

**ESTABLISHMENT OF SPECIALIST CONSULTANT POOL  
CALL FOR EXPRESSIONS OF INTEREST  
COUNTERING VIOLENT EXTREMISM UNIT, GOVERNANCE AND PEACE DIRECTORATE**

**OVERVIEW**

The Countering Violent Extremism Unit (CVE Unit) of the Commonwealth Secretariat provides technical assistance to member countries in respect of strategies for preventing and countering terrorism and violent extremism, funded through the Commonwealth Fund for Technical Cooperation.

The Commonwealth CVE Unit works with member countries to strengthen mechanisms to counter violent extremism in member countries and ultimately to encourage international peace and security, strong democracy, rule of law, the promotion and protection of human rights and respect for diversity.

The Commonwealth is placed to assist member countries in sharing good practice and harnessing the role of governments and individuals to enhance the resilience of society to violent extremist messages. The Commonwealth advantage lies within its decades of experience in supporting governments and its shared values, cultural and regional diversity. Successful CVE strategies and programming involve not only national government officials but also local government, youth organisations, women's organisations and other civil society organisations.

A significant part of the work of the CVE Unit is of an advisory nature, delivered to member state governments through a combination of in-house and external expertise. This includes projects throughout the member countries of the Commonwealth that focus on providing in-depth technical assistance to assist member countries to strengthen their understanding of the nature of violent extremism as relates to their local context and the national CVE gaps and strengths, and to help implement effective policy and programming.

The Commonwealth CVE Unit provides in-depth technical assistance, capacity building training and awareness raising to member governments and also delivers support to member countries' youth and civil society organisations (CSOs) to strengthen their CVE capacity with the aim to build communities that are resilient to violent extremism and to encourage positive CSO-Government collaboration. The Commonwealth Secretariat also promotes effective CVE programming in member countries by facilitating networking, advice and cooperation on CVE research, communications, and campaigns to advance understanding of CVE and evidence-informed responses across the Commonwealth.

To support this work, the CVE Unit often engages external experts to undertake the following tasks under the supervision of ONR:

- Deliver capacity building and training to member governments concerning the relevant CVE focus area(s);
- Prepare policy, research or practitioner background papers, advice and reports for review by the CVE Unit;
- Provide expert advice on technical issues where required in respect of the relevant CVE focus area(s);

- Develop training curricula and training content on the relevant CVE focus area that can be incorporated into national programs and policies.
- Prepare guidance materials or draft strategies and related policy advice concerning the relevant CVE focus area(s); and,
- Assist in advising member governments on the relevant CVE focus area as part of an CVE Unit advisory team.

The CVE Unit is establishing a pool of specialist consultants ('Specialist Pool') to support its work. Experts, consultants and consulting companies that are ultimately included in the Specialist Pool may be considered by the Commonwealth Secretariat on a case-by-case basis for the purpose of specific short-term assignments in respect of particular projects for which additional expertise is required. Under the Commonwealth Secretariat's procurement policies, the pool will be valid for three years.

### **Expertise Sought**

The CVE Unit is seeking Expressions of Interest from independent experts, consultants and consulting companies with expertise in the following focus areas:

- Policy experts and practitioners with substantial expertise and experience in the field of preventing and countering violent extremism, with experience advising on the development and implementation of strategies and programs for preventing and countering violent extremism.
- Policy experts and practitioners with substantial expertise and experience relating to technical aspects of preventing and countering violent extremism through:
  - prisons management and correctional services
  - community policing and community-oriented intelligence and law-enforcement operations
  - education and youth work to build resilience
  - peace education and the promotion of peace, human rights, dialogue, resilience and pluralism to build resilience
  - gender sensitive approaches
  - youth sensitive approaches
  - faith-based and ideology-based approaches
  - managing the return and rehabilitation of violent extremists and/or other adults and children exposed to violent extremists and violent extremist groups.
  - managing the social impacts of violent extremism on communities
  - preventing terrorist use of the internet and social media
  - strategic communications and creative content that builds resilience to and counters violent extremism
- CVE Research and Evaluation
- Support service providers that can facilitate the delivery of effective CVE outcomes through ancillary support services, by providing:
  - expertise in developing CVE-relevant training documentation, guidelines, manuals and training tools across a range of methods including: e-learning packages, interactive and video material, facilitator kits; or
  - substantial expertise in the holistic coordination, organisation, project management and subject-matter-expert facilitation and execution of summits and forums on preventing and countering violent extremism

- High quality interpreter services to support live simultaneous translation and of CVE technical advice between, inter-alia, English - French and English - Swahili.

### **Assignment Arrangements**

Experts will be expected to work from their home country and may be expected to travel to project countries on a case-by-case basis.

The Specialist Pool will be established for a period of three years and may be refreshed from time to time at the discretion of the Commonwealth Secretariat.

This pool will be the primary consultant recruitment mechanism used by the Commonwealth Secretariat Countering Violent Extremism Unit and all experts are therefore encouraged to submit their details to ensure they are considered for inclusion in the Specialist Pool.

Indicative pay rates for experts included in the Specialist Pool will be £300.00 - 500.00 per day, depending on skills, experience and the duration of the contract.

### **Education and Experience**

Detailed job specifications will be supplied individually for each specialist role required at the time that consultants with relevant expertise are contacted about an available consultancy.

However, the following general requirements are listed as guidance and will be used in the assessment of submissions for inclusion in the pool.

- A qualification in a relevant discipline with substantial relevant experience. Expressions of interest will be considered from applicants with limited or no formal qualifications but substantial and exceptional relevant experience.
- Specialisation in CVE issues, in either the development or application of policy, research and/or programmes.
- Experience in working as a consultant, or in an advisory capacity, with national, regional, or international institutions. This could include contributing to committees and delivery of presentations.

Competencies Applicants should be able to demonstrate:

- Expert knowledge of CVE development and CVE issues, including recent developments;
- Proven ability to think laterally and apply innovative thought to policy, structural and/or programme issues, and to develop practical recommendations that suit the operating context and resources of a member country;
- Strong analytical skills;
- Drafting skills and presentation skills.

### **How to Apply:**

Individual experts, think-tanks, consultancy companies, academic and research institutions are encouraged to apply.

Interested individuals should apply with:

- a covering letter setting out their relevant experience, and areas of expertise.
- Detailed CV outlining their educational qualifications, professional engagements, and a list of other, relevant work undertaken, e.g. publications.
- Pricing schedule including indicative rate for daily fee rate.
- clear indication of the applicant's nationality(ies).

Interested bodies should apply with:

- a prospectus outlining their relevant experience and achievements
- the CVs of experts who would work on assignments (CVs should be as above).
- Pricing schedule including indicative rate for daily fee rate.
- Clear indication of the applicant's country(ies) of legal establishment.

For the avoidance of doubt, submissions are required from both firms and individuals, where there is a possibility that the latter may be able to work independently.

### **Eligibility**

This invitation is open to individual experts that are nationals from Commonwealth member countries; and consulting companies and legally registered entities in Commonwealth member countries.

Individuals and firms that are not nationals from Commonwealth member countries can apply for the specialist pool. Such individuals and bodies will be reviewed during the evaluation process conducted by the Commonwealth Secretariat and may be found suitable for inclusion in the pool in extremely limited circumstances, such as providing expertise not otherwise available.

Individuals and firms that are not shortlisted to be included in the Specialist Pool will be notified of the decision after the conclusion of the Specialist Pool evaluation process conducted by the Commonwealth Secretariat.