

**Regional Durable Solutions Secretariat (ReDSS)
Call for Expressions of Interest (EOI)
Prequalification for 2018-2020**

About the Regional Durable Solutions Secretariat

The Regional Durable Solutions Secretariat (ReDSS) was created in March 2014 with the aim of maintaining a focused momentum and stakeholder engagement in the search of durable solutions for displacement affected communities. The secretariat was established following extensive consultations among NGOs in the region, identifying a wish and a vision to establish a body that can assist stakeholders in addressing durable solutions more consistently. ReDSS is managed through an Advisory Group comprising of 12 NGOs: ACTED, CARE International, Concern World Wide, DRC, IRC, INTERSOS, Mercy Corps, NRC, OXFAM, RCK, Save the Children and World Vision, with IRC and DRC forming the steering committee. ReDSS is not an implementing agency but a coordination and information hub acting as a catalyst and agent provocateur to stimulate forward thinking and policy development on durable solutions for displacement affected communities in East and Horn of Africa. It seeks to improve joint learning and research, support advocacy and policy dialogue, capacity development and coordination.

Rationale

The complex and volatile displacement environment in which humanitarian and development actors operate in the region requires constant analysis of the contexts through deliberate learning and reflection in order to adapt in real time. To place learning at the centre of durable solutions programming, it is essential that ReDSS continuously monitor and document progress and challenges to translate learning into evidence-based actions that are locally relevant.

Based on our 2018-2020 strategy, ReDSS aims to shape the solutions agenda in the region through i) Research, analysis and knowledge management; ii) Program support and learning; iii.) Policy influence and iv.) Coordination. The aim is to achieve improved durable solutions programming and policies that increase the potential for displacement affected communities to integrate sustainably and to live safe, dignified and productive lives. ReDSS ways of working are embed within the principles of collaboration, continuous adaptation and iterative decision making, which are locally-led to enable a context-specific and problem-oriented approach that put displacement affected communities at the centre.

Objectives

ReDSS invites interested and eligible national and international firms and/or consultants to apply for pre-qualification to provide their services in operationalizing various aspects of its 2018/2020 strategy. Qualified applicants are required to indicate the specific category of services they want to apply and can apply to more than one. This is a prequalification process for a two years' framework agreement with ReDSS.

Lot 1: Knowledge management, operational research and policy analysis

- Support ReDSS members and partners with regards to knowledge management and learning including real time learning, monitoring of operational research uptake, translating research into practice and facilitating exchange of knowledge among different stakeholders to inform collective analyses
- Conduct solutions analysis based on ReDSS solutions framework to support collective analyses to monitor local integration progress and challenges
- Conduct operational, comparative and cross border research and studies across East and Horn of Africa region on displacement and solutions
- Conduct longitudinal studies with displacement affected communities to better understand their intentions and coping strategies as well as program impacts
- Support use of big data to monitor forced displacement trends for better forecasting and preparedness to inform adaptation and sustainable solutions
- Conduct policy research, analyses and legislative reviews on displacement and durable solutions in the region
- Provide editorial advice and quality assurance support on ReDSS research and policy analyses
- Any other operational research and analysis based on ReDSS thematic priorities¹² for 2018/2020

Required qualifications

- Minimum 10-15 years' proven experience in conducting similar assignments involving operational and policy research, analysis and influence
- Demonstrable experience related to forced displacement research and analysis with programming experience an added advantage
- Demonstrable experience in translating research and evidence into practice and policy influence to ensure uptake
- Strong knowledge of the socio-economic and political dynamics of the East and Horn of Africa; more specifically on displacement, with a demonstrated ability to manage politically sensitive contexts
- Good understanding of legal and policy frameworks impacting displacement in the East and Horn of Africa
- Experience in facilitating strategic partner engagement including consulting with government officials, donor agencies etc.
- Strong analytical and writing skills (English) with proven experience in producing high quality research and policy briefs with ability to present complex information in a simple and accessible manner

Lot 2: Programme support, capacity development, and adaptive learning

- Support, facilitate and monitor adult learning approaches including through mentorship and coaching, cross learning between countries, and developing relevant tools

¹ Early solutions planning, Solutions in urban context, Self-reliance and resilience, Housing Land and Property, Social cohesion and conflict management

- Support and develop processes to inform real time learning and iterative decision making (including support to monitor, document and use of learning and lessons learnt, impact evaluation)
- Revise and adapt existing ReDSS learning tools including training package, programmatic tools, monitoring tools, etc.
- Support ReDSS members with regard to adaptive management and learning to be flexible and responsive to changing contexts and needs doing more of ‘what works’ and less of what doesn’t
- Support ReDSS member’s capacity on accountability, community engagement and two ways communication

Required qualifications

- Minimum 10-15 years’ experience involving programme development and capacity development in the field of forced displacement and/ or mixed migration
- Demonstrable experience in adult learning models including real time learning, coaching and mentoring techniques and knowledge of design for on-line and distance learning environment
- Proven ability to design, implement and report impact and transfer of learning for program effectiveness
- Solid knowledge and experience in adaptive management
- Expertise in accountability, community engagement and two ways communication
- Strong knowledge of the socio-economic and political dynamics of the East and Horn of Africa, more specifically on displacement, with a demonstrated ability to manage politically sensitive contexts
- Strong analytical and writing skills with proven experience in producing high quality programs and lessons learnt tools with ability to present complex information in a simple and accessible manner

Lot 3: Communication, online tools and translation

- ReDSS Website maintenance: website backups, software updates, website optimization, search engine optimization, spam protection
- Update and further development of ReDSS solutions dashboard
- Web site redesign when required, re-alignment or re-development single web pages, web site, web graphics on the website etc.
- CMS design or integration including but not limited to blogs, shopping carts and web forums.
- Creation of ReDSS online tutorials (white board animations) including voice over services
- Translation of publication, online videos and other communication material into and from English (preferred languages include: French, Arabic, Somali, Amharic, Kiswahili)
- Printing of ReDSS communication and visibility materials
- Design art work and formatting for ReDSS publications including research reports, policy papers etc.

Required qualifications

- 10-15 years of proven experience of web design and maintenance support in related fields
- Strong experience in developing well known and widely used open source platforms, such as Drupal, Joomla, WordPress

- Search Engine Optimization, security and administration, google analytics and other key monitoring online tools etc.
- Proven skills in translation and interpretation into and from English including good understanding of technical terms in the field of forced migration
- Proven proficiency in recording voice overs for videos that appeal to wide audiences (preferably East African voices)
- Minimum 5 years' experience in design and art work including demonstrated production of high quality publication
- Minimum 5 years' demonstrable experience in publishing and printing high quality communication material

Application process

Interested applicants who meet the required profile are invited to submit an expression of interest including:

- i. A suitability statement and CV of interested applicants with details of qualifications and experience.
- ii. At least 2 writing samples from a recent report or paper on a topic related to the assignment.
- iii. Technical proposal that summarizes understanding of the lot(s) applied for. Applicants applying to more than one lot can submit one application highlighting expertise for each lot
- iv. Contacts of three organisations that have recently contracted the applicant to carry out similar assignment.

All applications should be submitted to the email address: **ro.tenders@drceay.org**

When Bids are emailed the following conditions must be complied with:

- **The Tender number must be inserted in the Subject Heading of the email**
- **All bid documents must be submitted in pdf format. Documents in MS Word or Excel formats will result in the Bid being disqualified**
- The Email attachments must not exceed 4MB, otherwise the Bidder must send his Bid in two emails.

Failure to comply with the above may disqualify the Bid

The Closing date for submission is **18th March 2018 4.00PM E.A.T**