Call for expressions of interest to host the Global Nutrition Report

Table of Contents

An exciting opportunity has arisen for an organisation to host the Global Nutrition Report (GNR) – a world-leading, multi-stakeholder accountability initiative aimed at strengthening action to end malnutrition. The GNR invites expressions of interest (EOIs) from eligible non-profit organisations with prior experience in hosting independent initiatives in the global development sector.

The GNR is seeking a new long-term Host, starting from April 2023. In addition to the provision of services related to legal ownership, financial management and grant management, the Host will provide technical support to facilitate fundraising; programme and project management; research and analysis; engagement and partnerships; editorial and publications; communications; (MEIL); and website management.

1. About the Global Nutrition Report

1.1 GNR background:

The GNR is the world's leading independent assessment of the state of global nutrition and the official accountability mechanism for the [Nutrition for Growth (N4G) Summits](). The GNR works to drive stronger nutrition commitments, action and accountability – contributing towards a world free from malnutrition in all its forms.

The GNR achieves this through the provision of independent, trusted and actionable data and evidence, including a biennial flagship [report](), the [Nutrition Accountability Framework (NAF)](), [commitment tracking](), thought-leadership pieces and interactive [Country Nutrition Profiles]().

The GNR works collaboratively and via strategic partnerships to ensure it is policy-relevant and has influence on those at global, regional and national levels who can advocate for, inform and make change. The GNR has operated since 2014 and has been supported by a range of donors, including the European Commission (EC), the Bill & Melinda Gates Foundation, and the governments of Canada, Ireland, Germany, the UK and the US, among others.

In 2022 the GNR developed a new [Charter]() and a [three-year strategy](), responding to the findings of its [Mid-Term Review](). The anticipated cost of the new strategy is £5 million over three years. The GNR is seeking a new Host to support the delivery of its new Charter and strategy.

1.2 GNR governance:

The GNR is a hosted initiative. Its governance structure has been designed to protect and promote the independence, scientific rigour and policy relevance of the GNR's products. The GNR is comprised of three entities:

1.2.1   **The Independent Expert Group (IEG)** whose primary role is to develop and deliver independent, rigorous and policy-relevant products, aligned with the GNR's strategic vision and mission.

1.2.2   **The Stakeholder Group (SG)** whose primary role is to ensure the GNR's strategic approach and governance maximise the policy relevance of GNR products and enable the achievement of its strategic vision and mission.

1.2.3   **The Host** organisation whose primary roles are to provide a legal entity for the GNR, support delivery by the IEG, fundraise, and ensure accountability to donors.

These entities collaborate through two mechanisms – the **Oversight Group** and the **Delivery Team**.

2. Host role

The Host works under the leadership and guidance of the IEG and SG. The Host preserves and ensures the independence of GNR products and promotes the overall success of the GNR. They must work in the interests of the GNR, adhere to the GNR's guiding principles, and ensure that the advice, guidance and work that they provide for GNR are independent of the services they supply to any other body they represent.

The Host is accountable to the IEG and SG for the performance of its role. The core hosting and technical support roles include the non-exhaustive list in section 2.1. The technical support roles are provided as functions to support delivery by the IEG. They can be provided either by in-house staff or via contracted agencies or consultants. However, the Host is expected to be able to respond to the working needs of the GNR in a timely manner, promptly drawing in the necessary expertise requested by the IEG.

2.1 Provision of hosting services:

2.1.1 Secretarial services – The Host will act as custodian for the GNR's assets, intellectual property, website and brand. The Host will ensure all legal, administrative and financial compliance is upheld, and that policies and procedures are in place to support effective ways of working across the GNR's governance bodies.

2.1.2 Grant management – The Host is responsible for managing relationships and compliance with donors, and for all aspects of grant management, including due diligence. This includes donor reporting and coordinating quarterly update meetings with the GNR's group of donors. Over the past five years, grants to the GNR have ranged in size from US$50,000 to EUR 2 million.

2.1.3 Financial management – The Host is responsible for administering funds in line with the programme of work and budget agreed by the GNR Oversight Group. The Host provides quarterly income and expenditure reports to the Oversight Group and commissions independent financial audits of the GNR's expenditure. Over the past five years, the GNR's budget has averaged at around £1.3 million annually.

2.1.4 Contracting service providers and human resources – The host is responsible for contracting agencies and consultants as appropriate and providing human resources to fulfil

the functions of the role. This includes contractual management and ensuring compliance with the GNR's policies, ways of working and guiding principles. Over the past five years, the previous Host has provided six to eight full-time team members, supported by a range of part-time technical specialists.

2.2 Provision of technical support services:

2.2.1 Fundraising – the GNR's ambitious strategy for 2023–25 requires funds. With support from the SG and IEG, the Host will secure new and renewed funding from existing and new donors. This will involve the development of concept notes, proposals, performance frameworks and contractual documents, as well as development of the GNR's funding policy. The previous Host will transfer the GNR's fundraising relationships so that the new Host can proceed immediately with fundraising.

2.2.2 Programme and project management – The IEG is accountable for developing the GNR's programmes of work, budgets and resource-allocation ranges. The Host will support the IEG by proposing delivery, budget and resourcing scenarios. Under the leadership of the IEG, the Host is responsible for project-managing the delivery of the GNR's products and activities, ensuring high-quality delivery according to scope, budget and timeframe. In addition to planning and day-to-day coordination, the Host is responsible for managing capacity, risks and issues, dependencies, scheduling, and change control.

2.2.3 Data analysis and research support – The Host is responsible for providing data, research and analytical support to the IEG. This includes supporting the design and delivery of research protocols; data standardisation (including coding and cleaning, etc.); quantitative and qualitative analysis of global datasets; and the development of analytical narratives. In response to the needs of the IEG, the Host will provide or source (in consultation with the IEG) specialist expertise in nutrition science to support the drafting of report content, the categorisation of nutrition actions, the assessment of commitment SMARTness and the analysis of nutrition progress.

2.2.4 Publications and editorial support – The Host is responsible for coordinating the production of the GNR's analytical products, ensuring that their content is findable, accessible, compelling and clear to a range of target audiences. This includes providing support with design and layout, graphics and data visualisations, copy-editing and proofreading, translation, printing and presentation. They are also responsible for managing and updating the website as a resource.

2.2.5 Engagement and partnerships support – The Host is responsible for providing engagement support to the IEG. This may include the development of outreach plans, policy agendas, stakeholder mapping, product launches, engagement events and speaker briefings. It may also include the development of partnership plans and managing relationships with partners, under the direction of the IEG.

2.2.6 Communications – The Host is responsible for leading and coordinating communications to support the delivery of the GNR's goals. This may include the development of communications and external relations strategies, developing messaging

frameworks, managing traditional and social media, writing newsletters, blogs and developing creative assets.

2.2.7 Website maintenance and development – The Host is responsible for the continued development and upkeep of the GNR's website and reporting tools. This may include updating the content, delivering processes to improve the user experience, the technical development of new and existing tools, and ensuring the website is secure and optimised across platforms.

2.2.8 Monitoring, evaluation and learning – The Host is responsible for ensuring that monitoring, evaluation and learning processes are set up and maintained. In addition to meeting donor requirements, these will feed into processes for evaluating the GNR, evidencing its impact and strategizing course corrections. The Host is also responsible for periodic updates to the GNR's context analysis and needs assessment, and for ensuring that this informs content development planning, engagement and communications activities.

2.2.9 Data and knowledge management – The Host is responsible for ensuring effective knowledge management. This includes the development of appropriate protocols, policies and procedures, and the upkeep of shared folders and files. The Host will maintain the GNR's databases and ensure effective data management, using python, R and GitHub as appropriate.

2.2.10 Administrative support – The Host will provide administrative support to the IEG and SG. This includes maintaining a schedule of meetings, documenting agreements and actions, and coordinating logistics for travel and events.

3. Host remuneration

The costs for hosting the initiative are covered from the GNR funds raised from donors. A percentage of these funds is used by the Host to cover their hosting fee and overheads, with time spend on technical support separately itemised. Funding raised from donors for the GNR must be used to support the GNR and its delivery.

There is a strong appetite for the GNR to transition – in the longer-term – away from being 100% grant-funded and towards a more sustainable model of funding. This is an area for future exploration and consideration by the Host.

4. Host term

The long-term hosting arrangement will commence from 1 May 2023. The Host will be expected to attend handover sessions with the GNR's previous Host in advance of this date.

The Host term will continue pending a formal review of performance conducted every three years. The Host's performance will additionally be reviewed on an annual basis by co-chairs of the SG and IEG in consultation with external stakeholders.

Should the Host wish to resign there is a minimum notice period of six months. Should the SG/IEG or donors wish the Host term to be shortened, there will be a minimum notice period of six months.

5. Eligibility

Any non-profit organisation in any geographical location that can demonstrate the experience, reputation, capability (if not existing capacity) to facilitate and deliver the GNR. English should continue to be the primary language of GNR outputs, but operating languages may differ.

Applying organisations must be able to provide a legal entity for GNR; must have a history of providing hosting services (or be able to demonstrate the capability to provide hosting services); and must have the capacity to deliver secretarial services, financial management, grant management, contracting and human resources.

Applying organisations must be non-profit and have an established governing body, board-approved policies on conflict-of-interest, risk and safeguarding among others.

Applying organisations must also have experience of managing multi-year grants of a similar size, meeting donor due-diligence requirements, and a track record of successfully raising funds from bilateral donors and foundations.

All bids will be assessed equally, based solely on the content of the EOI, proposal and subsequent interviews.

6. Submission, selection and appointment

6.1 Procurement process

The Host is selected through an open and competitive tender process and is selected jointly by the SG and IEG. The procurement process is outlined below (please note – dates may change):

- 15 December 2022 – publish call for EOIs
- 15 January 2023 – deadline for submission of EOIs
- 23 January 2023 – notification to those invited to submit proposals
- 30 January 2023 – online Q&A session (if requested)
- 20 February 2023 – deadline for submission of proposals
- 3 March 2023 – notification of organisations invited to interview
- 13 and 14 March 2023 – interviews (if required)
- 20 March 2023 – appointment of Host
- 27 March to 30 April 2023 – transition planning and handover
- 1 May 2023 – start of hosting period.

The GNR reserves the right to reject any submission or to withdraw this call for EOIs for any reason without incurring any liability for costs or damages incurred by any applicant.

6.2 Submission of EOIs

Organisations who wish to express interest should present the information requested in the EOI template. Click here to download a word document version of the template.

All EOIs should be submitted by 8am GMT, 15 January 2023 to contact@globalnutritionreport.org. Clarifying questions can be sent to the same email address. Submissions received after this date or incomplete submissions will not be accepted. Reponses will not be confidential except in cases where proprietary information is involved.

A committee comprised of members of the SG and IEG will review all EOIs in line with the information requested in the EOI template. Individual assessments will be tabulated across the group. Organisations invited to tender a full proposal will be informed by 23 January 2023. Further questions or evidence may be asked of applicants ahead of this date.

6.3 Invitation to tender a full proposal

Organisations invited to tender a full proposal will be asked to provide the following information:

- Their motivations for applying and suitability for role
- A programme plan for 2023–2025
- A budget breakdown for 2023–2025, including the hosting fee and rates for provision of technical support
- An outline of existing and proposed capacity to conduct the required activities
- Due-diligence information, including financial capacity and management, recent audited financial statements, environmental policies or commitments to reduce their organisation's carbon footprint, commitments to diversity, equity and inclusion, including any staff expertise in equity and inclusion.
- A declaration of any conflicts of interest
- Any other information deemed relevant.

Proposals must be signed by an authorising signatory of the organisation. The GNR reserves the right, before awarding the proposal, to require the applicant to submit evidence of their financial, technical and other qualifications and abilities, as deemed necessary. By responding to this call, the applicant confirms its understanding that failing to comply with any of the conditions may result in the disqualification of their submission.

It is the applicant's responsibility to understand the requirements specified by the GNR. While the GNR has aimed to ensure an accurate representation in this call for expressions of interest, the information contained is supplied solely as a guideline.

Award of a proposal does not imply acceptance of its terms and conditions. The GNR reserves the right to negotiate the final terms and conditions including the costs and the scope of work. The offer of services will remain valid for a period of 60 days after the

proposal closing date. In the event of being awarded the proposal, the successful applicant will be expected to enter an agreement subject to the GNR's terms.