

Request for Proposal 2024-05 National Advisor for Kyrgyzstan (Consultancy)

[About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on preventing violent extremism, based in Geneva, Switzerland. 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, Burkina Faso, Chad, Indonesia, Iraq, Kenya, Kosovo, Mali, Mauritania, Mozambique, Niger, Nigeria, North Macedonia, the Philippines, Somalia, Sri Lanka, Tunisia, Kyrgyzstan and Yemen.

Description of Services

- Supporting GCERF's grant making and grant management efforts in Kyrgyzstan;
- Conducting regular activity monitoring of GCERF's programme as per an agreed schedule;
- Supporting coordination and capacity strengthening of GCERF's grantees, including provision of guidance on mainstreaming good practices;
- Serving as an interlocutor between GCERF's Secretariat and key in-country stakeholders (government partners, donors, grantees, other in-country agencies, UN, NGOs, and CSOs) as requested by GCERF.
- Contribute to resource mobilisation efforts and donor reporting.

[Background](#)

Kyrgyzstan was approved as a GCERF partner country in late-2022. A country needs assessment was conducted in June-September 2023 to better understand the PVE context in Kyrgyzstan, which was followed by Country Investment Strategy (CIS).

GCERF is working in coordination with the Government of Kyrgyzstan and CSM (Country Support Mechanism), which brings in 9 key state institutions and international organisations together. Country investment strategy (CIS) was approved by the GCERF board in late-2023, which set grant making efforts in Kyrgyzstan. The National Advisor will be critical in supporting GCERF with the work outlined below.

GCERF is looking for a National Advisor for Kyrgyzstan to support its programming activities. An integral member of GCERF's Kyrgyzstan Country Team, the successful applicant will combine relevant expertise in P/CVE, peace building and reconciliation, programme management, monitoring and evaluation to support GCERF's programming activities. (S)he will provide a key support role to the Country Manager in the day-to-day management of the Kyrgyzstan portfolio, working collaboratively with colleagues in other units and with in-country partners. Experience with productively managing relationships with internal and external stakeholders, including governments is an asset.

[Work to be done and deliverables](#)

Grant Making: Support the Country Manager and:

1. Conduct due diligence of potential grantees;
2. Finalise grant proposals (theory of change, results frameworks, workplans, etc.) of potential grantees;
3. Provide guidance to grantees and sub-grantees in Kyrgyzstan.

Grant Management:

1. In coordination with the Country Manager, conduct regular programme monitoring of activities implemented by grantees and sub-grantees as per an agreed schedule;
2. Support grantees with the preparation of regular programmatic reports and contribute to the development of consolidated reports;
3. Follow up submission of required grant reports, special terms and conditions, and other documents ensuring that GCERF's recommendations are addressed.

Coordination and information sharing:

1. Support the Country Manager in capacity strengthening of grantees, sub-grantees and other relevant partners, through organisation of Communities of Practice (COP);
2. Provide the Country Manager with regular analysis of the country context and proactively share updates and information (i.e. reports, maps, and invitations to events and fora);
3. If requested, participate in P/CVE coordination meetings, discussions, workshops, etc. organised by government, donors, partners, and report back to the Country Manager.

Stakeholder Engagement : In coordination with the Country Manager:

1. Build relationships with relevant P/CVE stakeholders to identify synergies and opportunities for collaboration;
2. Work closely with partner communities and grantees to ensure emerging needs are addressed in a coherent and compliant manner with best practices;
3. Organise and deliver regular and ad-hoc update meetings with key stakeholder in the country.

4. Liaise with the Country Support Mechanism, GCERF's coordination mechanism in Kyrgyzstan

Support to resource mobilisation and reporting

1. Provide support to the Country Manager to resource mobilisation efforts e.g. attending meetings, providing briefings, contributing to proposal developments e.g. context section.
2. Provide support for specific donor reporting, especially from the context perspective.

Deliverables

The National Advisor will be based in Bishkek 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 National Advisor is a fully funded consultancy position. The initial duration of this consultancy will be 7 months and will involve 100% level of effort with potential prolongation upon successful service. The contract is renewable on a yearly basis based on performance, needs and availability of funding.

In collaboration with the GCERF's Country Manager, and the Deputy 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.

Characteristics of the Kyrgyzstan National Advisor

GCERF is seeking a candidate with good knowledge of P/CVE programming and grant management in Kyrgyzstan context. Female candidates are strongly encouraged to apply. The successful candidate will be based in Bishkek, with regular travel to project sites. GCERF will not relocate persons from abroad to Kyrgyzstan.

The National Advisor should have the following skills and competencies:

- A degree in political science, international relations, social sciences, law, or related field is preferred.
- At least 5 years of working experience with national or international organisations in P/CVE, peace building, reconciliation or related areas.
- Strong understanding of P/CVE context and dynamics in Kyrgyzstan;
- At least 5 years of relevant working experience in programme and grant management, monitoring and evaluation or related areas.
- Experience in donor reporting.
- Extensive experience in networking and partnership building;
- Extensive experience in coaching and training local CSOs;
- Ability and willingness to regularly travel to programme locations;
- Fluent in English, both written and verbal. The official language of GCERF Secretariat is English;
- Relevant local language skills for working with grantees, authorities, and communities;
- Strong presentational and analytical skills.

The candidates must comply with all applicable laws and regulations. The fees charged should be reasonable and competitive to the extent possible.

Submission of Proposals/ Applications

Applications must follow the template provided below. Failure to follow the application 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.

Applications should be sent latest by **20 April 2024** by email to bids@gcerf.org with the clear subject "**Bid reference: 2024-05**."

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);
- 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 perform the Consultancy work in Kyrgyzstan and hereby submit this proposal in response to GCERF's Request for Proposal 2024-05. 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 National Advisor. Please briefly provide recent examples of similar projects you have 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.