

## FCA Terms of Reference

iDove Coordinator

(Consultant)

OF

### Strategic and Project Support to iDovers

<b>Date of issue:</b>	21 November 2023
<b>Project title:</b>	Strategic and Project Support to iDovers
<b>Deadline for submission of offers:</b>	<b>23:49 CET, 14 December 2023</b>
<b>Contracting authority:</b>	Finn Church Aid Foundation (FCA), Helsinki/Finland Contact person: Kopila Thapa E-mail: Kopila.thapa@kirkonulkomaanapu.fi

## 1. Introduction & Background

**Finn Church Aid (FCA) / the Network for Religious and Traditional Peacemakers (Network) is looking for a consultant with expertise on preventing violent extremism and gender-transformative project planning and implementation to coordinate iDove grant initiatives as part of the “Strategic and Small-scale Project Support to iDovers”-project. The period for consultancy is 10 months, from January 2024 to November 2024. The focus region includes Asia, Middle East, Europe and Sub-Saharan Africa.**

### Background of the project

The Interfaith Dialogue on Violent Extremism (iDove) project is jointly launched by the African Union Commission (AUC) through the Citizens and Diaspora Directorate (CIDO) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH, commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ). iDove provides a youth-led platform to dialogue and fosters creative approaches to preventing violent extremism (PVE) drawing on the soft power of religion. The *iDovers* have been engaged in four major activities, facilitated by the iDove platform; (i) the Intercontinental Youth Forum, (ii) iDove PVE Trainings and Trainings of Trainers, (iii) project implementation, and (iv) networking and dialogue. This project contributes to the overall iDove priorities with special emphasis on (1) the strategic development of iDove Network and its governance structure, and (2) provision of capacity building and small-scale project support to iDovers.

The Network for Religious and Traditional Peacemakers (Network), whose Secretariat is hosted by Finn Church Aid (FCA), is supporting the development of the iDover network, capacity development and implementation of the selected iDover-led small scale projects that are innovative, context specific, and responsive to gender and radicalisation in preventing violent extremism.

Four iDover led gender transformative projects that are associated with implementing organisations will be selected for financial and technical support. The focus of the projects will be on reaching out to youth from communities facing particular risk of recruitment by violent extremist groups, while at the same time demonstrating potential for multi-cultural and religious engagement. The projects are empowering the role of women, young women of faith, members of LGBTQIA+\* and other marginalised groups in PVE efforts or addressing gendered social norms or toxic masculinity in PVE efforts. The supported grant recipients will be iDovers between age

18-35, associated with an organization with implementing capacity.

The capacity building and mentorship support will be provided to iDovers in the design of these small scale projects, mainstreaming gender (incl. in budgeting and monitoring and evaluation) and in effective implementation and successful delivery of the selected projects.

## 2. Purpose and priorities of the Consultant

The Consultant will be supporting the selected four iDover-led projects in their day-to-day work through active engagement and monitoring of the progress of the activities throughout the implementation period, from January to November 2024. This will consist of technical, financial, communication and other capacity building support as well as mentoring. The Consultant will be collaborating closely with the Network, providing monthly updates and reports indicating the progress of each project. Active communication and information flow will also inform the design of peer-to-peer exchanges between the iDovers. These peer-to-peer exchanges are planned to provide space for open discussion about the challenges and best practices as well as about gender transformative project implementation. Additionally, these meetings provide an understanding and content to the project communication and visibility planning as well as reporting. The consultant will organize these peer-to-peer sessions in collaboration with the Network.

## 3. Scope of the work

The scope of this Consultancy covers total 50 days over the duration of the project, from January 2024 to November 2024.

The Consultant is expected to undertake the following tasks and deliverables:

1. Develop and provide project reporting formats that include basis for case studies through story telling approach;
2. Plan and facilitate 3 needs-based trainings to sub-grant recipients;
3. Provide mentoring sessions for the sub-grant recipients;
4. Design and facilitate 2 peer-to-peer sessions between iDover together with the Network;
5. Support and monitor the implementation of 4 iDover project activities and initiatives projects to enable the achievement of the set objectives and outputs as outlined in the iDover's project proposals;
6. Monitor the efficient use of funds by the project in relation to the accepted budget proposals;
7. Support in the production and coordination of communication materials of the projects;
8. Document and report the impact and lessons learned of the iDover projects and assess the contribution the projects have made towards contributing to gender transformative interfaith dialogue and prevention of violent extremism, and
9. Collaborating closely with the Network and providing monthly updates and reviews.

## 4. Timeline and deliverables

### Phase I (January – March 2024):

- Co-organise the virtual kick-off meeting with the Network;
- Provide expert advice on how to collect data from storytelling approach and what kind of data should be included into the final report;
- Develop and produce the project reporting format together with the Network. In the reporting format, story-telling approach should be considered, incl. infographics, social media posts, written stories, videos, etc.;
- Monitor and mentor the project coordination and activities ensuring that the iDover-led organizations have taken into consideration all the aspects (budget, timeline, outcomes, outputs, etc.) of establishing a fully functioning project.
- Provide monthly review/updates to the Network on the projects' progress.

## Phase II (April – July 2024):

- Organise 3 targeted one-on-one needs-based capacity building /mentoring for the grant recipients. The capacity building component is expected to contribute to the iDovers' knowledge, skills and attitudes with focus on:
  - o Enhancing analytical skills on violent extremism and empowering the role of women, young women of faith, members of LGBTQIA+\* and other marginalised groups in PVE efforts and addressing gendered social norms in PVE efforts in the local context;
  - o Gaining practical knowledge on gender transformative project implementation and peacebuilding approaches used in PVE work, including conceptual understanding of youth empowerment, intersection between gender equality and youth empowerment, the basics of advocacy, interfaith, and peace work; and
  - o Gaining practical tools for designing inclusive gender transformative PVE processes and providing support to the iDovers concrete action planning.

*The methodological approach for the capacity building will be non-formal education, characterized by a needs-based, learner centered, flexible, adaptable, and inclusive process. The mentoring component contributes to the overall project goal. The approach needs to consider the human-rights based approach, gender mainstreaming and Do No Harm principle;*

- Co-organise 2 peer-to-peer exchange sessions together with the Network. These meetings should contain substance-based conversations in which the iDovers can share best practices and lessons learned;
- Provide communications support to the iDover projects. Storytelling methods will be utilized in communications. The Consultant provides guidance on the tools and platforms to be used to enhance the project visibility in creative ways;
- Monitor and mentor the project coordination and activities;
- Provide monthly review/updates to the Network on the projects' progress.

## Phase III (June – November 2024)

- Monitor and mentor the project coordination and activities. Help editing and assessing the writing of the final reports of the iDover projects.
- Provide monthly review/updates to the Network on the projects' progress.
- Draft report of the analysis of the lessons learned and assessment of the impact. The data will be collected throughout the project implementation and reported in October. The draft report will be reviewed by the Network before the final submission;
- Finalize Lessons Learned Report and Verbal Briefings.

## 5. Suggestion on the resourcing

Deliverable	Duration
Co-organising the virtual Kick-Off meeting for the selected iDover-led projects with the Network	January / February 2024, 2 day
Contributing to detailed Project Reporting Format	February - March 2024, 2 days
Planning and organizing 3 targeted needs-based capacity building /mentoring sessions with each iDover project	March-August 2024, 6 days
Supporting and providing continuous mentoring and monitoring of the effective implementation of the iDover-led initiatives	February – October 2024, 10 days
Monitoring the iDover project progress and the overall project coordination including the final report submission by iDovers	February – October 2024, 10 days
Providing monthly review/update to the Network (10 months x 0.5 days)	January – October 2024, 5 days days

Organising 2 peer-to-peer exchange sessions between iDover projects	March to October 2024, 2 days
Providing feedback on the small-scale project final reports	October 2024, 3 days
Draft Report of Lessons Learned and assessment of the impact	November 2024, 5 days
Finalize Final Report and Verbal Briefings to the Network	November 2024, 5 days
<b>TOTAL DURATION</b>	<b>50 days over 10 months</b>

## 6. Deliverables & Payments

Deliverables	Payment %
Upon approval of detailed proposal and contribution to reporting formats	30%
Upon successful completion of the mentoring sessions	40%
Upon approval of finalized final report	30%

## 7. Budget

Budget proposals must include all costs, including any travel arrangements, insurance & taxes, including VAT. The maximum budget is EUR 12,000. The consultant will be responsible for any costs arising from the delivery of the service.

## 8. Required Expertise and Qualifications

The Consultant will be appointed by the Network. The tenderers/service providers will initially be verified for eligibility according to the criteria below.

#	Description	Means of verification and required documentation
1	Prior experience (minimum 4 years) and knowledge of project coordination, planning, implementation, management, monitoring and evaluation;	CV and professional references for the listed work experience in the CV
2	Significant expertise (minimum 5 years) in areas of the prevention of violent extremism, mediation, peacemaking, peace and security, conflict, religion, comparative politics, and/or international relations;	CV, cover letter, and technical proposal
3	Expertise (min 2 years) in the gender-transformative project design and implementation, empowering the role of women, members of LGBTQIA+* and other marginalized groups, especially in PVE;	CV, cover letter and professional references for the listed work experience in the CV
4	Prior experience or expertise in working in the local level (esp. in the field on PVE), while at the same time a global portfolio is a plus.	CV, cover letter
5	Experience in the mentoring of at least three projects or individual peacebuilders;	CV and professional references for the listed work experience in the CV
6	Experience working on at least one PVE/peacebuilding project that included youth as project stakeholders;	CV and professional references for the listed work experience in the CV

7	At least one previous instance undertaking the role of coordination and demonstrated ability to produce professional reports;	CV and professional references for the listed work experience in the CV
6	Bachelor's degree required;	CV
7	Working knowledge of English.	CV and cover letter

These are minimum requirements and evidence must be included in the proposal documentation. If no evidence of fulfilling the minimum requirements is found in the documentation, the bidder will not proceed to bid evaluation.

## 9. Contract Award Criteria

Applicants that fulfill the required skills and qualifications will proceed to evaluation phase. Qualified applications will be scored on a 0 to 100 according to the criteria below. The best scoring candidate will be selected for the position and will be awarded with a contract.

Qualitative award criteria	Points	Scoring Methodology
Methodology for designing the capacity-building and mentorship support outlined in the technical proposal.	15 points	Proposals fully meeting the elements on responsiveness to ToR; understanding of the ToR; and innovativeness of the proposal elements will receive 15 points, proposals partly meeting the above elements will receive 5 points, and proposals not meeting the above listed elements will receive 0 points.
Organization of tasks and timetable as outlined in the Technical Proposal.	15 points	Proposals matching the timetable in the ToR get full 15 points. The proposals partly meeting matching with the timetable in the ToR will receive 5 points, and proposals not meeting not matching with the ToR timetable will receive 0 points.
Rationale of the Consultant's value added to iDove projects, including expertise on PVE, gender-transformation and interfaith dialogue outlined in the technical proposal	15 points	Proposals being fully responsive and understanding the project theme with innovative approach will receive 15 points, proposals partly meeting the above elements will receive 5 points, and proposals not meeting the elements will receive 0 points.

Financial proposal as outlined in the Technical Proposal	25 points	Lowest bid receives highest score. Other candidates' scores are calculated proportionally based on the lowest bid.
Experience in the project management lifecycle (within a peacebuilding context preferred) (in addition to four years required under skills & qualifications)	5 points max	1 point per extra year of experience beyond 4 years
Experience in areas of prevention of violent extremism, mediation and mediation support, peacemaking, peace and security, conflict, religion, comparative politics, and international relations (in addition to five years required under skills & qualifications)	5 points max	1 point per extra year of experience beyond 5 years
Expertise in the gender-transformative project design and implementation, empowering the role of women, members of LGBTQIA+* and other marginalized groups, especially in PVE.	5 points max	1 point per extra year of experience beyond 2 years
Experience in Coordinator and Mentor role (in addition to three required under skills & qualifications)	5 points max	1 point per experience beyond 1 previous instance
Experience in peacebuilding that included youth as stakeholders and/or interfaith approach (in addition to one required under skills & qualifications)	5 points max	1 point for every peacebuilding project beyond 1
Educational experience beyond Bachelor's degree	5 points max	3 points for Master's degree in relevant field, 2 points for PhD

## 10. Evaluation Process

The evaluation process is managed by the Network's Procurement Committee.

Candidates will be first assessed according to the requirements in section 8 - Required Expertise and Qualifications. Eligible candidates will proceed to the evaluation phase and their offers will be evaluated according to the contract award criteria in section 9.

## 11. Terms of contract

1. The Consultant is responsible for payment of all social costs, other employment related costs and for all other liabilities of a statutory nature.
2. The consultant will have to abide by FCA CoC for Service Providers and Child Safeguarding policy.
3. The consultant will provide monthly debriefing sessions (via Skype/Zoom) throughout the project implementation.
4. Copyright for the report will remain with the Network/FCA.

## 12. Submission process

Interested parties should email Kopila Thapa (Kopila.thapa@kua.fi) for the Technical and Financial Formats no later than 10.12.2023. **The Application deadline is at 23:59 CET, 14 December 2023.** Applications should be submitted to Kopila Thapa via email (kopila.thapa@kua.fi) by the application deadline. The application package will include the following materials:

1. 1-3 page CV
2. 1 page cover letter
3. 1 work sample of previous evaluation
4. 2 professional references
5. Technical and financial proposal (maximum 8 pages)

**Late, incomplete or partial bids will be rejected.**

FCA reserves the right to accept or reject any bid, and to annul the bidding process and reject all bids at any time prior to contract award, without thereby incurring any liability to Bidders.

At the time the contract is awarded, FCA reserves the right to increase or decrease the quantity of Goods, Works or Services originally specified in the tender notice, provided this does not exceed the percentage(s) specified in the tender notice, and without any change in the unit prices. If no percentage was determined in the tender notice, the percentage to be taken into consideration by default is 10%.

Tenderer's bid should remain valid for a delay of at least 90 and up to 120 days (according to the estimated amount of the contract). Should a tenderer retract his bid before the delay is up, he shall run the risk of not being considered in a future tender.

FCA has zero tolerance concerning aid diversion and illegal actions and may screen consultants against international lists to ensure due diligence and compliance with Anti-money laundering and Combating the Financing of Terrorism requirements.

## Annexes

6. Assessment grid (upon request)