About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on the prevention of violent extremism, based in Geneva, Switzerland. GCERF is the first global effort to support local, community-level initiatives aimed at strengthening 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 the implementation of national strategies to address the local drivers of violent extremism.

GCERF is governed by a multi-stakeholder Governing Board with representatives of donor and partner countries, the private sector, foundations, research institutions, and civil society.

GCERF Secretariat has 40 employees who are currently all based in its offices in Geneva. GCERF is actively working with governments, civil society, and the private sector in Albania, Bangladesh, Burkina Faso, Chad, Iraq, Kenya, Kosovo, Mali, Mauritania, Mozambique, Niger, Nigeria, North Macedonia, the Philippines, Somalia, Sri Lanka, Tunisia, and Yemen.

The Secretariat also employs long-term consultants in its partner countries to support the capacity strengthening of grantees and monitoring of grants.

Background

GCERF’s programmes are informed by the results of a needs assessment and ongoing consultations with in-country stakeholders to ensure alignment with national preventing or countering violent extremist (P/CVE) priorities. The initiatives funded by GCERF are tailored to address local drivers of violent extremism and promote community ownership and sustainability.

GCERF provides continuous support to its grantees through capacity building, in-country monitoring, and national and global Communities of Practice which are organised quarterly by GCERF’s grantees and the Secretariat to come together and share their experiences, challenges and suggestions for improvement.
Description of Services

Iraq was approved as a GCERF partner country in March 2023. Since then, GCERF commissioned a country needs assessment to better understand the PVE context in Iraq. A country investment strategy was approved by the GCERF Board in June 2023. Three grants were signed between GCERF and local partners at the end of 2023. Additional grants are currently in preparation and will be signed during the second quarter of 2024. The objectives of the project is to support the rehabilitation and reintegration of returnees from North East Syria to Iraq. The Advisor is expected to support Iraqi partners in the successful implementation of their monitoring and evaluation plans and project activities with a focus on quality assurance and reporting. Moreover, the below is a detailed but not limited list of expected deliverables:

Work to be performed and deliverables.

Work to be performed.

1. With support of GCERF’s Performance and Impact and Portfolio Management Units, lead on-the-ground collaboration with GCERF’s partners in their Monitoring and Evaluation efforts including:
   a. Project monitoring data collection using Kobo Toolbox
   b. Data quality assurance: including gathering supporting documentation for partner reporting, data checks and cleaning, and regular (monthly) reporting meetings with partners
   c. Conducting monitoring visits and delivering monitoring visit reports
   d. Geographic Information Systems (GIS) data collection and reporting
   e. Responsible for setting up and implementation of Beneficiary Feedback Channels
   f. Collecting and reporting context monitoring data
2. Proactively share information (i.e. reports, maps, invitations to events and fora) with GCERF, pertinent to GCERF’s granting activities in Iraq.
3. Proactively look for opportunities to collaborate with P/CVE stakeholders and report back to GCERF.
4. Contribute to atmospheric research to support context understanding on political, security, economic and social issues in the relevant geographic areas.

Deliverables

The Monitoring and Programme Advisor will be based in Iraq and travel regularly to various projects locations, to engage civil society partners and raise awareness about the work supported by GCERF. Key deliverables linked to the ‘work to be performed’ responsibilities include but are not limited to the following:

1) Produce a bi-weekly report updating GCERF about the following:
   a. A one-page context update and its relevance to the P/CVE landscape.
b. A one-page summary of each meeting attended 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 discussion in other multi-lateral or bi-lateral settings;

c. A one-page summary of in-country travel with an outline of key takeaways.

2) A monthly comprehensive report on M&E progress across all project partners

3) Produce a final report at the end of the service agreement.

In collaboration with the GCERF Country team a detailed work plan with clear deliverables will be discussed prior to signing the contract.

Timeline and Scope
The Monitoring and Evaluation Advisor is a fully funded consultancy position. The initial duration of the consultancy is a one-year consultancy and involves 100% level of effort.

Characteristics of the Monitoring and Programme Advisor
The Monitoring and Programme Advisor should hold Iraqi nationality and have the following skills and competencies:

- At least 4 years of experience working in a monitoring and evaluation role with national and local civil society organisations and/or international agencies in the development and relief in Iraq;
- Experience working with USAID projects is a must;
- Deep understanding of P/CVE dynamics in Iraq;
- Extensive experience in data collection and data collection tools;
- Ability to regularly travel to various projects locations;
- Fluent English and Arabic skills, written and verbal;
- Strong presentation and analytical skills;

The candidates must comply with all applicable laws and regulations. The fees charged should be reasonable and competitive to the extent possible.

Submission of proposals
Proposals have to follow the template provided below. Proposals that do not follow the template may be disqualified from the selection process. Proposals should be sent by 20 March 2024 by email in the form of “pdf files” clearly marked “RFP 2024-04 Iraq Monitoring and Programme Advisor”. The email should be addressed to bids@gcerf.org.

Cost of preparation and submission of the proposal
The bidders shall bear all costs associated with the preparation and submission of the proposal. GCERF will in no case be responsible or liable for those costs, regardless of the conduct or outcome of the selection process.
Selection of bidders

Bidders are requested to provide the most appropriate and most cost-effective solution.

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

- Responsiveness to request;
- Proposed approach for the project;
- Qualifications and experience;
- Quality of the application; and
- Financial Offer.
Proposal template

Bidders must submit their proposal following the template below:

The proposal is made up of four different sections.
   1. Disclosure form
   2. Profile of the bidder
   3. Financial proposal

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

1. Disclosure form

I (name and title of the Bidder) confirm that I can perform the Consultancy work in Yemen and hereby submit this proposal in response to GCERF’s Request for Proposal 2024-04. I confirm that all statements and representations made in the proposal are true and correct.

Date submitted:

Submitted by: (Name of Bidder)

Signature

2. Profile of the Bidder

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

Please explain the legal status of the bidder, including its registration with the relevant competent authorities.

Please explain your individual strengths and values and your working approach.

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.

Date: 28 February 2024