



## Request for Proposal 2021-17 – Online M&E training for Western Balkan grantees

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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.

## Description of Services

### 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).

In the Western Balkans, GCERF has been working in Kosovo, where GCERF supports and has supported Civil Society Organisations (CSOs) consortiums to design and implement PVE-community level projects. In 2021, GCERF is starting a new cycle of investment in Kosovo but also in neighbouring countries – Albania and North Macedonia, focusing on the reintegration and resocialisation of RFTFs.

### Objective

To commission an authoritative service to provide basic yet solid training on Monitoring & Evaluation for GCERF grantees from Kosovo, Albania and North Macedonia. GCERF would like this service provider to deliver 4 online workshops: each workshop will be delivered to 18 people (estimate), and each workshop should last from 3 to 6 hours. The online workshops will probably happen through Microsoft Teams which is a platform that GCERF uses to communicate with its grantees – it is possible to use other platform in case the service provider prefers, but this should be agreed with GCERF.

The 4 online workshops should cover the following topics, respectively:

- **Workshop 1: Results-Based management and M&E basics:** basic concepts, results-chain and the difference between impact, outcomes, outputs, what is a good indicator and developing a good indicator target.
- **Workshop 2: Data collection tools:** sources of data, qualitative and quantitative data collection methods, participatory methods of data collection, and consideration/ steps when conducting field survey for outcome data: sampling, logistics etc.
- **Workshop 3: Data Quality Assurance:** concept, information cycle and dimensions of data quality, and good practices to ensure data quality.
- **Workshop 4: M&E data use and dissemination:** analyzing data and reporting, good practices in using data to improve projects.

Ideally, those M&E trainings should consider the particularities of M&E within P/CVE.

GCERF expects the service provider to be fully responsible for the delivery of the 4 online workshops, which includes the design of the didactic materials, presentation, as well the delivery of the trainings per se. The service provider is expected to liaison with GCERF regarding the content, just to ensure that it is aligned with GCERF understanding and M&E practices in general.

GCERF also expects the service provider to design and apply a "light post-training evaluation" to assess how much GCERF grantees have learned from the trainings. Finally, the service provider should submit a brief report (max 8 pages) summarizing the workshops plus the results of the light evaluation, as the last deliverable of the contract.

Work to be performed and deliverables

<b>Task/output</b>	<b>Suggested timeframe</b>
a. Results-Based management and M&E basics - Online Workshop	21 May 2021
b. Data collection tools - Online Workshop	28 May 2021
c. Data Quality Assurance - Online Workshop	4 April 2021
d. M&E data use and dissemination - Online Workshop	12 April 2021
e. Final report summarising the workshops/Evaluation results	21 April 2021

The service provider should indicate in their proposal if this timeframe is suitable or suggest an alternative. Due to donor restrictions, the project needs to be finalized by June/2021.

### Characteristics of the provider

GCERF is seeking to commission a service provider with: demonstrated expertise in Monitoring and Evaluation, and P/CVE.

Bidders should have the following competencies:

- Monitoring and Evaluation experience,
- Experience and expertise on providing training on M&E;
- Understanding of the sensitivities of P/CVE work;
- Availability to start the work as soon as the contract is signed;
- Experience and expertise on providing training on M&E for civil society organisations is a plus
- Experience and expertise on providing training on M&E on P/CVE is a plus.

The preferred bidder is a recognised, credible institution or company with extensive experience on Monitoring and Evaluation.

### **Bidders without prior experience on M&E or Training 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 **7<sup>th</sup> May 2021** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2021-17". 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 60 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 2021-17. 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. The topics that will be taught in each workshop, and the pedagogical approach.
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.

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 that have recently been 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.