

## **Request for Proposals 2024-14**

### **National Advisor for Mozambique (Consultancy)**

#### [About GCERF](#)

The Global Community Engagement and Resilience Fund (GCERF) is a global fund working on preventing violent extremism, based in Geneva. GCERF is the first global effort to support local, community-level initiatives to strengthen resilience against violent extremism (VE). 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 violent extremism's local drivers.

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 45 employees who are currently all based in its office in Geneva. GCERF is working with governments, civil society and donors in 25 countries across 6 regions: Central Asia, East & Southern Africa, the Middle East, Sahel, South and Southeast Asia, West Africa and the Western Balkans.

#### **Description of Services**

The National Advisor for Mozambique is a long-term consultancy position that will:

- Support GCERF's grant making and grant management efforts in Mozambique;
- Conduct regular monitoring of GCERF-funded grant programmes, as per an agreed schedule;
- Support coordination and capacity strengthening of GCERF's grantees, including provision of guidance and support on GCERF processes;
- Support coordination and communication between GCERF's Secretariat and key in-country stakeholders (including government partners, donors, grantees and other PCVE actors), as requested by GCERF.

#### [Background](#)

Mozambique was approved as a GCERF partner country in April 2023 and the first round of grants began implementation in January 2024. At present, grants have been issued to three consortiums working in the provinces of Cabo Delgado, Nampula and Niassa.

GCERF is looking for a National Advisor for Mozambique to support its current programming activities. An integral member of GCERF's Mozambique team, the successful applicant will combine relevant technical expertise with their experience in programme management and monitoring and evaluation to support the programming activities of GCERF's grantees. S/he will play a key supporting role to the Regional Manager in the day-to-day management of the Mozambique portfolio, working collaboratively with colleagues in other units and with in-country partners. Experience building and maintaining positive working relationships with internal and external stakeholders, including government is essential.

#### [Work to be done and deliverables](#)

#### **Grant Making**

Support the Regional Manager and Country Team to:

1. Conduct due diligence of potential grantees;
2. Effectively communicate with potential grantees and their consortium members;
3. Co-create programmatic design with potential grantees; and
4. Finalise grant proposals (theory of change, results framework, workplan, etc.) of potential grantees.

**Grant Management**

Support the Regional Manager and Country Team to:

1. Conduct regular monitoring of programmes implemented by grantees and consortium members, as per an agreed schedule;
2. Ensure grantees prepare and adjust (as agreed) programmatic documents such as reports, workplans, etc; and
3. Follow up on submission of required documents, ensuring that grantees are supported to address GCERF's recommendations.

**Coordination and Information Sharing**

Support the Regional Manager and Country Team to:

1. Strengthen the technical capacity of consortiums and other relevant partners, through both ongoing informal engagement and structured events;
2. Organise in-person and virtual events, such as trainings and meetings;
3. Better understand the context by providing regular analysis and proactively sharing updates and information (i.e. reports, insights and awareness of events, fora, etc); and
4. Draft donor reports.

**Stakeholder Engagement**

In coordination with the Regional Manager:

1. Work closely with grantees to ensure emerging needs, risks and challenges are addressed coherently;
2. Support relationship building with relevant external stakeholders to identify synergies and opportunities for collaboration;
3. Participate in relevant external meetings, discussions, workshops, etc., as agreed; and
4. Support the Mecanismo Nacional de Apoio (MNA), GCERF's steering committee in Mozambique, Chaired by the Agência de Desenvolvimento Integrado do Norte (ADIN).

The National Advisor will be based in Maputo and will travel regularly to programme sites to engage with grantees, communities, and local government representatives in Cabo Delgado, Nampula and Niassa.

Key deliverables include but are not limited to the following:

1. A report on each monitoring visit conducted, including observations and findings, identified gaps, and recommendations for grantees;
2. Produce a monthly report that includes:
  - a. A one-page context update relevant to the P/CVE landscape; and
  - b. A summary of meetings and/or events attended that outlines the stakeholders in attendance, key points discussed and any resulting actions.
3. Produce a final report at the end of the service agreement.

**Timeline and Scope**

The National Advisor is a long-term consultancy position. The initial duration of this consultancy will be 12 months and is foreseen to involve 60-80% level of effort (to be agreed).

In collaboration with GCERF's Regional Manager, a detailed work plan with clear deliverables will be discussed with the Consultant for each month and/or quarter.

## Profile and Experience

GCERF is seeking a candidate with good knowledge of relevant programming and grant management in the context of Cabo Delgado, Niassa and Nampula. The successful candidate will be based in Maputo, with regular travel to the three Northern provinces.

The National Advisor should have the following skills and competencies:

- A university degree in a relevant field;
- At least 5 years of relevant work experience in programme and grant management or monitoring and evaluation;
- At least 5 years of experience with national or international organisations working on PVE, peace building, reconciliation or other related technical areas;
- Strong understanding of the context and conflict dynamics in Northern Mozambique;
- Experience in capacity strengthening, mentoring or training civil society actors;
- Ability and willingness to regularly travel to programme locations;
- Strong writing and presentation skills; and
- Fluency in written and spoken Portuguese and English. The official language of GCERF Secretariat is English. Working knowledge of Makonde, Makuhwa, Mwani or Kiswahili would be an asset.

The candidates must comply with all applicable laws and regulations. GCERF will not cover any relocation costs. Female candidates are strongly encouraged to apply.

## Submission of Proposals

Proposals must 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 **6 January 2025** by email to [bids@gcerf.org](mailto:bids@gcerf.org) with the clear subject "**Bid Reference: 2024-14**".

## 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 any 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 not be responsible or liable for those costs, regardless of the outcome of the selection process.

## Selection of applicants

Bidders are requested to provide the most appropriate and suitable solution to meet the requirements. Please note that GCERF has limited resources in the budget for this position, therefore we will consider only the most cost-effective solutions.

The selection will be made based on several criteria that will be applied systematically to all proposal received:

- Suitability of the applicant's profile (previous experience and qualifications, required skills and competencies);
- Credibility of the applicant (references, certificates);
- Quality of the offer document;

- Responsiveness to request; 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, reference contact details)
3. Financial proposal (the fees charged should be reasonable and competitive)

**Please keep the overall proposal within 4 pages.** You may annex additional information as needed.

#### 1. Disclosure form

*I (title and name of the bidder) confirm that I can perform the consultancy work in Mozambique and hereby submit this proposal in response to GCERF's Request for Proposal 2024-14. 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 that includes examples of similar work you have undertaken;
- One-page cover letter highlighting how your skills, strengths, values and approach qualify you for this role; and
- Contact details for two references that GCERF may contact, at a later stage of this process.

Please confirm your legal status in Mozambique.

#### 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.