



Request for Proposal 2021-08 — Western Balkans Regional Advisor (Consultancy)

[About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund in Geneva, Switzerland, addressing violent extremism (VE) around the world. GCERF is the first global effort to support local, community-level initiatives to strengthen resilience against VE. Operating at the nexus of security and development, GCERF works in partnership and consultation with governments, civil society, and the private sector to address the drivers of VE. GCERF's regional investment strategy for the Western Balkans (WB) focuses on Rehabilitation, Reintegration, and Resocialisation (RRR) of returnees from conflict zones and, more generally, preventing VE.

Description of Services

The Consultant will contribute to GCERF's work by:

- Supporting GCERF's grant making and grant management efforts in the WB, including due diligence, and participation in programme design processes, etc;
- Monitoring and Evaluating GCERF's grant activities in the WB;
- Supporting coordination and capacity strengthening of GCERF's grantees and partners;

[Background](#)

GCERF is recruiting a Regional Advisor (Consultant) to support grant-making and grant-management operations in the Western Balkans. GCERF began funding grants in Kosovo in 2017 and in 2020 expanded grant making efforts to include Albania and North Macedonia. GCERF is considering further expansion throughout the region in 2021 and needs additional on-the-ground support, especially during times of COVID-19, on grant-making and grant-monitoring of the growing portfolio. The advisor must be a national of, and reside in, a Western Balkan country. She/He must be able and willing to travel around the region to monitor GCERF's grant activities.

[Work to be performed and deliverables](#)

Work to be performed

Grant Making:

- Support the Country Manager with various aspects of grant-making process
- Support potential grantees with preparation of grant applications

Grant Management:

- Conduct regular programme monitoring of activities implemented by grantees
- Support Country Manager with development of reports.

- Support Country Manager to ensure that grant activities are aligned with relevant national strategies and plans.

Coordination and information sharing:

- Support Country Manager with capacity strengthening of grantees and partners;
- Provide the Country Manager with context analysis (i.e. reports, maps, and invitations to events and fora);
- Attend relevant meetings, discussions, and workshops.

Stakeholder Engagement:

- In coordination with the Country Manager, organise and deliver regular and ad-hoc update meetings with GCERF member countries in the region.

Deliverables

The WB regional advisor will be based in the Western Balkans and will travel regularly to the project sites where the civil society partners of GCERF are implementing activities. Key deliverables include but are not limited to the following:

- 1) Draft high quality analysis after each monitoring/field visit;
- 2) Provide regular updates to GCERF's Country Manager on:
 - a. Preventing and Countering Violent Extremism (P/CVE) context;
 - b. Security;
 - c. Implementation of GCERF funded workplans, results frameworks, and budgets;
 - d. Donor landscape as it relates to P/CVE;

Characteristics of the WB Regional Advisor

GCERF is seeking a candidate with a good knowledge of RRR and P/CVE programming, grant making, and grant management.

The regional advisor will possess the following skills and competencies:

- At least 5 years of experience in programme management, i.e. developing and managing programme implementation and M&E systems;
- An intermediate understanding of P/CVE dynamics in the Western Balkans and the dynamics surrounding Rehabilitation, Reintegration, and Resocialization (RRR);
- A strong background in gender studies and Women Peace and Security (WPS).
- Ability and willingness to regularly travel to locations where GCERF's programmes are implemented;
- Fluency in **at least** one language spoken in the Western Balkans as well proficiency in written and spoken English.

- Relevant language skills for working with grantees, authorities and communities i.e. knowledge of local languages;
- Strong presentational and analytical skills;
- A degree in political science, international relations, social sciences, law, or related field is preferred.

In collaboration with the GCERF Country Manager for Western Balkans and the Head of the Portfolio Management Unit, a detailed work plan with clear deliverables will be discussed with the Consultant for each months and/or quarter.

Timeline and Scope

The WB Regional Advisor is a 9-month consultancy (April, 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 **19 March 2021** by email to bids@gcerf.org with application reference RFP 2021-08

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 most cost-effective solution to meet the requirements below:

- Responsiveness to request;
- Suitability of the applicants profile (previous experience and qualifications, required skills and competencies);
- Credibility of the applicant;
- 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 and hereby submit this proposal in response to GCERF's Request for Proposal 2021-08 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.

Date: 24 February 2021