

Request for Proposal 2024-13 Third-Party Monitoring (TPM) in Tunisia

Contents of this Request for Proposal

About GCERF.....	1
Background.....	1
Objective.....	1
Work to be performed and deliverables	2
Characteristics of the provider	4
Submission of proposals	5
Period of validity of the proposal.....	5
Cost of preparation and submission of the proposal.....	5
Selection of bidders.....	5
Proposal template.....	5
1. Disclosure form.....	6
2. Profile of the Bidder	6
3. Technical Proposal	6
4. Financial Proposal.....	7

About GCERF

The Global Community Engagement and Resilience Fund (GCERF) is an independent organisation established to support local communities to increase their resilience to violent extremism (VE). GCERF is committed to working in partnership and consultation with governments, civil society and the private sector in countries to support national strategies and community-led initiatives to address locally specific drivers of radicalisation and promote social cohesion, community agency, equal access to opportunities, and individual's sense of purpose.

GCERF's work is anchored in the Sustainable Development Goals, particularly Goal 16, "Peace, Justice and Strong Institutions." GCERF is also committed to the UN Global Counter-Terrorism Strategy (2006) and the UN Plan of Action to Prevent Violent Extremism (2016).

Background

Tunisia became a GCERF partner country at the end of 2017. The grants awarded by GCERF to civil society organisations, in perfect alignment with the objectives of the national strategy against extremism and terrorism and the GCERF country strategy for Tunisia (2021-2025) contribute to the promotion and development of a hyperlocal Prevention of Violent Extremism (PVE) approach, the consolidation of achievements and new learning.

Objective

To commission a service provider (evaluation team) who will conduct a Third-Party Monitoring (TPM) of three grants financed by GCERF, that assesses the effectiveness, relevance, quality of the monitoring and data management system, and the integrity of the activities reported by the partners implementing the projects. This general objective will serve as a basis for assessing the performance,

impact and compliance of the partners' activities, and for identifying potential areas for improvement. The TPM is expected to support GCERF validate and triangulate project outputs and early results. This exercise will involve the engagement with a variety of actors based on the identified project stakeholders at the consultancy inception stage. We expect the service provider to be qualified, experienced and able to conduct context sensitive TPM in Tunisia.

The overview of the three grants for TPM is as follows:

- **Grant 1:** This grant is to a consortium of two organisations: one with managerial and administrative responsibility (consortium manager) and a sub-recipient (consortium member). The project aims to promote community resilience to violent extremism (VE) by building the capacity of the community and religious leaders. The aim is to support young people (aged between 14 and 18 and unemployed graduates) who represent a high risk of radicalisation, by helping them to change their behaviour (positive youth development) and integrate into society and the economy.
- **Grant 2:** This grant is to a consortium of five organisations: one with managerial and administrative responsibility (consortium manager) and four sub-recipients (consortium members). The project aims to provide a coordinated response to the rise of violent extremism through social cohesion, by helping communities to build and strengthen inclusion in societal change. The aim is to engage young people (aged between 14 and 18), students and educational staff to advocate for PVE, and to establish a coordination mechanism to improve support for victims of violent extremism.
- **Grant 3:** This grant is to a consortium of four organisations: one with managerial and administrative responsibility (consortium manager) and three sub-recipients (consortium members). The project aims to strengthen the resilience of the local community against violent extremism by protecting young people and reducing their exposure to the risks of exploitation by extremist networks through building the capacity of the community leaders, supporting community-led initiatives and raising awareness on the risks of violent extremism.

Work to be performed and deliverables

The specific objectives of the TPM are to:

- Verify and validate the grant progress to clarify whether the funded programmes are implemented as per the grant agreements, with a focus on activities and outputs.
- Assess the quality of services at output level, with emphasis on how the interventions are responding to the issues of violent extremism by different sub-recipient members of the consortia, and how well they are coordinating with existing mechanisms within the local context.
- Analyse the adequacy of the means of verification, the quality of data management and reporting: This will ensure that the data collected is accurate, verification mechanisms are robust and that the reporting is complete.
- Verify the beneficiary selection: This will ensure that the selection criteria have been carefully defined and rigorously applied to ensure the relevance of the project.
- Identify any gaps in implementation and key issues or bottlenecks in the programming; identify lessons learnt, based on which the program could be adapted.
- Identify any potential early results in terms of immediate outcomes, such as knowledge change due to training; behaviour change of youth; improvement of professional skills of vulnerable groups, etc.
- Identify any potential barriers and challenges to medium and long-term sustainability, provide analysis on the viability of the local mechanisms the consortia are working with; identify areas to be adapted or improved.
- Collect and capture a sample of beneficiary and sub-recipient feedback on the programme;

The service provider will Inform GCERF through a concise but meaningful report, following the OECD DAC evaluation criteria, especially relevance, coherence, effectiveness and sustainability, including a synthesis of key strengths and areas of improvement, and make recommendations based on the findings to enhance the effectiveness and maximise future impact of the interventions.

Below is an excerpt of fully or partially implemented activities recommended for TPM, their locations, and scope. The service provide will consult with GCERF on the sampling approach in terms of selected locations and beneficiaries. The full project documentation such as result framework and detailed workplan will be provided upon during inception phrase after the reward of the contract.

Output Type	WHO (beneficiary)	Scope/Target as per result framework
Capacity building	Mediators Religious actors Youth Vulnerable women Regional and local decision-makers	Grant 1: 20 mediators 50 religious actors 120 young people Grant 2: 60 young people and vulnerable women Grant 3: 25 regional and local decision-makers 18 mediators
Youth councils and peace clubs Community-led initiatives	Youth Community members	Grant 1: 400 community members Grant 2: 100 youth Grant 3: 270 youth
Workshops and regional coordination meetings between local actors, conferences and communities of practice	Local actors and decision-makers	Grant 1: 15 local actors and decision-makers Grant 2: 160 local actors and decision-makers
Awareness-raising activities in high schools and universities	Students Teachers	Grant 2: 1000 students 25 teachers Grant 3: 1800 students

The service provider is expected to address all TPM objectives and deliverables detailed in this RFP during the design (inception report and tool design), implementation (data collection), data analysis, and reporting stages.

The recommended timeline for the TPM is:

	Task/Output	Timeframe
1	Award of Contract	January 24, 2025
2	Inception Meeting	January 28, 2025
3	Inception Report (5–10 pages): approach, scope, data collection plan, workplan	February 3, 2025
4	Finalized tools for data collection	February 10, 2025
5	Data collection finalised	February 28, 2025

6	Preliminary findings presentation to GCERF Tunisian Country Team	March 14, 2025
7	A first draft of report (max. 20-30 pages, excluding annexes)	March 28, 2025
8	A final draft of the Report based on first draft GCERF feedback (20- and maximum 30 pages, excluding annexes)	April 11, 2025
9	Annex of cleaned and filed raw data	April 11, 2025
10	A two-page summary of the evaluation purpose and key findings	April 11, 2025
11	A validation workshop to present findings to in-country partners and GCERF	April 25, 2025

Characteristics of the provider

GCERF is seeking to commission a service provider (evaluator/evaluation team), independent and impartial, with demonstrated expertise in peace building and P/CVE and excellent research methods skills.

The service provider should have the following competencies;

Technical capacity:

- Strong knowledge of the Tunisian context;
- In-depth knowledge of current trends and challenges in the fields relevant to PVE (peacebuilding, conflict resolution, etc.) in Tunisia and community-based approaches to programming and implementation;
- Thorough knowledge of M&E methodologies and tools;
- Ability to draft concise reports and communicate clearly (including visualisation of results and findings when relevant).

Operational capacity:

- Capacity to engage with and oversee the work of local service providers if used;
- A team that includes members with excellent English and/or French and Arabic skills;
- Ability to interact with stakeholders in a sensitive and effective way;
- Evidence of conducting similar project/s in the past is an added advantage;
- The exercise will involve primary data collection in grant locations, some of which are difficult to access due to security and logistical constraints. Therefore, we expect the service provider to be able to access the communities and stakeholders directly or through potential in-country service providers/ partners.

GCERF will not be responsible for nor facilitate any duty of care arrangements, bidders must account for conducting own logistical, insurance, and security planning.

The preferred service provider is a recognised, credible, independent and neutral consultant or company with extensive experience in research/evaluation, particularly in Tunisia.

Bidders without prior experience in governance, peace building, and/or P/CVE and research methods need not apply.

The provider must comply with all applicable laws and regulations and 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 and a 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 by 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 **December 15, 2024** by mail or courier in a closed envelope to GCERF's offices clearly marked "**Bid reference: 2024 – 13**". 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 90 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 cost-effective solution to meet the requirements.

The selection will be made based on several 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

The proposal is made up of four different sections, all shall be included into one single document, if possible. Bidders must submit their proposal following the template below:

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 authorised representative of the Bidder and hereby submit this proposal in response to GCERF's Request for Proposal 2024-13. 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. Research design and methods that will be used to collect the data and answer the questions proposed.

2. Suitability of the proposed work plan 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.
- Describe any team members that are to be sub-contracted within Tunisia. Please include their CVs and areas of expertise.

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. The costs should be USD.