

Request for Expression of Interest (REOI)
Hosting the SUN Country Finance Capacity Development Platform (FCDP)

Interested and eligible institutions are invited to submit Expressions of Interest (EOIs) for the provision of services to fulfil the requirements described below. Selected candidates will be invited to participate in a formal solicitation process, via a Request for Proposals (RFP).

The deadline for EOI submissions is Monday, 12th of June, 2023, 11:59pm, CET¹. Please refer any correspondence and questions to fcdp.host.selection@gmail.com.

1. Background:

During its December 2022 meeting, the Scaling Up Nutrition (SUN) Movement Executive Committee (“the ExCom”) endorsed the proposed high-level design for a Finance Capacity Development Platform (FCDP or “the Platform”) (see *Attachment 1*). The FCDP’s overarching goal will be to support the capacity strengthening of SUN countries,² to improve their access to, and effective use of, financing to accelerate impact on nutrition outcomes. The FCDP is now entering into its *Launch Phase*, which will involve determining and putting in place hosting arrangements for the Platform, amongst other activities.

The purpose of this REOI is to identify suitable candidates for hosting the FCDP. The responsibilities of the FCDP host will include launching and managing the Platform, executing its activities and delivering the intended outcomes, in accordance with the high-level design and operational principles outlined in Attachment 1. This REOI is being issued by the FCDP Launch Oversight Subcommittee (“the Subcommittee”), which has been charged by the ExCom with providing ongoing guidance and oversight to support the establishment and operationalization of the FCDP, and managing the host selection process.

2. Hosting services required

Interested parties should refer to Attachment 1 for the high-level design of the FCDP, as endorsed by the ExCom. The Attachment includes details on the FCDP’s overall approach and activities, its expected outcomes and operating principles.

At a minimum, the FCDP’s host will provide services to facilitate the operations for the FCDP, including “back office” administrative functions, such as human resources (HR) management, financial/budget management, and operational infrastructure and equipment. The Platform may also have a limited budget for TA provision, which would require contracting and procurement services.

Candidates must meet the following administrative services pre-qualification criteria:

- A proven track record of receiving donor funds from major bilateral donors and private foundations, and successfully managing the requirements of these donors.

¹ Local time conversation can be found here:

<https://www.timeanddate.com/worldclock/fixetime.html?msg=FCDP+EOI+submission+deadline&iso=20230612T2359&p1=87>

² <https://scalingupnutrition.org/countries>

- Robust fiduciary controls for financial management and procurement functions, and well-defined and fair processes and procedures for recruitment and contracting, but which also allow for timely and responsive results.

In addition to the pre-qualification criteria noted above, the FCDP host selection process will also be based on a broader set of considerations related to the technical expertise, business model, reputation, relationships and other characteristics of the candidates. These include:³

- Demonstrates a good understanding of the rationale for the FCDP and how it will support the needs of SUN countries.
- A clear vision and quality of approach proposed for delivering on each of the FCDP’s main functions and associated tasks.
- Expertise and experience in the different forms of financing for nutrition and nutrition-adjacent spaces, especially in SUN countries.
- Experience in managing capacity-strengthening efforts/initiatives, especially working closely with governments and partners in SUN countries.
- Robust approach for ensuring the independence of the FCDP within the host institution and managing potential conflicts of interest.
- Demonstrated ability to operate in an agile and responsive manner.
- Capabilities for risk identification, mitigation and management.
- Reputation and relationships in the nutrition financing and technical assistance spaces.
- Value for money.
- Prospect of offering in-kind support, e.g., through facilities, staffing, etc., by the host institution.
- Prospect of the host securing co-financing for the FCDP.

Duration of the FCDP’s mandate: Donor commitments are currently being secured to support the FCDP’s initial 3-year workplan and budget. It is expected that the work of the FCDP will continue until 2030, which represents the currently projected “sunset” timeframe for the SUN Movement.

Governance and accountability: Although the FCDP will be expected to follow the legal, administrative and fiduciary policies of its host institution, its ultimate governance and oversight body will be the SUN Movement ExCom for strategic, political and operational prioritization matters, as well as budgetary allocations and approvals. Some additional reporting may be required for the donor institutions funding the FCDP.

3. Eligibility

Candidates submitting an EOI must 1) be able to meet the administrative pre-qualification criteria noted above in Section 2 (*Hosting services required*), and 2) provide a satisfactory self-declaration on the required points, as noted in Section 4 (*Content of EOI*).

³ This list of considerations is shared as a reference for applicants to understand the expected general approach for reviewing host applicants. However: 1) these considerations will be considered holistically, rather than as individual requirements – i.e., applicants may also be considered even if they do not fulfill each of the elements noted here; 2) not all of these criteria will be assessed during the EOI stage – some will only be reviewed during the detailed proposal stage; and 3) the Subcommittee reserves the right to adjust these criteria as needed.

EOIs may be submitted by individual institutions, or by a consortium of institutions (with one EOI submitted per consortium). EOIs submitted by a consortium must indicate which member will take the lead contracting role. Institutions may participate in the submission of only one EOI, either independently or as part of a consortium. The self-declaration must be made by all participating members of a consortium.

EOIs are strongly encouraged from: 1) not-for-profit institutions, and 2) institutions with South-based capacity and -locations.

4. Content of EOI

The EOI should include the following materials:

- 1) Essential candidate information (2 pages maximum), including:
 - Legal name and principal address
 - Locations of official operations
 - A high-level description of its mandate and/or mission statement
 - Organizational structure, including description of the parts of the institution that would be involved in the performance of the work
 - Staffing numbers
 - Annual budget
 - Years in operation
 - Name and title of authorized representative and contact person.
- 2) A description of how the candidate's experience, expertise and position in the global landscape would contribute to desired outcomes of the FCDP (2 pages maximum). This should include institutional experience relevant to the FCDP and its hosting requirements, with dates. Candidates are also invited to describe at a high-level how the FCDP could fit within, and interact with, their broader institutional business models.
- 3) Signed and dated declaration that the candidate institution, using the template provided in Annex 1.⁴

Price quotations are not required at this stage.

5. Method of submission

EOIs should be sent by email, and according to the following instructions:

- Addressed to fcdp.host.selection@gmail.com
- File formats accepted: MS Word, PDF
- All files must be free of viruses and not corrupted
- Maximum file size per transmission: 2MB
- Subject of email: EOI – FCDP host – [Institution name]
- If multiple emails are required, they must be clearly identified by indicating in the subject line (email no. x of y)

⁴ Failure to disclose any relevant information may result in disqualification from consideration, or the rescinding of any contracts resulting from this EOI.

6. REOI conditions and disclaimers

- This REOI does not constitute a solicitation.
- Submission of an EOI does not guarantee that the institution will be invited to submit a detailed proposal.
- The ExCom and Subcommittee reserve the right to change or cancel the requirements at any time during the EOI and/or subsequent solicitation process.
- Any and all costs and expenses incurred in relation to, or ensuing from, the submission of an EOI will be exclusively borne by the applicant. The application and selection process set forth in this document will not be subject to claims for financial compensation of any kind whatsoever.

Candidate Declaration Template

The following Declaration should be completed and signed by the representative of each Candidate Institution.

I hereby declare that [The Candidate Institution]:

- Is currently solvent, and in a position to continue to operate independently until at least 2026;
- Has not declared bankruptcy, nor is involved in bankruptcy or receivership proceedings, and there is no judgment or pending legal action against the institution that could impair its operations in the foreseeable future;
- Is, and has not been, subject to any formal investigation, nor had any sanctions imposed, within the preceding three years – including by any national authority or international organization, or by the candidate institution’s own internal investigation processes – for engaging in proscribed practices, including (but not limited to) corruption, fraud, coercion, collusion, obstruction, or any other unethical or illegal practice; and
- Has not been found guilty of grave professional misconduct.

If any of the above statements are not the case, the candidate should disclose relevant details, along with the circumstances and outcome, and provide an explanation regarding how the situation does or does not impact the candidate’s ability to fulfil the hosting obligations.

Signed,

[Individual representative of candidate institution, with title]

[Date]