

Request for Proposal 2021-13 – National Advisor for Burkina Faso (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 Bangladesh, Kenya, Kosovo, Mali, Nigeria, Tunisia, the Philippines, Somalia, and Sri Lanka.

Description of Services

- Supporting GCERF's grant making and grant management efforts in Burkina Faso as part of GCERF's Sahel portfolio (Burkina Faso, Mali, and Niger), including participation in programme design processes etc;
- Conducting regular activity monitoring of GCERF's programmes as per an agreed schedule with GCERF;
- Supporting coordination and capacity strengthening of GCERF's grantees, including provision of guidance on mainstreaming best practices;
- Serving as an interlocutor between GCERF's Secretariat and key in-country stakeholders (CSM members, donors, grantees, other in-country agencies, UN, NGOs, and CSOs).

[Background](#)

In an ever-shifting context, violent extremist groups in Burkina Faso and the Sahel have exploited a wide range of vulnerabilities to recruit and radicalise new members. GCERF has an existing presence in the region, having invested more than USD 4,4 million in Mali since 2016. However, in the context of rapid extremist expansion, GCERF's Board has called for increased regional engagement in the Sahel in line with its mandate to support local, community-level initiatives aimed at strengthening resilience against violent extremist agendas. GCERF therefore adopted a Sahel Strategy in December 2020 that extends its support to communities and authorities in neighbouring Burkina Faso and Niger. Grantmaking is expected to commence in Burkina Faso and Niger in Q3 2021 starting with the Liptako-Gourma region.

GCERF is looking for a National Advisor for Burkina Faso to support its upcoming programming in Burkina Faso, in coordination with National Advisors in Mali and Niger. An integral member of GCERF's Sahel team, the successful applicant will combine relevant expertise in stabilisation, P/CVE, and programme management in Fragile and Conflict Affected contexts (FCAS) to support GCERF's programming activities. (S)he will provide a key support role to the Country Manager in the day-to-day management of the Burkina Faso portfolio, working collaboratively with colleagues in other units and partner countries, including National Advisors in Mali and Niger. Experience with productively managing relationships with internal and external stakeholders, including governments, is an asset.

[Work to be performed and deliverables](#)

Work to be performed

Grant Making:

1. Support the Country Manager to conduct the Due Diligence of potential grantees;
2. Support the Country Manager to finalise the grant proposals (theory of change, results frameworks, workplans, etc.) of the potential grantees;
3. Support the Country Manager to oversee and provide guidance to grantees on the implementation of recommendations during proposal development, the grant making process, and on grant programmatic aspects.

Grant Management:

1. In coordination with the Country Manager, conduct regular programme monitoring of activities implemented by grantees as per the agreed schedule.
2. Support grantees with the preparation of regular programmatic reports on an as-needed basis and contribute to the development of consolidated reports;
3. Oversee grantees' work on the development and submission of special terms and conditions documents, ensuring that recommendations are reflected.

Coordination and information sharing:

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

Deliverables

The National Advisor will be based in Ouagadougou and travel regularly to the project sites where the civil society partners of GCERF are implementing projects, if security permits, 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 Burkina Faso;
- 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 Burkina Faso National Advisor

GCERF is seeking a candidate with an good knowledge of P/CVE programming, grant making, and grant management in the Sahel context. Female candidates and applicants from marginalised ethnic groups are strongly encouraged to apply. The successful candidate will be based in Ouagadougou with regular travel to project sites. (S)he will speak 1 or more national languages. GCERF will not relocate persons from abroad to Burkina Faso.

The National Advisor will have the following skills and competencies:

- Proven experience in starting up new initiatives and programmes;
- At least 5 years of experience working with national and local government agencies in development cooperation and policy in Burkina Faso and/or the Sahel;
- Strong understanding of P/CVE dynamics in Burkina Faso and the Sahel;

- 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 French and 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.

In collaboration with the GCERF Country Manager, and the Head of the Portfolio Management Unit, a detailed work plan with clear deliverables will be discussed with the Consultant for each month and/or quarter.

GCERF abides by strict recruitment and procurement rules that support proper management of grants, avoiding any potential conflict of interest and reputational risk, while maintaining strong principles of non-discrimination, diversity, inclusion, and fair process. Therefore, GCERF will not accept applications from candidates who are currently working for GCERF partner organisations or governments.

Timeline and Scope

The Burkina Faso National Advisor is a fully funded consultancy position. The initial duration of consultancy will be until 31 December 2021 and involves 50% 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 **15 April 2021** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2021-13". 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 Burkina Faso and hereby submit this proposal in response to GCERF's Request for Proposal 2021-13. 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 National Advisor. 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.