

Request for Proposal (RFP): Policy and Field Research Consultant, Bangladesh

ATNi (Access to Nutrition initiative)

Utrecht, The Netherlands

tenders@atni.org

11 September 2025

1. Overview

ATNi invites proposals from qualified consultants or consultancy firms to provide strategic advisory services for the Healthy Starts project, focused on improving complementary feeding (CF) practices and preventing child wasting in Kenya and Bangladesh. The consultant will serve as a Policy and Field Research Consultant, supporting ATNi's Infant and Young Child Nutrition (IYCN) team in generating insights to shape policy, finance, and program-level interventions for the Bangladesh component.

The project examines both the political economy and nutritional quality of locally available commercial and non-commercial CF products. ATNi envisages the project contributing to improved IYCN practices through supporting the development of public-private partnerships, industry-led product reformulation and marketing improvements, and government-supported nutrition programs.

2. Project Goals and Objectives

The consultant will work closely with ATNi's IYCN team to:

Provide strategic oversight on the **Bangladesh political economy brief** (due 31 October 2025)

- Identify and engage **regional stakeholders and key informants (including caregivers, healthcare providers)**
- Develop an engagement plan and facilitate **stakeholder consultations and key informant interviews**
- **Policy support and dissemination**, including engagement with key government stakeholders and other relevant actors to ensure uptake and visibility of findings
- Offer **contextual insights** and feedback on research materials and draft report

3. Scope of Work

The consultancy will span approximately 6 months. The selected consultant will be responsible for:

- Research Support: Provide access to relevant materials and assist with the development of interview guides
- Stakeholder Identification and Engagement: Identify and engage regional stakeholders and key informants, including caregivers and HCPs
- Consultation Support: Develop an engagement plan and facilitate stakeholder consultations and key informant interviews

- Policy Support and Dissemination: Support outreach and engagement with key government stakeholders and other relevant actors to promote uptake and visibility of findings
- Research Review: Offer contextual insights and feedback on research materials and draft outputs

Additional tasks may be added based on project needs. The consultant will report directly to **Marina Plyta**, ATNi Project Lead.

4. Project Deliverables

- Strategic input on Bangladesh political economy brief
- Stakeholder engagement plan and list of identified regional stakeholders and key informants
- Summary note on policy engagement and dissemination activities
- Monthly status updates and written work reports with invoices
- Final feedback on draft outputs

5. Proposal Submission Guidelines

Proposals must include the following:

- Company Background: Provide an overview of your company, including relevant experience in nutrition, fieldwork and stakeholder/key informants' engagement.
- Portfolio: Showcase a portfolio of similar projects that highlight your expertise and capabilities. Please include project summaries of at least 3 relevant projects, with brief descriptions of each project, their outputs and your role. Attachments or links are welcome if available.
- Proposed Project Timeline and Availability: Include a detailed timeline with key milestones, and confirmation of availability for the project period.
- Itemized Cost Breakdown: Provide a clear breakdown of all costs, ensuring alignment with the maximum budget and detailing each budget line. Include VAT if relevant.
- Team Structure and Roles: Describe the team that will be working on the project, including their roles and relevant experience.
- References: Applicants are encouraged to provide references or examples that demonstrate relevant experience with similar projects.
- Declaration of Honor:

Proposals must include a signed Declaration of Honor (see Annex for template) confirming that:

- The consultant is not involved in any ongoing legal disputes that could impact the delivery of this project.
- All information provided in the proposal is accurate and truthful.
- The consultant agrees to comply with the terms and conditions outlined in this RFP.

The selected consultant will be asked to adhere to and sign our Conflict of Interest and Code of Conduct & Ethics policy (both can be found on our website).

6. Proposal Evaluation Criteria

To be considered for evaluation, agencies must meet the following mandatory requirements:

Knockout criteria

1. Experience and Expertise: Demonstrated experience in nutrition, fieldwork and stakeholder/key informants' engagement, understanding of political economy and nutrition landscape in Bangladesh.
2. Geographical Scope: Must be based in Bangladesh
3. References: Applicants are encouraged to provide references or examples that demonstrate relevant experience with similar projects.
4. Budget Compliance: A detailed proposal that stays within the allocated maximum budget of €15,000 (including VAT), with transparent cost breakdowns.
5. Timeline Feasibility: Commitment to the proposed timeline in accordance with project deliverables, including clear milestones.
6. Complete Proposal Submission: Inclusion of all required elements:
 - Company background.
 - Portfolio of similar projects.
 - Timeline & Availability.
 - Itemized cost breakdown.
 - Team structure and roles.
 - Declaration of Honor.

Evaluation Criteria

Agencies meeting the knockout criteria will be further evaluated on:

1. Experience and Expertise: Depth and breadth of relevant experience.
2. Alignment with Project Goals: Demonstration of understanding and alignment with the Scope of Work and organizational objectives.
3. Team fit. Provide short introductions on who is going to work on this project.
4. Cost-Effectiveness: Value offered relative to the budget, with transparency in pricing.
5. Post-Launch Support: Quality of post-launch support and ability to provide on-the-ground support if required.
6. Timeline and Milestones: Feasibility of the proposed timeline and adherence to key milestones.

7. Budget

We have a maximum budget of €15,000 (including VAT) for this project. We also request agencies to:

- Detail their proposals within the maximum budget, providing clear one-time costs following the scope of work above:
- Clear daily rate and estimated days per activity
- Any anticipated travel or incidental costs

8. Timeline

- RFP Issuance date: 11 September 2025
- Questions deadline 17 September 2025
- Proposal submission deadline: 26 September 2025
- Evaluation period: 27- 29 September 2025
- Presentations of maximum 2 shortlisted agencies: 1 October 2025
- Decision and contracting: 2 October 2025
- Project kick-off: 6 October 2025
- Expected completion: 30 December 2025

Please note that applications will be reviewed on a rolling basis, and ATNi reserves the right to close the submission window prior to the stated deadline if a suitable candidate is identified.

9. Submission Instructions

Please submit your proposal electronically on or before 17:00 CET on 25 September 2025 to tenders@atni.org with the subject line: "RFP Submission - ATNi **Policy and Field Research Consultant, Bangladesh**". Consultants or consultancies who wish to apply for both scopes of work are welcome to do so and are encouraged to clearly indicate this in their application.

10. Questions and Clarifications

For any questions or clarifications, please contact Marina Plyta at marina.plyta@atni.org before 17 September 2025.

11. Disclaimer

The decision to award this assignment rests solely with the management of ATNi. We reserve the right to accept or reject any proposal without obligation to provide an explanation. Correspondence regarding the selection process or decision will not be entertained.

Annex
- Declaration of Honor

Annex Declaration of Honor

[Consultant Name]

[Consultant Address]

[Date]

To:

[Your Organization's Name]

[Your Organization's Address]

Subject: Declaration of Honor for the RFP Submission

We, **[Consultant Name]**, hereby declare and confirm the following:

1. **Accuracy and Integrity:**

All information provided in our proposal submitted for the RFP titled **ATNi Healthy Starts Food Systems and Fieldwork Advisor**, is accurate, complete, and truthful to the best of our knowledge.

2. **Legal Compliance:**

We confirm that we are not involved in any ongoing legal disputes, investigations, or proceedings that could impact our ability to successfully complete the project as outlined in the RFP.

3. **Adherence to Requirements:**

We acknowledge and agree to comply with all terms, conditions, and requirements specified in the RFP, including but not limited to the project timeline, deliverables, and budget constraints.

4. **Ethical Standards:**

We affirm that our consultant adheres to the highest ethical standards and will operate transparently and professionally throughout the project lifecycle.

This Declaration of Honor is made in good faith and with the full knowledge and understanding of its implications.

Authorised Representative:

Name: _____

Position: _____

Signature: _____

Date: _____

Contact Information:

Email: _____

Phone: _____