



# Request for Consultant Services Proposal (RFP)

Solicitation Title:	1,000 Days Initiative – Advocacy Advisor Consultant
Solicitation Number:	FY25_102978_001
Submit Questions and Proposal to:	Nadra Franklin, <a href="mailto:nfranklin@fhi360.org">nfranklin@fhi360.org</a> and Sam Chivers, <a href="mailto:schivers@fhi360.org">schivers@fhi360.org</a>
Date of Issue of RFP:	Thursday, October 24, 2024
Date Questions from Supplier Due:	Thursday, October 31, 2024, by 5pm ET
Date Answers due from FHI 360:	Friday, November 1, 2024
Date Proposal Due:	Friday, November 8, 2024 by 5pm ET
Approximate Timeframe Consultant Agreement Issued to Successful Candidate(s):	<b>Agreement will be executed on or around mid -November 2024</b>
<b>Method of Submittal:</b>	
Respond via e-mail with attached document in MS Word / pdf format. Pricing should be provided in Excel format unless otherwise specified.	
<b>Quote Validity:</b>	
The Consultant agrees to hold the prices in its offer firm for 45 <b>days</b> from the date specified for the receipt of offers unless another time is specified in the addendum of the RFP.	
<b>Terms and Conditions:</b>	
Consultant Terms and Conditions can be found at <a href="http://www.fhi360.org/poterm">www.fhi360.org/poterm</a>	

## 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 360, we are leading the 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.

## **Scope of Work**

The consultant will assist the Initiative Director on the following activities using their technical expertise:

### ***Detailed Description of Tasks to be Performed:***

- Create an activity to inspire and educate Congress and the Federal Agency Leadership on nutrition in the first 1,000 Days
- Organize and / or support Congressional meetings focused on 1,000 Days advocacy priorities.
- Lead 1,000 Days Advocacy Working Group Monthly Meetings and N4G Subgroup meetings.
  - Work with partners in the 1,000 days Advocacy Working Group to plan out advocacy strategies for educating new Congress starting in January 2025.
  - Develop advocacy materials that will support early education of incoming Presidential administration.
- Prepare a post-election political landscape for 1,000 Days – mapping target Members of Congress and opportunities to engage new administration.
- Respond to office requests for feedback/information on legislation, budgets, requests for information related to USG global nutrition programming.
- Conduct regular Congressional outreach on 1,000 Days priorities via email, phone calls, meetings letters, or other forms of communication.
- Support Nutrition CEO Council engagement.
- Track key policy developments on Capitol Hill and provide updates , including but not limited to:
  - Farm Bill reauthorization, GFSA, and other relevant legislation.
  - Relevant committee hearings – SFRC, HFAC, SFOPs, etc
- Lead outreach on nutrition to relevant agencies, including but not limited to:
  - USAID – USAID/Global Health Bureau, USAID/Resilience and Food Security Bureau, USAID/Office of the Administrator. USAID/Bureau for Humanitarian Assistance; State – Office of Global Food Security; NSC – Development, Global Health, and Humanitarian Response division, Food Security Division; OMB – National Security Programs; DFC – Health Initiatives
- Develop background materials and talking points for USG meetings for senior staff, Congressional Hill Briefings, or other related meetings as requested by Vice President, Global Nutrition
- Represent 1,000 Days at coalition meetings and flag key takeaways and action items from each meeting. These coalition meetings include:
  - Interaction Food Security, Nutrition, and Agriculture Working Group (FSNA)
  - Global Health Council Maternal and Child Nutrition Roundtable
  - Alliance to End Hunger Global Subcommittee
  - Bi-weekly KHG calls
  - Other calls as directed

- Provide meeting summaries to be delivered to the Initiative Director within 48 hours of coalition meetings
- Coordinate activity to lift Congressional and Administration champions on social media in support of the Associate Director of Communications, including:
  - Reach out to relevant Congressional and Administration staff with updates on 1,000 Days social media campaigns
- Draft 1,000 Days statements on relevant Congressional and Agency updates
- Finalize and draft final donor reports for 1,000 Days donors
- Support proposal development for renegotiation of current grants
- Develop a final report to be delivered one week in advance of end of consultancy summarizing work and deliverables completed during the length of the consultancy with links and addendums to all relevant materials.

All deliverables and reports will be stored on SharePoint in location mutually agreed upon by the Initiative Director.

### **Anticipated Timeline**

The consultant will report to the Vice President, Global Nutrition. This is a short-term opportunity is anticipated to last from November 11, 2024, through January 31, 2025.

### **Anticipated Contractual Mechanism**

FHI 360 anticipates awarding one consultant agreement or purchase order with a fixed priced hourly rate up to a maximum LOE. Payment will be made based on days worked tied to specific progress in achieving deliverables and approvals of deliverables due during the invoiced period. Requests for payment will be submitted by the consultant in the format provided.

The total agreement is not to exceed 20 hours/week

### **Proposal Instructions and Deadlines**

Responses to this RFP should be submitted by email to the attention of Nadra Franklin, [nfranklin@fhi360.org](mailto:nfranklin@fhi360.org) and Sam Chivers, [schivers@fhi360.org](mailto:schivers@fhi360.org), no later than **November 8, 2024, at 5 p.m. ET**. Proposals received after this date and time may not be accepted for consideration. FHI 360 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 as noted above by October 31, 2024, at 5 p.m. ET. Answers will be shared on FHI 360's website. No telephone inquiries will be answered.

**All email correspondence should reference "Advocacy Advisor" in the subject line.**

### **Submission Requirements**

To be considered, bidders must provide via email:

1. A proposal outlining how you will support this work
2. An updated CV (maximum 3 pages)
3. An expression of interest letter or cover letter

4. A proposed **fixed price hourly rate**
5. At least two references from clients for which you have performed similar work with examples of that work.
6. Email address where confirmation of submission can be sent.

### **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

### **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.

#### **FHI 360 Disclaimers**

- FHI 360 may perform a background check on any selected Consultant candidates.
- FHI 360 may cancel the solicitation and not award
- FHI 360 may reject any or all responses received
- Issuance of the solicitation does not constitute an award commitment by FHI 360
- FHI 360 reserves the right to disqualify any offer based on failure of the offeror to follow solicitation instructions
- FHI 360 will not compensate any offeror for responding to solicitation
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition
- FHI 360's supplier terms and conditions can be found [here](#) while our consultant terms and conditions can be found [here](#)