

## Request for Proposal 2020-09 – Outcome Evaluation in Nigeria

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### About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund based in Geneva providing grants for national organisations to prevent violent extremism. It signed a Headquarters Agreement with the Swiss government in May 2015, providing it with privileges and immunities in Switzerland.

GCERF is the first global effort to support local, community-level initiatives aimed at strengthening resilience against violent extremist agendas. As a public-private partnership operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector in beneficiary countries to support national strategies to address the local drivers of violent extremism.

GCERF provides support to community-level initiatives that: seek to address locally specific drivers of radicalisation; provide tangible, positive alternatives to what violent extremist groups may offer; counter violent extremist narratives and messaging; and build capacity of governments and civil society to counter violent extremism.

## Background

GCERF focuses on local communities because they suffer the most from violent extremism (VE), and because they are optimally placed to understand and act upon the drivers of VE. GCERF's work is anchored in the Sustainable Development Goals, in particular Goal 16 "Peace, Justice and Strong Institutions." GCERF is also committed to the UN Global Counter-Terrorism Strategy (2006) and the UN Plan of Action to Prevent Violent Extremism (2016).

GCERF's first three pilot countries were Bangladesh, Mali and Nigeria where GCERF supported several consortiums of local NGOs and CSOs to design and implement PVE-community level projects, targeting different population groups and issues. In order to better understand the impact of its programmes, GCERF is seeking to conduct research to assess the impact of specific outcomes of some of the programmes implemented from 2016 to 2018 in Nigeria.

## Objective

To commission a service provider who will conduct research into a project funded by GCERF in Kogi State, Nigeria- from 2016 to 2019. The service provider will be responsible for elaborating the research design, collect the necessary data, analyse the data collected and produce a good quality report (a report that can be published and shared widely). A detailed explanation for the need for this research including location, scope, and relevant research questions to be answered can be found below.

### 1. Community-Action Response Teams (CARTs)

From 2016 to 2018, GCERF funded a PVE project in Kogi State implemented by ActionAid Nigeria in consortium with other NGOs. One of the activities within this project was the establishment of four (4) Community-Action Response Teams (CARTs) in four Local Government Areas (LGA) in Kogi State. Each CART consists of 7 to 9 people. These CARTs are composed of different types of community members, such as traditional and religious leaders, women leaders and youth leaders. The members of the involving youth, women, traditional and religious leaders.

The members were trained on conflict resolution, hazard mapping, conflict analysis, advocacy to local governments and paralegal training (through mentorship). These trainings helped them to support alternative dispute resolution, recognise early signs of violence and report to local authorities and become community mobilisers.

The four communities served by the CARTs have respectively approximately in terms of population:

- **Community 1:** 3485 people
- **Community 2:** 1249 people
- **Community 3:** 3709 people
- **Community 4:** 2655 people

GCERF requires the four following deliverables:

Deliverable A:

An inception report containing the research design, sampling approach and which data collection tools are expected to be used for Deliverables B, C, D and E, as well as a detailed timeline.

Deliverable B:

Review the training content that was delivered to the CARTs as listed above by subject and skill/capacity area, and develop a tool to measure the knowledge and skill/capacity of the CART members on the subjects and skills/capacities listed.

Deliverable C:

Using the developed measurement tool, measure the levels of knowledge and skill/capacity of each CART member (total of 30) consistent with the subject, and produce an assessment that determines whether CART members acquired the necessary levels of knowledge and skill/capacity on the subjects they were trained on.

Deliverable D:

Measure the perception levels of key stakeholders: traditional rulers, local government officials, and community members regarding CART members and their role in the community. The service provider should suggest a data collection and sampling approach that ensures that all key stakeholders are adequately represented (including sufficient numbers of those who report familiarity with the CART), and the data collection methods that will be used ( e.g. sample survey, rapid survey, survey with KIS, KIIs, FGDs, etc.). This exercise should answer the following questions:

- a. How do these stakeholders see the role played by the CARTs?
- b. Do they see the CARTs as a legitimate body?
- c. Do community members feel represented by the CARTs?
- d. Are the CARTs in contact with local government officials? Which departments?
- e. Are the CARTs seen as an effective conflict resolution mechanism? Are the CARTs seen as effective community mobilizers?

Deliverable E:

Conduct one major case study and two small-scale case studies. All these three cases were reported by GCERF grantee as an achievement of the CARTs, especially the first one. The cases are:

1. Major case study: The peace pact between a sedentary community and herders
  - a. How was the process of negotiating this pact initiated?
  - b. What was the role of the CART in negotiating this pact between the two groups?
  - c. Did the CART membership have any role on facilitating the agreement?
  - d. Did the CART have any role determined by the agreement?
  - e. How was the negotiation process?
  - f. Is the pact still valid? Is the CART still involved in managing the pact?
2. First small-scale case-study: CART in assisting the government on its microcredit program,
  - a. Why did the government use the CART to mobilize the community?
  - b. What was the role of the CART?
  - c. How does the community see the CART role on this project?
  - d. How does the relevant government agency see the CART role?
3. Second small-scale case study: CARTs and its potential role on lowering levels of violence during elections
  - a. In comparison with neighbouring areas, did the areas served by these four CARTs witness fewer episodes of violence?

- b. Is there any qualitative data that shows what was the role and activities performed by the CART during the elections to avoid incidents of violence?

#### Work to be performed and deliverables

Task/output	Suggested timeframe
a. Award of Contract	28 August 2020
b. Deliverable A: Research Design (sampling approach and methods of data collection)	4 September 2020
c. Deliverable B: Measurements Tool(s) of Training Content and Skill/Capacity of CARTs	18 September 2020
d. Draft of deliverable C (Knowledge and Skill/Capacity of CART members)	2 October 2020
e. Draft of deliverable D (Perception survey)	16 October 2020
f. Draft of deliverable E (Three case-studies)	30 October 2020
g. Draft of final report (finalized deliverables A, B, C, D and E)	13 November 2020
h. Final Report (finalized deliverables A, B, C, D and E)	27 November 2020

The service provider should indicate in their proposal if this timeframe is suitable or suggest an alternative.

#### Characteristics of the provider

GCERF is seeking to commission a service provider with: demonstrated expertise in peace & conflict and P/CVE, as well as excellent research methods skills.

Bidders should have the following competencies:

- Extensive research and analysis experience on peace, conflict and P/CVE;
- Extensive experience and expertise on research methods;
- Thorough understanding of the sensitivities of peace & conflict, and P/CVE work;
- Experience in developing research designs for research;
- Ability to draft detailed research designs;
- Local presence in Nigeria
- Experience on PVE within the context of Nigeria

The preferred bidder is a recognised, credible institution or company with extensive experience on research, especially in Nigeria.

**Bidders without prior experience on peace & conflict, and/or P/CVE and research methods need not apply.**

Its staffing levels, qualifications and expertise should be appropriate to be able to provide timely and high quality services to GCERF. The provider should demonstrate a high degree of commitment to good customer service and willingness to listen to the ideas and priorities of GCERF.

The fees charged should be reasonable, competitive and related to services rendered to the extent possible. The provider must comply with all applicable laws and regulations. It should adhere to a strict confidentiality policy in relation to client information. The provider should also abide to the following:

### Submission of proposals

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 **14 August 2020** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2020-09". The proposal may also be submitted by email in the form of "pdf files". The email should be addressed to [bids@gcerf.org](mailto:bids@gcerf.org).

### Period of validity of the proposal

The proposal must be valid for a period of 90 days following submission.

### Cost of preparation and submission of the proposal

The bidder 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. 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 to meet the requirements.

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;
- Qualifications, experience and composition of the team;
- Credibility of the bidder organisation;
- Quality of the offer document; 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. Technical proposal
4. Financial proposal

**Please keep the overall proposal within 10 pages.** You may annex additional information as needed.

1. Disclosure form

**To be completed by a duly authorised representative of the Bidder:** *On behalf of (name of public institution/private or public business entity/myself) (referred to in this document as "the Bidder"), I (name and title of the Bidder's representative) confirm that I am a duly authorized representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2020-09. I confirm that all statements and representations made in the proposal are true and correct.*

**Date submitted:**

**Submitted by: (Name of Bidder)**

**Name and Title of Authorised Representative:**

**Date:**

**Signature**

2. Profile of the Bidder

Please provide a brief background of the Bidder, highlighting relevant research and country experiences including existing relationships in the country.

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

Please explain your organisational/individual strengths and values and your customer service approach.

Please provide information on prior experience with similar requirements and references that GCERF may contact.

3. Technical Proposal

- A. Business need: Please indicate your understanding of GCERF's business needs for which you are submitting this proposal.
- B. Objectives and deliverables :

Please list the deliverables as specified in this Request for Proposal and indicate whether and how the Bidder commits to deliver these.

**Optional:** Present deliverables not listed in this Request for Proposal but which in your expert assessment, are necessary to achieve the objectives of this request.

C. Approach:

Please provide your ideas on the following:

1. Research design and methods that will be used to collect the data and answer the questions proposed.
2. Suitability of the proposed workplan and timeline: key tasks/phases, deliverables, indicative timeline and provisional dates of activities – may be presented using text and/or graphics;
3. Measures to ensure quality control over the delivery of services to GCERF.

D. Service Management Plan:

Please provide details for how your firm would ensure that it provides satisfactory services to GCERF. Please explain how you would coordinate the service offering, including proposed meetings and any proposed mechanism for feedback to and/or coordination with GCERF.

E. Team Composition:

Please provide the following information on the proposed team that would work with GCERF:

- Team organisation
- Individual team members; name, role in the team, area of expertise and relevant experience. Please include their CVs.
- Describe any team members that are to be sub-contracted within Nigeria. Please include their CVs and areas of expertise.

F. Risk Mitigation Plan:

Please list any identified risks, including potential security and ethical concerns, which may affect the successful delivery of services and any proposed mitigating measures.

G. Assumptions (optional):

Please list the assumptions on which your proposed approach and successful completion of deliverables are based that you think would be important for GCERF to understand.

H. References:

Please briefly provide recent examples of similar projects has recently undertaken. Please indicate if the name of the client may be disclosed and if GCERF may contact the client for references.

4. Financial Proposal

Please explain the basis of the proposed fees and any other charges to GCERF and their level. This should include costing for administrative tasks including travel, accommodation, and visa procurement. Please note that GCERF is exempt from VAT. Please include the basis for invoicing and terms and conditions for payment.