



GCERF

Global Community Engagement
and Resilience Fund

Request for Proposal 2021-11 – National Programme Coordinator in Bangladesh (Consultancy Agreement)

[About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on preventing violent extremism, based in Geneva. GCERF is the first global effort to support local, community-level initiatives to strengthen resilience against violent extremism (VE). Operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector in partner countries to support national strategies to address violent extremism's local drivers.

A multi-stakeholder Governing Board governs GCERF with representatives of donor and partner countries, the private sector, foundations, research institutions, and civil society. GCERF is actively working with governments, civil society, and the private sector in Albania, Bangladesh, Kenya, Kosovo, Mali, Nigeria, the Philippines, Somalia, Sri Lanka and Tunisia.

Description of Services

- Supporting GCERF's grant management efforts in Bangladesh;
- Conducting regular programme monitoring of grants as per an agreed schedule with GCERF's Country Manager;
- Supporting coordination and capacity strengthening of GCERF's grantees, including provision of guidance on mainstreaming best practices;
- Supporting collaboration with key district level stakeholders, including coordination platforms involving PVE actors, civil society organisations, local authorities.
- Supporting GCERF in identifying needs for future programming through contributing to the design and the performance of needs assessments, studies, and reviews, as well as analysis and dissemination of results.

[Background](#)

Bangladesh is one of the most densely populated countries in the world with multifaceted challenges, including violent extremism, humanitarian crisis due to the influx of forcibly displaced Myanmar nationals, and since March 2020, the COVID-19 pandemic.

In its ever-shifting context, violent extremist groups in Bangladesh have exploited a wide range of vulnerabilities to recruit and radicalise new members. To strengthen the community resilience to

radicalization by VE groups, GCERF started its operation in Bangladesh in 2016. Since then, it has invested more than USD 9,3 million, funding over 60 local organisations. GCERF's support to Bangladeshi communities covers a wide range of locally-driven resilience-building projects in Cox's Bazar, Chattogram, Chapai-Nawagbanj districts, as well as Khulna and Sathkira city corporations. The programme focuses on empowering youth between the ages of 18-35 to be aware of the threat of VE. All initiatives contribute to the enhancement of community cohesion, increased community agency and strengthened sense of purpose of young women and girls, men and boys.

GCERF is looking for a National Programme Coordinator (Coordinator) to support its current programming activities in Bangladesh. The successful applicant will combine relevant expertise in P/CVE, and programme management to support GCERF's programming activities. (S)he will provide a critical support role to the Country Manager in the day-to-day management of the Bangladesh portfolio, working collaboratively with colleagues in other units and partner countries.

Work to be performed and deliverables

Work to be performed

Grant Management:

1. In coordination with the Country Manager, conduct regular programme monitoring of activities implemented by grantees as per the agreed schedule;
2. Provide the initial review of regular programmatic reports, share feedback with grantees, and follow up on the feedback;
3. Contribute to the development of consolidated portfolio reports based on grantee reports;
4. Oversee grantees' work on developing and submitting special terms and conditions documents, ensuring that recommendations are reflected;
5. Review programme risk matrices shared by grantees and provide feedback for improvement.
6. Contribute to grant performance assessment.

Coordination and information sharing:

1. In agreement with the Country Manager support capacity strengthening for grantees, Country Support Mechanism, and civil society stakeholders, including Community of Practice (COP) events;
2. Provide the Country Manager with regular analysis of intervention contexts and proactive sharing of information (i.e. reports, maps, and invitations to events and fora) with GCERF;
3. Partake in and contribute to P/CVE coordination meetings, discussions, workshops, etc. organised by the national government, donor community, and multi-lateral and international partners and report back to the Country Manager.

Stakeholder Engagement:

1. In collaboration with the Country Manager, work closely with grantees and partner communities to ensure that emerging needs are addressed in a coherent and compliant manner through good practices;
2. Build relationships with relevant P/CVE stakeholders to identify synergies and opportunities for collaboration;
3. In coordination with the Country Manager, organise and deliver regular and ad-hoc update meetings with GCERF member countries in the region.

Deliverables

The Coordinator will be based in Cox's Bazar and regularly travel to the project sites where the civil society partners of GCERF are implementing projects, to engage with grantees, communities, and local government representatives. Key deliverables include but are not limited to the following:

- 1) Report on each monitoring visit conducted, including findings, identified gaps, and recommendations for grantees;
- 2) Coordinate closely with the Country Manager on every aspect of GCERF's related work in Bangladesh;
- 3) Provide regular updates to GCERF's Country Manager on:
 - a. Context update and its relevance to the P/CVE landscape;
 - b. Summary of coordination, information sharing, and stakeholder engagement activities performed, including the meeting readouts on with an outline of key points discussed, key stakeholders (P/CVE actors/organisations, donors, government authorities, and members of civil society) in attendance, and points for follow up;
 - c. Summary of the donor landscape as it relates to P/CVE;
 - d. Summary of in-country travel with an outline of key takeaways.

Characteristics of the Coordinator

GCERF is seeking a candidate with a good knowledge of P/CVE programming, grant management in Bangladesh context. Female candidates and applicants from marginalised ethnic groups are strongly encouraged to apply. The successful candidate will speak the national language and is able to travel to project sites.

The Coordinator will have the following skills and competencies:

- Strong understanding of P/CVE dynamics in Bangladesh. Knowledge and understanding of the local context, specifically concerning the humanitarian needs in Cox's Bazar;
- Proven experience in the management of programmes and monitoring of programme activities;
- Extensive experience in coaching and training;

- Extensive experience in networking;
- Ability and willingness to regularly travel to locations where GCERF's programmes are implemented;
- Fluent English skills, both written and verbal. The official language of GCERF Secretariat is English;
- Relevant language skills for working with grantees, authorities, and communities i.e. knowledge of local languages;
- Strong presentational and analytical skills;
- A degree in political science, international relations, social sciences, law, or related field is preferred.
- Experience in working with national and local governments agencies in development cooperation and policy in Bangladesh;

In collaboration with the GCERF Country Manager for Bangladesh and the Head of the Portfolio Management Unit, a detailed work plan with clear deliverables will be discussed prior to signing the contract.

Timeline and Scope

The Coordinator is a consultancy position. The initial duration of the consultancy will be until the end of 2021 and will involve an 80% level of effort.

Submission of Proposals/ Applications

Proposals should follow the template provided below. Failure to follow the proposal structure or to comply with the instructions in this Request for Proposal will be at the bidder's risk and may affect the evaluation of the proposal.

Proposals should be sent latest by **31 April 2021** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: RFP2021-11". The proposal may also be submitted by email in the form of "pdf files". The email should be addressed to bids@gcerf.org.

Period of validity of the proposal

The proposal must be valid for a period of 120 days following submission.

Cost of preparation and submission of the proposal

The Candidate shall bear all costs associated with the preparation and submission of the proposal, including but not limited to the possible cost of discussing the proposal with GCERF, making a presentation, negotiating a contract and any related travel (e.g. associated with security clearance if needed). GCERF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.

Selection of applicants

Applicants are requested to provide the most appropriate and suitable solution to meet the requirements. Please note that GCERF has limited resources in the budget for this position, therefore we would consider only the most cost-effective solutions.

The selection will be made based on a number of criteria that will be applied systematically to all proposal received:

- Responsiveness to request;
- Suitability of the applicants profile (previous experience and qualifications, required skills and competencies);
- Credibility of the applicant (references, certificates);
- Quality of the offer document; and
- Financial Offer.

Proposal structure:

Candidates must submit their proposal following the template below:

The application document is made up of three different sections

1. Disclosure form
2. Profile of the applicant (CV with relevant experience, cover letter, references)
3. Financial proposal (the fees charged should be reasonable, competitive to the extent possible)

Please keep the overall proposal within 4 pages. You may annex additional information as needed.

1. Disclosure form

I (name and title of the Applicant) confirm that I can perform the Consultancy work in Bangladesh and hereby submit this proposal in response to GCERF's Request for Proposal 2021-11. I confirm that all statements and representations made in the proposal are true and correct.

Date submitted:

Submitted by: (Name of Applicant)

Signature

2. Profile of the Applicant

Please provide a CV and one-page cover letter highlighting how your skills and experience qualify you for the role of local Adviser. Please briefly provide recent examples of similar projects has recently undertaken. Please provide references that GCERF may contact.

Please explain the legal status of the applicant.

Please explain your individual strengths and values and the suitability of your approach to the above mentioned project.

3. *Financial Proposal*

Please explain the basis of the proposed fees and any other charges to GCERF and their level. Please include the basis for invoicing and terms and conditions for payment.