

Request for Proposals (RFP)

Company	Solina Centre for International Development and Research (SCIDaR)
Project	Investing in Innovation (i3) Phase II program
Services required	Gender Mainstreaming Expert for i3
Duration	3 months

SECTION I: RFP SCOPE AND REQUIREMENTS

Solina Centre for International Development and Research (SCIDaR) invite qualified **individual consultants** (hereinafter referred to as the “Consultant”) to submit a comprehensive application, comprising both a technical and financial proposal, along with any required supporting documentation (collectively referred to as the “Submission”), for the provision of the services outlined in this Request for Proposals (RFP).

To ensure a responsive submission, Consultants are expected to carefully review and fully understand the requirements, instructions, and conditions contained in this RFP document, including the key timelines and submission deadlines.

RFP TIMELINES

Grants Activity	Responsible Party	Due Date
RFP Publication Date	SCIDaR	April 27, 2026, at 11:59 PM (WAT)
Inquiry deadline	Bidder	May 4, 2026, at 11:59 PM (WAT)
Response deadline	SCIDaR	May 8, 2026, at 11:59 PM (WAT)
Proposal submission deadline (WAT)	Bidder	May 12, 2026, at 11:59 PM (WAT)
Estimated Contract Award date	SCIDaR	June 5, 2026, at 11:59 PM (WAT)
Contract finalization	SCIDaR	June 10, 2026, at 11:59 PM (WAT)

The proposed timeline set out above indicates the process SCIDaR intends to follow for this engagement. Should there be any changes to this timeline, SCIDaR will communicate such updates in writing to all prospective Consultants.

A. ABOUT SCIDaR

Solina Centre for International Development and Research (SCIDaR) is an indigenous Nigerian organization with presence in several African countries, dedicated to driving transformative health, social, and economic reforms. Through the design and implementation of high-impact programs, capacity building, and cutting-edge implementation science research, SCIDaR generates critical knowledge and sets agendas that influence stakeholders across various human development sectors. The organization has significantly enhanced primary healthcare services, expanded access to immunization, and provided vital nutrition services to children, as well as pregnant and lactating women.

B. BACKGROUND

The Investing in Innovation Africa (i3) program is a pan-African initiative funded by the Gates Foundation and other key partners. It supports the commercialization of leading African health start-ups through bespoke deal support, communications and advocacy, and access to markets.

In Phase I, i3 supported 60 innovators across two cohorts and achieved notable diversity benchmarks, including 43% women-led ventures and nearly 1,000 jobs created, half of which were held by women.

Phase II builds on this foundation by working with a smaller set of seven growth-stage innovators to scale their businesses through bespoke support, catalytic funding, communications and advocacy, and more structured integration of gender considerations into the technical assistance provided. Within this, SCIDaR is supporting innovators to identify and address a focused set of high-impact, business-relevant gender gaps, prioritizing interventions that are practical, feasible, and owned by the businesses.

C. OBJECTIVES

To support selected i3 innovators to identify priority gender gaps through a light-touch gender audit. These gaps may include, but are not limited to, gender imbalances in the workforce or leadership; gender-related barriers to access or uptake among end users; gaps in sex-disaggregated data collection and use; or missed opportunities to tailor products and services to the needs of women and girls within health supply chains. Based on the findings, the individual consultant will work with each innovator to prioritize one to two feasible, high-impact actions and co-develop a practical roadmap aligned with their business and service delivery goals.

D. SCOPE OF WORK

The individual consultant will undertake the following:

- A. Conduct a gender diagnostic for each of the seven cohort innovators using desk reviews and short structured virtual discussions
- B. Identify key gender-related strengths, gaps, and opportunities relevant to each innovator's business model and users
- C. Facilitate the prioritisation of one to two gender gaps per innovator.
- D. Co-create a Mini Gender Action Roadmap for each innovator outlining priority actions, ownership, timelines, and indicators.
- E. Facilitate two to three focused working sessions per innovator, as required based on context, to validate findings and finalise the roadmap, applying gender diagnostic tools and templates proposed by the consultant and approved by SCIDaR

E. REQUIRED EXPERTISE

This assignment is open to individual consultants. The ideal Consultant should possess the following qualifications and experience:

- At least 5-7 years' experience in gender mainstreaming or gender-responsive programming
- Experience conducting gender diagnostics and supporting organisations to address identified gaps through practical business-aligned actions
- Experience working with innovators, startups, or private-sector actors with an understanding of the innovation lifecycle (including product design, user research, and go-to-market strategy).
- Familiarity with health systems, health-tech, or health supply chain contexts.
- Experience working in African markets, particularly in West, East, or Francophone Africa.
- Strong facilitation, analytical, and written communication skills.
- Working proficiency in French is an added advantage.

F. REPORTING AND COORDINATION

The consultant will report to SCIDaR through the designated i3 Program Lead and the Grant Manager. An inception meeting will be convened at the outset to align on scope, tools, timelines, and the engagement approach. The consultant will provide biweekly progress updates. Direct engagement with innovators will be scheduled in consultation with SCIDaR. All deliverables will be subject to SCIDaR's review and approval.

G. EXPECTATIONS FROM INDIVIDUAL CONSULTANT

The successful Consultant will:

- Collaborate closely with SCIDaR and the designated i3 Focal Point of Contact
- Meet with representatives from SCIDaR shortly after the contract is awarded, following which a work plan will be developed detailing the objectives, deliverables, and timelines
- The consultant will deliver the following outputs, subject to review and approval by SCIDaR according to the agreed-upon schedule:
 - One 2-3 paged gender diagnostic summary per assigned innovator.
 - A concise Gender Action Roadmap per innovator addressing 1–2 priority gender gaps.
 - A 4-5 pages synthesis note capturing cross-cutting themes and program-level insights.

The anticipated level of effort is up to 20 working days, covering diagnostics, working sessions, roadmap development, coordination, and reporting. The final level of effort will be agreed upon during contracting.

H. REVISIONS

Proposals may be revised by electronic mail, provided such revision(s) are received before the deadline.

SECTION II

A. INSTRUCTIONS FOR RESPONDING

I. TECHNICAL PROPOSAL

Submission Requirements for the Individual Consultant

The Individual Consultant must submit a technical proposal via email to grants@solinagroup.com on or before the submission deadline, with the subject line: "*Gender Mainstreaming Expert for i3.*" The technical proposal should include the components outlined below and must not exceed **10 pages**, excluding appendices and the Consultant's CV.

- **Cover Page (1 page):**
A summary including the Consultant's full name, address, and contact information.
- **Background / Understanding of the Assignment (Maximum 2 pages):**
A clear and concise overview demonstrating the Consultant's understanding of the assignment, including the context, key challenges, and key issues to be addressed.
- **Proposed Approach and Methodology (Maximum 4 pages):**
A detailed description of the proposed approach, including key activities, expected outputs, and the methodology to be applied in delivering the assignment.
- **Work Plan (1 page):**
A proposed work plan outlining activities and timelines, preferably broken down by weeks.
- **Capability Statement (Maximum 1 page):**
A concise statement highlighting the Consultant's qualifications, areas of expertise, and relevant experience. This should include references to similar assignments previously conducted.
- **Appendices:**
This should include:

- The Consultant's CV
- At least two references from similar assignments
- Any other relevant supporting documentation

II. FINANCIAL PROPOSAL

The Individual Consultant must submit their financial proposal to grants@solinagroup.com on or before the submission deadline.

The financial proposal should clearly present a breakdown of costs by activity or deliverable, as applicable, and should separately indicate the Consultant's professional fees and any reimbursable or administrative costs linked to the assignment. The proposal must clearly state the Consultant's daily rate as well as the total proposed budget for the assignment.

B. PROPOSAL PACKAGE DETAILS

- Proposals must be duly signed by the Consultant and clearly indicate the Consultant's name and contact details. Where available, proposal submissions may be presented on the Consultant's letterhead.
- It is the responsibility of the Consultant to fully understand the requirements and instructions outlined by SCIDaR. Where clarification is required, Consultants are encouraged to contact SCIDaR via email at grants@solinagroup.com
- While SCIDaR has made reasonable efforts to ensure that the information contained in this RFP is accurate, it is provided solely as a guideline. Nothing in this RFP should be construed as relieving the Consultant of the responsibility to make their own independent assessment, interpretations, and conclusions regarding the requirements of the assignment.
- By submitting a response to this RFP, the Consultant confirms full understanding and acceptance of the conditions outlined herein. Failure to comply with these requirements may result in the disqualification of the submission.

C. RIGHT OF REJECTION

- SCIDaR reserves the right to reject any or all submissions or to cancel or withdraw this RFP for any reason and at its sole discretion without incurring any cost or liability for costs or damages incurred by any consultant, including, without limitation, any expenses incurred in the preparation of the submission.
- The consultant acknowledges and agrees that SCIDaR will not indemnify the consultant for any costs, expenses, payments, or damages directly or indirectly linked to the preparation of the submission.

D. REFERENCES

SCIDaR reserves the right, before awarding the contract, to require the consultant to submit such evidence of qualifications as it may deem necessary, and will consider evidence concerning the financial, technical, and other qualifications and abilities of the consultant.

1. TERMS AND CONDITIONS OF THIS SOLICITATION

a. NOTICE OF NON-BINDING SOLICITATION

SCIDaR reserves the right to reject any and all applications received in response to this solicitation and is in no way bound to accept any proposal. SCIDaR additionally reserves the right to negotiate the substance of the successful consultant's proposal, as well as the option of accepting partial components of a proposal if appropriate.

b. CONFIDENTIALITY

All information provided as part of this solicitation is considered confidential. In the event that any information is inappropriately released, SCIDaR will seek appropriate remedies as allowed. Proposals, discussions, and all information received in response to this solicitation will be held strictly confidential.

c. RIGHT TO FINAL NEGOTIATIONS ON THE PROPOSAL

- SCIDaR reserves the right to negotiate the final costs and the final scope of work of the proposal
- SCIDaR reserves the right to limit or include third parties at SCIDaR’s sole and full discretion in such negotiations. The payment will be structured based on the delivery of the milestones (to be agreed upon).

Note: All payments will be subject to the applicable taxes as mandated by the governing laws of the Federal Republic of Nigeria.

d. EVALUATION CRITERIA

Proposals will be reviewed by a special review committee based on the following criteria:

S/N	Description	Evaluation Weight (%)
1	Scope of work Understanding of the objectives of this consultancy, a realistic timeline of outputs, and a detailed work plan including activities and responsibilities	20%
2	Approach/Methodology Narrative description of the approach to the tasks, showing a clear understanding and methodology; familiarity with the country and context expressed through the design of the methodology	40%
3	Qualifications and Experience of the Consultant Relevant Experience in Similar Assignments (Individual Consultant Profile and Track Record)	10%
4	Financial proposal A clear breakdown of costs supporting the proposed methodology and, where applicable, the Consultant’s approach to delivering the assignment.	10%
5	Track record Proven track record of ability to conduct demand generation	20%

e. MANDATORY REQUIREMENTS

In addition to the evaluation criteria outlined above, the Consultant’s submission must also address the following mandatory requirements:

- **Fees:**
The Consultant shall quote a fixed total fee inclusive of all applicable taxes. All fees must be stated in **Nigerian Naira (NGN)**. *Note: The contract will be awarded in NGN for Consultants operating as Nigerian entities.*
- **Experience:**
The Consultant must provide an up-to-date Curriculum Vitae (CV) clearly demonstrating relevant qualifications and experience for the assignment.
- **Capacity to Deliver the Assignment:**
The Consultant must demonstrate the capacity to deliver the required services within the specified timeline, including clear articulation of how the proposed approach and responsibilities will be executed.
- **References:**
The Consultant shall provide at least two professional references from previous clients or assignments of a similar nature. SCIDaR reserves the right to contact these references to verify the information provided.

f. REVIEW PROCESS

The review process will involve a review panel with participants selected by SCIDaR.

g. LIMITATIONS REGARDING THIRD PARTIES

SCIDaR does not represent, warrant, or act as an agent for any third party as a result of this solicitation. This solicitation does not authorize any third party to bind or commit SCIDaR in any way without SCIDaR's express written consent.

h. FINAL ACCEPTANCE

The acceptance of a Proposal does not imply agreement of its terms and conditions. SCIDaR reserves the right to negotiate the final terms and conditions, including the costs and the scope of work, when negotiating the final contract to be agreed upon between SCIDaR and the Consultant.

i. VALIDITY PERIOD

The offer of services will remain valid for a period of 30 days after the proposal closing date. In the event of an award, the successful consultant will be expected to enter a consultancy agreement with SCIDaR, subject to certain terms and conditions.

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