

Request for Proposal 2024-08 –External Review (Evaluation) of GCERF Strategic Cycle 2021-2024 plus Synthesis of Evaluations/TPMs

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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 to strengthen resilience against violent extremist agendas. As a public-private partnership operating at the nexus of security and development, GCERF collaborates with governments, civil society, and the private sector in beneficiary countries to support national strategies to address the local drivers of violent extremism.

GCERF supports 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 the capacity of governments and civil society to counter violent extremism.

Description of Services

Background

Multi-year strategies mark GCERF's lifecycle. GCERF is now in the final year of the current strategic cycle 2021-2024, thus understanding what was achieved and learned over the past years and developing its strategy for the next four years.

GCERF now seeks an independent consultant or team of consultants to conduct a final review of GCERF Strategy 2025, which will include an evaluation of whether (and how) GCERF achieved its vision, goals and objectives of its Strategy 2025 (and associated Strategic Management Plan), plus a synthesis of the findings and lessons learned through external exercises (third-party monitoring and evaluations) of GCERF-funded programmes commissioned by the Secretariat.

The consultants and team are expected to conduct Key Informant Interviews (or focus group discussions) with diverse GCERF stakeholders (donors, partner countries, grantees, other Board constituencies, the Independent Review Panel, and the Secretariat itself). Such interviews will be complemented by the wealth of data and evidence available through external assessments and GCERF's data on achieving its KPIs for Strategy 2025. This strategy review is expected to be done remotely, with no travel to program sites envisioned.

In terms of data that will be available for the evaluators, GCERF was evaluated twice during the current strategic period: first, an external review commissioned by Switzerland in 2022 and, more recently, an evaluation commissioned by the European Union in 2024. GCERF also reports annually on the Fund's progress in achieving its goals (and metrics) contained in its Strategic Management plan.

In terms of external assessments and evaluations, since 2021, GCERF has commissioned and concluded 13 exercises (four TPMs, seven evaluations and two ex-post evaluations) covering 36 grants. These assessments will be the basis for the requested synthesis exercise, which is expected to feed the review of GCERF and stand alone as a knowledge product that GCERF would like to disseminate.

Objective and intended use

Through this exercise, GCERF seeks to achieve the following objectives:

1. Conduct an external review of the GCERF Strategic cycle 2021-2024 that evaluates GCERF's relevance to its stakeholders, whether (and how) it achieved the objectives of its current strategy, and provides overall recommendations.
2. Analyse and summarise the findings from the third-party monitoring exercises and evaluations, synthesising them across themes and identifying good practices and clear recommendations.
3. Elaborate and report both works into two formal reports.
4. In coordination with GCERF, provide two abridged versions of both reports for general public consumption.

Proposals should include a clear plan for achieving each objective, with an appropriate timeline and level of effort. GCERF intends to use these findings to make strategic decisions while supporting ongoing partners in improving programming in various portfolios. Furthermore, these findings will feed into GCERF's strategic formulation for 2025-2028.

Work to be performed and deliverables

1. An **inception report** (up to 5 pages) that defines the final agreed terms of reference of the exercise, including its scope, confirms key evaluation questions, describes methodologies to collect and analyse data, outlines a timeline linked, and provides a detailed breakdown of responsibilities of all team members (if applicable), for both exercises.
2. Two short **aide memoire** (2-3 pages) submitted within one week of completing data collection for the external review/data analysis for the synthesis that presents initial findings, seeks verification from GCERF of key facts and assumptions and identifies initial recommendations.
3. **Two draft reports** that reflect the evaluation and synthesis exercise scope and respond to all questions outlined. The GCERF Head of Performance and Impact will review the drafts, and a feedback session will be held to discuss any proposed changes, ensuring factual accuracy and supporting follow-up actions.
4. A final **evaluation report** suitable for sharing with the donor and incorporating any agreed changes or amendments as requested by GCERF. The final evaluation report will include an executive summary (1-2 pages), a clear summary of findings and corresponding analysis (up to 20 pages) and a succinct set of forward-looking and actionable recommendations (no more than 10).
5. A final **abridged evaluation report** suitable for public consumption and incorporating any agreed changes or amendments as requested by GCERF. The final evaluation report will include an executive summary (1 page), a clear summary of findings and corresponding analysis (up to 12 pages) and a succinct set of forward-looking and actionable recommendations (1 page).
6. A final **synthesis report** suitable for sharing with the donor and incorporating any agreed changes or amendments as requested by GCERF. The final evaluation report will include an executive summary (1-2 pages), a clear summary of findings and corresponding analysis (up to 20 pages) and a succinct set of forward-looking and actionable recommendations (no more than five pages).
7. A final **abridged synthesis report** suitable for public consumption, incorporating any agreed changes or amendments as requested by GCERF. The final abridged report will include an executive summary (1 page), a clear summary of findings and corresponding analysis (up to 10 pages) and a succinct set of forward-looking and actionable recommendations (1 page).

	Task/Output	Timeframe
1	Award of Contract	19 August 2024
2	Inception Meeting	23 August 2024
3	Inception Report/evaluation plan (up to 5 pages): approach, scope, data collection plan, work plan, timeline	31 August 2024
4	Data collection for external review (KIIs, FDGs)	30 September 2024
5	Initial Analysis of TPMs and Evaluations	30 September 2024
6	Two aide memoire submitted with initial findings	5 October 2024

7	A first draft of both reports	21 October 2024
8	A final draft of both reports, incorporating GCERF feedback	5 November 2024
9	Drafts of the abridged versions of both reports	5 November 2024
10	Final drafts of the abridged versions of both reports, incorporating GCERF feedback	15 November 2024
11	A validation workshop to present findings to the GCERF Secretariat	30 November 2024

Although the timeline might be adjusted during the process, the end dates of this project are expected to be maintained due to its importance for closing GCERF’s current strategic cycle and elaborating the new strategy.

GCERF will have full copyright to all materials produced under this contract, but proper author credit will be displayed. For the abridged versions, following the completion of the reports, GCERF will send the documents to be professionally edited and graphically designed in alignment with GCERF branding and communication guidelines before publication.

Characteristics of the provider

GCERF seeks a service provider with expertise in P/CVE, peacebuilding or related areas and a strong evidence synthesis/academic research background. Specifically, the following competencies are required:

1. Experience in research and evidence synthesis or meta-evaluations
2. Excellent understanding of the dynamics of violent extremism globally, especially in developing countries
3. Experience evaluating organisations such as GCERF, and especially, experience evaluating multi-year strategies

Bidders without prior experience in the three competencies above should not apply.

This call is open to individuals, teams and institutions.

The fees charged should be reasonable, competitive, and related to services rendered to the best of their ability. 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 requirements:

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 **12 August 2024** by email in the form of "pdf files" clearly marked "Bid reference: RFP 2024-08" under subject. The email should be addressed to bids@gcerf.org.

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;
- 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/individual
3. Technical proposal
4. Financial proposal

Please keep the overall proposal within 8 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/team/individual) (referred to in this document as "the Bidder"), I (name and title of the Bidder's representative) confirm that I am a duly authorised representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal

RFP 2024-08. 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 experience in evidence synthesis or meta-evaluations.

Please explain your organisational/individual strengths and values and your customer service approach and how this would be important to the achievement of the stated objectives.

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 this exercise 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. Methods and approach for the external review and for the synthesis
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. Person(s) to perform assignment:

Please provide the following information on the proposed person(s) to perform assignment

- Team organisation and their specific roles on the assignment (not applicable if an individual applicant), area of expertise, accompanied by their CV(s).

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. Please note that GCERF is exempt from VAT. Please include the basis for invoicing and terms and conditions for payment.