

Request for Proposal – RFP 2026-13

Syria Government Liaison Consultant

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About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a not-for-profit Swiss foundation based in Geneva. 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 partner countries to support the implementation of national strategies through a prevention lens, addressing 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. Applications for funding submitted to GCERF are subject to rigorous independent assessment, performance monitoring, and evaluation.

GCERF is governed by a multi-stakeholder Governing Board with representatives of donor and partner countries, the private sector, foundations, and civil society. It is financially supported by nineteen donor countries, including Switzerland, as well as the private sector.

GCERF is currently working with governments, civil society, and the private sector in 25 countries across Africa, Central Asia, the Middle East, South-East Asia, and the Western Balkans.

Description of Services

Background

In the context of Syria's post-war transition, the Service provider will coordinate GCERF programmes aiming to deliver support to internally displaced persons, returnees, and other vulnerable groups. GCERF and its partners in Syria are committed to providing their expertise and support in order to strengthen social cohesion, foster a shared sense of Syrian national identity, and repair decades of mistrust and polarisation between communities.

GCERF and the Syrian government have reached an agreement to found a partnership with the purpose of enabling GCERF grantees in Syria to operate and share strategic priorities for its phased programme. This partnership would include discussions with key governmental stakeholders. Building on its experience in northeast Syria, GCERF contributes to national recovery by strengthening community resilience, social cohesion, and the sustainable reintegration of conflict- and displacement-affected populations through locally led, community-based interventions.

GCERF's programme in Syria is already underway and focuses on addressing drivers of vulnerability to violent extremism by improving resilience, psychosocial well-being, and positive opportunities for youth and women in the Aq Burhan camp. It also supports returnees through structured pre-departure and transition assistance while working with host communities to promote acceptance, social cohesion, and sustainable reintegration.

Objective

The service provider will be GCERF's in-country representative and will support GCERF's ability to operate independently and engage on programme issues with the Ministry of the Interior, Ministry of Foreign Affairs and Expatriates, and the Ministry for Social Affairs and Labor in addition to other stakeholders in Syria.

The service provider's application should demonstrate a reliable and proven preexisting relationship with Syrian national government institutions and should be able to manage sensitive relationships with these on the regional and national level.

The service provider will help GCERF maintain the coordination mechanisms established with the Syrian government to address possible concerns, which may include: implementation of activities without conflict-sensitive and context-specific approaches, perceived bias in beneficiary selection or geographic targeting, or unrealistic implementation timelines that fail to account for operational and legal constraints.

Work to be performed and deliverables

This consultancy is on a part-time basis, with an effort level of approximately **50%** over a **five-month** period.

A. The Service provider will be expected to provide the following services:

1. Support and facilitate the establishment of GCERF's engagement with national and regional government counterparts by building strategic relationships, introducing GCERF's mandate and approach, maintaining government approval of programmatic activity operation, and ensuring alignment with national priorities to support the launch of the GCERF pilot programme in Syria (25%).
2. Serve as the primary liaison between the GCERF team and key in-country stakeholders, including government institutions, civil society organisations, donor representatives, multilateral agencies, and community leaders, facilitating effective communication, coordination, and partnership development (20%).
3. Facilitate coordination and promote effective engagement with government stakeholders, strengthen multi-stakeholder collaboration, and support the dissemination of good practices and lessons learned (5%).

B. Detailed Tasks

1. Actively seek coordination opportunities with key stakeholders such as the UN agencies or government partners and discuss with the Regional Manager the potential participation.
2. In coordination with the Regional Manager and relevant GCERF teams, support the launch of the GCERF pilot programme in Syria by representing GCERF in coordination meetings and consultations with government institutions, donors, international organisations, and other actors working on P/CVE, social cohesion, peacebuilding, and related priorities.
2. Proactively establish and maintain effective working relationships with relevant national and sub-national government counterparts, facilitating dialogue, fostering strategic partnerships, and promoting awareness of GCERF's work, investments, and programme results.
3. Lead engagement efforts to introduce GCERF and its programming in Syria, raising awareness of GCERF's mandate, funding model, and planned programme among government institutions, civil society, donors, and other key stakeholders to support the successful launch of the programme.

4. Identify and assess opportunities for strategic collaboration, resource mobilisation, and programmatic synergies, and provide recommendations to the GCERF team and the Regional Manager.
 5. Organise and facilitate regular and ad hoc meetings and briefings with government counterparts, donor representatives, and other strategic stakeholders to strengthen coordination and information sharing.
- C. Final deliverable:** Submit a comprehensive final report at the conclusion of the service agreement summarising activities undertaken, key achievements, stakeholder engagement outcomes, lessons learned, and recommendations for future engagement. Moreover, each month the service provider will need to submit a monthly report and timesheet.

The expected start date is 1st of October 2026.

Characteristics of the provider

The provider should be an individual service provider who fulfils the following requirements:

- An undergraduate degree in political science, international relations, social sciences, law, or related field from a recognised university;
- At least eight (8) years' experience working on international development cooperation programme management and/or monitoring and evaluation, preferably in the PVE, peace and security or governance sectors;
- At least five (5) years' experience working in Syria with government and other stakeholders
- Strong analytical skills and ability to present effectively;
- Fluent in English and Arabic;
- Good understanding of P/CVE dynamics in Syria preferred;
- Great communication skills;
- The legal right to work in Syria;
- The service provider must be based in Damascus, Syria

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's 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 fees charged should be reasonable, competitive, and related to services rendered to the extent possible. GCERF places an emphasis on long term consistency.

Submission of proposals

Proposals may offer the total required services or only part thereof. The bidder shall indicate precisely which specific services it intends to provide.

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.

Technical and Financial Proposals should be sent by email in the form of PDF files **no later than August 31st 2026**. The subject line should clearly indicate: "Bid reference: 2026-13". 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 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:

- relevant educational background,
- experience working in Syria with government and related stakeholders,
- understanding of prevention and countering violent extremism dynamics in Syria,
- strength of the proposed technical approach,
- language capacity in English and Arabic,
- legal right to work in Syria, and
- overall cost-effectiveness of the financial proposal.

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 authorised representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2026.13. 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, attach the CV that includes previous experience and qualifications.

Please explain the legal status of the bidder; including its registration with the relevant competent authorities.

Please explain strengths and values and your customer service approach. In a cover letter, describe instances in which you have managed a relationship with government institutions or officials, and how you solved any problems which may have occurred, and how you would build upon that experience to do the same in this position.

Please provide information on prior experience with similar requirements and references that GCERF may contact.

3. Technical Proposal

A. Understanding of GCERF's requirements:

Please describe how your profile fits the following requirements:

1. Understanding of Syrian political, institutional, and stakeholder landscape.
2. Experience in stakeholder coordination, Government engagement, relationship-building, and partnership development.
3. Examples of successfully establishing and maintaining relationships with government counterparts.

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 information on the following:

1. Methodology/approaches you would use to provide the various required services;
2. Workplan: key tasks/phases, deliverables, schedule 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. Risk Mitigation Plan:

Please list any identified risks which may affect the successful delivery of services and any proposed mitigating measures.

F. Assumptions (optional):

Please list the assumptions on which your proposed approach and successful completion of deliverables are based.

G. References:

Please briefly provide recent examples of similar projects that you have recently undertaken. Please indicate if the name of the client may be disclosed and if GCERF may contact the client for reference.

4. Financial Proposal

Please explain the basis of the proposed fees and any other charges to GCERF and their level.

Please note that GCERF is exempt from VAT. Please include basis for invoicing and terms and conditions for payment.

Date