

## **Request for Proposal 2019-07—National Advisor for the Philippines**

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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 30 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, and Tunisia. GCERF is expanding its activities in other countries, such as the Philippines.

## Background

In 2018 the Government of the Philippines 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 the Philippines.

Simultaneously, GCERF has also supported the establishment of the Philippine Country Support Mechanism (CSM), which consists of representatives of four national government agencies, two non-government agencies, two international agencies and one academic institution. The Department of the Interior and Local Government chairs the CSM.

Based on the results of the CNA as well as trips to the country and discussions with donors, government representatives, regional, and UN organisations, as well as members of the civil society, GCERF wrote its *Country Strategy for Investment in the Philippines*, outlining GCERF's approach, geographical focus, and potential beneficiaries. The Country Strategy for Investment is aligned with and supports the implementation of the *National Action Plan on Preventing and Countering Violent Extremism*, which is in the final stages of development, and was endorsed by the CSM followed by the approval of GCERF's Governing Board. GCERF recently launched an Expression of Interest country-wide to solicit applications from civil society organizations. The deadline for submitting applications is 26 May 2019.<sup>1</sup>

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

## Description of Services

- To serve as an interlocutor between GCERF's Secretariat and key stakeholders in the Philippines.
- To support the establishment of GCERF's grant making and grant management efforts in the Philippines.
- To support capacity strengthening of GCERF's stakeholders in the Philippines.

## Work to be performed and deliverables

### Work to be performed

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<sup>1</sup> Expression of Interest can be found at <https://www.gcerf.org/grants/>

1. Attend coordination meetings organized by the national government, donor community, multi-lateral, and international partners regarding P/CVE.
2. Proactively share information (i.e. reports, maps, invitations to events and fora) with GCERF pertinent to GCERF's granting activities in the Philippines.
3. Network with relevant P/CVE stakeholders, identify synergies and report back to GCERF for consultation.
4. Proactively look for opportunities to collaborate with P/CVE stakeholders and report back to GCERF.
5. 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 Manila and travel regularly to Mindanao 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 the Philippines.

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 the Philippines;

- Deep understanding of P/CVE dynamics in the Philippines;
- Extensive experience in coaching and training;
- Extensive experience in networking;
- Ability to regularly travel to Mindanao;
- Fluent English skills, both written and verbal;
- Relevant language skills for working with authorities in Manila and Mindanao;
- Strong presentational and analytical skills;
- Digital native;
- Preferably a degree in law.

In collaboration with the GCERF Country Manager for the Philippines and the Head of the Portfolio Management Unit, 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 will be 6 months and involves 100% level of effort. The National Advisor will be based in Manila with regular travel to Mindanao.

### 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 should be sent latest by **28 May 2019** by mail or courier in a closed envelope to GCERF's offices clearly marked "Bid reference: 2019-07". 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 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:

- Responsiveness to request;
- Proposed approach and methodology;
- Qualifications, experience and composition of the consultant;
- Credibility of the bidder organisation;
- Quality of the offer document; and
- Financial Offer.

### 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. Financial proposal

**Please keep the overall proposal within 4 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 authorized representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2019-07. 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 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: 14 May 2019