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. GCERF is the first global effort to support local, community-level initiatives aimed at strengthening resilience against violent extremist agendas. GCERF works in partnership and consultation with governments, civil society, and the private sector to support national strategies to address the local drivers of violent extremism.

Description of Services

Background

Albania became a GCERF partner country in April 2020. At the time, GCERF was expanding its work in the Western Balkans to include other countries affected by returning foreign terrorist fighters and their families. As such, Albania became part of the regional investment strategy for community-based Rehabilitation and Reintegration (R&R) of returnees from conflicts abroad. The first round of investment in Albania comprised three consortium grants intended to strengthen the capacity of frontline workers to support R&R work, to provide direct assistance to returnees and their families, and to strengthen the capacity of municipal structures to prevent violent extremism.

After 18-months of investment, results are overwhelmingly positive. Albania is truly a model for a whole of society of approach to supporting R&R efforts and addressing violent extremism (VE). Albania has continued to show its commitment to partnership with GCERF by forming a Technical Support Mechanism (TSM) in January 2023, composed of government agencies, members of the international community, civil society, and the private sector. During its first meeting the TSM agreed to launch a needs assessment to better understand the needs for long-term sustainability of R&R efforts as well the evolving security environment and the drivers of violent extremism. GCERF is now commissioning in partnership with the CVE Center of Albania a country needs assessment to further guide a review of GCERF’s investment in Albania and to inform a new round of investment.

Objective

Provide a concise analysis of the VE context in Albania and assess the barriers to long term violence prevention and R&R support through state- and municipal-funded institutions.
**Work to be performed and deliverables**

1. **COVERAGE AND SCOPE**

GCERF would like the service provider to provide the following deliverables, GCERF will support with background briefing, guidance, and other facilitation in coordination with the National CVE centre. The service provider is expected to present evidence, analysis and answers to the following questions using a mixed data collection method.

**Part A – Country needs assessment to identify key needs for PVE (Prevention of Violent Extremism) and R&R to guide GCERF’s investment in country**

A.1 Context of violent extremism in Albania

- Main drivers, forms of violent extremism in Albania
- Main PVE actors, agencies in Albania
- Funding sources and needs in prevention of violent extremism and R&R
- Opportunities for Preventing Violent Extremism and sustainability moving forward

A.2 Detailed mapping of Albania end-to-end process on Rehabilitation, Reintegration and Resocialisation, identify key actor and institutions at each different stage, describe their function, linkage and working modality

- A description of all the stages of the RRR process, i.e., repatriation, rehabilitation (in receiving centre/reception centre), reintegration (in communities) etc.
- How are services to returnees currently being provided in each of these stages
- An analysis of overall R&R stakeholders and enabling environment
- An analysis of the Local Public Safety Council model, their expected functions, role in PVE and R&R work

A.3 Quantitative survey at community level regarding resilience to VE

- What are the drivers of violent extremism? (Using recommended matrix, to be discussed and agreed with GCERF).
- What are the main community concerns regarding safety and security?
- What is the current perception from community members towards returnees and the reintegration process, and government’s role in the process? What elements have contributed to examples of community acceptance of returnees?

Detailed research questions will be provided upon rewarding of the contract or during inception phase.
Part B – A case study on RFTF and their families in Tirana

The purpose of this case study is to be published as a stand-alone report, giving a historical account that allows readers to understand the process of repatriation, the role of city of Tirana and partners (national authorities, international community, civil society), past and current challenges, solutions that were devised, and learnings. The case study needs to provide an account on:

- Return, reception, and reintegration of returnees (description, challenge, and solutions)
- International–National–local cooperation (who is doing what, when how)
- The current situation (description, challenge, and way forward)

The outline of the case study and detailed research questions will be provided upon rewarding of the contract or during inception phase.

The provider will be expected to review the body of analysis by academic, civil society, governmental, international, multilateral, and/or private sector entities already carried out on PVE and R&R programming in Albania. In-country expertise must be used during this process. GCERF encourages the use of quantitative analysis (including exploring well-known indicators, and datasets) to complement qualitative research. In-country consultations should focus on a wide spectrum of relevant stakeholders from government, civil society, international, multilateral, and/or private sector entities active in R&R in the country. The analysis must move out of the capital and consider people’s opinion at the governorate, district, and community level.

Interviews with all TSM members, managers at public health facilities, and frontline workers providing support to returnees are strongly encouraged. A mixed methodology should be used for data collection. A minimum of 30 key informants interviews should be conducted. The quantitative sampled survey should be statistically representative, with minimum 95% confidence level, 5% margin of error.

Deliverables and Timeline

The Assessment of Need and the case study will involve approximately 60 days of work, over the period of July through the end of September 2023:

1. Preparation of inception report for approval; (within 5 days from signing the contract with GCERF)
2. Desk research
3. In-country data collection
4. Analysis and report writing (which will include two rounds of drafts for review and feedback from the CVE Center and GCERF Secretariat).
5. Design and formatting of the report (on Part B. Case Study) for publication
a. Award of Contract | 14 July

b. Deliverable 1: Inception report and Research Design | 24 July

c. Desk review and data collection preparation | 1 August

d. Field data collection | 23 August

e. Deliverable Part A: Needs Assessment draft and review | 1 September

f. Deliverable Part B: Case study draft and review | 8 September

g. Finalization the report, design, and formatting | 15 September

h. Validation workshop to present key findings | 22 September

**Characteristics of the provider**

The service provider must have prior experience conducting in-country research and analysis on sensitive issues in Albania, with extensive knowledge and understanding of the R&R context in Albania and access to relevant stakeholders and the government and community level.

Other required competencies are:

- Understanding of the situation relating to returnees from the conflict in Syria is essential.
- In-depth knowledge of R&R in Albania, especially on the National and Municipal Level.
- Ability to draft concise reports and communicate the assessment results clearly;
- Ability to interact with, national stakeholders (e.g., government officials, regional authorities, donors, academic and civil society institutions) in a sensitive and effective way;
- Understanding of gender issues and ability to detail within reporting how R&R activities affect men, women, boys, and girls in different ways.
- A team that includes members with excellent English and Albanian skills;
- Evidence of conducting similar project/s in the past is an added advantage, the preferred applicant will be a recognised, credible research institution/entity;
- 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 responsibility 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 Deliverable Part B – case study, if published will be credited to GCERF and the consultant team.

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 **June 30, 2023** by email in the form of “pdf files” indicating clearly under subject “**Bid reference: 2023 – 14**”. 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 2023-14. 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**

Provide a brief background, highlighting relevant research and country experiences including existing relationships in the country.

Provide the legal status; including registration with the relevant competent authorities.

Provide information on prior experience with similar requirements, and references that the CVE Center may contact.
3. **Technical Proposal**

   A. **Objectives and approach**:

   List the deliverables as specified in this Request for Proposal and provide the following:

   1. Methodology for conducting the assessment, an outline of proposed data collection methods and sampled methodology with estimated number of respondents;

   2. Workplan: 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.

   B. **Team Composition**:

   Please provide the following information on the proposed team:
   - Team structure
   - Individual team members; name, role in the team, area of expertise and relevant experience. Please include their CVs.

   C. **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.

   D. **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.

   E. **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 – to be provided in a separate document**

   Please provide day rates and numbers of days for all individuals included on the team, as well as any other costs, including travel, accommodation, and visa procurement, etc. in USD. In a brief budget narrative, please explain the basis of the proposed fees and any other charges to GCERF, their level and appropriateness. Please include the basis for invoicing and terms and conditions for payment.