

Request for Proposal 2019-04—PVE Training

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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 beneficiary countries to support national strategies to address 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 capacity of governments and civil society to counter violent extremism. Applications of proposals funded by GCERF are subject to rigorous independent assessment and performance monitoring and evaluation.

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. The Governing Board is chaired by Carol Bellamy, former Executive Director of UNICEF. It is financially supported by thirteen donor countries, including Switzerland, as well as the European Union.

GCERF is still in its formative stage. It currently has 30 employees who are currently all based in its offices in Geneva. GCERF is currently actively working with governments, civil society and the private sector in Bangladesh, Kenya, Kosovo, Mali, Nigeria, and Tunisia.

Description of Services

Background

GCERF is currently funding PVE grants in seven countries around the world, as follows:

1. Bangladesh
2. Kenya
3. Kosovo
4. Mali
5. Nigeria
6. Tunisia
7. Philippines--- a partner country but not yet in the grant making stage.

As part of GCERF's approach to strengthening capacity of grantees to design, implement, monitor and evaluate high quality programmes that build community resilience to violent extremism, GCERF supports partners with a suite of training and learning workshops. In 2019, GCERF is planning to provide grantees in Bangladesh, Kenya, Kosovo, Mali, Nigeria, Tunisia, and potentially the Philippines, with tailored PVE training. Knowledge levels vary from country to country and grantee to grantee. Most grantees need to strengthen their facility of how to work with vulnerable groups in the PVE context and they need more nuanced understanding of contextually specific and global good practices in PVE programming.

For the sake of holistic programming and making the most substantive contribution to GCERF's global community of practice (COP) and learning, it is ideal to work with one service provider. If one service provider is awarded the bid, the service provider may be asked to attend a GCERF learning event (less than 3 days) at some point during the next 365 days to facilitate PVE specific exchanges with GCERF staff, grantees, and external stakeholders.

Objective

GCERF requires a service provider with training expertise in preventing violent extremism (PVE) to provide training services in multiple GCERF partner countries throughout 2019. The purpose of the training is to strengthen the PVE capacity of grantees to ensure that GCERF-funded programmes meet country specific PVE objectives. Specific training needs, locations, dates, size of cohort, and other relevant training details are available in annex 1 below.

Work to be performed and deliverables

- 1) Develop tailored training materials to strengthen the PVE capacity of GCERF grantees (community-level, civil society practitioners) focusing on GCERF's four leverage points¹;
- 2) Deliver interactive, participatory trainings per the specifications in the attached table;
- 3) Prepare a PVE training manual for GCERF's proprietary use.

Pre-workshop:

- Develop and distribute pre-training survey to assess grantees' knowledge and needs.
- Design appropriate teaching/learning methodology, annotated agenda, facilitation plan, and training materials (e.g. presentations, handouts).

During the workshop:

- Deliver training per table in Annex 1.

Post-workshop

- Provide within seven days a consolidated package of training materials for dissemination to participants. This should include a guide/handbook for participants.
- Provide summary report with recommendations for how GCERF can continue to strengthen delegates' understanding and application of PVE programming skills.

By end of 2019

- In collaboration with GCERF, produce a PVE training manual for GCERF's proprietary use and circulation. The manual should be produced in English and GCERF will translate into other languages as appropriate.

Timelines - The trainings should take place per the schedule in annex 1. GCERF will facilitate communication with the service provider and training delegates prior to and after the training for pre- and post-training assessments.

¹ Definitions of the leverage points are as follows:

Social Cohesion: Communities and their members maintain and build cohesion during times of societal change. Community members' feel a sense of belonging to a group or community where different ideas, ideologies and identities are embraced and incorporated, and that does not resort to violence.

Community Agency: Capacity of communities to mobilise, organise and represent their own interests. Communities actively and effectively engage with authorities on topics that are relevant to them. Community agency contributes to more effective dialogue between state authorities, other stakeholders, and local communities.

Equal Access to Opportunities: Lift barriers that limit access to social and economic opportunities for self-improvement and for achieving community members' aspirations.

Sense of Purpose: Individuals become more resilient to radicalisation to violent extremism through a stronger and more positive sense of self. Individuals have confidence, critical thinking, and other life skills that can enhance their sense of self-worth.

Place of work: Per the annex 1 below

Additional Information: All materials must be delivered in the language specified in the attached table (annex 1). GCERF would prefer one service provider for all the services described in the RFP. However, GCERF might identify several service providers based on proposed cost, suitability of approach, and availability of services.

Characteristics of the provider

Relevant experience: GCERF is seeking to commission an individual or organisation with:

- functionally-related theoretical knowledge and practical experience on PVE;
- proven track record in the field of capacity strengthening (training) in the area of PVE and resilience building solicited from conflict and post-conflict countries preferably in countries where GCERF currently works. More details can be found in annex 1

The service provider must have considerable cultural and political sensitivity and an ability to meet deadlines.

Travel: Availability to travel to countries during specified periods of time.

Languages: Fluency in written and spoken English is required. Other languages, such as French, may be required per the annex 1.

The provider must comply with all applicable laws and regulations. It should adhere to a strict confidentiality policy in relation to client information. Its staffing levels, 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 composition of the team servicing GCERF's account would be an important factor in the decision-making process of GCERF. The fees charged should be reasonable, competitive and related to services rendered to the extent possible.

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

Proposals may be sent by mail (electronically or snail mail) or courier in a closed envelope to GCERF's offices clearly marked.

"Bid reference: 2019-04" by **26 April 2019**. The proposal may also be submitted by email in the form of "pdf files". The email should be addressed to bids@gcerf.org.

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

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 an assessment of the proposals presented. All proposals will be systematically assessed using criteria in the following areas:

- Relevant experience
- Quality of previous work
- Quality of proposal
- Methodology
- Qualifications of individual/Credibility of organisation
- Financial offer
- Availability to travel

All trainings should be delivered in 2019 however the exact dates are subject to change. It is preferable to award the bid to one service provider however we are open to applications for specific parts of the RFP. Bids should be structured as follows:

Proposal template

Bidders must submit their proposal following the template below. The proposal is made up of eight different sections:

Section	Key Details	Page Limit
Disclosure Form	<i>To be completed by a duly authorized 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</i>	1



	<p><i>representative) confirm that I am a duly authorized representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2018-11. I confirm that all statements and representations made in the proposal are true and correct.</i></p>	
Organisational background and experience	<p>Experience and competency in PVE training per the bid specs.</p> <p>Please explain the legal status of the bidder; including its registration with the relevant competent authorities.</p> <p>Please explain your organisational strengths and values and your customer service approach.</p> <p>Please provide information on prior experience with similar requirements and references that GCERF may contact.</p>	1
Training team	Biography of individuals involved in developing and delivering training materials.	2
Methodology	<p>What should we know about your proposed training methodology that is specific and interesting?</p> <p>A. <u>Business need</u>: Please indicate your understanding of GCERF's business needs for which you are submitting this proposal.</p> <p>B. <u>Objectives and deliverables</u>:</p> <p>Please list the deliverables as specified in this Request for Proposal and indicate whether and how the Bidder commits to deliver these.</p> <p>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.</p> <p>C. <u>Approach</u>:</p> <p>Please provide information on the following:</p>	4



	<ol style="list-style-type: none">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; and <p>D. <u>Service Management Plan:</u></p> <p>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.</p> <p>E. <u>Team Composition:</u></p> <p>Please provide the following information on the proposed team that would work with GCERF:</p> <ul style="list-style-type: none">• Team organisation• Individual team members; name, role in the team, area of expertise and relevant experience. <p>F. <u>Risk Mitigation Plan:</u></p> <p>Please list any identified risks which may affect the successful delivery of services and any proposed mitigating measures.</p> <p>G. <u>Assumptions (optional):</u></p> <p>Please list the assumptions on which your proposed approach and successful completion of deliverables are based that you think would be important for GCERF to understand.</p>	
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Samples	A sample of what kind of material would be covered in a two-day introductory training and a sample of a two-day training for intermediate/advanced PVE practitioners.	3
Timeline for trainings	Table of information which illustrates the timeline for pre and post surveys and trainings. The table should also specify the trainers who will deliver the training.	1
Sustainability	What makes your training sustainable?	1
Budget	<p>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.</p> <p>What is the proposed budget for the training (s) broken down by country? The budget should specify the country, staff costs, and other expenses. The budget should be no less than 10 rows (in excel) per country. Each budget category should include a detailed budget note that clearly explains the expenditure. Information on frequency, unit costs, and number of units is critical.</p>	3



Please keep the overall proposal within 16 pages. You may annex additional information as needed.

Date submitted:

Submitted by: (Name of Bidder)

Name and Title of Authorised Representative:

Date:

Signature

Annex 1: Table of Specific Training Needs

Country	Location of Training	Date	Scope/Level of training	Number of Delegates	Number of Days of training (numbers below are estimations which are subject to change)	Specific skills of consultants (i.e. language skills, local expertise, gender, counter-narratives, etc...)	Other Details
Bangladesh	Dhaka	Quarter 4 (Oct, Nov, Dec)	Advanced PVE training	20	2	English Speaking	Advanced training for PRs that have already participated in three previous PVE trainings.
Kenya	Nairobi	Dec-19	Two-day training for partners with moderate levels of experience in PVE.	20	2	Swahili speaking, local expertise, experience with social media, experience with gender responsive PVE programming.	Good to use both local consultants and international consultants with experience in multiple countries
Kosovo	Pristina	May 2019	Two-day training for partners with advanced level of	20	2	Expertise in counter-narratives, media tools, and working with returnees and reintegration programmes will be highly useful. Consultants should be English speaking. Some	Use both local consultants and experienced international consultants.

			experience in PVE.			knowledge of Albanian and Serbian might also be useful	
Nigeria	Abuja	June 2019	Two-day training for partners with moderate to levels of experience in PVE.	20	2	English speaking. Experience in counter-narrative /advocacy and engagement with local authorities (and schools) would be a plus, knowledge of Nigerian context is essential and bridges between peacebuilding and PVE programming. Expertise on what is a gender sensitive PVE programme.	Nigerian context is quite specific so best to have someone who has experience working in Nigeria. Mixed team would be great.
Mali	Bamako	December 2019	One-day training for PRs followed by a national conference on C/PVE	45	2	French speaking, training materials in French, strong knowledge of the country context	N/A
Phillipines	TBD	Quarter 4 (Oct, Nov, Dec)	Basic PVE training	TBD	2	TBD	TBD

Tunisia	Tunis	May 2019	Basic PVE training	20	2	French speaking	First time grantees with varying levels of experience in PVE programming.
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