## **Attachment A-RFP-EVER-2024-01**

## **Scope of Work 1: Civil Society Landscape Analysis (CSLA**)

**Background**

DI is conducting a CSLA during the program’s initial Refine and Implementation (R&I) stage to assess the capacity and interrelationships of various civil society actors and organizations, including formal and informal, member-serving and public-serving organizations, and emerging categories such as “pop-up” organizations, decentralized organizations, or virtual organizations, and how they can effectively achieve desired results. The CSLA will provide insights into the current state, capacity, and dynamics of civil society in Libya and determine how USAID and DI can engage with it to promote the long-term objectives of EVER: (1) strengthening Libya’s election institutions and government stakeholders to carry out credible electoral and political processes at the local and national levels and (2) empower the diversity of Libya’s citizens and civil society to advance the democratic process in Libya.

**Objective**

The CSLA is intended to identify the civil society sector's primary gaps, strengths, and weaknesses, emerging needs and opportunities for supporting civil society to achieve the Activity goals, and make recommendations on strategic interventions where engagement and investment in civil society (especially unions and professional associations) will lead to achievable results at the local and national level, and have the most impact on democratic reforms and the advancement of sustainable, inclusive democratic culture in Libya. Key areas to be covered by the Analysis:

**Legal and regulatory environment:** The analysis will examine the CSO's legal and regulatory framework and the administrative apparatus’s practices in overseeing the work and registration of CSOs in Libya. The analysis will examine civil society laws in the East, West, and South and determine if they encourage CSO formation, operations, communications, access to funding, and information. It is essential to ascertain whether there are onerous registration requirements, vague laws, selective enforcement, arbitrary interpretations of laws, criminalization of failures to comply, and laws limiting freedoms of association or assembly that can impede civil society’s ability to operate. The assessment will examine constraints that civil society may face in the different regions.

**Organizational and technical capacity of civil society**: Identify civil society actors’ and organizations’ capacity levels, challenges, and opportunities and how that impacts their ability to execute their mission effectively. The assessment would explore the extent and sustainability of these capacities and examine how well-equipped these actors and organizations are to maintain their operations over time and adapt to changing circumstances. The assessment would also look at the state of support infrastructure essential for the viability of civil society, such as access to training and development programs, funding opportunities, networks for collaboration, and platforms for information sharing. Inadequate support systems and limited access to and ability to receive resources pose significant barriers and can significantly influence the effectiveness of civil society actors and organizations.

**Socioeconomic, political, and cultural environment:** Analyze potential challenges and opportunities for civil society by examining the perceptions, attitudes, norms, and power dynamics prevailing among citizens, institutions, the public sector, the private sector, and the government. These factors can help identify potential obstacles and opportunities for supporting the civil society sector. For instance, private-sector interest could enhance the sector's financial stability and amplify civil society's messages, as private-sector entities aim to improve their image as socially responsible or conscious. Conversely, positive public perceptions of legitimacy can promote higher levels of citizen engagement.

**Democratic culture and values:** Assess the extent of civic education, awareness, and the prevalence of social democratic culture and values. Investigate citizens' understanding of governmental operations, their awareness of civil rights, and their propensity to engage with governmental entities, institutions, and procedures. Enhanced civic education fosters greater awareness and comprehension, potentially catalyzing increased civic and political participation and nurturing leaders committed to democratic principles. This investigation will identify potential areas for CSO support.

**Effectiveness and impact**: Assess the effectiveness and impact of civil society actors, organizations, and/or activities and address the underlying reasons for any lack of effectiveness**.**

**External influences and emerging trends**: The assessment will examine operational threats and potential threats from resurgent authoritarian regimes and malign state and non-state actors who seek to restrict civic space and sway public opinion through various channels, including the media. The analysis would highlight any critical need to combat social media manipulation, disinformation, and efforts to intimidate and silence state criticism.

**Deliverables**

The organization will produce the following deliverables, which should be in English and are subject to review and requested revisions by DI.

**Deliverable 1-Inception** **Report:**

* Conduct a desk review of USAID guidance on political economy analysis and relevant academic papers, reports, project documents, and program evaluations from funders, think tanks, international organizations, implementing partners, Libyan-based organizations, and other analyses.
* Develop research questions, data collection tools, and the fieldwork plan for the research team to complete data collection and analysis.
* Write inception report including the summary of main desk research findings; a research methodology, including research questions and data collection tools and protocols/interview guides; proposed stakeholder interview list; and field-work plan based on the proposed methodology.

**Deliverable 2- Data Collection:**

* Lead field-based data collection according to the methodology finalized in the inception report and work plan.
* Submit interview notes, meetings schedule, information gathered from roundtable discussions, etc.
* Develop and submit a template for draft/final report and presentation. The template of the draft report should include, at a minimum, an executive summary, introduction, methodology, rationale for the assessment, data analysis, findings, and findings-based recommendations.

**Deliverable 3-Draft Report**:

* Analyze and provide a clear and concise summary of the data to inform findings across research questions and key areas/domains covered by the CSLA analysis.
* Prepare a comprehensive report based on the agreed-upon template detailing the analysis and findings.
* Include visual aids, such as charts, graphs, and tables, to illustrate the findings

**Deliverable 4-Final Report.**

* Revise the report based on feedback from the DI team.
* Provide actionable recommendations to inform the design of EVER program interventions.

**Deliverable 5 – Two Stakeholder presentations**:

* Present findings and recommendations to stakeholders through virtual workshop(s) or presentations.

**Key Personnel Qualifications**

The proposed key personnel must meet the following qualifications:

* Experience conducting civil society landscape analyses to inform activity design within the democracy, human rights, and governance.
* Experience operationalizing USAID CSLA framework and guidance into research methodology, fieldwork data collection, and comprehensive report writing preferred.
* Experience leading applied research in diverse cultural contexts and conflict-affected areas. Prior research and work experience in Libya or the region preferred.
* Strong analytical skills and excellent English writing and verbal communication skills. Arabic language skills are strongly preferred.
* Ability to engage with diverse stakeholders, including marginalized groups, with sensitivity and awareness.
* Demonstrated ability to lead research within a team environment effectively.

**Scope of Work 2: Political Economy Analysis**

**Background**

DI is conducting an issue/problem-driven PEA during the program’s initial Refine and Implementation (R&I) stage to examine political, economic, and social dynamics, such as stakeholder motivations and opportunities for reform that may enable or constrain progress. The PEA will provide necessary insights to shape project activities and serve as a foundation for strategic stakeholder engagement across both project objectives: (1) strengthening Libya’s election institutions and government stakeholders to carry out credible electoral and political processes at the local and national levels and (2) empower the diversity of Libya’s citizens and civil society to advance the democratic process in Libya.

**Objective**

The PEA is intended to provide a context-sensitive, politically informed analysis of the factors affecting Libya’s election institutions and related government stakeholders’ ability to carry out credible electoral and political processes and how long-term structural factors, formal and informal rules and norms, and current contextual circumstances interact to shape citizen and civil society’s ability to participate in democratic processes and influence change. Among other lines of inquiry, the PEA will provide a deeper understanding of the geopolitical dynamics driving actors engaged in the democratic transition at the local, regional, and national levels, identify and explain the formal and informal power structures and actors deemed credible within the system and their roles in political transition; illuminate the formal and informal rules that shape and motivate interactions between elected officials, government administrators, and Libyan people; and identify opportunities for engaging stakeholders in relatively inaccessible areas of the country in civic and electoral processes. EVER will use the findings of this PEA to inform its program activities, sharpen its collaborating, learning, and adapting processes, and develop recommendations for the project’s engagement with the HNEC, other government stakeholders, and political actors at the national and local levels, civil society, and citizens in Libya’s current political environment.

**Do No Harm Considerations**

EVER stakeholders recognize that this PEA is being conducted in an extremely politically sensitive environment where some forms of civic engagement pose safety and security risks. The organization should be sensitive to the potential risks associated with discussing sensitive topics like governance issues and the protection of civic space in the current environment, as well as the fact that there is a high level of distrust of government bodies and institutions. In developing the research methodology, the organization should integrate do-no-harm considerations across data collection and data analysis protocols, ensuring that the current context informs how the research team engages potential key informants, collects data, and speaks about the topics outlined in this document.

**Deliverables**

The organization will produce the following deliverables, which must be in English and are subject to review and requested revisions by DI.

**Deliverable 1- Inception** **Report:**

* Produce a desk review of USAID guidance on political economy analysis and relevant academic papers, reports, project documents, and program evaluations from funders, think tanks, international organizations, implementing partners, Libyan-based organizations, and other analyses.
* Develop research questions, data collection tools, and the fieldwork plan for the research team to complete data collection and analysis.
* Write inception report, including a summary of main desk research findings; research methodology, including research questions, data collection tools, protocols/interview guides; proposed stakeholder interview list; and field-work plan based on the proposed methodology.

**Deliverable 2 - Data Collection:**

* Lead field-based data collection according to the methodology finalized in the inception report and work plan.
* Submit interview notes, meetings schedule, information gathered from roundtable discussions, etc.
* Develop and submit a template for draft/final report and presentation. The template of the draft report should include, at a minimum, an executive summary, introduction, methodology, rationale for the assessment, data analysis, findings, and findings-based recommendations.

**Deliverable 3-Draft Report:**

* Analyze and provide a clear and concise data summary to inform findings across research questions and key areas/domains covered by the PEA analysis.
* Prepare a comprehensive report based on the agreed-upon template detailing the analysis and findings.
* Include visual aids, such as charts, graphs, and tables, to illustrate the findings.

**Deliverable 4-Final Report**:

* Revise the report based on feedback from the DI team.
* Provide actionable recommendations to inform the design of EVER program interventions. They should also reflect on the analysis of power dynamics, informal rules of the game, and the formal and informal institutions that shape the quality of elections and political processes and influence actors’ behavior, incentives, relationships, and capacity for collective action.

**Deliverable 5- Two Stakeholder presentations** to discuss key findings and proposed actions:

* Present findings and recommendations to stakeholders through virtual workshop(s) or presentations.

**Key Personnel Qualifications:**

The proposed key personnel must meet the following qualifications:

* Experience conducting problem/issue-driven political economy analyses to inform activity design within the democracy, human rights, and governance field.
* Experience operationalizing USAID PEA framework and guidance into research methodology, fieldwork data collection, and comprehensive report writing preferred.
* Experience leading applied research in diverse cultural contexts and conflict-affected areas. Prior research and work experience in Libya or the region preferred.
* Strong analytical skills and excellent English writing and verbal communication skills. Arabic language skills are strongly preferred.
* Willingness/ability to travel to Libya
* Ability to engage with diverse stakeholders, including marginalized groups, with sensitivity and awareness.
* Demonstrated ability to lead research within a team environment effectively.

**Scope of Work 3: Gender Equality and Social Inclusion**

**Background**

DI is conducting a conflict-sensitive GESI at the outset of the EVER program to understand the gender and social inclusion dynamics in Libya relevant to the project and to inform the design, planning, and implementation of gender-sensitive and inclusive development activities throughout the program's life, including specific interventions that effectively promote inclusivity and address disparities identified.

The analysis will be guided by USAID’s Inclusive Development Analysis framework and ADS 205, examining laws, policies, and institutional practices; cultural norms and beliefs; gender roles, responsibilities, and time use; access to and control over assets and resources; patterns of power and decision-making; and personal safety and security. The analysis will identify key barriers, constraints, and concerns affecting Libya’s diverse ethnic groups, women, youth, minorities, indigenous populations, persons with disabilities, and diaspora populations, as well as examine dimensions of intersectionality that further intensify these dynamics to ensure project activities are equally accessible to groups.

Given the nature and scope of conflict in Libya, DI will conduct the analysis with a conflict-sensitive and conflict-aware lens. This approach will include examining how, across the domains of analysis, the inclusion and exclusion of different genders and social groups within communities are being affected by conflict, as well as how existing power dynamics, gender norms, and social inequalities may be exacerbating conflict that perpetuates groups’ exclusion from civic and electoral engagement. The analysis aims to ensure that EVER interventions consider the needs of different social and gender groups, especially marginalized groups, to prevent exacerbating existing inequalities and to avoid any negative, unintended consequences of activity interventions.

The analysis should include a desk-based literature review in addition to an appropriate methodology to address the finalized research questions, which could include key informant interviews, focus group discussions, participatory mapping, or other approaches. Efforts will be made to include a diverse representation of populations that will be engaged with the project and, more broadly, served by strengthening equitable representation in political and electoral processes. Findings should inform concrete and actionable recommendations that will be incorporated into the design of the EVER Activity to ensure program interventions are tailored to the specific needs of different gender and social groups and address underlying inequalities.

**Do No Harm Considerations**

EVER stakeholders recognize that the dynamics this analysis seeks to explore may be highly sensitive. The key personnel should be sensitive to the potential risks associated with discussing sensitive topics like gender-based violence and the interplay of conflict dynamics on issues of group inclusion and exclusion in the Libyan context. The key personnel should take appropriate measures to develop the research methodology and subsequent interview protocols, integrating do-no-harm considerations and the explicit protection of participants in the research process.

**Deliverables**

The organization should produce the following deliverables, which must be in English and are subject to review and requested revisions by DI.

**Deliverable 1- Inception Report:**

* Engage in a desk review of USAID guidance on inclusive development analysis, project documents, and existing literature and studies on aspects of gender and social inclusion across the domains as outlined in USAID’s framework, particularly those relating to civic and political participation across all regions of Libya, including the interplay of conflict dynamics with patterns of inclusion and exclusion; an analysis of the legal framework.
* Map key stakeholders, including marginalized groups, and their experience, needs, and roles in the conflict.
* Develop methodology, including research questions and data collection tools, incorporating gender and social inclusion perspectives with  conflict-sensitive lenses.
* Draft inception report with initial literature review findings outlining the research methodology and work plan, data collection instruments, and guiding research questions. The report must also include a review of potential implementation obstacles and solutions.

**Deliverable 2 - Data Collection:**

* Conduct fieldwork data collection based on research methodology developed with diverse gender and social groups.
* Ensure data collection is conflict-sensitive and respects the safety and confidentiality of participants.
* Identify potential risks and opportunities for promoting gender equality and social inclusion in conflict settings that can inform EVER activity design.
* Submit interview notes, meetings schedule, information gathered from roundtable discussions, etc.
* Develop and submit a template for draft/final report and presentation. The template of the draft report should include, at a minimum, an executive summary, introduction, methodology, rationale for the assessment, data analysis, findings, and findings-based recommendations.

**Deliverable 3-Draft Report:**

* Analyze and provide a clear and concise data summary to inform findings across research questions and key areas/domains covered by the GESI analysis.
* Prepare a comprehensive report based on the agreed-upon template detailing the analysis and findings.
* Include visual aids, such as charts, graphs, and tables, to illustrate the findings.

**Deliverable 3- Final Report*:***

* Produce a final report with detailed analysis and recommendations, incorporating feedback from the DI EVER team and other reviewers.
* Provide actionable recommendations for integrating conflict sensitivity, gender equality, and social inclusion into the EVER Activity and for collaborating, learning, and adapting.

**Deliverable 5-Two Stakeholder presentations** to discuss key findings and proposed actions:

* Present findings and recommendations to stakeholders through virtual workshop(s) or presentations.

**Key Personnel Qualifications**

The key personnel must meet the following qualifications:

* Experience conducting gender studies, social inclusion, and conflict analyses for international development programs.
* Experience with GESI analyses for democracy, human rights, and governance programs funded by the United States Agency for International Development is strongly preferred.
* Prior research, work, and/or study experience related to social protection issues and systems preferred.
* Experience conducting applied research in diverse cultural contexts and conflict-effected areas. Prior research, work, and/or study experience in Libya is preferred.
* Willingness to travel to Libya for data collection
* Strong analytical and excellent English writing and verbal communication skills. Arabic language skills are strongly preferred.
* Ability to engage with diverse stakeholders, including marginalized groups.
* Demonstrated ability to lead research within a team environment effectively.