REQUEST FOR PROPOSAL

Title:	Global Nutrition Cluster (GNC) Advocacy Consultant
Issue Date:	October 28, 2026
Submission Deadline:	November 8, 2026, 23:59 EST
Submit To:	procurement@actionagainsthunger.ca

BACKGROUND:

The Global Nutrition Cluster (GNC) is an initiative for the mutual benefit of the nutrition community and affected populations to improve the quality of nutrition in emergencies (NiE) preparedness, response and recovery. The GNC Operations Team is co-led by Action Against Hunger Canada and UNICEF. The GNC Operations Team exists to provide on-demand technical expertise in coordination, information management and nutrition in emergencies programming to improve nutrition outcomes in emergencies, both remotely and in-country.

The Global Nutrition Cluster (GNC) plays a critical role in ensuring that Nutrition in Emergencies (NiE) remains a priority within the global humanitarian agenda. As emergencies become more frequent and complex, the need for strong advocacy and communications has grown, both to raise awareness of the scale of nutrition challenges and to influence policy and funding decisions at global and regional levels. The GNC works through its coordination team, partners, and working groups to strengthen collective action, highlight evidence and best practices, and support country-level responses to nutrition crises. The 2026-2029 GNC Strategy emphasizes advocacy as a means to amplify the voices of affected populations, align humanitarian actors, and secure commitments from donors and decision-makers.

OBJECTIVE

The objective of this consultancy is to provide dedicated expertise in shaping and implementing the GNC's advocacy agenda. This role will support the GNC in convening and facilitating its Advocacy and Communications Working Group, developing advocacy products, and leveraging strategic opportunities such as global forums and high-level events. The consultant will work closely with the GNC leadership, Operations Team and partners to ensure coherent, timely, and impactful advocacy outputs and strategic engagement, thereby strengthening the cluster's identity and visibility across platforms. Ultimately, this position will help the GNC achieve greater influence and effectiveness in mobilizing global attention and resources for life-saving nutrition interventions in humanitarian settings.

RESPONSIBILITIES

- Engage GNC partners, including through co-chairing and facilitating the Advocacy and Communications Working Group meetings, ensuring preparation of agendas, meeting notes, and workplan. Leverage the Advocacy and Communications Working Group to promote alignment of advocacy priorities, ensure coordinated partner inputs, and facilitate the development of joint advocacy initiatives.

- Represent the GNC in other global advocacy coalitions, when necessary, in order to ensure GNC advocacy messages are integrated into wider sector advocacy efforts.
- Engage with GNC leadership team and other working groups, where necessary, to ensure advocacy is aligned and informed by wider GNC priorities, taking advantage of GNC's hub of expertise on NiE.
- Produce 4-6 advocacy products (e.g. joint briefing notes, short advocacy briefs) for strategic global moments such as AidEx, EU Humanitarian Forum, Humanitarian Partnerships Week, and GNC Annual event.
- Support the GNC Global Coordinator, GNC Leadership Team, or Strategic Advisory Group in preparing tailored talking points and briefing notes for at least 4 external events during the consultancy period.
- Provide on-demand advocacy support to global thematic campaigns and events relevant to NiE, ensuring coherence with GNC's Strategy and annual workplan.
- Provide advocacy support to country-level nutrition clusters, including identification of key nutrition advocacy needs at country level, supporting GNC partners call for specific countries, development of country advocacy strategies and annual advocacy plans, and the development of advocacy capacities at country-level.
- Lead the process of the development of the GNC annual gap analysis report, in collaboration with the GNC team.
- Contribute to and coordinate the production of the GNC Annual report jointly with the GNC communication focal person and ensure the provision of a summary of advocacy activities for the report.
- Regularly (monthly and on an "as needed" basis), communicate issues to the Global Nutrition Cluster Operations Team through weekly calls and monthly reports.

DELIVERABLES

Provision of ongoing consulting support services as described under the Responsibilities section on a three (3) days per week basis.

QUALIFICATIONS AND EXPERIENCE

- Master's degree in law, communications, public relations, journalism, or related field. Bachelor's degree with an additional 2 years of relevant working experience; a combination of relevant experience might be considered.
- A minimum of 5 years of experience in nutrition or humanitarian advocacy.
- Proven experience of creating advocacy strategies and annual plans and leading advocacy work in an international organization.
- Proven experience of capacity strengthening in advocacy, including support to country offices.
- Experience of working with the Global Nutrition Cluster is an asset.
- Experience of working with a UN agency or other international organization is an asset.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES

- Good understanding of NiE, the Global Nutrition Cluster, Humanitarian Clusters and their role.
- Experience of working with a UN agency or other international organization is an asset.
- Excellent writing, communication, and organization skills.
- Excellence in oral and written English.
- Knowledge of Spanish or French is desirable. Candidates with Spanish and French will be given preference.

SELECTION CRITERIA

- Must be legally eligible to work in the country of residence.
- Must have a master's degree in a relevant field.
- Must have a minimum of 5 years of experience in nutrition or humanitarian advocacy.
- Able to work in English, demonstrated by a writing sample.

EVALUATION CRITERIA

Proposals will be evaluated based on the following criteria:

- Qualifications and relevant experience – 50%
- Knowledge, skills and abilities – 25%
- Competitive pricing – 25%

CONTRACTUAL ARRANGEMENTS

The selected vendor or contractor will enter into a fixed-term written agreement with Action Against Hunger Canada, formalizing all activities, responsibilities, deliverables, timelines, payment terms, and any other obligations arising from this engagement.

The contracting modality for this engagement will be a Service Agreement, representing a firm commitment by Action Against Hunger Canada to purchase the defined services at the agreed terms, scope, and timeline.

ENGAGEMENT PERIOD

The anticipated duration of this engagement is 10 months. The start and end dates will be confirmed and formalized upon signing of the agreement.

PAYMENT TERMS

All payments will be made upon submission of a valid invoice and in accordance with the agreement terms and relevant organizational policies.

REPORTING RELATIONSHIP

The vendor or service provider will report to the GNC Operations Team Coordinator for guidance and

coordination.

LOCATION OF SERVICES

Services will be provided remotely.

Where travel is required, Action Against Hunger Canada will be responsible for travel arrangements. While on-site, the partner organization or host agency will hold primary responsibility for all logistical and security matters.

PROPOSAL SUBMISSION REQUIREMENTS

Proposals must include the following:

- **Resume/CV**.
- **Cover letter**.
- **Daily rate for service**. Please provide your quotation in Canadian Dollars (CAD). Note: travel costs should not be included in the daily rate. All costs related to travel will be covered by the organization.
- **References** (Minimum of three for whom similar work has been conducted).
- **Sample** for advocacy writing.

SUBMISSION INSTRUCTIONS

Proposals must be submitted by email to procurement@actionagainsthunger.ca no later than November 8, 2026, at 23:59 EST, with "Global Nutrition Cluster (GNC) Advocacy Consultant" indicated in the subject line.

Questions or clarification requests regarding this RFP can be sent to the email address indicated above.

CONDITIONS

This RFP is open to individuals only; proposals submitted by firms, teams, or organizations will not be considered.

By submitting a proposal in response to this RFP, the applicant acknowledges and agrees to all terms and conditions outlined herein. Unless otherwise stated, submission also confirms that the applicant has read, understood, and accepted all instructions contained in this request.

Submission of a proposal constitutes the applicant's unconditional acceptance of Action Against Hunger's Good Business Regulations (see attached).

The organization is not obligated to accept the lowest-priced proposal.

The organization reserves the right to cancel this RFP.

All costs associated with proposal preparation are the responsibility of the applicant.

COMPLIANCE

The provision of services shall comply with applicable laws, organizational policies, health, safety, and security requirements, as well as relevant donor regulations.

Action Against Hunger Canada is committed to procuring goods and services through a process that is fair, inclusive, and accessible to a diverse pool of qualified bidders. We encourage proposals from organizations and individuals of all backgrounds and welcome inquiries regarding accommodations to support equitable participation in the procurement process.

Action Against Hunger Canada is committed to promoting the well-being of people around the world and focuses its efforts on saving lives through the elimination of hunger. To that end, we uphold the principles of Independence, Neutrality, Non-discrimination, Unrestricted Access to Humanitarian Assistance, Professionalism, and Transparency in all our operations. We have ZERO TOLERANCE towards any behaviour violating our Code of Conduct, including workplace violence, harassment, sexual harassment, any form of exploitation or abuse, corruption, fraud, and any behaviour lacking integrity.

Action Against Hunger Canada is committed to safeguarding children and adults in the communities where we work. We ensure that all children and adults are protected from deliberate or unintentional harm or abuse by employees or anyone working with or on behalf of Action Against Hunger Canada under a temporary or contractual arrangement, including interns, volunteers, board members, organizational ambassadors, trustees, contractors, and consultants. This commitment explicitly includes the prevention of sexual exploitation and abuse (PSEA).

In an effort to safeguard children and adults in the communities where we work, engagement under procurement contracts with Action Against Hunger Canada is conditional on successfully completing background checks, which may include, but are not limited to, criminal record, vulnerable sector, sanctions, restricted-party, and reference checks.

ACTION AGAINST HUNGER
GOOD BUSINESS REGULATIONS

Action Against Hunger tackles the causes and effects of hunger and diseases that threaten the lives of vulnerable children, women and men. Established in France in 1979, Action Against Hunger is a non-governmental, non-political, non-religious, non-profit organization.

These Good Business Regulations are the ground for a professional working relationship between Action Against Hunger and the suppliers.

They are general regulations valid unless other particular conditions are mentioned in the contract. In case of conflicting terms within documents, the conditions of the contract or tender dossier will prevail over these Good Business Regulations.

Principles of the Procurement Procedures

Action Against Hunger has transparent procedures to award markets. Essential principles are:

- Transparency in the procurement process
- Proportionality between the procedures followed for awarding contracts and the value of the markets
- Equal treatment of potential suppliers

Usual criteria to select a supplier are:

- Authorization to perform in the market
- Financial and economic capacities
- Technical expertise and Professional capacities

Usual criteria to award markets are:

- Automatic award (the cheapest offer complying with all requirements)
- Best value for money (price/quality ratio)

Furthermore, Action Against Hunger is committed to limiting its environmental impact to a minimum and expects its suppliers and service providers to adopt a similar policy.

Misbehaviour, Ineligibility, and Exclusion

Action Against Hunger considers the following misbehaviour (in accordance with its policies) as a valid ground for a systematic exclusion of an awarding market procedure and for the termination of all working relationship and contracts with suppliers or one of its sub-contractors, affiliates or subsidiaries.

- *Fraud*: defined as any intentional act or omission relating to:
  - The use or presentation of false, incorrect, or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of Action Against Hunger or institutional donors' funds.
  - Non-disclosure of information, with the same effect.
  - The misapplication of such funds for purposes other than those for which they were originally granted.

- *Active Corruption*: to deliberately promise or give an advantage to an official for them to act or refrain from acting in accordance with their duty in a way which damages or is likely to damage Action Against Hunger or institutional donors' financial interests.
- *Collusion*: the coordination of firms' competitive behaviour, with the likely result that prices rise, output is restricted, and the profits of the colluding companies are higher than they would otherwise be. Collusive behaviour does not always rely on the existence of explicit agreements between firms but can also be tacit.
- *Coercive Practice*: harming or threatening to harm, directly or indirectly, persons, or their property to influence their participation in a procurement process or affect the execution of a contract.
- *Bribery*: to offer Action Against Hunger employees monetary or in-kind gifts in order to gain additional markets or to continue a contract.
- *Involvement in a Criminal Organization or Any Other Illegal Activity*: as established by a judgment, by the US Government, the EU, the UN or any other donor funding Action Against Hunger.
- *Unethical HR Practices*: exploitation of child labour and the non-respect of basic social rights and working conditions of employees or subcontractors.
- *Sexual Exploitation or Abuse*: any form of sexual, psychological or verbal abuse, or physical harassment, including the following practices: sexual harassment, sexual abuse, sexual relations with children, sexual assault, sexual exploitation or any other contributions to the "sex market".

Action Against Hunger reserves the right to use international supplier screening tools to check the supplier's record with regard to their possible involvement in illegal or unethical practices or exploitation.

Action Against Hunger will exclude from a procurement procedure any candidate or tenderer falling into one of the following cases:

- To be bankrupt or to be wound up, to have affairs administered by the courts, to have entered into an arrangement with creditors, to have suspended business activities, to be the subject of proceedings concerning those matters, or to be in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- To have been convicted of an offence concerning professional conduct by a judgment.
- To have been guilty of grave professional misconduct proven by any means that Action Against Hunger can justify.
- To have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established, or with those of the country where Action Against Hunger mission is operating or those of the country where the contract is to be performed.
- They have been the subject of a judgment for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the Communities' financial interests.
- To have been declared to be in serious breach of contract for failure to comply with their contractual obligations in another previous procurement procedure.

Action Against Hunger will not award contracts to candidates or tenderers who, during the procurement procedure:

- Are subject to a conflict of interest.
- Are guilty of misrepresentation in supplying the information required by Action Against Hunger as a condition of participation in the contract procedure, or fail to supply this information.

Administrative and Financial Sanctions

In the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive or coercive practices, Action Against Hunger will impose:

- Administrative sanctions: Administrative sanctions are the official notification of the misconduct to the relevant civil or commercial authorities and the immediate termination of all existing working relationships.

- Financial sanctions: Action Against Hunger will request the reimbursement of the cost linked directly to the conduct of a new tendering process or market award. If any, the tender or performance guarantee will be kept by Action Against Hunger.

Information and Access for the Donors

Action Against Hunger will immediately inform the Institutional Donors and will provide all the relevant information in the event a supplier, candidate or tenderer is engaged in corrupt, fraudulent, collusive, or coercive practices.

Furthermore, the contractors agree to guarantee a right of access to their financial and accounting documents to the representatives of Action Against Hunger's institutional donors for the purposes of checks and audits.

Documents to be a Supplier

Hereafter, is the minimal documentation a contractor working with Action Against Hunger will have to provide:

- Personnel national ID document of the supplier/company representative.
- Status and registration of the company.
- Mission order or power of attorney authorizing the representative to contact.

Important note: Additional documentation may be required for a particular market.

In addition, the contractor must have the capacity to issue invoices, receipts, and waybills (or delivery notes), to provide a tax clearance certificate and certify documents with an official stamp.

Whistleblowing

If you believe that the action of anyone (or a group of people) working with or volunteering for Action Against Hunger programs is responsible for violating the above rules, you should file a report in accordance with Action Against Hunger Canada's Whistleblower Policy.

In order to enable the treatment, reports should give as precise information as possible; your name and contact information are optional but encouraged. All reports are treated confidentially to the extent permissible by law. Action Against Hunger Canada will use all reasonable efforts to preserve the confidentiality of the whistleblower and protect them against any possible retaliation.

Reporting contact information is available on the 'Contact Us' page of Action Against Hunger Canada's website.