REQUEST FOR PROPOSAL

Title:	Nutrition Cluster Coordinator Consultancy, Rapid Response Team
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.

With the humanitarian reset and cluster simplification, along with cluster transitions, there are significant changes in coordination structures, including the deactivation of some clusters, the shift from clusters to sectors, and moving coordination capacities from dedicated staff to double-hatted roles. The Global Nutrition Cluster plays a critical role in supporting cluster/sector teams in their transition by helping develop transition plans and implementing capacity-building activities for the new double-hatted staff involved in coordination tasks. Additionally, the GNC assists country coordination teams in strengthening collaboration with the Area-Based Coordination (ABC) forums to ensure complementarity and the effectiveness of the humanitarian response.

OBJECTIVE

The objective of this consultancy is to provide consulting and operational support services to the Global Nutrition Cluster in connection with its initiatives and efforts to strengthen the capacity of country-level clusters and/or sector coordination mechanisms to prepare for, plan, coordinate, and support the delivery of high-quality, timely, predictable, effective, and integrated nutrition responses. This includes the necessary assistance during the humanitarian reset, cluster simplification and transition, and support to the new ABC forums where they are established.

RESPONSIBILITIES

- Identify Nutrition in Emergencies (NiE) technical support needs and ensure established linkages with the GNC team in collaboration with country-level and Center of Excellence-level Nutrition programme and emergency specialists.
- Maintain and regularly update the Nutrition Cluster Coordination Checklist - Coordination Toolkit

to ensure that it includes the latest guidance and best practices and promotes its adaptation by countries.

- Systematically identify the need within the various cluster/sector milestones by supporting the implementation of the cluster coordination performance monitoring exercises (CCPM) and the development of a plan of action, which clearly articulates the actions required from the GNC to support the implementation of the plan of action.
- Support the GNC capacity-strengthening activities, including training and mentoring programs, to increase participation by country coordination team members and partners at both the national and sub-national levels by identifying capacity-strengthening needs, supporting the development of nutrition cluster/sector capacity-building plans, and providing orientation and mentoring to newly appointed nutrition coordinators, including those with double-hatted roles on cluster coordination.
- Guide the coordination team at the country level in the transition process, including the development and implementation of a transition plan.
- Support the GNC's localization efforts, in terms of identifying and capacitating local and national actors, and ensuring they are appropriately engaged in the coordination mechanisms.
- Support countries to provide online GNC Mid-Year updates
- Advise countries in developing their emergency response preparedness plans and putting in place preparedness mechanisms/emergency response procedures as an integral part of HPC.
- Support countries on cross-cutting issues such as GBV, disability, and AAP/People-centred approach, and ensure proactive engagement and collaboration with the respective GNC-WGs.
- Support country clusters/sectors in formulating nutrition cluster/sector response plans based on evidence and provide technical inputs to Humanitarian Need Analysis and the Humanitarian Response Plans (HNRPs), to ensure the quality of a coordinated, comprehensive NiE response plan.
- Support country coordination teams to oversee the functioning of sub-national or hub-level Nutrition coordination mechanisms where they exist. Support the team in strengthening the collaboration and complementarity with ABC forums.
- Organize webinars for the Country Coordination teams on the new guidance.
- Support country-level coordination teams on intersectoral collaboration and advocacy work. Review and provide feedback on the country-level inter-cluster documents to ensure that the nutrition part of the coordination is taken into consideration.
- Ensure that the GNC website has the repository of the latest cluster coordination country-level related materials.
- Contribute to the production of the GNC Annual report by liaising with countries to collect and review their contributions to the report.
- Regularly (monthly and on an "as needed" basis), communicate issues identified by the country-level clusters and/or sector coordination mechanisms to the Global Nutrition Cluster Team and Operations Team through weekly calls and monthly reports.

DELIVERABLES

Provision of ongoing consulting and operational support services as described under Responsibilities. The estimated number of working days is 200 over 10 months.

QUALIFICATIONS AND EXPERIENCE

- A master's degree in one of the following fields: nutrition, public health, nutritional epidemiology, global/international health and nutrition, health/nutrition research, policy and/or management, humanitarian assistance and development, or another nutrition-related science.
- A minimum of 7 years of professional experience in nutrition in emergencies programming, nutrition coordination, public health, nutrition planning and management, in a range of settings including sudden-onset natural disaster and conflict settings.

7 years of relevant work experience combined with a university degree may be considered in lieu of the master's degree.

KNOWLEDGE, SKILLS, ABILITIES AND OTHER ATTRIBUTES

- Demonstrated understanding and commitment to humanitarian principles.
- Relevant experience in nutrition project development and management in a UN system is considered an asset.
- Strong interpersonal skills: ability to liaise with a wide range of people at different levels and across different cultures and to act with credibility and diplomacy.
- Self-motivated and able to work with a high degree of autonomy, with strong time management skills.
- Fluency in English and Arabic is required. Knowledge of other UN languages is considered an asset.

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 7 years of relevant professional experience.
- Must be fluent in English and Arabic.

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).

SUBMISSION INSTRUCTIONS

Proposals must be submitted by email to procurement@actionagainsthunger.ca no later than November 8, 2026, at 23:59 EST, with "Nutrition Cluster Coordinator Consultancy, Rapid Response Team" 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.