

23 March 2022

Dear Madam/Sir

Women without Borders (WwB) is currently soliciting proposals for an organisation based in Indonesia to act as the Local Implementing Partner for our *MotherSchools: Parenting for Peace* programme for **ONE REGION**. Please find enclosed the RfP Instructions and requirements.

Should your organisation be interested in submitting an RfP, please email [office@wwb.org](mailto:office@wwb.org) with the subject line: '*MotherSchools: Parenting for Peace Indonesia 1 Region RfP request + your organisation's name*' to request the full RfP package (including the budget template and Scope of Work).

The due date to submit any questions for clarification to WwB is 4 April 2022, 6:00 PM CET. Any questions concerning this RfP should be submitted in writing by email. The deadline to submit proposals for this solicitation is **8 April 2022, 6:00 PM CET**. Please submit your questions and proposals in the prescribed format by the said deadline to [office@wwb.org](mailto:office@wwb.org) with the subject line: '*MotherSchools: Parenting for Peace Indonesia 1 Region + your organisation's name*'.

We look forward to receiving and reviewing your proposal.

Thank you and kind regards,  
Women without Borders

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Women without Borders

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# MotherSchools 2022

## Parenting for Peace in Indonesia | 1 Region

### Request for Proposals (RfP) for Local Implementing Partner

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#### Request for Proposals (RfP)

Funding Amount:	30,000 USD
Type:	Sub-award
RfP Issuance Date:	23 March 2022
Submission Questions:	4 April 2022, 6:00 PM CET
Submission Deadline:	8 April 2022, 6:00 PM CET

Type of Applicant:	Organisations; individuals are not eligible to apply
Number of Applicants:	One (1) per applicant organisation
Anticipated Award Date:	Within 2 weeks of RfP submission deadline
Estimated Project Start Date:	April 2022
Estimated Project End Date:	May 2023
Project Duration:	12 months
Location:	Indonesia
Funding Opportunity #:	SFOP0008055
CFDA:	19.701 – Global Counterterrorism Programs

Women without Borders (WwB) announces a Request for Proposals (RfP) for organisations interested in submitting proposals as Local Implementing Partner (LIP) for the implementation of the WwB ‘MotherSchools: Parenting for Peace’ programme. Eligible organisations interested in submitting an application are encouraged to review this RfP thoroughly to gain a comprehensive understanding of the nature of the project and the RfP review process, and to appropriately respond to the application submission requirements.

**Should your organisation be interested in submitting an RfP, please email [office@wwb.org](mailto:office@wwb.org) with the subject line: ‘MotherSchools: Parenting for Peace Indonesia 1 Region RfP request + your organisation’s name’ to request the full RfP package (including the budget template and Scope of Work).**

#### Background

The MotherSchools Model in practice is a pioneering, family-centred prevention programme developed by Women without Borders (WwB) in order to address the rising threat of extremism among vulnerable youth. As a community-based intervention strategy, MotherSchools upgrades existing social services by providing local stakeholders with the essential structures, tools, and skills to address and prevent the spread of extremist ideologies. The programme convenes mothers in an effort to advance their individual capacity, capabilities, and emotional literacy, and to increase their awareness of radical influences. This strategy empowers women and harnesses their potential to confront the threat of radicalisation in at-risk communities. The programme has to date engaged over two thousand mothers in 16 countries across Western and Eastern Europe, South and Southeast Asia, the Middle East, and Sub-Saharan Africa.

#### Assignment Purpose

Implementing the ‘MotherSchools: Parenting for Peace’ Model in 1-5 municipalities/districts/wards in Indonesia to equip mothers with the competence and confidence to translate their unique potential into

action and safeguard their children from extremism in their communities. **The MotherSchools programme is implemented in three phases over the course of 12 months. The MotherSchools Sessions span 10 workshops with 5 MotherSchools Groups running in parallel and engaging 25 MotherSchools Participants per MotherSchools Group.**

The MotherSchools Programme spans three phases: 1) Project Set-up and Train the Teacher Workshop, 2) MotherSchools Roll-out, and 3) Graduation Ceremony. Women without Borders carries this out in close cooperation with the Local Implementing Partner. Phase 1 of the programme is focused on the project set-up, and particularly in identifying all involved parties: MotherSchools Teachers, Notetakers, and Participants. The MotherSchools Teachers and Notetakers are trained by the Women without Borders team so that in Phase 2 the MotherSchools can be rolled out. The programme concludes in Phase 3 with the MotherSchools Graduation Ceremony to honour the mothers' commitment and dedication to their children and communities.

## Roles and Responsibilities of Local Implementing Partner

### Local Implementing Partner

The Local Implementing Partner (LIP) is a local organisation with a track record of strong project management, an understanding of the challenges on the ground, and the capacity and capability to partner with Women without Borders (WwB) for the local implementation of the MotherSchools programme.

The LIP represents the local activities of WwB in relation to the ongoing MotherSchools programme at the local level. They are responsible for the local project management, mobilising, local logistics, and coordination. Furthermore, the LIP is in close contact with WwB throughout the course of the programme.

### Phase I: Programme Set-up & Training

#### Summary Phase I

Phase I lays the foundation of the programme in three respects: securing all direct stakeholder participation and indirect stakeholder support; planning logistics; and setting the tone and defining the direction of the programme.

#### Phase I Milestones

- Kick-off Workshop WwB and LIP (Organised by WwB)
- Information Session with MotherSchools Teachers and Participants held (Conducted by LIP)
- Entry Questionnaires Participants (Conducted by LIP)
- Entry Interviews Teachers, Notetakers and Participants (Conducted by WwB organised by LIP)
- Train the MotherSchools Teacher Workshop (Conducted by WwB organised by LIP)

### Phase II: MotherSchools Roll-Out & Monitoring

#### Summary Phase II

Phase II focuses on delivering the MotherSchools Curriculum to Participants and monitoring progress for the purpose of gaining a deeper understanding of context-specific dynamics and advancing the overall MotherSchools Model; the bulk of preparatory and organisational activities will have begun during the previous phase. Phase II commences with the conclusion of the Train the MotherSchools Teacher Workshop.

#### Phase II Milestones

- 5 groups of MotherSchools rolled-out in parallel over a period of 10 weeks, meetings held once per week.

## Phase III: Graduation & Community Outreach

### Summary Phase III

Phase III has the chief purpose of empowering the Participants in their communities through the MotherSchools Graduation Ceremony, which traditionally is attended by community stakeholders from all levels. Phase III's planning of the Graduation Ceremony should overlap with Phase II's MotherSchools roll-out.

### Phase III Milestones

- MotherSchools Graduation Ceremony (public event), (Responsible: WwB & LIP)
- Exit Questionnaires Teachers and Participants (Conducted by LIP)
- Exit Interviews Teachers and Participants (Conducted by WwB, organised by LIP)

## Content and Format of Proposals

In order for Women without Borders to conduct the most efficient review of proposals received, applicants are requested to submit the **Technical Proposal** elements in a separate document from the **Cost Proposal**.

### Proposal Narrative

Proposals Narratives must be presented and submitted as follows:

- a. Technical Information – not exceeding 1 page. See table on the last page of this document.
- b. Organisational Profile – not exceeding 5 pages. This section must include the following:
  - Organisation Overview: Describe the background of the organisation and the work that you do (e.g. related experience, focus areas, philosophy, examples or recent and current projects, etc.). Please clearly indicate the organisation's status as a locally-registered entity and capacity to provide requested services based on your organisation's experience and background.
  - Regional Footprint: Demonstrate your regional presence, specifically discussing your network of contacts and connections to facilitate outreach and selection of the required target group to attend the MotherSchools (i.e. mothers who are concerned about extremism within their family or community).
  - Past experience: Demonstrate competency and relevant related past experience in the areas relating to the RfP.
  - Personnel: Outline the qualifications, experience, and skills of staff members who will lead and oversee this activity (project), doing so also for the subject matter experts who will provide expertise for implementation of the MotherSchools courses (MotherSchools Teachers). Please provide an outline of how qualifications relate to the anticipated activities.
- c. Technical Approach - The technical approach shall not exceed 10 pages, and should include the following sections:
  - Technical Outline and Methodology: Describe your organisation's proposed technical approach with respect to how it envisions operationalising the activities in accordance with the project aims, as outlined in Phases I through III of the 'Roles and Responsibilities of Local Implementing Partner' section (including, inter alia: where or in which regions you would implement the MotherSchools and why; how you would go about the mobilisation process of key actors [MotherSchools Teachers, Notetakers, and Participants]; how you would reach the beneficiaries of the programme—with an emphasis on the MotherSchools Participants and the precautions you would take when reaching out to them; and which venues you would choose for trainings, sessions, and interviews, and your rationale behind these choices).
  - Risk Mitigation: Outline any risks or obstacles you foresee (i.e. Covid-19) and how your organisation will address and mitigate these risks.
  - Privacy and Confidentiality precautions and guidelines.
- d. Past Performance References not to exceed 4 pages:

- Provide at least two (2) professional references for successful prior awards/contracts where similar services or supplies have been provided, with permission for Women without Borders to contact donors for whom performance references are provided. Please include: Name and number of the contract (if any) and a brief description of the services provided; Donor's name, address and website (if available); and, current contact information (name, telephone number, and e-mail address) of a representative who can comment on the applicant's services.
- Provide an overview of relevant past projects, including title, year of implementation, budget size, and a brief 2-4 sentence summary of key objectives or activities. (see table on the last page of this document)

### Cost Proposal

Cost Proposals must be organised as follows:

A budget detailing the costs of the work proposed to implement as outlined for Phases I through III in Section: **Roles and Responsibilities of Local Implementing Partner** and in further detail in *Annex I WwB RfP Scope of Work for Local Implementing Partner*. Please use the attached template (*Attachment III LIP MotherSchools Budget TEMPLATE*) and reference (*Attachment III.a WwB RfP Budget Instructions; Attachment III.b WwB RfP LIP Cost Structure*) for further instructions. The budget must provide a breakdown of costs including all labour, logistics, communications, equipment, and other materials, plus any overhead or indirect costs, if applicable.

All costs must be inclusive of the relevant taxes to which the organisation is bound by local and/or federal law; this may include, but also may not be limited to, VAT and government tax.

## Evaluation Criteria and Selection for Award

Women without Borders anticipates that the award will be made to the most responsible, responsive, eligible, and qualified applicant, and whose capability to successfully provide the required deliverables is rated highest on a best-overall-value basis. The technical ranking will be made on the basis of the following criteria, as demonstrated in applicants' proposals, and are listed below along with the maximum points to be awarded for each criterion:

### Evaluation Criteria

- Demonstrated competency and related past performance in conducting activities of similar complexity and timeframe: 10 points
- Demonstrated experience in carrying out projects of similar subject matter, as outlined in 'Past Experience' section: 15 points
- Demonstrated institutional record of successful work in target region: 10 points
- Articulates past performance and experience in working with relevant local communities and target groups, and demonstrates access to relevant local community and target group: 15 points
- Clearly outlines the technical approach to achieving the Scope of Work, as outlined in *Annex I WwB RfP Scope of Work for Local Implementing Partner* including level of understanding of SOW requirements, work plan and management approach, implementation timeline, and quality control measures: 30 points
- Staffing plan and qualifications of personnel proposed, especially with respect to proposed subject matter experts: 10 points
- All budget items are allocable, reasonable and necessary, and linked to programme objectives, and also demonstrate efficient use of the funds: 10 points

## Proposal Submission Instructions

Technically eligible submissions should: 1) Arrive via email ([office@wwb.org](mailto:office@wwb.org)) with the subject line: "MotherSchools: Parenting for Peace Indonesia 1 Region and your organisation's name" by the indicated deadline, and 2) heed all instructions contained in the RfP and the 'Content and Format of Proposals' section.

### Format

- All Microsoft Word documents are single-spaced, 12 point
- All documents must be submitted in English

### Page Limits

- Technical Information – not exceeding 1 page, document format: Word
- Organisational Profile: not exceeding 5 pages, document format: Word
- Technical Approach: not exceeding 10 pages, document format: Word
- Past Performance References: not exceeding 4 pages, document format: Word
- Cost Proposal: document format: Excel
- Curriculum Vitae of project staff: not exceeding 1 page (per staff member)

Women without Borders may request clarification and supplemental materials from applicants whose proposals have a reasonable chance of being shortlisted.

## Disclaimers

### I. Financing

Issuance of this RfP does not constitute an award commitment on the part of Women without Borders, nor does it commit Women without Borders to pay for costs incurred in the preparation and submission of an application. In addition, a final award cannot be made until funds have been fully appropriated, allocated, and committed through internal procedures.

While it is anticipated that these procedures will be successfully completed, potential applicants are hereby notified of these requirements and conditions for the award. Applications are submitted at the risk of the applicant. All preparation and submission costs are at the applicant's expense.

### II. Submission

It is the responsibility of the applicant to ensure that the application package has been received by Women without Borders in its entirety by the deadline. Incomplete applications will be considered ineligible.

Women without Borders bears no responsibility for data errors resulting from transmission or conversion processes associated with submissions.

### III. Security

The safety and security of all participants and activities under this project are the sole responsibility of the award recipient.

### IV. Child Protection

If your project has a direct or indirect impact on children and their rights, indicate it clearly in the proposal. This includes photos, filming, quotes, etc. Ensure that your project takes into account child rights approach, i.e. that all the rights of the EU Charter of Fundamental Rights and the United Nations Convention on the Rights of the Child (UNCRC) and the Optional protocols, are respected, considered, protected, and met. The project should view and address children as rights holders and should take their rights and roles into consideration when designing and implementing the project.

### V. Data Protection

It is the responsibility of the applicant to adhere to all data protection regulations, including the General Data Protection Regulation (GDPR), and to ensure that all staff members, contractors, and other key personnel are aware of GDPR regulations and strictly follow

guidelines. During data collection and when collecting data from programme participants, ensure that your organisation will have the necessary informed consent forms, confidentiality agreements, and data security protocol.

VI. Ethical Considerations

WwB follows universally-accepted standards for ethical and professional conduct at all stages of the project and expects its sub-awardees to abide by these also. The sub-awardees will be required to abide by the following ethical guidelines for carrying out the project activities:

1. Respect and safeguard the rights of free will, privacy, confidentiality, and well-being of respondents
2. Obtain informed consent from every respondent
3. Maintain sensitivity to cultural and social differences

Failure to follow these ethical guidelines may result in termination of the contract, and the sub-awardees also may be disqualified from future bidding.

VII. Other Information

Applicant organisations must demonstrate adherence to equal opportunity employment practices and commitment to non-discrimination with respect to beneficiaries. Non-discrimination includes equal treatment without regard to race, religion, ethnicity, gender, and political affiliation. Proposals that reflect any type of support for any member, affiliate, or representative of a designated terrorist or narcotics trafficking organisation, including elected members of government, will NOT be considered. This provision must be included in any sub-awards/sub-contracts issued under this award.

## Women without Borders Contacts

Should your organisation be interested in submitting an RfP, please email [office@wwb.org](mailto:office@wwb.org) with the subject line: *'MotherSchools: Parenting for Peace Indonesia 1 Region RfP request + your organisation's name'* to request the full RfP package (including the budget template and Scope of Work).

Any questions concerning this RfP should be submitted in writing, by email, to Women without Borders via [office@wwb.org](mailto:office@wwb.org), with the project title "*MotherSchools: Parenting for Peace Indonesia 1 Region and your organisation's name*" in the subject line. The deadline for submitting questions is 4 April 2022. The deadline for submitting the application is 8 April 2022.