



**Request for Proposals
Women's Nutrition Project**

“Revised the submission due date”

Posted Date:	June 22, 2022
Title:	Policy Advocacy and Communications Advisor
Anticipated Period of Performance:	July 15, 2022 - December 31, 2022
Proposals Due:	August 12, 2022

I. INTRODUCTION & BACKGROUND

FHI Solutions, a subsidiary of FHI 360, is an international nonprofit with a longstanding and proven track record improving global nutrition through innovative, evidence-based and scalable approaches. We collaborate with a wide array of best-in-class global actors, ensuring people around the world have the nutrition they need to lead healthy, happy and productive lives.

FHI Solutions is seeking an **Policy Advocacy and Communications Advisor** to advance the organization's multifaceted advocacy efforts to drive greater global action and investment through the Women's Nutrition Project. The Advisor will lead efforts to create, coordinate, support and connect FHI Solutions women's nutrition action agenda at the global level and oversee team supporting country and regional prioritization. The Advisor will generate community consensus around a clear, bold country-to-global advocacy campaign that will lead to a coordinated and cohesive action agenda for women's nutrition that will create impact for women and girls globally. The Women's Nutrition Project draws upon the expertise of three centers of excellence at FHI Solutions through the Alive & Thrive, Intake, and 1,000 Days.

The Advisor will report to the Women's Nutrition Project Director. Success in this role requires a deep passion for and commitment to the mission as well as an entrepreneurial, can-do mindset. This role is ideal for a strategic thinker and hands-on leader who thrives in fast-paced environments and enjoys working alongside other high performers.

II. SCOPE OF WORK AND TASK DESCRIPTION

The consultant will focus on the mobilization of resources and increase action-taking by key global and country level decision-makers to support investment in and policies that promote girls' and women's nutrition. The consultant will develop and implement strategies to educate and influence an impact network including policymakers, opinion-leaders and key stakeholders on the need to increase investment in girls and women's nutrition. The consultant will represent the Women's Nutrition (WN) Project within coalitions, multi-stakeholder platforms, working groups, and other fora.

The consultant will work with the Women's Nutrition Project Director to accomplish the following tasks:

- Envision and develop a cohesive advocacy strategy to support the global, regional and country level policy priorities and build community consensus around this strategy.
- Engage directly with policymakers and other key stakeholders to make the case for girl's and women's nutrition funding, policies, and programs.
- Ensure the policy advocacy priorities and communications activities are aligned across the project and that global level priorities are relevant at regional and country level and that country and regional work informs the global level.
- Support team leads in the definition of process and outputs for the development of a strategic communications plan for the Action Agenda to coordinate messaging on women's nutrition.

- Provide strategic input to any formative research including opinion leader research as well as stakeholder mapping.
- Define scope to conduct a policy and desk review on financing and accountability for nutrition (curate existing data, identify gaps for further research and highlight donor performance and opportunities for financing) as basis for resource mobilization plan
- Participate in calls with BMGF
- Develop original advocacy content and innovative approaches to influence diverse target audiences.
- Represent WN at public events, private meetings, and in regular consultation with advocacy partners.
- Maintain strong and close working relationships with a diverse set of partners, including advocacy partners located around the globe, funders and policymakers, as well as thought-leaders in the global nutrition field.
- Perform other activities as requested by the Project Director

Education:

- Master's Degree or its International Equivalent in Policy Advocacy and Communications, Public Health, Nutrition or a Related Field.

Qualifications:

The consultant or person in charge is expected to meet the following requirements and demonstrate the following competencies:

- Master's Degree or higher in a relevant field of study with a minimum of 8 years of progressive experience in policy, advocacy work focused on nutrition.
- Experience in project management is essential.
- A demonstrated ability to cultivate strong relationships with stakeholders and partner organizations.
- Exceptional written skills and a proven ability to translate technical content into compelling communication materials for policy audiences.
- A strong network relevant to this position. Experience working with diverse, global coalitions. Some experience engaging with philanthropic donors is a plus.

III. Anticipated Timeline

The consultant will begin working with the Woman's Nutrition Project on July 15 through December 31, 2022, with possibility of extension based on project needs.

IV. ANTICIPATED CONTRACTUAL MECHANISM

FHI Solutions anticipates issuing a Daily/Hourly Rate/not-to-exceed contract to the offeror(s) whose proposal is most advantageous. The agreement will be issued to the responsive offer that is selected as the highest scorer on a best value basis. Payments will be based on actual hours worked on approved activities. Certified invoices will be submitted on a routine basis and payments will be contingent on timely submission and approval of deliverables. The consultant agreement will take into account an estimated 18-20 hours of effort a week at the negotiated hourly rate.

V. PROPOSAL INSTRUCTIONS AND DEADLINES

Responses to this RFP should be submitted by email to the attention of Lina Constien, Project Manager, LConstien@fhi360.org and cc: Meaza Getachew, mgetachew@fhisolutions.org no later than **August 12, 2022 at 5 p.m. ET**. Proposals received after this date and time may not be accepted for consideration. FHI Solutions will acknowledge receipt of your proposal by email. Proposals must be submitted in electronic format.

Any questions or requests for clarification need to be submitted in writing to the same email addresses noted above by **August 8, 2022 at 5 p.m. ET**. Answers will be shared with all parties that have expressed interest. No telephone inquiries will be answered.

All email correspondence should reference “Policy Advocacy and Communications Advisor” in the subject line.

VI. SUBMISSION REQUIREMENTS

To be considered, bidders must provide via email:

1. An updated CV (maximum 3 pages)
2. An expression of interest letter or cover letter
3. A proposed **hourly** rate, along with a completed and signed Biodata Form*
4. At least two references from clients for which you have performed similar work was performed and/or examples of that work.
5. Email address where confirmation of submission can be sent.

VII. SCORING CRITERIA

Proposals will be scored on a best value basis by an evaluation committee as follows:

- A. CV, expression of interest letter and proposal: 60 points
- B. Proposed **hourly** rate: 40 points

VIII. MISCELLANEOUS

WITHDRAWAL OF PROPOSALS

Proposals may be withdrawn by written notice or email received at any time before award.

FALSE STATEMENTS IN OFFER

Offerors must provide full, accurate and complete information as required by this solicitation and its attachments.

Proposals become property of FHI SOLUTIONS LLC.

DISCLAIMERS AND FHI SOLUTIONS LLC PROTECTION CLAUSES

- FHI Solutions may cancel the solicitation and not make an award
- FHI Solutions may reject any or all responses received
- Issuance of a solicitation does not constitute an award commitment by FHI Solutions
- FHI Solutions reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions

- FHI Solutions will not compensate offers for response to solicitation
- FHI Solutions reserves the right to issue an award based on initial evaluation of offers without further discussion
- FHI Solutions may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI Solutions may request from short-listed offerors a second or third round of either oral presentation or written response to a more specific and detailed scope of work that is based on a general scope of work in the original RFP
- FHI Solutions has the right to rescind an RFP, or rescind an award prior to the signing of a subcontract due to any unforeseen changes in the direction of FHI Solutions' client, be it funding or programmatic
- FHI Solutions reserves the right to waive minor proposal deficiencies to promote competition
- FHI Solutions may contact offerors to confirm contact person, address and that bid was submitted for this solicitation