



Request for Proposal 2020-04 – Theory of Change for future GCERF programming focusing on RFTFs

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About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is a global fund based in Geneva providing grants for national organisations to prevent violent extremism. 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.

Description of Services

Background

The conflicts in Iraq, Libya, and Syria over the last decade have attracted an increasing number of radicalised citizens from other nations. Many of these Foreign Terrorist Fighters (FTF) travelled from the Western Balkans and Tunisia.

GCERF has provided grants to local Civil Society Organisations (CSOs) for Prevention of Violent Extremism (PVE) projects in Kosovo and Tunisia since 2017. These projects have tackled the risks of violent extremism at individual, community and government level and have created strong networks with national and international governments, multilateral networks and NGOs. As FTFs and their families return home, GCERF is gearing up to provide funding for reintegration projects for FTF families. GCERF is currently funding pilot FTF reintegration projects in Kosovo and preparing a pilot in Tunisia and the wider Western Balkans.

Due to the nature and sensitivity of the topic, the programmes on RFTFs poses some challenges in terms of programme design and M&E. Thus, GCERF would like to contract a service provider to assist in producing a unique Theory of Change (ToC) that will inform its approach and programming (and subsequently, its Monitoring & Evaluation (M&E)) on FTFs reintegration in Kosovo, the Western Balkans and Tunisia.

Objective

To commission an authoritative service provider who will produce a Theory of Change (ToC) for future GCERF programming focusing on RFTFs. The ToC should not only capture the lessons learned from GCERF funding over the last three years, but also create a rigorous and focused approach that will guide GCERF's new programme on FTFs in Kosovo, Western Balkans, and Tunisia. If possible, the ToC should dialogue with GCERF four leverage points for resilient communities (social cohesion, community agency, equal access to opportunities, and sense of purpose), but tailored and specific to RFTFs.

The service provider will also be commissioned to facilitate a workshop in which the developed ToC will be presented to relevant stakeholders for feedback and validations. Attendees will include the national governments of both donor and beneficiary countries, GCERF grantees, and relevant FTF actors from the Western Balkans and, potentially, Tunisia. After the workshop, the service provider will incorporate the relevant comments and suggestions into the final ToC, delivered as a full report to GCERF.

Work to be performed and deliverables

Task/output	Suggested timeframe
a. Award of Contract	25 March 2020
b. Inception Report/Outline of ToC	3 April 2020
c. First draft of the Theory of Change fully developed	13 April 2020
d. Facilitation of the Validation Workshop in Kosovo	late April (date tbd)
e. Theory of Change finalised and ready to inform GCERF programming on FTFs reintegration programme – final report	30 April 2020

The service provider should indicate in their proposal if this timeframe is suitable or suggest an alternative.

Characteristics of the provider

GCERF is seeking to commission a service provider with: demonstrated expertise in PVE and Returning Foreign Fighters and their families; prior experience producing Theory of Changes for PVE programming; and knowledge on the theme of Returning Foreign Fighters and their families.

Bidders should have the following competencies:

- Extensive research and analysis experience on P/CVE and RFTFs;
- Thorough understanding of the sensitivities of P/CVE work;
- Experience in developing ToCs and M&E frameworks;
- Ability to draft concise reports;
- Ability to facilitate workshops;
- Experience on PVE within the context of Western Balkans and/or Tunisia is a plus;

The preferred bidder is a recognised, credible institution or company with extensive experience on PCVE.

Bidders without prior experience on PCVE and RFTFs need not apply.

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 and willingness to listen to the ideas and priorities of GCERF.

The fees charged should be reasonable, competitive and related to services rendered to the extent possible. The provider must comply with all applicable laws and regulations. It should adhere to a strict confidentiality policy in relation to client information. The provider should also abide to the following:

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 **21 March 2020**. The proposals should be submitted by email in the form of "pdf files" to bids@gcerf.org and clearly marked "Bid reference: 2020-04".

Period of validity of the proposal

The proposal must be valid for a period of 30 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 detailed methodology;
- Qualifications, experience and composition of the team;
- 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. Technical proposal
4. Financial proposal

Please keep the overall proposal within 10 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 2020-04. 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 brief background of the Bidder, highlighting relevant research and country experiences including existing relationships in the country.

Please explain the legal status of the bidder; including its registration with the relevant competent authorities.

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

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

3. Technical Proposal

A. Business need: Please indicate your understanding of GCERF's business needs for which you are submitting this proposal.

B. Objectives and deliverables :

Please list the deliverables as specified in this Request for Proposal and indicate whether and how the Bidder commits to deliver these.

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.

C. Approach:

Please provide your ideas on the following:

1. The main outputs expected: ToC and facilitation of the validation workshop
2. Suitability of the proposed workplan and timeline: key tasks/phases, deliverables, indicative timeline and provisional dates of activities – may be presented using text and/or graphics;
3. Measures to ensure quality control over the delivery of services to GCERF.

D. Service Management Plan:

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.

E. Team Composition:

Please provide the following information on the proposed team that would work with GCERF:

- Team organisation
- Individual team members; name, role in the team, area of expertise and relevant experience. Please include their CVs.

F. Risk Mitigation Plan:

Please list any identified risks, including potential security and ethical concerns, which may affect the successful delivery of services and any proposed mitigating measures.

G. Assumptions (optional):

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.

H. References:

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.

4. Financial Proposal

Please explain the basis of the proposed fees and any other charges to GCERF and their level. This should include costing for administrative tasks including travel, accommodation, and visa procurement. Please note that GCERF is exempt from VAT. Please include the basis for invoicing and terms and conditions for payment.

Date: