

## Request for Proposal 2023-10– PVE Training for GCERF Staff

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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.

## Background

GCERF is currently funding PVE grants in 18 countries and The Sahel region around the world, as follows:

Albania, Bangladesh, Bosnia & Herzegovina, Chad, Iraq, Kenya, Kosovo, Kyrgyzstan, Mali, Mozambique, Nigeria, North Macedonia, Philippines, Sahel Countries (Burkina Faso, Niger, Mauritania), Somalia, Sri Lanka, Tunisia, Yemen.

As part of GCERF's approach to strengthening the capacity of its personnel and ensure a high quality of expertise, GCERF supports its staff with a suite of training and learning workshops.

Currently, GCERF has 40 employees. About two third of them work on managing or supporting PVE grants, therefore, they have knowledge of PVE, however, one third are support employees with very limited knowledge or exposure to PVE.

## Objective

GCERF requires a service provider with training expertise in preventing violent extremism (PVE) to provide training services to GCERF personnel. The purpose of the training is:

- to bring all GCERF employees to common understanding and basic knowledge of PVE;
- to strengthen the PVE capacity and expertise of its experienced staff in managing country specific PVE objectives.
- To allow its experienced staff to build their capacity and Trainers of Trainers.

## Work to be performed and deliverables

- 1) Develop tailored training materials to strengthen the PVE capacity of GCERF personnel;
- 2) Deliver interactive and participatory training, including a module on Training of Trainers (ToT);
- 3) Prepare a guide/report of the training (NOT a manual). The report should summarise how and what was delivered through the training and serve as a guiding document for TOT participants to use when they facilitate training sessions to grantees in the future.

## Pre-workshop:

- Develop and distribute a pre-training survey to assess GCERF personnel' knowledge and needs.
- Design appropriate teaching/learning methodology, annotated agenda, facilitation plan, and training materials (e.g. presentations, handouts). Work in close coordination with GCERF to decide the modules of the training based on GCERF personnel's knowledge.

#### During the workshop:

- Deliver the training in English
- Include a module on Training of Trainers to enable participants to deliver PVE training to grantees and others

#### Post-workshop

- Provide within seven days a consolidated package of training materials for dissemination to participants. This should include a report/handbook for participants. The report should summarise how and what was delivered through the training and serve as a guiding document for TOT participants to use when they facilitate training sessions for grantees in the future.
- Provide a summary report with recommendations for how GCERF can continue to strengthen delegates' understanding and application of PVE programming skills.

#### Duration

Each training is expected to be delivered in-person. The format may be, for example, one day or half-day PVE plus half-day deeper TOT workshop. The service provider may suggest an alternative based on their experience. Ideally, we would like the training to take place in July or October 2023, but the bidders can propose alternatives. Dates and schedule of the training will be discussed and confirmed before contract signature.

#### Characteristics of the provider

*Relevant experience:* GCERF is seeking to commission an individual or organisation with:

- functionally-related theoretical knowledge and practical experience on PVE;
- proven track record in the field of capacity strengthening (training) in the area of PVE and resilience building solicited from conflict and post-conflict countries preferably in countries where GCERF currently works.

The service provider must have considerable cultural and political sensitivity and an ability to meet deadlines.

*Languages:* Fluency in written and spoken English is required.

The provider must comply with all applicable laws and regulations. It should adhere to a strict confidentiality policy in relation to client information.

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.

The composition of the team servicing GCERF's account would be an important factor in the decision-making process of GCERF.

The fees charged should be reasonable, competitive and related to services rendered to the extent possible.

### 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 June 2023** by mail in the form of "pdf files" clearly marked "Bid reference: 2023-10". 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 120 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 2023-10. 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 and methodology:

Please provide your ideas on the approach and methodology you are proposing

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 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.