

Terms of Reference | Consultancy, IMAS Outreach Workshops

Project: IMAS outreach workshops for NMAAs and other key stakeholders

Project Manager: Advisor for Capacity Development for National Mine Action Standards (NMAS) and Compliance

Duty Station: Remote (with possibility to travel)

Date: 06 October 2020

BACKGROUND

The Geneva International Centre for Humanitarian Demining (GICHD) works towards reducing risks to communities stemming from explosive ordnance, with particular focus on mines, cluster munitions, other explosive remnants of war and ammunition storages.

International Mine Action Standards (IMAS) provide the basis for National Mine Action Standards (NMAS). They aid National Mine Action Authorities (NMAAs) in tailoring standards on best practices within the industry to their national contexts with the aim of improving the effectiveness and efficiency of their mine action programs and ensure the safety of and confidence in their products, processes and outputs. GICHD extends IMAS outreach globally and works with NMAAs to increase their understanding of and commitment to IMAS provisions.

The IMAS are the main guide for the development of National Mine Action Standards (NMAS), Standard Operating Procedures (SOPs) and training material in mine action. IMAS follow the format of the International Organization for Standards (ISO) and draw on the three main treaties in international law which deal with landmines, ERW and cluster munitions.

For years, the GICHD has been supporting the NMAAs through various trainings and on-the-job support. The GICHD will conduct 1-2 workshops on “International Mine Action Standards (IMAS) and Compliance” for different stakeholders.

DESCRIPTION OF THE ASSIGNMENT – IMAS OUTREACH

Overall objective of the assignment

The workshops aim to strengthen the understanding of IMAS requirements and the nexus between various management systems such as risk management, quality management and information management. These are key areas to improve safety, efficiency and quality in mine action programmes. The training will also offer an overview of operational areas covered by new IMAS including working in urban environments with new threats.

Specific Objectives

The consultant will support GICHD in designing and delivering 1-2 workshops on International Mine Action Standards (IMAS) targeting the NMAAs and other relevant mine action stakeholders. Specifically, the workshop will provide an opportunity for participants to:

- Enhance the understanding of the latest developments in the IMAS framework and the mine action sector;
- Enhance the understanding on how to develop IMAS compliant NMAS;
- Emphasise the general principles of and interactions between risk management, information management and quality management and their importance for evidence-based decision-making processes; and
- Enable participants to apply the acquired knowledge to improve and upgrade their national standards.

Specific Outputs

- Prepare IMAS workshop material, includes incorporating feedback from GICHD, if existent.
- Delivery and facilitation of the IMAS workshop in person or remotely. One workshop scheduled for December will be conducted online as a webinar.
- Workshop report. It includes incorporating findings from group discussions and any recommended action plan devised during the workshop.

Over the course of the workshop, participants will receive refresher updates on IMAS principles. Participants will also engage in group works and discussions on ensuring IMAS compliance in their respective countries. The participatory exercises and sharing of knowledge and practices across different countries will support participants in proposing solutions to the gaps identified in their national program.

EXPERT PROFILE

The Consultant is expected to have a good demonstrated experience in understanding of International Mine Action Standards (IMAS) and the review and development of national standards.

Qualifications and skills

The Consultant must have:

- Practical expertise of at least 10 years working in the Mine action sector, ideally in a relevant capacity in mine action standards, risk management, and/or other relevant sectors.
- Demonstrated experience in taking part in developing and drafting national policies, standards, regulations or any other legal instruments.
- Demonstrated experience in workshop content planning and facilitation. Familiarity and experience with online outreach is desirable.

- An excellent understanding of IMAS and a demonstrated experience of the involvement in the processes leading up to the development of IMAS or other relevant standards are required.
- Experience in managing and delivering multi-task projects.
- Committed to mainstreaming Gender and diversity in her/his work.
- Adequate medical health care insurance coverage while working for the GICHD.

LOCATION AND DURATION

Location

The task is expected to be conducted remotely with a possibility to travel depending on the NMAA targeted.

Starting Period & Duration

The consultancy duration is expected to take place from 01 November 2020 till no later than 31 March 2021. During this time period, the total number of days on this consultancy will be maximum of 20 days for up to two workshops. Each of the workshops implemented will have a timeframe that will be agreed with the GICHD.

REPORTING

GICHD is the contracting authority for this task. All reports and material produced under this project will be in line with GICHD's regulations and submitted to the designated Project Manager.

The Consultant shall provide the deliverables as set out in Section 'specific outputs', according to the dates of submission to be confirmed under the consultancy contract.

The Consultant must incorporate the comments received by GICHD. The final versions of required outputs must be approved by the GICHD's Project Manager.

All deliverables and reports are to be presented in English (in electronic format) and their receipt by GICHD's Project Manager must be confirmed.

APPLICATION

Interested candidates must submit the following as minimum:

1. **A Financial Offer** specifying the costs (daily rate) that will be incurred throughout the consultancy.
2. Samples of previous research and publications.
3. CV.
4. Cover letter.

5. Two references.

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

Language: The application must be submitted in English

Submit to: Alain Nellen a.nellen@gichd.org and Namrita Singh n.singh@gichd.org

Successful applicants will be contacted and informed of the status of their applications.

The deadline for the application is 20 October 2020. Applicants are invited to apply as early as possible. The applications will be assessed on a rolling basis.

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