

**Request for Proposal 2023-12
Third-Party Monitoring (TPM) in North Macedonia**

[Contents of this Request for Proposal](#)

About GCERF	1
Background	1
Objective	2
Work to be performed and deliverables.....	3
Characteristics of the provider	5
Submission of proposals	6
Period of validity of the proposal	6
Cost of preparation and submission of the proposal	6
Selection of bidders.....	7
Proposal template	8
1. <i>Disclosure form</i>	8
2. <i>Profile of the Bidder</i>	8
3. <i>Technical Proposal</i>	9
4. <i>Financial Proposal</i>	10

[About GCERF](#)

GCERF is the global fund for preventing violent extremism. It supports local, community-level initiatives to strengthen 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 the capacity of governments and civil society to counter violent extremism.

[Background](#)

GCERF supports local communities to increase their resilience to violent extremism (VE). GCERF's work is anchored in the Sustainable Development Goals, particularly 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).

GCERF has been working in Western Balkans region since 2019, where GCERF has supported Civil Society Organisations (CSOs) consortiums to design and implement PVE-community level projects and initiatives related to reintegration, rehabilitation (R&R) of foreign terrorist fighters. In order to better understand the impact of its funded programmes, GCERF is seeking to conduct a third-party monitoring/service quality assurance focused on two grants in North Macedonia. The two grants started their projects in July 2021 and are still ongoing with expected end date in June 2024.

Objective

To commission a service provider (evaluation team) who will conduct a Third Party Monitoring (TPM) that assesses the effectiveness of selected activities of the two GCERF-funded programmes in North Macedonia in the following municipalities: Skopje, Tetovo, Kumanovo, Cucer Sandevo, Gostivar, Lipkovo, Kicevo, Debar, Plasnica, Struga and Ohrid.

The TPM is expected to support GCERF validate and triangulate project outputs and early results. This exercise will involve the engagement with a variety of actors based on the identified project stakeholders at the consultancy inception stage. We expect the service provider to be qualified, experienced and able to conduct context sensitive TPM in North Macedonia.

GCERF has been investing in PVE in North Macedonia since July 2021 through working with two grants:

1. Grant 1: This grant is to a consortium of five organisations: one with managerial and administrative responsibility (consortium manager) and four as sub-recipients (consortium members). The focus areas of this programme are providing direct assistance to returned foreign fighters and their families (psychosocial support and skill development); working with community members on reducing stigmatization; working with various of institutional actors (media workers, journalists, National Committee members, frontline workers) on capacity building and sensitization on Rehabilitation and Reintegration (R&R) of returnees and their families.
2. Grant 2: This grant is to a consortium of four organisations: one with managerial and administrative responsibility (consortium manager) and three as sub-recipients (consortium members). The focus areas of this project are national Institutional tools and cooperation mechanism on Rehabilitation and Reintegration of returnees and their families; capacity building and sensitization on R&R for journalists and CSO actors; enhancing cohesion and trust between different community groups through educational workshops; community outreach and campaigns on reducing stigmatization.

Work to be performed and deliverables

The primary objectives of the TPM are to:

- Verify and validate the grant progress to clarify whether the funded programmes are implemented as per the grant agreements, with a focus on activities and outputs
- Assess the quality of services at output level, with emphasis on how it is responding to the issues of violent extremism within the local context by different sub-recipient members of the consortia.
- Identify any gaps in implementation and key issues or bottlenecks in the programming (e.g. Issues in PVE programming design, implementation process, project or data management, beneficiary selection); identify lessons learnt, based on which the program could be adapted
- Identify any potential early results in terms of immediate outcomes, such as knowledge change due to trainings; improved coordination and national/local level mechanism for R&R; recovery and reintegration of returnees etc.
- Identify any potential barriers and challenges to medium and long-term sustainability, provide analysis on the viability of the local mechanisms the consortia are working with; identify areas to be adapted or improved.
- Collect and capture a sample of beneficiary and sub-recipient feedback on the programme;
- Inform GCERF through a concise but meaningful report, following the OECD DAC evaluation criteria, especially relevance, efficiency, effectiveness and sustainability.

It is intended that the information gathered from the TPM service provider will be used to ensure accountability by allowing the grantees, sub-grant recipients, and beneficiaries to share their feedback in a safe and secure manner. TPM findings will also be used to identify lessons learned and best practices as well as identify challenges and recommendations for corrective actions, if required.

Below is an excerpt of fully or partially implemented activities recommended for TPM, their locations, and scope. The service provide will consult with GCERF on the sampling approach in terms of selected locations and beneficiaries. The full result framework, detailed workplan will be provided upon during inception phase after the reward of the contract.

Output Type	WHO (beneficiary)	Scope/Target as per result framework
Assistance to returnees and families through individual and group counselling, social services, professional development	Returnees	Grant 1: 15-20 returnees and their family members
Creation of functional local referral groups in municipal level consisted of local	Local referral groups (community-based actors)	Grant 1: 30 members

stakeholders/ community leaders (religious leaders, teachers, social workers, CSOs etc.)		
Capacity building and sensitization on state and non-state actors	Journalists; Local CSOs; National government; Frontline workers; Local Multidisciplinary teams (LMT);	Grant 1: 100 journalists and editors 120 national committee members; 200 frontline workers; Grant 2: 105 journalists and media workers; 75 Local CSOs and activists; 35 LMT members; 40 individual reintegration plans, operational documents developed;
Content production on positive narratives	n/a	Grant 1: 8 broadcasted debates 18 analytical P/CVE and R&R content;
Institutional framework and coordination mechanisms for P/CVE & RRR actors strengthened	n/a	Grant 1: 3 analytical/strategic report on P/CVE and R&R; 4 SOPs and guidelines on R&R; Informal Regional Platform; Grant 2: 2 research and publications socio- economic context for radicalization and VE;
Sensitization, awareness raising and community engagement events	Community members; online/offline audience	Grant 1: 200 community members of engagement events; Grant 2: 1,600+ students, parents, psychosocial workers and other participants of learning, sports and cultural events; 800+ community members of engagement events

The service provider is expected to address all TPM objectives and deliverables detailed in this RFP during the design (inception report and tool design), implementation (data collection), data analysis, and reporting stages.

The recommended timeline for the TPM is:

	Task/Output	Timeframe
1	Award of Contract	June 16, 2023
2	Inception Meeting	June 20, 2023
3	Inception Report (5-10 pages): approach, scope, data collection plan, workplan	June 30, 2023
4	Finalized tools for data collection	July 14, 2023
5	Data collection finalised	July 28, 2023
6	Preliminary findings presentation to GCERF Western Balkans Country Team	August 4, 2023
7	A first draft of report (max. 20-30 pages, excluding annexes)	August 11, 2023
8	A final draft of the Report based on first draft GCERF feedback (20- and maximum 30 pages, excluding annexes)	August 18, 2023
9	Annex of cleaned and filed raw data	August 18, 2023
10	A two-page summary of the evaluation purpose and key findings	August 18, 2023
11	A validation workshop to present findings to in-country partners and GCERF	August 25, 2023

Characteristics of the provider

GCERF is seeking to commission a service provider (evaluator/evaluation team) with demonstrated expertise in peace & conflict and P/CVE, knowledge on R&R is an asset, as well as excellent research methods skills.

The service provider should have the following competencies;

Technical capacity:

- Strong knowledge of the North Macedonia context;
- In-depth knowledge of current trends and challenges in the fields relevant to PVE and R&R (peacebuilding, conflict resolution, etc.) in North Macedonia and community-based approaches to programming and implementation;
- Thorough understanding of the sensitivities of peace and conflict, P/CVE and R&R work;
- Thorough knowledge of M&E methodologies and tools;
- Ability to draft concise reports and communicate clearly (including visualisation of results and findings when relevant);

Operational capacity:

- Capacity to engage with and oversee the work of local service providers if used;
- A team that includes members with excellent English and Macedonian skills;

- Ability to interact with stakeholders in a sensitive and effective way;
- Evidence of conducting similar project/s in the past is an added advantage;
- The exercise will involve primary data collection in grant locations, some of which are difficult to access due to security and logistical constraints. Therefore, we expect the service provider to be able to access the communities and stakeholders directly or through potential in-country service providers/ partners.

GCERF will not be responsible for nor facilitate any duty of care arrangements, bidders must account for conducting own logistical, insurance, and security planning.

The preferred service provider is a recognised, credible institution or company with extensive experience in research/evaluation, particularly in North Macedonia.

Bidders without prior experience in governance, peace & conflict, and/or P/CVE and research methods need not apply.

The provider must comply with all applicable laws and regulations and 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 and a 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 by 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 **May 31, 2023** by Email in the form of "pdf files" clearly marked "**Bid reference: 2023 - 12**". 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 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 cost-effective solution to meet the requirements.

The selection will be made based on several 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, all shall be included into one single document, if possible.

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 authorised representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2023-12. 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. Research design and methods that will be used to collect the data and answer the questions proposed.
2. Suitability of the proposed work plan 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.
- Describe any team members that are to be sub-contracted within North Macedonia. Please include their CVs and areas of expertise.

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. The costs should be USD.