be in writing, clearly marked with the name and title of the Contracting Authority and the number of this RFP. The request will specify the RFP section and page number as applicable.
- 1.4.3. All communication concerning this RFP should be sent to the Contracting Authority by e-mail at the above noted e-mail address. NI will not be responsible for delivery of any communication. NI 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
  - b) All questions posed and answers provided will be shared by email with all proponents and/or posted on the [Local HE Consultant RFPs Q&A](#) document without attribution.
- 1.5.2. Submission of Proposal
  - a) Complete Technical and Commercial/financial 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 labelled and referenced corresponding to the document type and Annexes accordingly
  - d) Proposals must be clearly labelled as follows:
    - PROPONENT'S NAME: TECHNICAL PROPOSAL (RFP: 2026-02-12)
    - PROPONENT'S NAME: COMMERCIAL/FINANCIAL PROPOSAL (RFP: 2026-02-12)
  - e) The email subject line should be as follows:
    - PROPONENT'S NAME: TECHNICAL AND COMMERCIAL/FINANCIAL PROPOSAL (RFP: 2026-02-12)
  - f) 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 NI 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 – TECHNICAL AND COMMERCIAL/FINANCIAL REQUIREMENTS**

### **2.1. Mandatory Requirements**

**2.1.1.** 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.

### **2.2 Guidelines for Submission**

#### **2.2.1. Preparation of Proposals**

1. In response to this RFP, proponents will prepare proposals composed of two proposals: a) a Technical Proposal in accordance with the requirements as stated in Section 4.1 of this RFP; a Financial proposal, in accordance with the requirements as stated in Section 4.2 of this RFP.
2. All proposals and required documentation must be provided in English.
3. Proponents must indicate the validity period of their proposals. Proposal must be valid at least 60 days from the submission deadline.
4. Proponents are responsible for all costs associated with proposal preparation and submission.
5. Proponents must submit a 2 page curriculum vitae (CV) of the proposed consultant(s) as part of the Technical Proposal. Each CV should clearly outline the consultant's educational qualifications, relevant professional experience, analytical and technical skills, and previous work related to this RFP. Nutrition International reserves the right to request additional information or references to verify qualifications and experience.
6. The Mandatory documents submitted for this RFP are:
  - Complete Technical Proposal
  - Complete Commercial/Financial Proposal

#### **2.2.2. Technical Proposal Requirements**

##### **1. Letter of offer**

Proponents are required to submit a letter of offer (using the template in Annex C) 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 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 NI.
- 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.

**2.2.3. Technical concept note (maximum 1 page)\_**

Based on the required activities and deliverables outlined in the Project Description

1. Work Plan with all required activities (assume contract will commence in April 2026). \_
2. Team qualifications (maximum 2-3 pages)
  - a) Related experience in implementing similar projects. \_
  - b) Details of existing staff in a matrix format. \_
  - c) Proposed oversight for field staff training, hiring and supervision. \_

**2.2.4. Financial Proposal Requirements**

- a. Expected budget for accomplishing the complete work with sufficient details including daily rate, travel expenses, taxes etc. (if applicable) and justifications, in spreadsheet format (see format in Annex B.).
- b. All amounts quoted must be in local currency.
- c. Fees should be inclusive of business overhead/ indirect costs. Please note that no fees are payable for travel days except as appropriate for travel for interviewing key stakeholders.

**2.2.5. Required Qualifications of the Consultant/Agency:**

Nutrition International seeks to contract a consultant/agency with expertise in the government reporting systems in Kenya. The consultant/agency selected for this consultancy must have the following mix of qualifications/expertise:

- I. Agency/Consultant with at least 5-7 years of experience in conducting similar assignments including desk review and developing online data capture portal and API.
- II. Agency/Consultant should also have post-graduate or equivalent qualification/ degree in Computer Science, Information Technology, or other related disciplines. Expertise and/or previous experience in adolescent health and nutrition, including school-based health and nutrition programs, will be an asset.
- III. Extensive familiarity with government reporting systems, such as Kenya education and health management information systems.
- IV. Experience in providing consulting services and excellent track record of completion of tasks according to timelines.
- V. Agency/Consultant should have excellent reporting and writing skills in English and Swahili.
- VI. Proficient with Microsoft Office Suite (Excel, Word, PowerPoint).
- VII. High-level logical, analytical, and planning skills.
- VIII. Ability to work in different time zones, if required for a meeting.

NI will entertain a joint proposal from  $\geq 2$  separate consultants/firms, with at least one having expertise in CS/IT, one having expertise in government reporting systems, and one having expertise in adolescent health and nutrition, including school-based health and nutrition programs.

## **SECTION 3.0 – CONTRACT AWARD**

### **3.1. Contract Award**

- 3.1.1. Any contract award made pursuant to this RFP is conditional upon the Selected Proponent entering into a contract with NI and conditional upon formal approval by NI in accordance with NI's Decision Making Practices.
- 3.1.2. NI shall advise the Selected Proponent once NI is ready to commence negotiations. The negotiations shall be concluded within a timeframe mandated by NI, acting reasonably. At the conclusion of negotiations, NI shall endeavour as expeditiously as possible to prepare and provide to the Selected Proponent the execution copy of the contract, signed by NI, in PDF format. The Selected Proponent shall sign the contract within a reasonable time frame.
- 3.1.3. In the event that one or more of the following situations occur, NI shall invoke one of the options stated in Section 4.1.4.
- a) The negotiations with the Selected Proponent are not successful and NI, in its sole discretion, does not think that a contract on terms satisfactory to NI can be reached; or
  - b) The Selected Proponent fails to employ best efforts to finalize the contract during the timeframe mandated by NI; or
  - c) The Selected Proponent fails or refuses to enter into the contract within the timeframe mandated by NI.
- 3.1.4. NI 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 NI's rights pursuant to Section 4.1.1 to cancel the RFP; or
  - d) Enter into negotiations with another Proponent.

## **SECTION 4.0 – RIGHTS OF NUTRITION INTERNATIONAL AND ADDITIONAL INFORMATION**

### **4.1. Nutrition International's Rights**

- 4.1.1. NI'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 NI 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.
- 4.1.2. This is a request for Proposal to supply NI's needs for the requirements described in this RFP. NI 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 NI will consider in evaluating Proposals and in making its decision as to contract award(s).
- 4.1.3. NI, without liability, cost or penalty, may, in its sole discretion, waive irregularities in Proposals or in the submission of Proposals.
- 4.1.4. NI, 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 the Oral Presentation, Demonstration or Site Visits as applicable, with respect to its Proposal. Without limiting the generality of the foregoing, NI may, in its sole discretion, request a Proponent to confirm in writing any statement made by the Proponent during the Oral Presentation, Demonstration or Site Visits in which case the Proponent will promptly provide such written confirmation to NI, within the time specified by the Contracting Authority.
- 4.1.5. Any written information received by NI from a Proponent in response to a request for clarification from NI will be considered as an integral part of the Proponent's Proposal.
- 4.1.6. Without prejudice to this right, NI may request clarification where any Proponent's intent is unclear, or may waive or request amendments where, in the opinion of NI, there is an irregularity or omission in the information that has been submitted in the Proposal. NI reserves the right to conduct negotiations on any portion of the Proponent's Proposal.
- 4.1.7. NI may verify any Proponents statement or claim by whatever means NI 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 NI, the statement or claim is unwarranted or not credible. The Proponent will cooperate with NI in its attempts to verify any such statement or claim.
- 4.1.8. NI may, in its sole discretion, visit the proponents' existing place or places of business for purposes of clarification or verification. Such a visit will take place at a date mandated by NI, acting reasonably.
- 4.1.9. NI 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 NI.

- 4.1.10. NI may negotiate with one or more technically compliant Proponents and seek a best and final offer from technically compliant proponents on any part the technical or price/cost proposals submitted, as part of this RFP process.
- 4.1.11. NI may reject any proposal received from a proponent that, in the sole opinion of NI, has previously failed to perform satisfactorily or complete contracts or purchase orders on time, or that NI believe is not in a position to meet the requirements of the RFP.
- 4.1.12. NI may reject any proposal that, in the sole opinion of NI fails to meet the requirements and instructions stated in this RFP.
- 4.1.13. NI may suspend negotiations or withdraw an award to a proponent at any time up. NI is not required to provide any justification, but will give notice prior to any such suspension of negotiations or withdrawal of award
- 4.1.14. NI will exercise its discretionary rights under this RFP in a reasonable manner.

#### **4.2. Disqualification of Proposals on Grounds of Faulty Submission**

- 4.2.1. NI, 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 NI, 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 NI 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.

#### **4.3. Costs Incurred by Proponents**

- 4.3.1. Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose an obligation on NI 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 NI and executed by the Proponent and NI.

#### **4.4. No Obligation to Purchase**

- 4.4.1. Nothing in this RFP, receipt by NI of a response to this RFP, or subsequent negotiations by NI of terms of a contract to supply, shall in any way impose a legal obligation on NI to make any purchases from any Proponent.

•••• **4.5. Additional Information, Clarification and Addenda**

- 4.5.1. It is the responsibility of the proponent to seek clarification on any matter it considers to be unclear in this RFP, including any attachments. NI will not be responsible for any misunderstanding on the part of the Proponent concerning this RFP, the RFP process or the attachments.
- 4.5.2. 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.
- 4.5.3. 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.
- 4.5.4. NI’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.
- 4.5.5. 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.
- 4.5.6. 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.
- 4.5.7. Communications - Contract Authority  
The Proponent is put on notice that:
  - a) Only the Contracting Authority is authorized by and on behalf of NI 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 NI, other than the Contract Authority will constitute a breach of NI’s procedures and may result in the disqualification of the Proponent as a potential supplier.
- 4.5.8. 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 NI, 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.
- 4.5.9. The addenda shall be binding on each Proponent, and NI has the right to assume that the Proponent in its Proposal has taken the information contained in the addenda into account.
- 4.5.10. The Proponent is solely responsible to ensure that it has received all addendums, if any, issued pursuant to this sub-section.

• • • **4.6. Litigation**

- • • 4.6.1. If NI 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 NI 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 NI, 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. NI 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 NI and its officers, employees, assigns, independent contractors, subcontractors, agents or representatives. Alternatively, NI 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.
- • • 4.6.2. This RFP, all referenced materials and all addenda constitute the entire RFP.

## **ANNEX A – PROJECT DESCRIPTION**

### **TERMS OF REFERENCE**

#### **Development of an innovative electronic system to monitor and report delivery of Nutrition Education and Weekly Iron-Folic Acid Supplementation (WIFAS) to in-school adolescents in Kenya.**

##### **About Nutrition International**

Nutrition International is a global organization, which aims to transform the lives of people, especially women, adolescent girls, and children, by improving their nutritional status and health, as these groups often have the greatest unmet needs. Nutrition International envisions a world where everyone, everywhere is free from malnutrition and able to reach their full potential. Nutrition International believes that good nutrition and gender equity are mutually reinforcing; improving nutrition is critical to achieving gender equity, and in turn improving gender equity leads to improved nutrition. Access to good nutrition is a universal human right and the potential to transform is closely linked to overcoming gender inequalities.

##### **Background and Justification**

Adolescence is a transformative life phase, with the growth and maturation of all organs and physiological systems occurring between the ages of 10-19 years. The impact of adolescent health and nutrition status later in adulthood and the potential effects on future offspring are profound—especially for adolescent girls. According to the the Kenya 2020 Malaria Indicator Survey (Kenya MIS, 2020), anemia prevalence among adolescent girls, 10 – 14 years is 24.9%, with a higher burden observed in rural areas. In Elgeyo Marakwet County (EMC), almost 1 in 2 (44.4%) girls 10 – 14 years, suffer from anemia.

Nutrition International is part of a consortium implementing Realizing Gender Equality, Attitudinal Change & Transformative Systems in Nutrition (ReactsIn) in EMC, which consists of integrated, multisectoral, evidence-based interventions to address the key determinants of nutrition, gender inequalities and sexual reproductive health in underserved and target areas. To address the high burden of anemia among adolescent girls in EMC and in accordance with WHO guidelines for control and prevention of anemia among menstruating girls and women in areas where anemia prevalence exceeds 20%, Nutrition International is implementing weekly iron-folic acid supplementation to girls 10 – 19 years, currently enrolled in schools.

##### **Rationale for Development of an Innovative Electronic System to Monitor and Report Delivery of WIFAS**

Nutrition International in Kenya has been implementing an Adolescent Health and Nutrition (AHN) program utilizing the school platform since 2018. Monitoring and reporting data are collected by teachers, who fill in manual registers after nutrition education (NE) sessions, and WIFAS are delivered to adolescents. However, cascading data from the school level in a timely manner is challenging, since there is no reporting system for schools that the project data could be integrated into. To address this challenge, NI designed an online data collection platform using ODK that is currently being utilized within the program. However, this is a

project-based app that does not link to any government reporting system, making it challenging to collate data across schools and monitor program implementation effectively.

Nutrition International seeks to contract a consultant who will develop a novel WIFAS reporting, and monitoring and evaluation tool to be implemented in schools via a separate module incorporated in currently existing government information management system, such as Kenya Education Management Information System (KEMIS) or Kenya Health Management Information System (KeHMIS).

### **Objectives of Consultancy**

1. Conduct a desk review of current, existing reporting and/or monitoring and evaluation mechanisms of school-based health and nutrition programs, including but not limited to school feeding, nutrition education, and health services provision.
2. Conduct a review of the current WIFAS reporting system in place in NI-supported schools, in Kenya and other NI-core countries, highlighting the barriers and enablers to complete and timely reporting of WIFAS.
3. Develop, and pilot a novel WIFAS reporting system to be incorporated in KEMIS as a separate module, and implemented in schools.

### **Scope of Work of the Consultancy**

The consultancy team/consultant is expected to undertake the following tasks and responsibilities:

#### **1. Develop Workplan**

- a) Develop a detailed plan that clearly outlines key steps and timelines for completion of deliverables as outlined in this Terms of Reference (ToR)

#### **2. Desk Review**

Outline the framework and methodology for the desk review  
Review existing reporting, and monitoring and evaluation tools, being used for school health and nutrition programs across Africa and the globe, including WIFAS programs in NI core counties, specifically Bangladesh, India and Indonesia.

#### **3. Current WIFAS Reporting System Review**

Conduct stakeholder consultations on current WIFAS reporting system in place in NI-supported schools in Kenya, with representatives from NI, MOH and MOE, as well as Heads of Institutions, teachers and learners themselves.

#### **4. Produce Report on Desk Review and Current WIFAS Reporting Systems Review**

This report should include findings from both the global desk review, and the review of the current WIFAS reporting system being implemented in NI-supported schools in Kenya. It should at a minimum have the following sections:

1. Background and rationale;
2. Objectives;
3. Design and methodology;

4. Key findings, including the types of data on school-based health and nutrition programs, especially WIFAS, being collected, how data are collected, frequency of reporting, logistical challenges in reporting faced by schools, and commonalities, differences and limitations of the reporting mechanisms.
5. Challenges and lessons learned.

**5. Develop a novel WIFAS reporting system**

6. Based on the findings of the global desk review and the review of the existing reporting program in NI-supported school, **propose a novel WIFAS reporting system**, including developing an online data capture portal which integrates with KEMIS for use by schools to capture/collect necessary data, and an API to share data with Nutrition International for use in reporting
7. **Pilot the novel WIFAS reporting system in schools**, and produce a detailed report on the findings, including details on feasibility, potential challenges, and areas for improvement.
8. **Develop a training package on the novel WIFAS reporting system**, to be used in sensitization and training of stakeholders who will use the system, including checklists and tools for implementation.

**Nutrition International's role**

Nutrition International's REACTS-IN Technical Advisor, Program Officer, and other staff will provide the support and guidance required to the consultant/agency for completing this assignment, including but not limited to draft workplan, desk review and the novel WIFAS monitoring and reporting system

**Deliverables**

The following deliverables will be required to be submitted in electronic and hard copies to Nutrition International:

1. Final workplan, with revisions based on inputs from NI staff
2. Conceptual framework and methodology to be used to conduct the global desk review, including list of websites to be searched for relevant documents.
3. Master list (excel file) of all relevant documents relating to school-based health and nutrition programs identified for inclusion in the global desk review.
4. Final stakeholder mapping and interview guide for stakeholder consultations, plus detailed notes from individual discussions/interviews with stakeholders.
5. Final report on global desk review and review of the current WIFAS reporting system being implemented in NI-supported schools (based on consultations).
6. Final WIFAS reporting module (i.e., online data capture portal which integrates with KEMIS for use by schools to capture/collect necessary data, and an API to share data with NI), incorporating learnings from the pilot, and training package to be used in sensitization and training of stakeholders who will use the system, checklists and tools for the implementation.
7. Detailed financial report, including budget breakdown for each activity and deliverable.

**Timeline of Deliverables (monthly basis)**

The following is the proposed time in which the activity is expected to be completed.

<b>Activities</b>	Apr	May	Jun	Jul	Aug	Sep
Desk review and consultations with key stakeholders						
Produce final report on review of current WIFAS reporting systems						
Develop a novel WIFAS reporting system, including an online data capture portal and API						
Pilot the novel WIFAS reporting system						
Detailed report on the implementation of the WIFAS reporting system pilot						
Develop a sensitization and training package on the novel WIFAS reporting system						

**ANNEX B- PRICING TEMPLATE**

Sl. No.	Cost Centers	Unit / days	Per Unit Cost	Total
<b>A</b>	Consultancy Fees			
<b>A1</b>				
<b>A2</b>				
<b>A3</b>				
<b>A4</b>				
	Total			
<b>B</b>	Field Expenses			
<b>B1</b>				
<b>B2</b>				
<b>B3</b>				
<b>B4</b>				
<b>B5</b>				
	Total			
<b>C</b>				
<b>C1</b>				
<b>C2</b>				
<b>D</b>				
<b>E</b>				
	Total			
<b>F</b>	Total pure program (A+B+C+D+E)			
<b>G</b>	Overhead (%)*			
<b>H</b>	Applicable tax, if any			
<b>I</b>	Grand Total (F+G+H)			

\* NOTE: overhead can only be calculated on expenses.

**ANNEX C - LETTER OF OFFER**

To: NUTRITION INTERNATIONAL  
180 Elgin Street, Suite 1000, Ottawa,  
Ontario, K2P 2K3, Canada

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

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

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 NI to evaluate them fully, subject to any need NI 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 Sections 1, 2 and 3 of the RFP and with all the Mandatory Requirements as stated in Section 4.0 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 C.

We have no knowledge of or ability to avail ourselves of Confidential Information of NI other than the Confidential Information, which may have been disclosed by NI 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 NI 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 NI to evaluate us fully.

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

We acknowledge and understand that NI 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 NI will have the right to rescind any contract resulting from this RFP with the Selected Proponent in the event that NI, 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 NI has in law or in equity.

SIGNED

\_\_\_\_\_  
Consultant / Organization Name

\_\_\_\_\_  
Print Name and Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

I have authority to bind the Proponent

