

Request for Offers

Introduction

The Ammunition Management Advisory Team (AMAT) of Geneva International Centre for Humanitarian Demining (GICHD) is searching for a consultant with over 10 years of experience in SALW, ammunition management and/or security sector reform to conduct research and lead the development of a handbook to build institutional capabilities for good governance, accountability and prevention of corruption in the life cycle management of small arms and light weapons and their ammunition. AMAT is pleased to invite consultants to submit a quotation for the provision of the description of the goods or the services described below as per requirements set out in this request for offers.

Reference number: RFO/2022/AMAT2501

Project number: 91049

Posting date: 25 January 2022

Deadline for submission of the Request for Quotation form: 4 February 2022.

Country/ies of deployment: Home based with trips to Geneva, Switzerland

Currency: The quotation shall be presented in Swiss Francs (CHF) or Euros (€)

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org and n.amer@gichd.org

Scope of work

Established in 2019, the Ammunition Management Advisory Team (AMAT) is a joint initiative of the Geneva International Centre for Humanitarian Demining (GICHD) and the United Nations Office for Disarmament Affairs (UNODA). AMAT provides technical support to States in the safe, secure and effective management of ammunition in line with international best practice. Also, AMAT works to strengthen the capacities of States to improve the safety and security of ammunition stockpiles this contributing to a global reduction of the risks of accidental explosions and diversion.

AMAT wishes to engage a consultant with over 10 years of experience in SALW, ammunition management and/or security sector reform to conduct research and lead the development of a handbook to build institutional capabilities for good governance, accountability and prevention of corruption in the life cycle management of small arms and light weapons and their ammunition. The research will consider lessons learned and good practices from programmes operating in

Bosnia and Herzegovina. More precisely, the consultant will support the facilitation of regional stakeholder seminars for data collection and draft the Handbook of good practices to build national capabilities for strengthening accountability and good governance in the process of life cycle management of small arms and light weapons and their ammunition. The mandate will be carried out in close collaboration with AMAT's Programme Manager throughout the inception and drafting phases of the handbook and also during the co-facilitation of the seminars. Travel to Geneva and other European cities may be required.

The ideal candidate will be able to demonstrate experience in conducting similar research and developing similar publications.

Delivery dates of the services

The services will be delivered in the period 21 February – 30 November 2022.

Estimated work days to deliver the services

50 Days

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

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 TIME LINE

Pricing

Equipment such as laptops with word 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
Fees			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			