

# Request for Offers

## Remote Exercise Delivery Platform

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested consultants to submit an offer for the provision of the goods or the services described below as per requirements set out in this request for offers.

**Reference number:** RFO/2020/AH/01

**Project number:** 91043

**Posting date:** 14 August 2020

**Deadline for submission of offers:** 25 August 2020, 13.00, Geneva Time.

**Country/ies of deployment:** Global Activity

**Currency:** The quotation shall be presented in Swiss Francs (CHF)

**Language:** The quotation shall be submitted in English

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org)

### Background

The aim of the project, for which offers are requested, is to adapt a set of scenario and/or role play based exercises to be used by GICHD in its training courses and build them on an integrated online platform for delivery in live time. Materials from previous face-to-face training courses will be provided and must be tailored for a given target audience using the suggested online platform.

### Scope of work

The GICHD is requesting offers to for the following deliverables:

- i. Based on exercise scenarios, provided by the GICHD, build the exercises in an interactive online platform, so that exercises can be delivered remotely. This will include adapting 10 exercises that were developed for face-to-face training for live simulation during remotely delivered training courses.
- ii. Facilitate at least 2 rounds of internal review with the GICHD project team.
- iii. Integrate feedback from GICHD project team after each round of review.
- iv. Support the GICHD during the live simulation of the exercises at two separate training courses in late 2020 or early 2021. The training courses are likely to be 1) Gender Focal Point training course and 2) Operations Managers training course

- v. Provide ongoing technical support, as required, during the development of the exercises and delivery of at least two training courses.
- vi. Produce a written manual – guidebook for both the trainers, exercise managers and course participants on the use of the suggested platform, troubleshooting, etc.

The online exercises platform should meet the following minimum requirements:

- vii. A user-friendly exercise platform that is compatible and can be used in conjunction with other online tools normally employed by the organisations (e.g. Zoom, Skype, MS Teams, etc),
- viii. An environment where participants can work in virtual team rooms to collectively complete tasks whilst in continual communication with each other, role players, the trainers and observers, as they would in a real operational environment,
- ix. Advanced functions for the exercise control, and a central communications control environment for exercise managers to be able to coordinate the scenario and timeline of events and to monitor, observe and assess participant interactions and outputs
- x. Ability to reach participants in different locations simultaneously,
- xi. The platform should be easy to use and, after the completion of this contract, GICHD should be able to use the platform without any external support,
- xii. The platform should allow for all developed scenarios and exercises to be easily edited, adjusted and amended without any external support.

**Clarifications** - Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email address no later than 5 working days prior to the deadline date for submission.

#### **Minimum experience**

- xiii. The bidder / the bidders' team should have demonstrable experience in designing and maintaining training platform, training courses, either face to face or using remote tools.
- xiv. Prior experience of working with Mine Action sector would be considered as an advantage.

**Gender and diversity** - The GICHD is committed to creating an inclusive training environment that provides equal opportunities to all learners. Bidders are expected to demonstrate how they will:

- i. Build the platform in a way that is accessible for learners with disabilities and different types of impairments.
- ii. Build the platform in a way that is compatible with live translation / interpretation software.
- iii. Adjust materials, methods and media to ensure they are accessible for learners with disabilities and different types of impairments.
- iv. Adjust materials, methods and media to ensure they are gender and diversity sensitive.

**GICHD**

The GICHD will be responsible for setting the initial timeline and schedule for the database development and maintenance.

## **Delivery dates of the services**

The contract with the successful bidder is estimated to start on 15<sup>th</sup> September 2020 and last through March 2021, depending on the dates of delivery of the training courses.

## **Estimated workdays to deliver the services**

It is up to the bidder to suggest number of workdays and indicate it in a detailed cost break down in the table under the Pricing section.

**The consultant shall provide a coherent, organized and clear proposal in response to the request.**

## Project resources

**Name of the company:** ADD NAME  
**Name of individual:** ADD NAME OF INDIVIDUAL  
**Address:** ADD ADDRESS

Bids should be submitted before the time and date specified earlier and consultants should provide the minimum information and supporting documents in addition to the criteria detailed below:

- Updated resume
- Examples of previous work relating to the design and management of similar systems
- Two references

## Proposals

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

## Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIMELINE

## Pricing

Equipment such as laptops with processing software are not covered by the GICHD and should be included in the consultant services at no extra cost.

Services	Days/Units	Rate in CHF	Total
<b>Fees</b>			
Daily fees – Adapt 10 exercises and build on the suggested platform			
Daily fees - Facilitate at least 2 rounds of internal review with the GICHD review panel and integrate feedback into the platform			
Daily fees - Support the GICHD during the live simulation of the exercises at two separate training courses in late 2020 or early 2021 (each training lasts 5 to 10 days, with exercises taking up to 3 days per training)			

Daily fees - Provide other ongoing technical support as required, during the development of the exercises and delivery of at least two training courses			
<b>Total Professional costs (estimates)</b>			
<b>Other costs (estimates)</b>			
e.g. Purchase of equipment, VAT, etc.			
e.g. Licence cost			
Add as required			
<b>Total</b>			