

Request for Proposal 2020-11

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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. 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 collaborates 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 to violent extremism.

Description of Services

Background

GCERF focuses on local communities because they are affected 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. GCERF supported several consortiums of local grass-roots level organisations to design and implement PVE-community-level projects during 2016–2019. To better understand the impact of its programmes, GCERF seeks to conduct a post-evaluation to assess the impact of specific outcomes of the programmes implemented from 2016 to 2019 in Bangladesh.

Objective

To commission a service provider who will conduct research into a project funded by GCERF in Satkhira and Chapai-Nagawabganj districts, Bangladesh, from 2016 to 2019. The service provider will be responsible for elaborating on 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 deliverables are described below.

A. Radio "Shantir Duut" /Radio Listeners's Club (RLC) programmes

From 2016 to 2019, GCERF funded a PVE project in Satkhira and Chapai-Nagawabganj districts in Bangladesh, implemented by a consortium of local organisations led by Rupantar, GCERF's grantee for the project. One of the activities within this project was developing and broadcasting a radio program called "Shantir Duut", coupled with the establishment of Radio Listeners' Clubs (RLCs) in educational institutions and communities.

The radio programme "Shantir Duut" was a series of 117 different radio episodes in topics related to PVE (59 episodes lasting for 20 minutes, and 58 lasting 30 minutes), broadcasted every week by two radio stations: state-owned *Bangladesh Betar, Khulna* radio station - covering almost all districts of the south-western part of Bangladesh, and community radio station *Radio Mahananda* - covering Chapai- Nawabganj district. In terms of community response, it seems the the consortium received around 80 SMS and 100 letters from the community for each episode (21,098 responses).

The pre, production, and post-production of the radio program was performed by the Rupantar-led consortium funded by GCERF. However, the identification and finalization of the content, planning, and program design was a fruit of deliberations between the consortium, experts, and youth Change-Agents members of the RLC(s). The radio episodes were focused on PVE issues, and were divided into five segments:

1. Signature (opening) tune and an introduction along with episode highlights
2. Expert opinion on the key topic of respective episodes
3. Short drama or folk song containing awareness message on the topic (performed by actors)
4. Youth opinion on the topic of the respective episode (performed by the change-agents trained that were also members of the RLCs).
5. A quiz about the topic discussed, which invited listeners to engage and participate.

This radio program was coupled with a youth change-agent training program and the establishment of Radio Listeners Club - radio program listener clubs located in communities and educational institutions. The consortium established a total of 287 Radio Listeners Clubs (see the breakdown by district and type below).

Districts	Clubs		
	Community Radio Listeners Club formed in Educational Institutions	Community Radio Listeners Club formed at the Community level	Total
Satkhira	94	78	172
Chapai Nawabganj	70	45	115
Total	164	123	287

Each of these radio listener clubs had, on average, a total of 20 youth, totaling 5740 youth members (3440 in Satkhira and 2300 in Chapai Nawabganj). For each club, the consortium selected two individuals from these clubs to train them as youth change-agents with a total of 574 youth trained as change-agents (see below the breakdown by district, and gender).

Districts	Change-Agents		Total
	Youth- Change-Agents (Female)	Youth- Change-Agents (Male)	
Satkhira	172	172	344
Chapai Nawabganj	115	115	230
Total	287	287	574

These 574 youth were trained through 24 Capacity-building workshops that attempted to equip them with leadership skills and PVE knowledge – aiming to transform them into Change-Agents. They not only participated actively in the identification, planning, and development of the radio programmes (and involved by interviewing guests, speaking, etc.) but also led the discussions and mobilization within each Radio Club.

All Radio Listeners Clubs (RLC) conducted quarterly meetings to generate action-plans aiming to identify potential ways to contribute to social mobilization as well as manifest publicly about PVE. Besides these quarterly meeting, the clubs also met every every 2 weeks to develop their strategy to implement such plans, to disseminate the message on PVE, as well to discuss and provide feedback on the radio episodes that they have listened to.

Deliverables

GCERF would like to measure the impact of this initiative, requiring the following deliverables described below. All the deliverables to GCERF shall be written in English, but the service provider is expected to develop and apply the assessment tools (e.g. questionnaires) in the local language.

Deliverable A: Research Design/ Inception Report

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

Deliverable B: Assessment Tools

Review the training content delivered to Change-Agents as well as the content of the radio programmes, and develop two tools:

1. A tool to measure the knowledge and skill/capacity (if possible, relevant attitudes) of the 574 youth change-agents trained by the consortium. This should include, if applicable, measures of leadership skill related to the youth change agents being involved in leading and facilitating their radio listener club in completing their quarterly action plans and bi-weekly strategy implementation plans.
2. A tool to measure the PVE knowledge (if possible, relevant attitudes on PVE) of the members of the Radio Listeners' Club

Deliverable C: Assessment of Change-Agents

Using the developed measurement tools, the service provider shall measure the levels of knowledge and skill/capacity (and possibly attitude) of a sample of youth change-agents trained by the consortium, consistent with the subject of the training and the content of radio programmes.

The service provider shall produce an assessment that demonstrates whether these Change-Agents have the necessary knowledge/capacity (and possibly, attitudes) on the subjects they were trained. This assessment should be supported by an explanation of what criteria were used to lead to this assessment.

For this exercise, GCERF recommends that the service provider use a sample of change-agents. However, this sample should be representative of various dimensions of the project (gender, district, and type of club the change-agent was affiliated to).

Deliverable D: Assessment of members of radio listeners' club

Using the developed measurement tool, the service provider shall measure the levels of PVE knowledge and attitudes on PVE consistent with the PVE content of the radio episodes they listened to of a sample of members of radio listeners club. The service provider shall produce an assessment that demonstrates whether these members have the necessary knowledge on PVE, in relation to the content of the radio programmes and the discussions within the radios along with criteria that supports this assessment.

Besides the assessment on radio club members' knowledge (and possibly, attitudes), the service provider shall also assess whether they succeeded in becoming PVE messengers. The quarterly action plans from the radio listener clubs were where radio listener club members developed plans to be PVE messengers to certain target audiences (i.e. family members, identified communities and educational institutions). The service provider shall propose an adequate method to evaluate the ability of radio listener club members to be effective PVE messengers.

For this exercise, GCERF recommends that the service provider uses a sample of members of the radio clubs, ideally representing various dimensions of the project (gender, district, and type of club).

Deliverable E: Assessment of the members of radio listeners' club role as PVE messengers

The service provider shall assess whether the radio listeners' club members acted effectively as PVE messengers specific to reaching their target audiences (i.e. their family members, in their communities, and their educational institutions). The service provider shall provide in the proposal how she or he plans to assess it including criteria that support that assessment. **It is important to notice that considering COVID-19 context, large scale surveys at the community level are not feasible.**

Work to be performed and deliverables

Task/output	Suggested timeframe
a. Award of Contract	7 October 2020
b. Deliverable A: Research Design/Inception Report (sampling approach and methods of data collection)	21 October 2020
c. Deliverable B: Measurements Tool(s) to assess (1) Change-Agents and (2) members of the RLCs	4 November 2020
d. Draft of deliverable C (Assessment of Change-Agents)	18 November 2020
e. Draft of deliverable D (Assessment of RLCs' members)	2 December 2020
f. Draft of deliverable E (Assessment of the role of the radio club members as PVE messengers)	16 December 2020
g. Draft of final report (finalized deliverables A, B, C, D and E)	30 December 2020
h. Final Report (finalized deliverables A, B, C, D and E)	13 January 2021

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 peacebuilding, social cohesion, and P/CVE programmes;
- Thorough understanding of the sensitivities of peacebuilding, social cohesion and P/CVE work;
- Extensive experience and expertise on research methods;
- Experience in developing research designs for research;
- Local presence in Bangladesh, preferably in the areas covered by the project.
- Experience on PVE research within the context of Bangladesh
- Ability and experience to conduct research/assessment at community level with different age, gender and background groups maintaining the health and safety requirements of the Government of Bangladesh on Covid-19.
- Report writing skills in English

The preferred bidder is a recognised, credible institution or company with extensive experience on research in Bangladesh, and fully able to work in the local language.

Bidders without prior experience on peacebuilding, social cohesion 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 **16 September 2020** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2020-11". 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 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 2020-01. 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 each of these deliverables.

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, applicable to each deliverable:

1. Research design and methods including sampling 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.
- The team composition should include members and their relevant expertise and experience to working in Bangladesh in the local language involving similar data collection exercises.

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.

Please provide costing for each Deliverable A through E **separately**. In addition, for Deliverable E, provide separate costing for each of the three target audiences of the radio club listeners acting as PVE messengers to those audiences (i.e. their family members, in their communities, and their educational institutions).