

Request for Proposal 2020-05—National Advisor for Kenya

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About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on the prevention of violent extremism, 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 extremism (VE). 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 national strategies to address the local drivers of violent extremism.

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 25 employees who are currently all based in its offices in Geneva. GCERF is actively working with governments, civil society, and the private sector in Bangladesh, Kenya, Kosovo, Mali, Nigeria, Tunisia, and the Philippines. GCERF is expanding its activities in other countries, such Somalia and Sri Lanka.

Description of Services

- To support monitoring of GCERF grant activities in Kenya
- To serve as an interlocutor between GCERF's Secretariat and key stakeholders in Kenya.
- To support capacity strengthening of GCERF's stakeholders in Kenya.

Background

In 2015 the Government of Kenya requested GCERF's support to address the risk of radicalisation to VE, focusing on prevention and the vital role of local communities. GCERF conducted the Country Needs Assessment (CNA) to gain a more nuanced understanding of the needs and drivers of VE in Kenya

Simultaneously, GCERF has also supported the establishment of a Country Support Mechanism (CSM), which consists of representatives from the National Counter-Terrorism Centre, various government ministries, and members of civil society.

GCERF's portfolio in Kenya is the largest of all GCERF partner countries with 9 grants in total for USD 5.7 million. The monitoring and coordination of these grants in line with the NSCVE and the CAPs is challenging for the GCERF Secretariat, which is based in Geneva and visits Kenya every three months. The grants require more frequent monitoring and follow up. As such, GCERF is dedicating resources to recruit a National Advisor through the end of 2020, with possibility for extension through 2021.

The National Advisor will be critical to supporting GCERF with the work outlined below.

Work to be performed and deliverables

Work to be performed

1. Visit GCERF-funded grant activities per a monitoring schedule. Prepare monitoring reports and provide recommendations to grantees, the GCERF Secretariat, and the Country Support Mechanism.
2. Attend coordination meetings organized by the national government, donor community, multi-lateral, and international partners regarding P/CVE.
3. Proactively share information (i.e. reports, maps, invitations to events and fora) with GCERF pertinent to GCERF's granting activities in Kenya.
4. Network with relevant P/CVE stakeholders, identify synergies and report back to GCERF for consultation.
5. Proactively look for opportunities to collaborate with P/CVE stakeholders and report back to GCERF.
6. With support from GCERF's portfolio management unit, lead on-the-ground coordination of grant making and grant management processes to include the following:
 - a. Due Diligence of potential grantees

- b. Finalisation of grantee proposals (theory of change, results frameworks, workplans, etc.)
- c. Coordination of capacity strengthening for grantees, Country Support Mechanism, and civil society stakeholders
- d. Coordination of Community of Practice (COP) events

Deliverables

The National Advisor will be based in Nairobi and travel regularly to various projects locations, notably in North East Kenya, to engage civil society and local government representatives and raise awareness about the work supported by GCERF. Key deliverables include but are not limited to the following:

- 1) 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.
- 2) Produce a final report at the end of the service agreement.

Characteristics of the National Advisor

GCERF is seeking an individual (female or male) with advanced knowledge of P/CVE programming in Kenya:

The National Advisor should have the following skills and competencies:

- Proven experience in starting up new initiatives and programmes;
- At least 7 years of experience working with national and local governments agencies in development cooperation and policy in Kenya;
- Experience working with diplomatic missions;
- Experience managing grants and overseeing grants as a donor representative;
- Deep understanding of P/CVE dynamics in Kenya;
- Extensive experience in coaching and training;
- Extensive experience in networking;
- Ability to regularly travel to various projects locations;
- Fluent English skills, written and verbal
- Fluent in Swahili.
- Strong presentational and analytical skills;
- Digital native;

In collaboration with the GCERF Country Manager for Kenya a detailed work plan with clear deliverables will be discussed prior to signing the contract.

The fees charged should be reasonable, competitive to the extent possible.

Timeline and Scope

The National Advisor is a fully funded consultancy position. The initial duration of consultancy is through the end of 2020 and involves 100% level of effort. The National Advisor will be based in Nairobi with regular travel to various projects locations, in particular in North East Kenya and along the coast.

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 applicant's risk and may affect the evaluation of the proposal.

Proposals should be sent latest 30 July 2020 by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2020-05". The proposal may also be submitted by email in the form of "pdf files". 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 applicant 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 applicants

Applicants 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 and methodology;
- Qualifications and experience;
- Quality of the offer document; and
- Financial Offer.

Proposal template

Applicants must submit their proposal following the template below:

The proposal is made up of four different sections

1. Disclosure form
2. Profile of the applicant
3. Financial proposal

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 Kenya and hereby submit this proposal in response to GCERF's Request for Proposal 2020-05. 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 explain the legal status of the bidder; including its registration with the relevant competent authorities.

Please explain your individual strengths and values and your customer service approach.

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

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.

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.

Date: 25 June 2020