



GCERF

Global Community Engagement
and Resilience Fund

Request for Proposal 2023-09 – National Advisor (Consultancy)

[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.

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 has 40 employees who are currently all based in its office in Geneva. GCERF is actively working with governments, civil society, and the private sector in Albania, Bangladesh, Bosnia and Herzegovina, Chad, Iraq, Kenya, Kosovo, Mali, Mauritania, Niger, Nigeria, North Macedonia, the Philippines, Somalia, Sri Lanka, Tunisia and Yemen.

Description of Services

[Background](#)

Bosnia and Herzegovina (BiH) became a GCERF partner country in 2021. The country portfolio is a part of GCERF's regional investment strategy for the Western Balkans. The Ministry of Security at the National level is GCERF's main point of contact in the country. GCERF's grant portfolio to date focuses primarily on supporting the Rehabilitation and Reintegration process for returnees from Northeast Syria. While most of these individuals have returned to cantons in the Federation of BiH, there is also the possibility for additional returnees to be resettled in host families in the Republika Srpska and the Brcko District. Following the Presidential decision in January 2023 repatriate an additional group of Bosnian nationals, GCERF seeks to recruit a national advisor consultant (50% Level of Effort) to support the process of liaising with government stakeholders at the national and entity level on new opportunities to support the R&R process.

GCERF has no staff or offices in BiH. The national advisor is intended to be GCERF's eyes and ears in the country. She/He will support GCERF with representation at in-country meetings with government entities in BiH. She/He will also support GCERF with due diligence of potential grantees and programme monitoring of GCERF@s current grant management activities in BiH.

Work to be performed and deliverables

Grant Management:

1. Conduct programme monitoring of activities implemented by grantees as per an agreed schedule, at project sites, in coordination with the Country Manager and the Performance & Impact team and deliver detailed reporting on this, including challenges, successes, identified gaps, and recommendations for grantees;
2. Support grantees with the preparation of regular programmatic reports on an as-needed basis and contribute to the development of consolidated reports;

Coordination and information sharing:

1. In agreement with the Country Manager, coordinate capacity strengthening for grantees and for the Country Support Mechanism, including Community of Practice (COP) events;
2. Provide the Country Manager with regular context analysis;
3. Identify and participate in P/CVE coordination meetings, discussions, workshops, etc. organized by the national government and entities in BiH, donor community, and multi-lateral and international partners as a GCERF representative and provide detailed reporting on these to the Country Manager, with an outline of key points discussed, key stakeholders in attendance, and points for follow up;
4. Proactively build relationships with relevant P/CVE stakeholders in BiH to identify and opportunities for collaboration;

Grant Making:

1. Support the development of the Country Needs Assessment and contribute to the update of GCERF's Country Investment Strategy and the launch of its next Expression of Interest Call.
2. Support the Country Manager to conduct programmatic Due Diligence of potential grantees in BiH;
3. Support the Country Team to develop and finalise grant proposals (theory of change, results frameworks, workplans, etc.) of the potential grantees;
4. Support the Country Manager to oversee and provide guidance to BiH grantees on the implementation of recommendations during proposal development, grant making process, and grant programmatic aspects.

In collaboration with the GCERF Country Manager for the Western Balkans, 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.

The National Advisor will be based in Sarajevo and will travel regularly to programme sites to engage with grantees, sub-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. Produce a bi-weekly report updating GCERF about the following:
 - a. A one-page context update and its relevance to the P/CVE landscape;
 - b. A one-page summary of each meeting attended 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 discussion in other multi-lateral or bi-lateral settings;
 - c. A one-page summary of the donor landscape as relates to P/CVE;
 - d. A one-page summary of in-country travel with an outline of key takeaways.
3. Produce a final report at the end of the service agreement.

Timeline and Scope

The initial duration of consultancy is from May 2023 until end of December 2023. It involves 50% level of effort (11 working days per month, including official BiH public holidays and 1 day of annual leave per month).

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 **30 April 2023** by mail in the form of "pdf files" clearly marked "Bid reference: RFP2023-09". 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:

- Verbal and written Bosnian; Serbian, Croatian and Montenegrin also beneficial.
- Command of English language both verbally and in writing
- Years of experience in international development, preferably in the security sector
- Experience in programming monitoring
- Report writing skills
- Programme development and grant-making experience
- Female candidates encouraged to apply

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 Bosnia and Herzegovina and hereby submit this proposal in response to GCERF's Request for Proposal 2023-09. 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 local Adviser. 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.