



**GLOBAL STRATEGIC RESEARCH ASSOCIATES  
LIMITED**

**PROPOSAL BOILERPLATE**

*Standard Technical Approach for RFP / RFQ / ToR Submissions*

|                                  |                                   |                                     |                               |
|----------------------------------|-----------------------------------|-------------------------------------|-------------------------------|
| <b>10</b><br>CORE<br>DISCIPLINES | <b>4</b><br>METHODOLOGY<br>PHASES | <b>6</b><br>CROSS-CUTTING<br>THEMES | <b>100%</b><br>EVIDENCE-BASED |
|----------------------------------|-----------------------------------|-------------------------------------|-------------------------------|

*“Evidence is only valuable when it shapes decisions — and decisions only succeed when they reflect reality.”*

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*This document is GSRA's standard proposal boilerplate, tailored for each individual submission.*

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# 00. ABOUT GLOBAL STRATEGIC RESEARCH ASSOCIATES

## ■ COMPANY OVERVIEW

Global Strategic Research Associates Limited (GSRA) is a Ghanaian-incorporated research and strategy consultancy specialising in evidence-based advisory, policy analysis, and institutional strengthening. We work with governments, development finance institutions, bilateral and multilateral donors, NGOs, and the private sector to design, evaluate, and improve programmes that advance inclusive development.

Founded with a commitment to bridging the gap between rigorous research and practical impact, GSRA operates at the intersection of technical expertise and real-world implementation. We understand that no two assignments are alike and that genuine impact requires work that is analytically sound, politically astute, and grounded in the lived realities of the communities we serve.

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| <p><b>Our Mission</b></p> <p><i>To produce rigorous, actionable research and advisory services that strengthen institutions, inform policy, and advance sustainable development outcomes across Ghana and the African continent.</i></p> | <p><b>Our Approach</b></p> <p><i>We combine multidisciplinary expertise with contextual intelligence — ensuring every engagement is technically precise, stakeholder-informed, and adapted to the realities of the operating environment.</i></p> | <p><b>Our Reach</b></p> <p><i>Headquartered in Accra, Ghana, GSRA works across the African continent and engages international collaboration networks to deliver assignments of any scale or complexity.</i></p> |
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## Sectors & Thematic Areas

GSRA brings direct, hands-on experience across a wide range of development sectors and thematic areas, including:

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| <ul style="list-style-type: none"> <li>▪ Public Sector Governance &amp; Accountability</li> <li>▪ Fiscal Policy &amp; Public Financial Management</li> <li>▪ Decentralisation &amp; Local Government Reform</li> <li>▪ Legislative &amp; Judicial Strengthening</li> <li>▪ Anti-Corruption &amp; Transparency Initiatives</li> </ul> | <ul style="list-style-type: none"> <li>▪ Agriculture, Land Use &amp; Rural Development</li> <li>▪ Climate Change Adaptation &amp; Resilience</li> <li>▪ Natural Resources &amp; Environmental Management</li> <li>▪ Energy Transition &amp; Low-Carbon Policy</li> <li>▪ Disaster Risk Reduction &amp; Humanitarian Response</li> </ul> |
| <ul style="list-style-type: none"> <li>▪ Health Systems Strengthening &amp; RMNCAH</li> </ul>  | <ul style="list-style-type: none"> <li>▪ Private Sector Development &amp; Investment Climate</li> </ul>   |

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| <ul style="list-style-type: none"> <li>▪ Education Policy &amp; Human Capital Development</li> <li>▪ Social Protection, Safety Nets &amp; Livelihoods</li> <li>▪ Gender Equality &amp; Women’s Economic Empowerment</li> <li>▪ Youth Development &amp; Employment</li> </ul> | <ul style="list-style-type: none"> <li>▪ Trade, Market Systems &amp; Value Chain Analysis</li> <li>▪ Digital Economy &amp; Technology Policy</li> <li>▪ Conflict, Peacebuilding &amp; Security Sector Reform</li> <li>▪ Regional Integration &amp; Cross-Border Development</li> </ul> |
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## 01. UNDERSTANDING OF THE ASSIGNMENT

### ■ OUR APPROACH

Global Strategic Research Associates recognises that effective development interventions require rigorous evidence, contextual awareness, and adaptive implementation frameworks. The complexity of contemporary development challenges (spanning governance reform, institutional strengthening, climate resilience, and inclusive economic growth) demands integrated, data-driven, and stakeholder-informed approaches.

We understand that each assignment requires not only technical excellence, but also sensitivity to stakeholder dynamics, compliance standards, and long-term sustainability considerations. Our engagement model is built to deliver on all three.

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| <p style="text-align: center;"><b>01</b></p> <p style="text-align: center;"><b>Context Matters</b></p> <p><i>Solutions must reflect the political, institutional, and socioeconomic realities of the environment. Generic frameworks fail; context-specific design succeeds.</i></p> | <p style="font-size: 2em;"><b>02</b></p> <p style="text-align: center;"><b>Evidence Informs Action</b></p> <p><i>Research is only valuable when it shapes decisions. We close the gap between data generation and practical application at every stage.</i></p> | <p style="text-align: center;"><b>03</b></p> <p style="text-align: center;"><b>Learning Strengthens Impact</b></p> <p><i>Continuous adaptation improves effectiveness. We embed structured learning loops into every engagement — improving both current and future programmes.</i></p> |
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**NB.** Note on tailoring: For each RFP/RFQ submission, this boilerplate is carefully adapted to align with the specific Terms of Reference, donor requirements, evaluation criteria, and contextual realities of the individual assignment. No section is reproduced verbatim without substantive adaptation to the client’s scope, objectives, and operating environment.

## 02. TECHNICAL APPROACH & METHODOLOGY

### ■ METHODOLOGY

Our methodology integrates quantitative rigour, qualitative depth, and participatory engagement to generate reliable, policy-relevant findings. Each phase is purposeful and builds on the last, ensuring a coherent evidence trail from inception through to final dissemination.

## 01

### Inception & Design Phase — *Weeks 1–2*

- Detailed review of all project documentation, background materials, and prior evaluations
- Comprehensive stakeholder mapping and power analysis to identify key informants and affected groups
- Refinement of research questions, evaluation framework, and key analytical questions
- Development of Theory of Change and results chain (where applicable)
- Finalisation of methodological tools, survey instruments, and statistically robust sampling strategy
- Risk assessment, mitigation planning, and ethical clearance (where required)
- Inception report submission followed by validation workshop with key stakeholders

## 02

### Data Collection — *Mixed Methods*

- Structured surveys with statistically representative sampling frameworks
- Key Informant Interviews (KIIs) with policy-makers, implementing partners, and beneficiaries
- Focus Group Discussions (FGDs) and participatory stakeholder consultations
- Direct field observation and site visits (where applicable)
- Administrative, secondary data review, including programme data and national statistics
- Literature synthesis, policy and institutional document analysis
- Remote, phone-based, and digital data collection tools where appropriate
- Rigorous adherence to informed consent protocols, anonymisation, and data protection requirements

## 03

### Data Analysis — *Triangulated & Rigorous*

- Quantitative analysis using appropriate statistical software (SPSS, STATA, R, or equivalent)
- Qualitative coding and thematic analysis, supported by NVivo or equivalent where appropriate
- Comparative and trend analysis across time periods, geographic areas, and population groups
- Political economy and institutional analysis where relevant to findings
- Gender-disaggregated analysis and application of the GESI analytical lens throughout
- Climate and environmental integration as applicable to the assignment scope
- Triangulation of findings across methods, sources, and stakeholders to ensure validity
- Synthesis of evidence into clear, evidence-based conclusions and prioritised recommendations

## 04

### Validation & Dissemination — *Participatory*

- Presentation of preliminary findings to key stakeholders and implementing partners
- Stakeholder feedback workshops and iterative sense-checking sessions
- Refinement of conclusions and recommendations based on ground-level inputs
- Integration of contextual insights and lived experience perspectives from target communities
- Final report prepared in accordance with client and donor formatting requirements
- Dissemination brief or policy summary prepared for non-technical audiences (where specified)
- Handover session with client team to support uptake and follow-on application of findings

### 03. MONITORING, EVALUATION & LEARNING INTEGRATION

#### ■ MEL SYSTEMS

Where applicable, GSRA embeds utilisation-focused MEL systems that do more than satisfy reporting requirements. They become live decision-making tools — helping clients understand what is working, what is not, and why. Our approach is grounded in the principle that evidence should drive adaptation, not merely documentation.

#### Core MEL System Design

- Alignment with donor and programme reporting frameworks
- Measurable, realistic, and SMART indicators at output, outcome, and impact levels
- Adaptive management support throughout the programme cycle
- Real-time data collection systems and field-level feedback mechanisms
- Institutional learning capacity strengthening for client teams

#### Theory of Change Development

- Facilitated, participatory ToC development with programme teams
- Articulating explicit assumptions, risks, and enabling conditions
- Connecting activities to outputs, outcomes, and long-term impact
- Regularly reviewed and updated as implementation context evolves

#### Results Frameworks & Indicators

- Bespoke results frameworks aligned to donor and beneficiary realities
- Output, outcome, and impact level indicator sets with clear measurement plans
- Baseline, midline, and endline assessment design and execution
- Performance tracking dashboards and visualisation tools

#### Learning & Knowledge Management

- Structured lessons-learned documentation and dissemination protocols
- After-action reviews and programme reflection sessions
- Knowledge products tailored to diverse audiences (technical, policy, public)
- Embedding adaptive learning routines into programme implementation cycles

### 04. CROSS-CUTTING CONSIDERATIONS

■ ALWAYS PRESENT

These are not optional add-ons. Across all assignments, GSRA systematically embeds the following considerations into research design, data collection, analysis, and recommendations from the very first day of engagement, not as an afterthought.

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| <p><b>♀ Gender Equality &amp; Social Inclusion (GESI)</b></p> <p>GESI principles are embedded throughout research design, data collection, analysis, and recommendations, ensuring no group is systematically excluded from findings or programme benefits.</p>          | <p><b>✦ Conflict Sensitivity &amp; Do No Harm</b></p> <p>We apply conflict-sensitive analytical lenses across all engagements, identifying how interventions may interact with existing tensions and ensuring our work causes no inadvertent harm to communities.</p>              |
| <p><b>🌿 Environmental Sustainability</b></p> <p>Climate and environmental considerations are embedded into all analytical frameworks, particularly for assignments in agriculture, extractive industries, infrastructure, land use, and natural resource management.</p> | <p><b>↑ Local Capacity Strengthening</b></p> <p>Beyond producing outputs, GSRA invests in strengthening the analytical and institutional capacity of local stakeholders, ensuring impact outlasts the assignment and knowledge remains in-country.</p>                             |
| <p><b>⚡ Risk Mitigation &amp; Contingency Planning</b></p> <p>Risks are identified, assessed, and planned for from the inception phase. Adaptive mitigation strategies are reviewed and updated at every stage, not just at the start of an assignment.</p>              | <p><b>🛡️ Ethical Research &amp; Safeguarding Standards</b></p> <p>All research adheres to informed consent protocols, data protection requirements, and ethical review standards. GSRA maintains a zero-tolerance approach to safeguarding violations in all field operations.</p> |

## 05. QUALITY ASSURANCE & RISK MANAGEMENT

■ STANDARDS

GSRA maintains a structured internal quality assurance process across every phase of every engagement. This is not a compliance exercise. It is a professional standard embedded in how we work, how we review our work, and how we hold ourselves accountable to clients and to the communities whose data we collect.

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| <p><b>◆ Senior Technical Oversight</b></p> <p>Every project phase is reviewed by a senior technical lead with direct domain expertise. No deliverable leaves GSRA without internal scrutiny from a qualified specialist in the relevant field.</p>                    | <p><b>📄 Peer Review of Tools &amp; Deliverables</b></p> <p>All research instruments, analytical frameworks, and final reports are independently peer-reviewed by a second senior team member before client submission, ensuring accuracy, clarity, and rigour.</p> |
| <p><b>✓ Data Verification &amp; Audit Trails</b></p> <p>Clear documentation and data verification protocols are maintained across all projects, ensuring findings are reproducible, audit-ready, and defensible to donors, regulators, and implementing partners.</p> | <p><b>⚡ Adaptive Risk Management</b></p> <p>Risks — data access limitations, political sensitivities, field constraints, and security considerations — are identified at inception and</p>   |

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|  | managed through live, continuously updated mitigation strategies.   |
| <p>≡ <b>Donor Compliance &amp; Formatting</b></p> <p>All reports comply with donor-specific requirements, formatting standards, referencing conventions, and branding guidelines as communicated by the client or specified in the Terms of Reference.</p> | <p>▣ <b>Stakeholder Feedback Integration</b></p> <p>Client and stakeholder feedback is actively solicited and incorporated at every stage, ensuring deliverables reflect both technical rigour and the practical realities of programme implementation.</p> |

## 06. REPORTING STANDARDS & DELIVERABLES

### ■ DELIVERABLE FRAMEWORK

GSRA maintains consistent, high-quality reporting standards across all engagements. Every deliverable is structured to be immediately useful to the client; clearly written, evidence-grounded, and formatted for the specific audience and purpose. The table below sets out the standard deliverable suite for a typical consultancy assignment; the precise list is confirmed at inception in alignment with the Terms of Reference.

| Ref. | Deliverable                       | Description & Purpose  |
|------|-----------------------------------|--|
| D1   | <b>Inception Report</b>           | Confirms GSRA's understanding of the assignment, finalised methodology, work plan, data collection tools, sampling framework, and risk register. Submitted for client approval before fieldwork commences. |
| D2   | <b>Data Collection Tools</b>      | All survey instruments, KII and FGD guides, observation frameworks, and consent documentation, submitted for client and (where required) ethics review prior to fieldwork.                                 |
| D3   | <b>Preliminary Findings Brief</b> | A concise summary of key emerging findings presented to the client before the full analysis is finalised — enabling early feedback and course correction where necessary.                                  |
| D4   | <b>Draft Report</b>               | Full analytical report including methodology, findings, analysis, conclusions, and draft recommendations. Submitted for client review, with at least one round of formal feedback incorporated.            |
| D5   | <b>Final Report</b>               | Revised and finalised report incorporating all client and stakeholder feedback, formatted to donor specifications. Delivered in both print-ready PDF and editable Word formats.                            |
| D6   | <b>Dissemination Brief</b>        | A non-technical two-to-four-page policy brief distilling key findings and recommendations for broader audiences, including beneficiaries, media, and the public.   |
| D7   | <b>Presentation Deck</b>          | A professionally designed slide deck for validation workshops, steering committee presentations, or public dissemination events, tailored to the specific audience and purpose.                            |
| D8   | <b>Datasets &amp; Annexes</b>     | Clean, anonymised datasets, coding frameworks, and all supporting annexes, delivered in agreed formats for client records and future use by the donor or implementing partner.                             |

**Reporting timelines:** All deliverable submission dates are confirmed in the work plan appended to the Inception Report and agreed with the client in writing. GSRA provides advance notice of any anticipated delays and proposes revised timelines immediately upon identification of risk to the agreed schedule.

## 07. TEAM STRUCTURE & EXPERTISE

### ■ OUR PEOPLE

GSRA assembles project teams with care, matching technical expertise, sectoral knowledge, language skills, and contextual familiarity to the specific requirements of each assignment. Team composition is confirmed in the Inception Report and agreed with the client. All team members are bound by GSRA’s Code of Professional Conduct, confidentiality obligations, data protection standards, and safeguarding policy.

| Role  | Responsibilities & Expertise  |
|---|---|
| <b>Team Leader / Principal Investigator</b> | Overall technical and operational responsibility; primary client liaison; quality assurance of all deliverables; senior-level stakeholder engagement. |
| <b>Senior Research Associate</b>            | Leads substantive analytical work; oversees data collection and analysis; ensures methodological rigour; peer review of all technical outputs.        |
| <b>Research Associate(s)</b>                | Conducts fieldwork, primary data collection, literature review, and quantitative/qualitative analysis; supports drafting of report sections.          |
| <b>MEL Specialist</b>                       | Designs and operationalises MEL frameworks, results frameworks, indicators, and data systems; ensures alignment with donor MEL requirements.          |
| <b>GESI / Inclusion Specialist</b>          | Provides expert guidance on gender-responsive design, GESI analysis, and social inclusion across the entire assignment lifecycle.                     |
| <b>Data Analyst / Statistician</b>          | Manages quantitative data, statistical analysis, and visualisation; ensures data quality, integrity, and appropriate analytical methodology.          |
| <b>Local / National Expert(s)</b>           | Context-specific expertise, language proficiency, stakeholder access, and community facilitation; engaged as required per assignment context.         |
| <b>Quality Assurance Reviewer</b>           | Independent internal review of all deliverables prior to client submission; ensures consistency, accuracy, and compliance with client requirements.   |

CVs of proposed team members, including confirmation of relevant qualifications, experience, and references, are provided as part of the full technical proposal. Where specialist sub-contractors are engaged, all relevant provisions of GSRA’s Associate Agreement apply.

## 08. INSTITUTIONAL CAPACITY

■ OUR EXPERTISE

Global Strategic Research Associates brings multidisciplinary expertise across ten core domains. Combining technical proficiency with deep contextual understanding to deliver solutions that are analytically sound and operationally feasible.

|   |  |
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| • | Policy Reform, Governance Strengthening & Accountability                     |
| • | Climate Resilience, Environmental Research & Natural Resource Management     |
| • | Socioeconomic Analysis, Poverty Measurement & Market Systems Development     |
| • | Monitoring, Evaluation, Research & Learning (MERL)                           |
| • | Strategic Advisory, Institutional Strengthening & Organisational Development |
| • | Public Financial Management, Budgeting & Fiscal Accountability               |
| • | Conflict Sensitivity, Peacebuilding & Security Sector Reform                 |
| • | Health Systems, Social Protection & Human Development                        |
| • | Private Sector Development, Trade & Investment Climate                       |
| • | Digital Transformation, Technology Policy & Innovation Ecosystems            |

Our team combines technical proficiency with deep contextual understanding, delivering solutions that are analytically rigorous and grounded in the realities of the environments we serve. GSRA is headquartered in Accra, Ghana, and operates across the African continent with international collaboration networks extending our reach and specialist expertise globally.

## 09. VALUE ADDITION

■ BEYOND THE DELIVERABLE

GSRA’s added value lies not only in the quality of our outputs, but in the lasting change our work enables. We measure success by whether our work genuinely advances the mission of our clients and the wellbeing of the communities they serve not simply by whether deliverables are submitted on time and on budget.

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| <b>01</b> | <b>Bridging Research &amp; Implementation</b> | We close the gap between evidence generation and practical action, ensuring findings are not just produced, but actively used to shape decisions and improve programme design.     |
| <b>02</b> | <b>Actionable, Sequenced Recommendations</b>  | Our recommendations are designed to be implemented: specific, sequenced, costed where relevant, and grounded in the operating context — written for decision-makers, not archives. |
| <b>03</b> | <b>Learning Integrated From Day One</b>       | We build structured learning mechanisms into every engagement from the outset — so adaptation is continuous and evidence-driven rather than reactive and ad hoc.                   |

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| <b>04</b> | <b>Institutional Capacity Beyond the Assignment</b>    | We invest in the people and systems around the project, strengthening analytical capacity, building data systems, and transferring skills so that impact outlasts our engagement.                   |
| <b>05</b> | <b>Precision, Clarity &amp; Policy Relevance</b>       | All outputs are written for decision-makers: clear, precisely structured, and calibrated to communicate complex findings in ways that are immediately actionable at the policy and programme level. |
| <b>06</b> | <b>Sustained Engagement &amp; Relationship Quality</b> | GSRA does not disappear after report submission. We remain available for follow-up, support the uptake of findings, and maintain relationships that enable continuous learning and improvement.     |

## 10. CLIENT ENGAGEMENT PROCESS

### ■ HOW WE WORK

GSRA's engagement model is designed to be transparent, efficient, and responsive. From initial expression of interest to final handover, every step is managed with professionalism and clear communication. The process below reflects our standard approach for RFP/RFQ-based engagements; it is adapted as required for different procurement mechanisms and donor requirements.

| Step      | Stage                           | What GSRA Does  |
|-----------|---------------------------------|---|
| <b>01</b> | <b>RFP / ToR Review</b>         | Thoroughly reviews all procurement documentation. Seeks clarification on ambiguous requirements within the stipulated deadline. Conducts an internal go/no-go assessment against GSRA's conflict of interest policy and technical capacity. |
| <b>02</b> | <b>Proposal Development</b>     | Assembles the optimal technical team. Tailors this boilerplate to the specific ToR. Develops a realistic, costed work plan and budget. Engages national partners or specialists as required.  |
| <b>03</b> | <b>Proposal Submission</b>      | Submits a complete, compliant technical and financial proposal before the stated deadline. Responds to any evaluation clarifications promptly and professionally.   |
| <b>04</b> | <b>Contract Negotiation</b>     | Engages transparently and in good faith on contract terms, deliverables, timelines, and fees. Confirms team availability and any sub-contracting arrangements in writing.   |
| <b>05</b> | <b>Inception &amp; Kick-Off</b> | Conducts a formal inception process including document review, stakeholder mapping, tool development, and work plan refinement. Submits Inception Report for client approval before fieldwork begins.                                       |
| <b>06</b> | <b>Implementation</b>           | Executes the approved methodology with the agreed team. Maintains regular communication through agreed reporting channels. Escalates issues immediately as they arise.  |
| <b>07</b> | <b>Reporting &amp; Review</b>   | Submits all deliverables on schedule. Actively incorporates client feedback. Supports validation processes and stakeholder engagement as required by the ToR.   |

08

### Handover & Close-Out

Delivers a final, client-approved report package including all annexes, clean datasets, and supporting materials. Conducts a formal handover session to support uptake and knowledge transfer.

*“Rigorous, ethical, and actionable research that strengthens institutional performance and advances sustainable development outcomes.”*

**Global Strategic Research Associates Limited**  
*Research-Driven Advisory Excellence — Ghana & Beyond*

#### ✉ Engage GSRA

To discuss an upcoming assignment, request a capabilities briefing, or submit an RFP/RFQ:

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**Phone:** +233 24 596 9593

**Website:**  
<https://www.globalstrategicresearchassociates.com/>

**Location:** Accra, Ghana

#### ≡ Confidentiality Notice

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