



**Request for Proposals
1,000 Days Initiative**

Posted Date:	May 2, 2022
Title:	Government Relations Advocacy Consultant
Anticipated Period of Performance:	June 20 through September 30, 2022
Proposals Due:	May 15, 2022

I. INTRODUCTION & BACKGROUND

The first 1,000 days are a time of tremendous potential and enormous vulnerability. How well or how poorly mothers and children are nourished and cared for during this time has a profound impact on a child's ability to grow, learn and thrive.

An Initiative of FHI Solutions, we work in the U.S. and around the world to ensure women and children have the healthiest first 1,000 days. Our mission is to make the well-being of women and children in the first 1,000 days a policy and funding priority.

We are passionate about turning evidence into action and we use our deep understanding of the science and the issues to help shape policies that improve the lives of moms and babies in the U.S. and throughout the world. In Washington D.C. and in global capitals the world over, we make the case to policymakers, leaders and those who influence them that brighter futures begin with ensuring mothers and children everywhere have a thriving first 1,000 days. We create a sense of urgency for policymakers to act during a child's first 1,000 days because we know that failure to do so can have lasting, irreversible consequences for children, their families and society.

II. SCOPE OF WORK AND TASK DESCRIPTION

The Consultant will facilitate engagement with the USG Global Nutrition Community and coordinate with the 1,000 Days' Initiative Director to accomplish the following tasks:

- Support Congressional and Administration engagement efforts on U.S. foreign assistance budget and appropriations related to global maternal and child health and global food security issues and others as relevant. Including:
 - Engaging with key congressional staff
 - Tracking key policy developments on Capitol Hill
 - Tracking hearings and briefings
- Analyze budget and appropriations bills including supplemental appropriations
- Monitor and track legislative developments and other Congressional activities such as hearings and briefings on international development issues.
- Conduct policy research on issues related to global nutrition and food security.
- Attend external meetings and events as a representative of 1,000 Days.
- Support development of background materials and talking points for USG meetings for senior staff, Congressional Hill Briefings, or other related meetings.
- Support other 1,000 Days' staff leading coalition work
- Support Initiative Director with activity relating to the Nutrition CEO Council and other duties as assigned
- Coordinate activity to lift up Congressional champions on social media in support of the Associate Director of Communications

- Attend donor meetings (if necessary)

Education:

- Bachelor's Degree or its International Equivalent in Political Science, Government Relations, Public Health, Nutrition, Research or a Related Field.

Qualifications:

- Global Health, Nutrition, International Development, or Foreign Assistance sectors

III. Anticipated Timeline

The consultant will report to the 1,000 Days Initiative Director. The consultant will begin working with 1,000 Days on June 20 through September 30, 2022.

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 total budget for 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 **May 15, 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 **May 12 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 “Government Relations Advocacy Consultant” 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