

Request for Proposal 2022-22 – National Monitor in Tunisia (Consultancy)

About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on the prevention of violent extremism, based in Geneva. 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 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 35 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, Kenya, Kosovo, Mali, Niger, Nigeria, Northern Macedonia, the Philippines, Somalia, Sri Lanka, and Tunisia.

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 the local drivers to 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.

GCERF ensures close coordination of its activities with the Country Support Mechanism (CSM), the national-level coordinating body (comprised of representatives from national, international agencies, civil society and private sector) to ensure programmes align with national priorities. The Secretariat organises regular meetings with the CSM and in-country donor representatives to share updates and discuss portfolio level coordination issues.

The National Monitor will be a part-time **(50%)** position and will support the GCERF Country Team with the work outlined below and additional activities as required:

Description of Key Services

- Support GCERF's grant management processes in Tunisia by carrying out monitoring and evaluation tasks, using an agreed approach and as per an agreed schedule;
- Proactively maintain and monitor an action plan for tracking the implementation of corrective actions identified during field assessments.
- Represent GCERF as required to coordinate with other key PVE stakeholders and support open collaboration.

Work to be performed

The Tunisia National Monitor will be based in Tunis and will travel regularly to the project sites where GCERF's civil society partners are implementing projects, to engage with grantees, communities, and other stakeholders.

In collaboration with the GCERF Country Manager and the Performance and Impact lead for Tunisia, a detailed work plan with clear deliverables will be discussed with the Consultant for each month and/or quarter.

Grant Monitoring:

1. Conduct programme monitoring of activities implemented by grantees as per an agreed schedule, at project sites, in coordination with the Performance & Impact Lead and the Country Manager, and using a pre-agreed approach for each project.
2. Deliver detailed reporting on this, including challenges, successes, identified gaps, and recommendations;
3. Discuss any required corrective actions with Country Team to improve program quality.
4. Support biannual data quality assessments and work with GCERF M&E specialist to ensure that mechanisms are implemented to improve data quality.
5. For each quarter, conduct a service quality assessment using a GCERF approved tool and work with GCERF Country Team to develop programmatic recommendations to partners.
6. From both assessments (data and service quality), support in capacity building of grantees in identified areas of monitoring and evaluation.

Grant Making:

1. Support the Country Team to develop and finalise the M&E components of grant proposals, primarily theory of change and results frameworks of potential grantees

Coordination and information sharing:

7. Support the Secretariat with context analysis and information sharing relevant to funded programming.
8. Support and attend Community of Practice (COP) events nationally and globally.
9. Participate in P/CVE meetings, discussions, workshops, etc. organised by the national government, donor community, and multi-lateral and international partners as a GCERF representative and provide detailed reporting on these to the Country Team, with an outline of key points discussed, key stakeholders in attendance, and points for follow up;
10. Identify opportunities for collaboration with other PVE stakeholders.

Characteristics of the Tunisia National Monitor

GCERF is seeking a candidate with strong experience of programme monitoring and evaluation as well as the demonstrated ability to provide capacity building on this. Female candidates are encouraged to apply. GCERF will not relocate persons from abroad to Tunisia.

Required skills and competencies:

- a. At least five years' experience working on programme monitoring and evaluation, preferably in the PVE, security or humanitarian or development sectors;
- b. Experience in coaching, training or capacity building in the field of monitoring and evaluation;
- c. Strong analytical skills and ability to present effectively;
- d. Ability and willingness to regularly travel to locations where GCERF's programmes are implemented;
- e. Fluent French and Arabic, both written and spoken, and a good level of written and spoken English. The official language of GCERF Secretariat is English, while portfolio management in Tunisia is done in French;
- f. Good understanding of P/CVE dynamics in Tunisia preferred.
- g. A degree in political science, international relations, social sciences, law, or related field.

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 Tunisia National Montior is a one-year consultancy (January 2023 through December 2023) at **50%** Level of Effort.

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 submitted latest by **31 December, 2022** by email to **bids@gcerf.org** with clear reference "**Bid reference: RFP 2022-22**".

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 applicant's profile (previous experience and qualifications, required skills and competencies);
- Credibility of the applicant (references, certificates);
- Professional independence from institutions and partners that could be the objective of the M&E exercise
- 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 legally perform the Consultancy work and hereby submit this proposal in response to GCERF's Request for Proposal RFP 2022-22. 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. 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.