

Request for Offers

Introduction

The Ammunition Management Advisory Team (AMAT) of Geneva International Centre for Humanitarian Demining (GICHD) is searching for a CONFORMITY ASSESSMENT SYSTEMS EXPERT to support in the implementation of a project funded by the European Union (EU), implementing the [EU Council Decision 2020/979](#). 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/2021/SP/AMAT EU1

Project number: 91049

Posting date: 18 December 2021

Deadline for submission of the Request for Quotation form: 20 January 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 an expert in establishing CONFORMITY ASSESSMENT SYSTEMS. The consultant will support a new effort to develop an internationally recognised conformity assessment system for the management of arms and ammunition. The project, which is the implementation of Phase 2 of the European Union Council Decision CFSP 2020/979, will create a framework for a conformity assessment system designed to provide stakeholders with assurances of national efforts to implement safe and secure arms and ammunition management practices. This conformity assessment is intended to serve a broader objective of supporting efforts to reduce the risks of illicit arms proliferation and accidental explosions at storage facilities.

Phase 1 of the project studied the feasibility of creating an Arms and Ammunition Management Validation System (AAMVS) based on criteria set by the European Union (EU). The analysis determined that the AAMVS was feasible and that the system must be developed through a process of building international consensus. In Phase 2, AMAT will create the basic framework of the AAMVS (including the conformity assessment schemes for arms and ammunition management practices and a scheme ownership model) and a plan for developing the system.

The purpose of this mandate is to provide AMAT and its partners with expert advice on the development of an internationally recognised system of conformity assessment schemes. The consultant will support the development of critical elements of the AAMVS framework and also provide advice on the processes and direction for developing broad international support for the system.

The Consultant will work closely with the Programme Manager, technical specialists, and an Expert Working Group (EWG) to establish core features of the Arms and Ammunition Management Validation System (AAMVS). The EWG will be comprised of technical experts in the field of arms and ammunition management plus national representatives in arms control and other policy experts. The Consultant will have an active role in facilitating the discussions during the EWG meetings and advising the EWG on aspects related to the development of conformity assessment systems and the implementation of the ISO/IEC 17000 series. The Consultant will take a leading role in identifying, detailing and proposing options for the AAMVS scheme manager/owner. The consultant will also support technical experts in the development of the conformity assessment system. Other activities may include, depending on availability, presenting elements of the project at different international arms control events and gatherings. Travel to Geneva (ideally three or more in 2022) and internationally (once) should occur, depending on COVID restrictions.

The ideal candidate will have 10+ years of experience in conformity assessments, including operation and development of schemes. They will have experience providing advice on the technical elements of a conformity assessment scheme and on the processes required to build consensus around a system.

To fulfil the tasks and roles for this position, the activities undertaken for this contract between 1 February 2022 – November 30 2022 are expected to require an average of 8-10 days per month. Specifically, the consultant will be expected to:

1. Participate in and facilitate certain discussions during multiple EWG Meetings to collect the necessary data for the development of a conformity assessment system
2. Support technical experts in the development of the AAMVS conformity assessment, consistent with ISO/IEC 17000 series
3. Research and develop a document that outlines the best options for the AAMVS system owner.
4. Advise and assist the Programme Manager in consensus building for developing conformity assessment schemes and other areas related to conformity assessment system development.
5. Present on technical aspects regarding conformity assessments (both generically, such as ISO/IEC 17000 series or specifically related to the AAMVS) to the EWG, the European Union, or other stakeholders
This may include international travel, when possible, or may be conducted online

Delivery dates of the services

The services will be delivered in the period 1 February – 1 November 2022.

Estimated work days to deliver the services

80 - 90 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			