

Request for Proposals No: P23

Hiring Services of a Consultant to Document Program Learnings from Pakistan's Large-Scale Food Fortification Program

Issued by Nutrition International (NI)

Date of Issue: March 27, 2026

Deadline for receipt of proposals:

DATE: April 10, 2026

TIME: 23:00 PST (Pakistan Standard Time)

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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 eliminating vitamin and mineral deficiencies worldwide, invites proposals from competent consultant to document program learnings from Pakistan’s large-scale food fortification program.

1.2. Background

- 1.2.1. Nutrition International (NI) has been supporting the Government of Pakistan in implementation of various large-scale food fortification (LSFF) programs for more than two decades. Currently, we are providing technical and operational support to the government and private industry stakeholders in implementation of large-scale fortification of edible oil, salt, and wheat flour with financial support from the Global Affairs Canada and the Gates Foundation. To support this work, NI is seeking services of a consultant who can support the documentation of program learnings in the form of manuscripts, case studies, program briefs, and other knowledge products.
- 1.2.2. The objective of the consultancy is to document the program successes and challenges as well as the major findings and recommendations derived from the implementation of LSFF projects in Pakistan. Specifically, the consultant will be required to develop knowledge products including but not limited to manuscripts for peer reviewed journals, abstracts for conferences, case studies, program briefs, and policy briefs on topics agreed with NI project team.
- 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 the NI, 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.

<i>Activity</i>	<i>Date Required</i>
<i>RFP available for distribution</i>	March 27, 2026
<i>Deadline for Receipt of Questions</i>	April 07, 2026
<i>Closing Date and Time</i>	April 10, 2026, 23:00 PST
<i>Evaluation Process Completion</i>	April 20, 2026
<i>Recommendation and Selection</i>	April 25, 2026
<i>Projected Contract Award Date</i>	May 15, 2026

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: **proposalspakistan@nutritionintl.org**

- 1.4.2. All communication concerning this RFP is to 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 is to be sent to the Contracting Authority by courier or hand delivery at the above noted address, by facsimile at the above noted facsimile number, or by e-mail at the above noted e-mail address. NI will not be responsible for the 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 NI website without attribution.

1.5.2. Confirmation of intent to submit

- a) Proponents will inform NI of their intention to submit a proposal in response to this RFP, by the date specified in section 1.3.1. Confirmation should be sent by email as per section 5.1.

1.5.3. 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 (RFP: P23-00)
 - PROPONENT'S NAME: COMMERCIAL PROPOSAL (RFP: P23-00)
- e) Late proposals will not be accepted under any circumstances. Proposal submissions received after the deadline stated above will be disqualified.

1.5.4. 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 – 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 NI. 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 NI.

- 2.1.2. Following criteria will be adopted to sort list the proposals and identify suitable agencies for the baseline survey/s. Out of the total scores 70% of weighting will be assigned to technical and 30% to the commercial proposal.

Scoring of Proposals:		
SL No.	Assessment Category: Technical Proposal	Relative scores
1	Qualification of Firm (A)	
1.a.	Consultant's previous experience on undertaking similar assignments	30
1.b.	Availability of adequate and skilled (education and work experience) team members for carrying out the assignment, including reasonable timelines	30
1.c.	Demonstrated ability, through proposal, to fulfill the technical components of the proposal	40
2	Total Score - Technical Proposal	100
3	Overall weight – Technical:	70%
4	Assessment Category: Commercial Proposal	
4.a.	Demonstrated consideration of all potential expenses (i.e. no major omissions)	50
4.b.	Reasonable estimate for each of the activities	50
5	Total Score - Commercial Proposal	100
6	Overall weight – Commercial:	30%
7	Total Weighted Score (Technical & Commercial)-maximum possible:	100

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 NI based on their compliance with the requirements set out in Section 4.1 of this RFP.
- 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:
- competitiveness of pricing;
 - compatibility of delivery schedule with needs;
 - prior performance (for previously contracted proponents);
 - risk assessment and identification; and
 - 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 NI 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 Annex, 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.
- 2.2.6.** Notification: All proponents will be notified of the outcomes of the tender process via email by the date specified in section 1.3.1.

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) a Technical Proposal in accordance with the requirements as stated in Section 4.1 of this RFP; a Commercial proposal, in accordance with the requirements as stated in Section 4.2 of this RFP.
- 3.2.2.** All proposals and required documentation must be provided in English.
- 3.2.3.** Proponents must indicate the validity period of their proposals. Proposal must be valid at least 180 days from the submission deadline.
- 3.2.4.** Proponents are responsible for all costs associated with proposal preparation and submission.
- 3.2.5.** Where any certifications submitted as part of this RFP expire before or during the period of the award, the proponent will be required to submit renewed certificates. Any costs associated with this will be borne by the proponent.
- 3.2.6.** Proponents must disclose any circumstances, including personal, financial, and business activities that will or might give rise to a conflict of interest. This disclosure must extend to all personnel proposed to undertake the work should the proponent receive an award. Where proponents identify any potential conflicts, they must state how they intend to avoid any impact arising from such conflicts.
- 3.2.7.** Proponents must disclose if they are or have been the subject of any proceedings or other arrangements relating to bankruptcy, insolvency, or the financial standing of the proponent including, but not limited to, the appointment of any officer such as a receiver in relation to the proponent's personal or business matters or an arrangement with creditors or of any other similar proceedings.
- 3.2.8.** Proponents must disclose if the company or key management have been convicted of, or are the subject of any proceedings relating to a criminal offence or other offence, a serious offence involving the activities of a criminal organization, found by any regulator or professional body to have committed professional misconduct; corruption including the offer or receipt of any inducement of any kind in relation to obtaining any contract with NI, or any other contracting body or authority; failure to fulfil any obligations in any jurisdiction relating to the payment of taxes.
- 3.2.9.** The Mandatory documents submitted for this RFP are:
- Complete Technical Proposal as per section 4.1.
 - Complete Commercial Proposal as per section 4.2.

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 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 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 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

4.1.2. Required Experience of the Consultant:

a) Professional Experience

- 1) At least 7-10 years of post-qualification experience in drafting knowledge documents, especially manuscripts for peer-reviewed journals on topics specific to LSFF, dietary strategies to address micronutrient deficiencies, public health nutrition;
- 2) Familiarity with the best international practices and WHO/UN guidelines related to food fortification, quality assurance, and micronutrient policies is desirable.
- 3) Proven track record of at least 5 manuscripts published in PubMed/ Scopus indexed or equivalent journals and 2-3 abstracts selected for presentation in national/ regional and global conferences;
- 4) Experience of working with international NGO's, agencies, organizations on similar assignments.

b) Knowledge & Skills

- 1) Strong understanding of public health nutrition situation in Asian countries, especially Pakistan, role of LSFF and salt fortification in addressing micronutrient deficiencies, impact of LSFF programs in Asian countries, national standard/ national and provincial laws, rules/acts, and regulatory frameworks on fortification of staples, global guidelines on fortification of various staples/ condiments, etc.;
- 2) Ability to review the monitoring data shared by NI focal point and develop meaningful interpretations from the same;
- 3) Excellent analytical, research, documentation and report writing skills; and
- 4) Ability to work independently while ensuring timely delivery of high-quality outputs.

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) CV along with team CV, if included for this project
- b) References - Provide 3 current customer references, listing customer, phone number, contact person, contact's e-mail and a description of the product or service provided.

4.2.2. Pricing

- a) Expected budget for accomplishing the complete work with sufficient details 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 all insurance and standard business overhead/ indirect costs. Please note that no fees are payable for travel days except as appropriate for travel between survey locations.

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 NI and conditional upon formal approval by NI in accordance with NI's Decision Making Practices. The contract terms will be as per the contract template in Annex D. The Proponent must clarify any concerns with the contract terms before the Deadline for Receipt of Questions.

5.1.2. 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.

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

- 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.

5.1.4. 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 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.** 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.
- 6.1.2.** 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).
- 6.1.3.** NI, without liability, cost or penalty, may, in its sole discretion, waive irregularities in Proposals or in the submission of Proposals.
- 6.1.4.** 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.
- 6.1.5.** 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.
- 6.1.6.** 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.
- 6.1.7.** 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 co-operate with NI in its attempts to verify any such statement or claim.
- 6.1.8.** 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.
- 6.1.9.** 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.
- 6.1.10.** 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.
- 6.1.11.** 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.
- 6.1.12.** NI may reject any proposal that, in the sole opinion of NI fails to meet the requirements and instructions stated in this RFP.

- 6.1.13. 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
- 6.1.14. NI 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. 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.

6.3. Costs Incurred By Proponents

- 6.3.1. 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.

6.4. No Obligation to Purchase

- 6.4.1. 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.

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. NI 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. 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.
- 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 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.
- 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 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.
- 6.5.9.** 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.
- 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 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.
- 6.6.2.** This RFP, all referenced materials and all addenda constitute the entire RFP.

ANNEX A – PROJECT DESCRIPTION

(a) Background

Nutrition International (NI) has been supporting the Government of Pakistan in implementation of various large-scale food fortification (LSFF) programs for more than two decades. Currently, we are providing technical and operational support to the government and private industry stakeholders in implementation of large-scale fortification of edible oil, salt, and wheat flour with financial support from the Global Affairs Canada and the Gates Foundation. To support this work, NI is seeking services of a consultant who can support the documentation of program learnings in the form of manuscripts, case studies, program briefs, and other knowledge products.

(b) Objectives

The objective of the consultancy is to document the program successes and challenges as well as the major findings and recommendations derived from the implementation of LSFF projects in Pakistan. Specifically, the consultant will be required to develop knowledge products including but not limited to manuscripts for peer reviewed journals, abstracts for conferences, case studies, program briefs, and policy briefs on topics agreed with NI project team.

(c) Scope of Work

- (i) Conduct a desk review of program documents and literature to synthesize learnings, successes and challenges on large-scale fortification of edible oil, salt and wheat flour in Pakistan
 - The consultant will conduct a thorough review of NI's internal program documents, including project concept notes, logic models, strategy documents, donor reports, program progress reports, and monitoring data;
 - Additionally, the consultant will also review peer-reviewed publications, scientific reports, global guidelines, landscape analyses reports, briefs, etc. as well as other available evidence relevant in the context of fortified edible oil, salt and wheat flour in Pakistan;
- (ii) Conduct consultation meetings with NI:
 - Schedule at least two discussions per month with NI focal point to discuss the structure/ outline, content of various knowledge products, challenges being faced and support required;
- (iii) Draft knowledge products to document successes and learnings from NI's LSFF program in Pakistan: Based on the topics listed in Table 1, develop: 1) manuscripts which are of publishable quality and can be submitted to PubMed/ Scopus indexed and similar peer-reviewed journals; 2) abstracts and subsequently posters or PowerPoint presentations for conferences organized by The International Union of Nutritional Sciences (IUNS), Micronutrient Forum, Delivering for Nutrition, etc.; 3) case studies for internal and external dissemination; and 4) program briefs for external dissemination; and 5) policy briefs for external dissemination.

Table 1: List of topics along with suggested form of documentation

Sr. No.	List of topics	Target audience	Broad types of knowledge products				
			Manuscript	Abstract*	Case study	Program brief	Policy brief
1.	Reduction in industrially produced trans fatty acids from the edible oil (iTFA) supply chain in Pakistan: a) support provided for alignment and harmonization of iTFA standard with WHO's recommendation, and b) support provided to edible oil millers in adopting alternative methods for production of iTFA free edible oil fortified with vitamins A and D	Scientific community, academia, research organizations, government stakeholders, civil society, and development partners	X	X		X	X
2.	Adoption of NI developed business model by salt processors to establish a refinery in Pakistan	Salt processors and their association, TAG members, members of small national-level coordination body for the Salt Iodization Program			X	X	
3.	Recommendations for effective implementation of standard to control sale of loose oil in Pakistan	Provincial food authorities, edible oil millers				X	X
4.	Technical assistance to Pakistan Standards & Quality Control Authority (PSQCA) on revision of vitamin D levels in edible oil fortification standard	PSQCA, provincial food authorities, premix suppliers and edible oil millers					X

Sr. No.	List of topics	Target audience	Broad types of knowledge products				
			Manuscript	Abstract*	Case study	Program brief	Policy brief
5.	Recommendations for quality assurance and quality control mechanism for premixes of all three fortified foods, viz. edible oil, salt, and wheat flour	Provincial food authorities, premix suppliers				X	X
6.	Digitization of fortification monitoring via Fortification Information System (FortIS)	Scientific community, academia, research organizations, government stakeholders, civil society, and development partners	X	X		X	
7.	Development of market linked potassium iodate supply chain	Government stakeholders, salt processors and their association				X	X
8.	Development of semi-quantitative kit to test vitamin A levels in fortified edible oil	Provincial food authorities, edible oil millers	X	X			X
9.	Role of informal wheat flour sector (chakkis) in scaling up of fortified wheat flour production in Pakistan	Provincial food authorities, chakki owners, potential donors			X	X	X
10.	Edible oil fortification: a global success story	Potential donors			X	X	
11.	Mainstreaming gender integration in LSFF programs (adoption of gender responsive business practices by salt processors, capacity building of government counterparts, fortified	Fortification stakeholders in public and private sector, civil society, and development partners	X	X	X	X	

Sr. No.	List of topics	Target audience	Broad types of knowledge products				
			Manuscript	Abstract*	Case study	Program brief	Policy brief
	food producers and grass root level workers)						
12.	Feasibility of introducing double fortified salt in Pakistan	PSQCA, provincial food authorities, salt processors, premix producers					X
13.	Recommendations from the landscape analysis on salt fortification program in Pakistan: <ul style="list-style-type: none"> • Use of iodized salt in processed food • Gaps in supply chain of edible salt in hard-to-reach geographies • Gaps in capacity of government regulatory bodies in quantitative assessment of iodine in salt 	Provincial food authorities, salt processors, processed foods manufacturers					X
	Total		4	4	4	9	9
*Upon acceptance of abstracts, develop poster or PowerPoint presentation, whichever is applicable							

(d) Coordination mechanism

- The consultant will report to the Regional Senior Technical Officer, LSFF, Asia to complete the consultancy-related tasks.

(e) Support from NI

- Provide program documents like the logic model, results framework, donor reports and progress reports, guidelines and selected publications as well as the activity deliverables from various consultancies;
- Facilitate discussions with appropriate NI colleagues as and when required;
- Organize fortnightly call to assess progress, address challenges, and provide feedback on the documents developed;
- Coordinate with NI's Communications and Advocacy team on designing documents, when required; and
- Facilitate NI's technical vetting through relevant departments.

(f) Deliverables

1. Report comprising structure of various knowledge documents: Within 5 days of the inception meeting, submit a broad sketch/ outline of the different knowledge documents listed in Table 1, including title, abstract, key words, list of acronyms, introduction, methods, results, discussion, conclusion, recommendations, types of stakeholders, references, etc. whichever is relevant. Also include details like word limit, figures/ graphics, tables, etc.; and
2. Submission of knowledge documents: Submit at least four manuscripts, four abstracts¹, four case studies, nine program briefs and nine policy briefs.

¹ Also requires development of poster or PowerPoint presentation, which is applicable, upon selection of abstract.

ANNEX B- PRICING TEMPLATE

Sl. No.	Cost Centers	Unit / month	Per Unit Cost	Total
A	Fees			
A1				
A2				
A3				
A4				
	Total			
B	Expenses			
B1				
B2				
B3				
B4				
B5				
	Total			
C				
C1				
C2				
D				
E				
	Total			
F	Total pure program (A+B+C+D+E)			
G	Overhead (%)*			
H	Applicable tax, if any			
I	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 goods and/or 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 Canada Post 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

RFP No: P23-00

Attachment to Letter of Offer

Declaration of (Actual or Potential) Conflict of Interest:

`$formula(dateformat("MMMMMM dd, yyyy", TODAY()))`

`$formula($party_main_contact)`

`$formula($location_id.address_1_and_2_in_block_format)`

`$formula($location_id.city), $formula($location_id.state_province)`

`$formula($location_id.zip_or_postal_code)`

`$formula($location_id.country0)`

Courriel : `$formula($party_main_contact_email)`

Dear `$formula($party_main_contact)`,

RE: Offer of a Consultancy Contract
`$formula($contract_title1)`
NI Contract No. `$formula($contract)`

This letter will constitute the Contract/Agreement by which Nutrition International, hereinafter referred to as "NI", engages you as a consultant (hereinafter referred to as the "Consultant") to carry out certain services under the terms and conditions set out below. (Each or both of us are referred to as a "Party" or the "Parties").

1. SERVICES

The Consultant agrees to perform the services and provide the deliverables set out in Attachment A to this Contract (the "Services"). All Attachments referred to herein are made an integral part of this Contract. Any change in the Services shall be mutually agreed in writing.

2. TIME OF PERFORMANCE

The Services shall start on `$formula(dateformat("MMMMMM dd, yyyy",$contract_start_date))` and shall continue until `$formula(dateformat("MMMMMM dd, yyyy",$contract_end_date))` unless terminated earlier by either Party in accordance with this Contract. The term of this Contract may be extended by mutual written agreement.

3. FEES

For performance of the Services, NI shall pay the Consultant `$formula($contract_currency_short_)` `$formula($daily_rate)` per day for a maximum of `$formula($maximum_days_to_pay_consultant_floating)` working days. No fees will be paid while en route to or from the place of assignment.

The maximum amount payable for fees under this Contract is `$formula($contract_currency_short_)` `$formula($max_consultant_fee)`, i.e., the "Total Payment". NI has no responsibility to pay the Consultant for work performed by the Consultant that would result in any payment in excess of the Total Payment.

`$startif($expenses_required == "Yes")`

4. EXPENSES

While performing the Services, the Consultant shall be reimbursed for the expenses listed in Attachment B up to the maximum amounts described therein.

\$endif

5. TAX

It is the Consultant's responsibility to comply with the applicable tax laws in his/her country of domicile. NI is in no way responsible for any tax related issues.

\$startif(\$advance_required != "None")

6. ADVANCE

\$endif \$startif(\$advance_required == "Single")

Upon signature of this Contract, NI will provide the Consultant with an advance of \$formula(\$contract_currency_short_) \$formula(\$advance_amount) to cover a portion of the expenses detailed in Attachment B. The Consultant will account for this advance on his/her first invoice (and if the advance exceeds the amount of the first invoice, any subsequent invoices) and will show all amounts that have been spent using the advance as required by NI under Section 7. \$endif \$startif(\$advance_required == "Multiple")

Upon the Consultant's request and following the signature of this Agreement, NI will provide the Consultant with an advance of \$formula(\$contract_currency_short_) \$formula(\$advance_amount) to cover a portion of the expenses detailed in Attachment B. The Consultant will account for this advance on his/her first invoice (and if the advance exceeds the amount of the first invoice, any subsequent invoices) and will show all amounts that have been spent using the advance as required by NI under Section 7 (invoicing). Subsequent advances may also be provided once the amount of the preceding advance has been fully adjusted.

\$endif

7. INVOICING

The Consultant shall submit signed invoices to NI in accordance with the Schedule of Deliverables and Payment in Attachment C. Each invoice shall:

- (a) show the NI Contract number as shown in the subject header of this letter; \$startif(\$advance_required != "None")
- (b) show the amount of any advance by NI;
- (c) \$endifshow the number of days worked on each task or project (if applicable), as well as the total number of days worked during the period covered by the invoice, and the corresponding fees; \$startif(\$expenses_required == "Yes")
- (d) and list all recoverable expenses for which the Consultant is claiming reimbursement in accordance with Attachment B. NI reserves the right to request copies of receipts for reimbursable expenses being claimed. The reserved right will be actioned where NI considers it appropriate to meet donor requirements. Failure to provide receipts upon request will result in NI's refusal to pay for those expenses. \$endif

8. PAYMENT

8.1. Terms of Payment

NI agrees to pay the Consultant within 30 days after receipt in NI's office of the Consultant's invoice provided that:

- (a) the invoice includes all required information as described above; and
- (b) NI is completely satisfied with the deliverables to which the invoice relates.

`$startif($advance_required != "None")`NI shall set off any amount owed by the Consultant to NI against any amount owing to the Consultant under this Contract. If any advance has been paid by NI, it will be deducted by NI from the total amount due to the Consultant under the Contract. `$endif`If, for any reason, the amount of any payment is found to exceed the total amount due to the Consultant under this Contract, the Consultant shall refund the amount of the overpayment to NI no later than 30 days following the expiration or earlier termination of the Contract.

It is understood that NI is not responsible for differences related to exchange rate fluctuations or bank charges. The NI's liability for the payment of fees (Section 3)`$startif($expenses_required == "Yes")` and expenses (Section 4/Attachment B)`$endif` is limited to the amounts quoted in `$formula($contract_currency_)`. `$startif($contract_amount >= 25000)`For the purpose of this Contract, NI's Canadian dollar liability is limited to CAD `$formula($canadian_dollar_liability_value)`.`$endif`

8.2. Banking Information

The Consultant, having previously provided banking information to NI, shall review the details in Attachment D. Only upon confirming the accuracy of the banking information will the Consultant proceed to sign this Agreement. By signing this agreement, the Consultant certifies that the banking information therein is accurate. This will facilitate electronic payment to the Consultant's account.

9. `$STARTIF($AIR_TRAVEL_REQUIRED == "DOMESTIC") $ENDIF`TRAVEL POLICY

The Consultant will only travel as is necessary to carry out the Services. NI will only reimburse travel expenses included in this agreement. Expenses not included will not be reimbursed by NI. `$startif($air_travel_required == "International")`Furthermore, the Consultant will abide by NI's air travel policy as described in Attachment E.`$endif``$startif($air_travel_required == "Domestic")`Furthermore, the Consultant will abide by NI's air travel policy as described in Attachment E.`$endif`

10. FINANCIAL RECORDS AND AUDIT

10.1. NI se réserve le droit d'auditer les Services/livrables à tout moment pendant la durée de l'accord et pendant trois (3) ans après l'expiration ou la résiliation anticipée de l'Accord. Au cours de cette période, le Consultant doit tenir et conserver des registres comptables et financiers séparés ainsi que les pièces justificatives originales pour rendre compte du total des fonds budgétisés pour l'accord, y compris ceux de ses sous-traitants, partenaires locaux et Consultants.

10.1. NI reserves the right to audit the Services/deliverables at any time during the term of the agreement, and for three (3) years following the expiry or early termination of the Agreement. The Consultant shall maintain and retain, for such period of time, separate accounting, financial records and original Supporting Documents to account for the total funds budgeted for the agreement, including those of its Subcontractors, Local Partners and Consultants.

10.2. The Consultant shall make these records and all other information necessary to ensure compliance with the terms and conditions of the Agreement, including those in the possession of third parties, available for audit and examination by NI or their respective authorized representative. The Consultant shall afford,

at its own expense, NI or their respective authorized representative, the proper facilities required for such an audit. The Consultant's expenses associated with an audit are not recoverable from NI.

11. ACCESS TO INFORMATION AND CONFIDENTIAL INFORMATION

11.1. Access to Information

At Global Affairs Canada's (GAC) request, NI may be required to compile information related to this agreement and GAC may publish, at its convenience, statistics based on information contained in the Agreement and arising from its performance. GAC may publish the Consultant's name and address, the value of the Agreement, the type of activities funded, the title of the Project and the name of the Consultant's country.

11.2. Confidential Information

The Consultant shall not disclose any confidential information or document, nor make use of any intellectual property rights subject-matter that it becomes aware of or takes possession of during the term of the agreement, without having obtained written approval from NI that can release it from the obligation to confidentiality.

The Consultant agrees to take all reasonable precautions at all times (and in any event, efforts that are no less than those used to protect his/her own confidential information) to protect confidential information from disclosure, unauthorized use, dissemination or publication, except as expressly authorized by this Contract. The Consultant shall, on request, promptly return to NI any information or material provided by NI and in the Consultant's possession.

12. ACCURACY OF INFORMATION

The Consultant is responsible to NI for the accuracy and completeness of any statements made by him/her in any documents, articles, reports or other material prepared by him/her for delivery to NI or to a third party at NI's request. NI or any third party authorized by NI to receive this information is relying on the accuracy of the information provided by the Consultant and shall not be required to make any independent verification of this information.

NI shall notify the Consultant in writing of any errors, omissions or clarification required in any report, and the Consultant shall remedy such errors or omissions or provide such clarification within 10 days of receiving such notification from NI. NI may withhold any further payments until it is satisfied with the content of the report submitted by the Consultant.

13. INTELLECTUAL PROPERTY

13.1. All intellectual property rights, including but not limited to design documents, specifications, reports and all relevant data such as maps, diagrams, plans, statistics and supporting records and materials compiled or prepared in the course of the Agreement are vested to NI.

13.2. NI hereby grants Global Affairs Canada a worldwide, perpetual, irrevocable, non-exclusive, non-commercial, free-of-charge and royalty-free license, authorizing them to exercise all of the intellectual property rights in the Work and which:

- (a) authorizes them to do the acts reserved to the owner by the national law applicable to the Work or, if there is no law in a country where the license is exploited, the acts reserved to the owner by the applicable law in Canada; and
- (b) grant a free-of-charge and royalty-free sublicense to any person, authorizing the sub-licensee to do any or all of the acts mentioned in paragraph a).

13.3. The Consultant declares and warrants that the Work, and the exercise of the intellectual property rights granted under the Agreement, in no way infringe upon the intellectual property rights of others or upon the legislation in force;

13.4. The obligations contained in this section must be reproduced in all Subcontracts.
\$startif(\$straining_materials_required == "Yes")

13.5. One copy of any training materials, manuals, curricula and other materials compiled or prepared for training purposes under this Contract shall always be sent to NI. NI shall be entitled to use such material for any purpose related to its operations. This includes the right to reproduce or publish such material. In cases where the copyright of material rests elsewhere the Consultant shall be responsible for securing the approval of the holder of the copyright for use of this material.
\$endif

14. INFORMATION SYSTEMS AND ELECTRONIC COMMUNICATION NETWORKS

14.1. Compliance with Nutrition International Policy

During the course of this Contract, the Consultant may be provided with access to NI information systems and electronic communication networks. The Consultant will abide by NI policies concerning use of its information systems and networks. NI will provide the Consultant with any such policies at the start of this Contract, or when policies are put into effect, and the Consultant will take the necessary steps to ensure compliance with these policies.

15. PROCUREMENT AND DISPOSAL OF ASSETS

15.1. The Consultant shall be responsible and accountable for the procurement of goods, equipment and services for the deliverables/Services under this agreement, and shall respect the principles of transparency, integrity, competition, fairness and value for money. The Consultant shall maintain procurement files containing the relevant procurement documentation.

15.2. Assets acquired under this agreement are to be used for the purposes of the Agreement and it is the responsibility of the Consultant to take proper care of and ensure the security of such assets. In accordance with the approved Disposal of Asset Plan (in effect after approved in writing by NI), the Consultant shall dispose, before the end of the Agreement, of the assets which have an estimated lifespan greater than one year at the time of disposal, the Consultant must get approval from NI in writing, before disposing assets.

15.3. After Approval From NI, where the Consultant disposes of the assets, the following procedures shall be followed and documented in the final report:

- (a) An inventory list of assets, including all applicable guarantees, and any Work created under the Agreement, where applicable, shall be prepared, identifying the beneficiaries;
- (b) Written confirmation that the transfer has been made, duly signed by the Consultant and the beneficiary (ies).

16. RELATIONSHIP WITH NUTRITION INTERNATIONAL

16.1. Independent Contractor

In carrying out this Contract, the Consultant is acting as an independent contractor and not as an employee of NI. The Consultant is not empowered to bind NI, either expressly or otherwise, to any course of action, agreement or commitment of any kind, without the express written authority of NI.

16.2. Other activity of Consultant

The Consultant is free to provide his/her services to others during the course of this Contract, provided however that the Consultant will fully respect the commitments made to NI under this Contract, including all completion dates and deadlines for tasks and deliverables. The Consultant shall not, during the term of this Contract, or after its expiry, act in any manner that is prejudicial to the interests of NI or its good name.

16.3. Conflict of Interest

The Consultant shall not engage, directly or indirectly, in any other work, business or professional activities that may conflict with the performance of the Services. The Consultant warrants that to the best of his/her knowledge at the date of signing this Contract no conflict of interest exists. If during the course of this Contract, a conflict or risk of conflict of interest should arise, the Consultant will notify NI immediately in writing.

21. SAFEGUARDING, SOCIAL RESPONSIBILITY AND HUMAN RIGHTS

17.1. Responsibilities of the Consultant and the Consultants' Downstream Partners

Safeguarding, social responsibility and respect for human rights are central to NI's expectations of the Consultant and the Consultants' downstream partners supporting this agreement. It is the responsibility of the Consultant to ensure that its downstream partners comply with Section 21 in its entirety. The Consultant must ensure that robust procedures are adopted and maintained to eliminate the risk of poor human rights practices within their delivery chain environments. These practices include: sexual exploitation, abuse and harassment; all forms of child abuse; inequality or discrimination on the basis of race, gender, age, religion, sexuality, culture or disability.

The Consultant and their downstream partners supporting any NI activities must place an emphasis on the control of these and further unethical and illegal employment practices, such as modern-day slavery, forced and child labour and other forms of exploitative and unethical treatment of workers and aid recipients.

The Consultant declares and guarantees that neither the Consultant, nor its employees involved in the Agreement:

- (a) have been convicted during a period of three (3) years prior to and since the submission of the proposal, by a court of law in Canada or in any other jurisdiction for an offence involving fraud, bribery, corruption, sexual misconduct, harassment, assault, or any related offense; or
- (b) are under sanction, for an offence involving fraud, bribery, corruption, sexual misconduct, harassment, assault, or any related offense, imposed by a government, an international governmental organization, or an organization providing development assistance.

17.2. Child Safeguarding

The Consultant fully acknowledges the duty of care to protect and promote the welfare of children and young people. The Consultant will be committed to ensuring child safeguarding practice reflects statutory, legal, legislative responsibilities, as well as current guidance and advice, and complies with NI's child safeguarding policy. Should the Consultant not have a child safeguarding policy, then NI's Global Child Safeguarding Policy shall be the guiding document, taking into consideration best practices and any specific local requirements. The Consultant will promptly notify NI of any changes to any specific statutory, legal, legislative child safeguarding responsibilities or organizational child safeguarding policy changes.

17.3. Gender Equality

The Consultant acknowledges that it has a Gender Equality Policy which aims to promote gender equality in all its operations to prevent gender discrimination. Should the Consultant not have a Gender Equality Policy, then NI's Gender Equality Policy shall be the guiding document. The Consultant will promptly notify

NI of any changes to any specific statutory, legal, legislative responsibilities in relation to gender equality or organizational Gender Equality Policy changes.

17.4. Whistleblower Protection

The Consultant will ensure that it has a Whistleblower Protection Policy in place that supports its employees, whereby acting in good faith and on the basis of reasonable belief, its employees become aware of actual, suspected or intended misconduct, unlawful activity, suspicious financial management, or other accountability concerns, are given the opportunity to report such misconduct or incidents without reprisal to their senior management. Should the Consultant not have a Whistleblower Protection Policy, then NI's Whistleblower Protection Policy shall be the guiding document.

17.5. Sexual Harassment

The Consultant acknowledges that it has a Sexual Harassment Policy which provides and maintains a work environment in which all employees are free from sexual harassment. Furthermore, the Consultant is committed to creating a healthy and safe work environment that enables its employees to work free from unwelcome, offensive and discriminatory behaviour. Sexual harassment at the workplace is a form of discrimination. Protection against sexual harassment and right to work with dignity are universally recognized human rights by international conventions and instruments. The Consultant will ensure that its rules and procedures for the prevention, prohibition and punishment of sexual harassment of individuals at the workplace are strictly enforced. Should the Consultant not have a Sexual Harassment Policy, then NI's Sexual Harassment Policy shall be the guiding document.

21.6. Sexual Misconduct

17.6.1. Recognizing that sexual exploitation and abuse (SEA) violate universally recognized international legal norms and standards and, aligned with Canada's commitment to the delivery of international assistance grounded in a human rights framework, the Consultant declares and guarantees that it has in place, and shall maintain in place for the duration of the Agreement, a publicly available code of conduct (the CoC) to prevent, investigate and respond to SEA.

17.6.2. The CoC shall be integrated across the Consultant's operations and shall, at a minimum, include the following provisions, which are based on GAC's guiding principles enunciated at Sexual exploitation and abuse in international assistance webpage:

- (a) Accountability processes integrated throughout the Consultant, including roles and responsibilities to ensure monitoring of, and compliance with, the CoC;
- (b) A mechanism for anonymous and confidential reporting and, fair and confidential investigative procedures to respond to all allegations of SEA;
- (c) Training on prevention of SEA and remedial measures when misconduct is found;
- (d) Measures including disciplinary action in cases of serious misconduct.

21.6.3. The Consultant shall provide access to its CoC to all Personnel, Local Partners and sub-Contractors, and shall promote protection from SEA. The Consultant shall ensure that all Personnel, Local Partners and sub-Contractors shall either: a) sign an attestation stating they shall

respect the Consultant's CoC, or b) adopt their own policies and procedures to prevent SEA that shall be in keeping with the goals and objectives of the Consultant's CoC.

- 21.6.4. For the purpose of this Section **21.6.4**, the following definitions apply:
- (a) Sexual exploitation: Any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another.
 - (b) Sexual abuse: Actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions. All sexual activity with a child is considered as sexual abuse.
 - (c) Protection from sexual exploitation and abuse (PSEA): The term used by the United Nations and non-governmental community to refer to measures taken to protect vulnerable people from SEA by their own staff and associated personnel.

21.6.5. The Consultant shall notify NI of any credible allegation of SEA in the delivery of Canadian international assistance which may involve NI's funding or which could put NI's funding or reputation at risk within forty eight (48) hours after determining that an allegation is credible.

22. DECLARATIONS AND GUARANTEES

18.1. Power and Authority

The Consultant declares and guarantees that it is duly incorporated or legally constituted, that it is in good standing with the laws and has the power and authority to carry on its business, to hold property and to enter into this Agreement and undertakes to take all necessary action to maintain itself in good standing and to preserve its legal capacity during the term of this Agreement.

18.2. No Pending Suits or Actions

The Consultant declares and guarantees that it is under no obligation or prohibition, nor is it subject to or threatened by any actions, suits or proceedings that could or would prevent compliance with this Agreement and undertakes to advise NI forthwith of any such occurrence during the term of the Agreement.

19. BRAND VISIBILITY

At no additional cost to Nutrition International, the Consultant agrees to take specific measures to ensure the visibility of Nutrition International in all communications activities related to this Agreement or social marketing campaign being funded. This will include, inter alia, the compulsory use of Nutrition International logo on all relevant print and electronic communications materials, as well as on product packaging for various commodities provided and paid by Nutrition International. It also includes the explicit and direct acknowledgement of Nutrition International funding at public facing activities.

The complete Brand Visibility Guidelines are available at:
[Nutrition-International-Brand-Visibility-Guidelines-for-Grantees.pdf \(nutritionintl.org\)](#)

20. MONITORING AND EVALUATION

The Consultant shall permit or cause to be permitted any authorized representative of NI reasonable access to the site(s) of the Services to inspect and assess the progress of the Agreement and shall supply upon request such data and information as NI may reasonably require for monitoring and evaluation purposes. NI will keep the Consultant informed with respect to the results of such inspections and assessments. NI reserves the right to proceed with a follow-up review, whenever it deems it necessary, during the term of the agreement and for three (3) years following the expiry or early termination of the Agreement.

25. FRAUD AND CORRUPTION

25.1. The Consultant acknowledges that it has rules and policies to adequately implement internal controls, in regards to anti-corruption, anti-fraud, anti-bribery and other situations of misuse of funds.

25.2. As signatory of the Organisation for Economic Co-operation and Development (OECD) Convention on Combating Bribery of Foreign Public Officials in International Business Transactions (1997), and the United Nations Convention Against Corruption (UNCAC, 2007), the Government of Canada is committed to the fight against corruption, fraud and bribery. Therefore, NI reserves the right to take any appropriate action to address such practices, including recovering resources lost, suspending or terminating the Agreement.

25.3. The Consultant declares and guarantees that no offer, gift or payment, consideration or benefit of any kind, which constitutes an illegal or corrupt practice, has been or will be made to anyone by the Consultant, either directly or indirectly, as an inducement or reward for the award or execution of the Agreement.

21.4. The Consultant declares and guarantees that neither the Consultant, nor its employees involved in the Agreement:

- (a) were convicted during a period of three (3) years prior to and since the submission of the proposal, by a court of law in Canada or in any other jurisdiction for an offence involving fraud, bribery or corruption or;
- (b) are under sanction, for an offence involving fraud, bribery or corruption, imposed by a government, an international governmental organization or an organization providing development assistance.

21.5. The Consultant declares and guarantees that it has taken all reasonable steps to assure itself that neither its Local Partners nor its Subcontractors, nor its Local Partners' or Subcontractor's employees involved in the Agreement:

- (a) were convicted during a period of three (3) years prior to and since the submission of the proposal, by a court of law in Canada or in any other jurisdiction for an offence involving fraud, bribery or corruption or;
- (b) are under sanction, for an offence involving fraud, bribery or corruption, imposed by a government, an international governmental organization or an organization providing development assistance

25.6. The Consultant shall notify NI immediately of any allegation or actual case of misuse of funds, fraud, bribery, corruption or financial irregularity which may involve NI's funding or which could put NI's funding at risk. The Consultant shall immediately provide to confidential@nutritionintl.org with a copy to NI's representative identified in the Agreement, a written summary of such event including a description of the event, the amount involved, the actions taken or to be taken by the Consultant to resolve the issue and any additional information that will assist NI in its determination of the way forward.

25.7. The Consultant shall include a corresponding provision in any Subcontract that the Consultant enters into for the purposes of this Agreement.

26. ANTI-TERRORISM

26.1. The Consultant declares and guarantees that the funding for the purposes of the Agreement will not knowingly be used to benefit terrorist groups or individual members of those groups, or for terrorist activities, either directly or indirectly, as defined in the Criminal Code R.S.C., 1985, c. C-46 or those appearing on the Consolidated United Nations Security Council Sanctions List, as modified during the term of this Agreement.

The Consultant shall notify NI immediately if it is unable to complete the Services/deliverables as a result of terrorism-related concerns.

26.2. The Consultant is responsible for consulting all relevant lists, even if the web addresses provided are no longer valid, in order to stay informed of the listed terrorist groups and their members and must ensure that the funds provided by NI do not benefit any listed terrorist entity and their members, any sanctioned groups or persons. Entities or individuals listed as terrorists can be found at the following web addresses:

- (a) [Criminal Code of Canada list](#)
- (b) [Regulations Implementing the United Nations Resolutions on the Suppression of Terrorism \(RIUNRST\)](#)
- (c) The United Nations Security Council Consolidated Sanctions List is available on the [United Nations Security Council website](#) to implement the sanction measures imposed by the United Nations Security Council pursuant to resolutions 1267 (1999), 1989 (2011) and 2253 (2015) concerning ISIL (Da'esh), Al-Qaida, and associated individuals, groups, undertakings and entities, and pursuant to resolution 1988 (2011) concerning the Taliban and associated individuals;

26.3. NI will inform the Consultant in writing if it has identified implementing partner(s) that are associated directly or indirectly with terrorism. In such instance, NI will determine an appropriate course of action, including suspension or termination of this Agreement.

26.4. The Consultant shall include a corresponding provision in any Subcontract that the Consultant enters into for the purposes of the Agreement.

27. ECONOMIC SANCTIONS AND OTHER TRADE CONTROLS

27.1. The Consultant declares and guarantees that funding for the purposes of the Agreement will not be knowingly used, either directly or indirectly, in a manner that contravenes economic sanctions imposed by Canada and enforced by regulations under the United Nations Act (R.S.C. (1985), c. U-2); the Special Economic Measures Act (S.C. (1992), c. 17); the Justice for Victims of Corrupt Foreign Officials Act (S.C. (2017), c. 21) as they are amended from time to time, or for activities that would contravene the provisions of the Export and Import Permits Act (R.S.C. (1985), c. E-19). Information on Canadian sanctions and export and import controls can be found at the following links:

- [Canadian sanctions](#)
- [Types of sanctions](#)
- [Export and import controls](#)

27.2. The Consultant shall consult the above links to be aware of the foreign governments, persons and activities subject to economic sanctions and other trade controls during the term of this Agreement.

27.3. The Consultant shall comply with the legislations and regulations related to economic sanctions and other trade controls, and with any modifications made to them, during the term of this Agreement.

27.4. The Consultant shall notify NI immediately if it is unable to complete the Services/deliverables as a result of sanctions or other trade controls. The Consultant agrees that if it does not comply with this Section, NI will determine an appropriate course of action, including the suspension or termination of this Agreement.

27.5. The Consultant shall include a corresponding provision in all Subcontracts it signs for the purposes of this Agreement.

28. LOBBYING

28.1. The Consultant declares and guarantees that any person lobbying on its behalf, as defined in the Lobbying Act of Canada, R.S.C., 1985, c.33 [4th Supp.], is compliant with that Act.

29. CONFLICT OF INTEREST (CANADIAN PUBLIC OFFICE HOLDERS)

29.1. The Consultant declares and guarantees that individuals who are subject to the provisions of the Canadian Conflict of Interest Act (S.C. 2006, c. 9, s.2), the Conflict of Interest Code for Members of the House of Commons, the Conflict of Interest Code for Senators, the Conflict of Interest and Post-Employment Code for Public Office Holders, Department of Foreign Affairs, Trade and Development's Values and Ethics Code, the Values and Ethics Code for the Public Sector, or any other applicable values and ethics codes cannot and will not derive any direct benefit resulting from the Agreement unless the provision or receipt of such benefit is in compliance with such legislation and codes.

30. OFFICIAL LANGUAGES

30.1. All public information materials issued jointly by the Consultant and NI must be considered acceptable by both parties and be available in both of Canada's official languages (English and French). For all material, the Consultant must obtain written approval from NI.

30.3. With the approval of NI, the Consultant, will use every opportunity available to ensure the visibility and recognition of Canada's contribution to this Agreement in publications, speeches, press releases, websites, social media or other communications material in accordance with the Federal Identity Program which can be consulted at:

https://www.international.gc.ca/world-monde/funding-financement/public_visibility_recognition-visibilite_reconnaissance_publicque.aspx?lang=eng

30.4. The Consultant takes the official language of minority communities into consideration in the planning and implementation of its activities, and makes reasonable efforts to promote both official languages, as applicable.

31. SURVIVAL

The following provisions survive the termination or expiry of this agreement and continue in full force and effect for an additional three (3) years: Section 10 - Financial Records and Audit Section 11 - Access to Information and Confidential Information, Section 13 - Intellectual Property Section 20 - Defaults and Remedies, Section 24 - Monitoring and Evaluation, Section 33.4 - Compliance with Laws, Applicable Law and Jurisdiction, and Section 33.5 - Dispute Resolution.

32. NUTRITION INTERNATIONAL REPRESENTATIVE

For the purposes of this Contract NI will be represented by \$formula(\$program_officer). Administrative and non-technical matters (invoices, notices, instructions, and the like) can be referred to \$formula(\$program_assistant).

33. GENERAL TERMS

29.1. Notices

Any notice or request required under the Contract shall be in writing in English. Such notice or request shall be deemed to be given when it has been delivered by hand, mail, email or facsimile to the Party to

which it is required to be given at such Party's address as specified in the Contract, or at any other address as either Party may specify in writing.

29.2. Assignment or Subcontracting

Neither this Agreement nor any or all rights, duties or obligations under this Agreement may be assigned, charged, subcontracted or delegated by the Consultant without the prior consent in writing of NI. NI's approval of the assignment or transfer of any part of the Agreement, or of the engagement of any sub-consultant to perform any part of the Services, shall not relieve the Consultant of any of its obligations under the Agreement.

33.2.1. Subcontracts shall be in written form and shall be consistent with the provisions of the Agreement and include the necessary clauses to ensure the fulfilment of the Consultants obligations under this Agreement, including the requirements of Section 10 – Financial Records and Audit, Section 11 – Access to Information and Confidential Information, Section 13 - Intellectual Property and Section 22 – Declarations and Guarantees. The Consultant shall retain these agreements and supporting documents relating to their performance. These are subject to audit by NI as per Section 10 – Financial Records and Audit.

29.3. Force Majeure

If the performance of this Contract, in the reasonable opinion of either Party, is made impossible by force majeure (decrees of Government, acts of God, strikes or other concerted acts of workers, inability to procure materials or labour, fires, floods, explosions, riots, war, rebellion, sabotage and atomic or nuclear incidents), then either Party shall so notify the other in writing and NI shall either (a) terminate the Contract, or (b) authorize the Consultant to complete the Services with such adjustments as are required by the existence of the force majeure and are agreed upon by the Parties.

29.4. Compliance with Laws, Applicable Law and Jurisdiction

In carrying out the work under this Contract, the Parties shall be responsible for complying with all applicable laws and regulations of the locations/countries in which the work will be carried out and to which the Consultant may have to travel to as part of the Services. This Contract shall be interpreted in accordance with, and governed by, the law of the Province of Ontario and the laws of Canada applicable thereto. Any claim under this Contract shall be filed and tried within the jurisdiction of the courts of the Province of Ontario.

29.5. Dispute Resolution

If there is a dispute between NI and the Consultant regarding any matter, prior to the initiation of any formal proceedings, the Parties shall first attempt to resolve any dispute or controversy informally, If the dispute cannot be resolved informally, the matter shall be referred for arbitration by a single arbitrator in Ontario pursuant to the *International Commercial Arbitration Act* (Ontario) whose decision shall be final.

29.6. Entire Contract and Amendments

This Contract constitutes the entire agreement between NI and the Consultant with respect to the subject matter contained herein and supersedes all prior oral and written communications not specifically referred to herein. This Contract may be amended or modified by means of a written agreement executed by authorized signatories of the Parties.

29.7. Transmission by Facsimile or Other Electronic Means

Delivery of this agreement by facsimile or electronic transmission constitutes valid and effective delivery.

30. USE OF NUTRITION INTERNATIONAL'S LOGO

Where the Consultant wishes to affix NI's (or NI Donor's) corporate identity (logo) on publications, banners, or any other form of material or products, the Consultant should contact an NI representative to obtain: a) approval for each use of the logo and, b) an authorized version of these logos.

31. EXECUTION

This Agreement may be executed in counterparts and such counterparts together shall constitute a single instrument. Delivery of an executed counterpart of this Agreement by electronic means, including, without limitation, by facsimile transmission or by electronic delivery in portable document format (".pdf"), shall be equally effective as delivery of a manually executed counterpart thereof.

The undersigned agrees to all the terms and conditions herein. Please sign the electronic copy of this Agreement.

Sincerely,

NUTRITION INTERNATIONAL.

Signature	{{ Sig_es_:signer1:signature }}
Nom	\$formula(\$internal_signer_full_name)
Titre	\$formula(\$internal_signer_title)
Date	{{Dte_es_:signer1:date}}

I accept this offer and agree to be bound by the terms and conditions described above.

Signature	{{ Sig_es_:signer2:signature }}
Nom	{{N_es_:signer2:fullname}}
Date	{{Dte_es_:signer2:date}}

ATTACHMENT A

STATEMENT OF SERVICES AND DELIVERABLES

Background

A short summary of the project. If the consultant needs more information, project officers should prepare a full background document. In this case, include the wording: “see Project Background Document for a full description”

Main objectives of this consultancy

- Bullet list

Under the terms of this Contract, the Consultant will carry out the following activities:

1. A numbered list describing each activity, how many days are expected to be needed, the deliverable and **due date**.

Example:

Activity One: Consultations on epidemiologic study design, NI report reviews, and statistical analysis of data from NI projects (up to 4 days)

Tasks: The consultant shall conduct technical reviews of the study design, data analysis plan, and epidemiologic sections of research proposals and reports assigned by NI technical officer(s). Emphasis will be placed on vitamin A technology development, vitamin A capsule sampling, iodine deficiency control interventions, and to a lesser degree to running statistical analysis for micronutrient deficiency control program evaluations, and designing pilot studies of home fortification and zinc interventions.

Deliverables:

A short and concise technical report on the recommended sampling scheme for the vitamin A capsule stability study by _____(date)

If the deliverable is a report, the structure and content of the report should be set out.

Example

A comprehensive report covering the assessment and strategy for increased and sustained coverage of iodized salt in the country (including plan, time table and budget) should be submitted by _____(date). The report should also include the following sections:

- *executive summary (which could be used as a stand alone document)*
- *methodology adopted for the assessment*
- *country background including a map of salt production areas*
- *analysis of the bottlenecks for achieving USI*
- *strategy for increased and sustained coverage of iodized salt*
- *opportunities and recommendations*

ATTACHMENT B

EXPENSES

\$startif(\$air_travel_required != "Domestic")NI agrees to reimburse the following expenses to a maximum of _____ \$endif\$startif(\$air_travel_required == "International")not including airfares (which are purchased directly by NI):\$endif
 \$startif(\$air_travel_required != "Domestic")

Expense	Maximum Amount (name currency)
(a) Up to _____ days travel allowance at ___ per day. This allowance is intended to cover the cost of accommodation, meals and incidentals such as local telephone calls, tips etc. for which no receipts are required. The number of person-days payable will be adjusted to fit actual travel dates. Receipts not required; however, consultants are required to submit reasonable proof of travel that may include hotel bills, flight tickets, minutes of meetings etc. to establish days of overnight travel eligible for daily allowances.	
(b) Ground transportation Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.	
(c) Up to _____ will be paid to cover the expenses related stationery and communication. Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.	
Total	

\$endif\$startif(\$air_travel_required == "Domestic")
 NI agrees to reimburse the following expenses to a maximum of (Currency and Amount) including airfares (which are purchased directly by the Consultant):

Expense	Maximum Amount (name currency)
(d) Up to days travel allowance at (Currency and Amount) per day for every 24 hours travel stay. This allowance is intended to cover the cost of accommodation, meals and incidentals. The number of person-days payable will be adjusted to fit actual travel dates. Receipts not required; however, consultants are required to submit reasonable proof of travel that may include hotel bills, flight tickets, minutes of meetings etc. to establish days of overnight travel eligible for daily allowances.	X
(e) Ground transportation: up to (Currency and Amount) will be paid to cover expenses related to (Enter Reason Here) which receipts are required). Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.	X

(f)	Domestic Air ticket expense (Economy Class) will be paid up to (Currency and Amount) for (X) trips to & from (Location) (receipts/ copy of boarding pass required). Proof is required: Ticket purchase receipt and including but not limited to one of the following: Boarding Pass /or a Copy of Passport stamp arriving at the country of travel /or Accommodation receipt in the country of travel.	X
(g)	Up to (Currency and Amount) will be paid to cover the expenses related stationery and communication Receipts are to be kept by the consultant and NI reserves the right to request a copy of receipts on an ad hoc basis.	X
Total		X

For all other (additional) travel authorized by NI representative, the consultant must adhere to NI policy. The number of person-days payable will be adjusted to fit actual travel dates. When applicable, compensation will be made after submission of receipts.

Any additional purchases or expenses must be approved in writing by NI representative prior to being made.

ATTACHMENT C
SCHEDULE OF DELIVERABLES AND PAYMENTS

\$relatedd9b49e6cac1f1dc475add3d3048b5d82

Milestone	Milestone Description	Due Date	Submitted by	NI Payment Amount (Up to)
\$milestone	\$milestone_description	\$due_date	\$submitted_by	\$amount