

Request for Proposal 2021-09 – Nigeria National Coordinator (Consultancy)

[About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on the prevention of violent extremism, based in Geneva. GCERF is the first global effort to support local, community-level initiatives aimed at strengthening 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 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's Secretariat has 28 employees who are currently all based in its offices in Geneva. GCERF is actively working with governments, civil society, and the private sector in Albania, Bangladesh, Burkina Faso, Kenya, Kosovo, Mali, Niger, Nigeria, Northern Macedonia, the Philippines, Somalia, Sri Lanka, and Tunisia.

[Background](#)

GCERF's programmes are informed by the results of a needs assessment and ongoing consultations with in-country stakeholders to insure alignment with national preventing or countering violent extremist (P/CVE) priorities. The initiatives funded by GCERF are tailored to address the local drivers to violent extremism and promote community ownership and sustainability.

GCERF provides continuous support to its grantees through capacity building, in-country monitoring, and national and global Communities of Practice which are organised quarterly by GCERF's grantees and the Secretariat to come together and share their experiences, challenges, and suggestions for improvement.

GCERF ensures close coordination of its activities with the Country Support Mechanism (CSM), the national-level coordinating body (comprised of representatives from national, international agencies, civil society and private sector) to ensure programmes align with

national priorities. The Secretariat organises regular meetings with the CSM and in-country donor representatives to share updates and discuss portfolio level coordination issues.

The National Coordinator will be a full-time (100%) position and will support the GCERF Country Team with the work outlined below and additional discreet activities as required.

Description of Key Services

- Support GCERF's grant management processes in Nigeria primarily monitoring of grants and coordination, as per an agreed schedule;
- Support capacity strengthening of GCERF's grantees;
- Support the development of new grant making;
- Serve as an interlocutor between GCERF's Secretariat and key in-country stakeholders (CSM members, donors, grantees, other in-country agencies, UN, NGOs, private sector, and CSOs).

Work to be performed

The Nigeria National Coordinator will be based in Abuja and will travel regularly to the project sites where GCERF's civil society partners are implementing projects, to engage with grantees, communities, and local government representatives.

Grant Management:

1. Conduct programme monitoring of activities implemented by grantees as per an agreed schedule, at project sites, in coordination with the Country Manager and the Performance & Impact team and deliver detailed reporting on this, including challenges, successes, identified gaps, and recommendations for grantees;
2. Support grantees with the preparation of regular programmatic reports on an as-needed basis and contribute to the development of consolidated reports;

Coordination and information sharing:

1. In agreement with the Country Manager, coordinate capacity strengthening for grantees and for the Country Support Mechanism, including Community of Practice (COP) events;
2. Provide the Country Manager with regular context analysis, as well as proactive sharing of information (i.e. reports, maps, and invitations to events and fora) with GCERF and the Country Support Mechanism;
3. Identify and participate in P/CVE coordination meetings, discussions, workshops, etc. organised by the national government, donor community, and multi-lateral and international partners as a GCERF representative and provide detailed reporting on

these to the Country Manager, with an outline of key points discussed, key stakeholders in attendance, and points for follow up.

4. Proactively build relationships with relevant P/CVE stakeholders in Nigeria to identify synergies and opportunities for collaboration;

Grant Making:

1. Support the development of the Country Needs Assessment and contribute to the update of GCERF's Country Investment Strategy and the launch of its next Expression of Interest Call.
2. Support the Country Manager to conduct programmatic Due Diligence of potential grantees in Nigeria;
3. Support the Country Team to develop and finalise grant proposals (theory of change, results frameworks, workplans, etc.) of the potential grantees;
4. Support the Country Manager to oversee and provide guidance to Nigeria grantees on the implementation of recommendations during proposal development, grant making process, and grant programmatic aspects.

In collaboration with the GCERF Country Manager for Nigeria, and the 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 Nigeria National Coordinator

GCERF is seeking a Nigerian candidate with good knowledge of P/CVE programming, grant making, and grant management in the Nigeria context. Female candidates and people from minority groups are strongly encouraged to apply. GCERF will not relocate persons from abroad to Nigeria.

Required skills and competencies:

- At least 5 years of experience working with national, international or local governments agencies in development cooperation and policy in Nigeria;
- Strong understanding of P/CVE dynamics in Nigeria;
- Effective networker with existing understanding or experience of the donor community in Nigeria;
- Ability and willingness to regularly travel to locations where GCERF's programmes are implemented;
- Fluent English, both written and verbal. The official language of GCERF Secretariat is English;
- Relevant language skills for working with grantees, authorities and communities i.e. knowledge of local languages;
- Experience in coaching, training or capacity building;

- Strong presentation and analytical skills;
- A degree in political science, international relations, social sciences, law, or related field is preferred.

GCERF abides by strict recruitment and procurement rules that support proper management of grants, avoiding any potential conflict of interest and reputational risk, while maintaining strong principles of non-discrimination, diversity, inclusion, and fair process. Therefore, GCERF will not accept applications from candidates who are currently working for GCERF partner organisations or governments.

Timeline and Scope

The Nigeria National Coordinator is an 8-month consultancy (May 2021 through December 2021) at 100% Level of Effort.

Submission of Applications

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.

Applications are due **29 March 2021** by email to bids@gcerf.org with application reference RFP 2021-09

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 applicants 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 legally perform the Consultancy work and hereby submit this proposal in response to GCERF's Request for Proposal 2021-09 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 Western Balkans Regional Adviser. Please briefly provide recent examples of similar projects has 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.