



REQUEST FOR PROPOSALS

Civilian Ceasefire Monitoring Technical Support

PartnersGlobal seeks an experienced civilian ceasefire monitoring expert to carry out technical support, including curriculum development, training, and general consultation, for its project entitled *Yemen Rapid Response Support Program* (“Y2RS” hereafter), a stabilization program aimed supporting the UN-led peace process in Yemen through targeted interventions that connect communities to higher level political progress. This project is a US government-funded grant.

This Request for Proposals (“RFP”) defines the work that must be carried out by the expert. It provides a brief outline of the project; specifies the scope of the activities; and outlines the methodology.

1. Background

1.1. Project Summary

Recognizing that political negotiations require legitimacy to be successful, the Yemen Rapid Response Support (Y2RS) project aims to increase public support for Yemeni peace efforts by strengthening confidence building measures and demonstrating positive incentives for peace. It is designed to work closely with the UN Special Envoy’s office to identify windows of opportunity and coordinate local programming with higher level political progress. One of its key objectives is to improve the capacity of local civil society organizations (CSOs) to analyze the terms of ceasefires and local sub-agreements, monitor their implementation according to international best practices, and submit professional monitoring reports to relevant stakeholders. The program therefore aims to provide technical training and ongoing support to civilian ceasefire monitors, as directed by the funding agency.

1.2 Organizational Background

PartnersGlobal works through a global network to support local leaders and create partnerships that transform conflict, strengthen democratic institutions, and achieve sustainable development.

Vision: **PartnersGlobal** has a vision for the world where all of us – communities, governments, organizations, and businesses – work together to peacefully manage change. We believe in the power of local leadership and global collaboration to achieve inclusive, sustainable, and prosperous societies. That’s why we empower our affiliate centers, foster long lasting partnerships, and help people create just and democratic societies where:

- Rights are respected
- Conflicts are resolved without resorting to violence
- Ordinary people shape decisions that affect them

- Resources are carefully managed and conserved for future generations

For more than 25 years, **PartnersGlobal** has been forging more resilient communities. Our work in preventing and mitigating conflict is rooted in inclusive approaches of dialogue, collaborative consensus methodologies, conflict resolution, empowerment of marginalized groups, and the promotion of good governance and citizen participation. By leveraging the knowledge and expertise in our network of independent sustainable centers located in the Middle East, Africa, Europe and Latin America, we emphasize the importance of locally-driven interventions that address a community's most critical issues. This is at the heart of the **Partners Way**. The most common belief in all of our collective work is that 'process matters' and that impartial, skilled facilitators, mediators and trainers have an important role to play in bringing about peaceful change. **PartnersGlobal's** international network, which brings over 240 local experts in the field of democracy and peacebuilding, emphasizes a multi-stakeholder approach to help effect positive change and good process to all activities.

2. Required Documents

2.1 Proposal/Letter of Interest

Interested applicants should submit a proposal of no more than 5 pages (not including the budget) in PDF or MS Word format that meet the following guidelines:

1. Cover page (not included in page count) with relevant contact information of applicant
2. All pages numbered;
3. Formatted to 8 ½ x 11 paper size;
4. Single-spaced, 12-point Times New Roman font, with 1-inch margins. Captions and footnotes may be 10-point Times New Roman font

All proposals should detail: 1) how the offeror will meet the requirements of the scope of work, and 2) professional qualifications including: experience developing and delivering ceasefire monitoring training, existing resources and materials, previous experience with United Nations missions within the last five years.

2.2 Budget

The budget should include standard costs associated with completing each deliverable, including consultancy fees, communication costs, etc. As this is a USG-funded grant, 2 CFR 200 and 2 CFR 600 requirements flow down to the evaluator.

The budget should be submitted in MS Excel format with a budget summary tab in addition to a detailed line item breakdown. An accompanying budget narrative may be written into excel or in pdf/word format.

As there is the possibility of program expansion, please provide the cost in a format that can be scaled up or down (e.g., per curriculum, per training day). Please do not include training travel expenses, as these costs (e.g., lodging, meals and incidentals, airfare, etc.) will be paid directly by the program if incurred.

2.3 Required Attachments

- CV of Consultant or Team Lead (if submitting as an organization)
- Proposed timeline for the deliverables outlined below (no more than 2 pages)
- List of three references including contact information for work performed within the last three years

2.4 Submission Instructions and Point of Contact

Applicants should direct any questions and submit proposals by 11:59PM EST on March 6, 2019 via email to Jordan Daniels at jdaniels@partnersglobal.org.

All questions must be submitted by 11:59PM EST on February 27, 2019 via email. No calls will be accepted.

3. Scope of Work

Due to the fluid nature of the conflict in Yemen and the uncertain political environment, the Y2RS seeks a consultant or organization that has the flexibility to produce deliverables below on an as-needed basis as the situation evolves.

3.1. Goal

The primary objective of the requested support is to ensure Y2RS program activities are in line with international norms and standards around civilian ceasefire monitoring – first and foremost among them, proper duty of care – and positively contribute toward building confidence in the Yemen peace process.

3.2 Methodology and Approach

All deliverables will be iterative in nature and the consultant or organization should expect significant involvement from the **Partners** administrative team, Partners Yemen, and the donor at various stages of development. The purpose of these reviews is to ensure that the technical support provided takes into consideration sensitive political and security conditions as well as parallel programming.

In order to maximize program resources, **PartnersGlobal** expects this technical support to include both remote and in-person tasks. Remote work may be facilitated through phone calls, Skype, and/or email. In-person tasks may take place in Washington, DC; Amman, Jordan; or another location, as determined by the needs of the program. Travel to Yemen will not be required. All respondents should include any travel restrictions in their proposal.

3.3 Deliverables:

1. Remote Curriculum Design

The curriculum should be specific to the Yemen context, pre-existing monitoring mechanisms, and any local mobility and/or security constraints, while also making use of other relevant case studies. It will include:

- Written review and validation of local needs assessment(s) conducted by **PartnersGlobal** and its implementing partners

- Training agenda, expected learning outcomes, visual aids (e.g., PowerPoint slides), descriptions of exercises, presenter notes, and any read-aheads/takeaways
- Pre- and post-training assessments to measure learning

2. Training of Trainers

The training may be delivered in English or Arabic and may make use of various audiovisual resources and hands-on exercises but should not require specialized equipment. The location of the ToT has not yet been determined. It will include:

- 3-10-day training with up to 10 trainees

3. Ad Hoc Consultation

General consultation may support **PartnersGlobal**, Partners Yemen, the donor, and/or third parties overseeing and/or implementing the monitoring mechanism. It will include:

- Skype calls to troubleshoot implementation challenges
- Written review of findings and/or reports
- Written recommendations to support activity design

3.4 Duration & Timelines

The duration of contract will be a total of 12 months between March 1, 2019 and February 28, 2020. Please note there is a possibility of time extension, and thus the applicant should indicate any restrictions on time availability through September 2020.

Due to the nature of the program, deliverables will be tasked on an as-needed basis and deadlines will be mutually agreed upon at the time of tasking. As mentioned in section 2.3, please attach an approximate timeline for deliverables 1 and 2. Deliverable 3 is inherently open-ended.

3.5 Logistical Support

PartnersGlobal will provide preparatory and logistical assistance to the civilian ceasefire monitoring expert, to include:

- Background materials (project proposal, periodic reports, existing assessments, etc.)
- Meetings, phone/e-mail communication with program administrators
- Identify trainees and provide contact information
- Technical assistance, e.g., input for curriculum development, background information, etc.
- All logistical support for any travel, including the travel cost (local as well as air travel following US Government rules and regulations)
- Arranging logistics for Training of Trainers.

3.6 Role and Competencies

Civilian Ceasefire Monitoring Expert's Role

The civilian ceasefire monitoring activities will be carried out by a single external expert or organization who will report to and work under the guidance of **PartnersGlobal** Program Manager. The individual or organization will work closely with the local affiliate office, Partners Yemen, as well.

Civilian Ceasefire Monitoring Expert Competencies

- Sound knowledge about civilian ceasefire monitoring techniques and approaches;
- Demonstrated technical skills in training and skills transfer;
- Engaging presentation style and ability to present information to diverse audiences;
- Sound knowledge on multilateral monitoring mechanisms;
- Familiarity with the Yemen conflict and ongoing peace efforts;
- Familiarity with tribal actors and militias in Yemen preferred by not required;
- Proficiency English; proficiency in Arabic preferred but not required.

4. Monitoring, Reporting and Information

4.1 Monitoring and Reporting

In the event that the timeline for a deliverable exceeds two weeks, the evaluator will be expected to provide **PartnersGlobal** with a progress status update via email or telephone on a biweekly basis until completion.

4.2 Miscellaneous Information

- **PartnersGlobal** reserves the right to accept or reject, either in whole or in part, any and all submittals in response to this request, to waive irregularities, or take whatever action deemed necessary to protect the **PartnersGlobal** best interest.
- All material submitted regarding this RFP becomes the property of the **PartnersGlobal**.
- **PartnersGlobal** is not responsible for any costs incurred by the consultants prior to conveying this agreement or its rights, title or interest therein, or its power to execute such agreement to any other person, company or corporation with the prior written consent of the **PartnersGlobal**.
- **PartnersGlobal** reserves the right to make reference checks with any client listed in the documents for further information and verification of the consultant's qualifications.

5. Procurement of Professional Services

5.1 Selection Process

All submittals will be evaluated by the **PartnersGlobal** selection panel based on the following criteria:

Ability to Achieve Objectives – 40 points

A strong application will include a clear articulation of the approach to proposed training and consultation activities, and each activity will be clearly developed and detailed. A comprehensive work plan should demonstrate substantive undertakings and the technical capacity of the organization or consultant.

Cost Effectiveness – 30 points

PartnersGlobal strongly encourages applicants to clearly demonstrate program cost-effectiveness in their application, including examples of leveraging institutional and other resources. Applications should include budgets with low and/or reasonable overhead and administration costs and provide clear explanations and justifications for these costs in relation to the work involved. All budget items should be clearly explained and justified to demonstrate its necessity, appropriateness, and its link to the program objectives.

Organizational/Consultant's Capacity and Record – 30 points

Applications should demonstrate an institutional record of successfully implementing similar programming, with a special preference to previous projects supporting UN ceasefire/de-escalation activities elsewhere. Proposed personnel and institutional resources should be adequate and appropriate to achieve the objectives outlined in the RFP.

5.2 Interviews

As its option, **PartnersGlobal** may conduct interviews with any applicant to determine the best qualified consultant or organization and reserves the right to interview only the top ranked consultants or organizations based on the review of qualifications.

5.3 Negotiations

Upon completion of the selection process, **PartnersGlobal** may commence negotiations with firms deemed to be most competitive to establish a final scope of services and an appropriate budget for such services. **PartnersGlobal** reserves the right to move straight to award and budget negotiations based on evaluation.

5.4 Agreement

PartnersGlobal shall prepare the proposed final agreement between **PartnersGlobal** and the selected consultant or organization.

6.5 Final Approval

PartnersGlobal's selection committee will notify the selected offeror upon final internal and donor approval.