

Call for expression of interest for pre-qualification for the procurement of consultancy services for the GICHD

General information

Reference number: EIPQ/2019/ADM/01

Description: Consultancy advice services for mine action activities, cluster munitions, other explosive remnants of war and ammunitions storages

Deadline date for submission of services: 30st August 2019, 17.00 Geneva time

Posting date: 8 July 2019

Submit to: consultants@gichd.org

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is an international expert organisation based in Switzerland that works towards reducing risks from explosive ordnance, with particular focus on mines, cluster munitions, other explosive remnants of war and ammunition storages. By undertaking research, developing standards and disseminating knowledge, the GICHD supports capacity development in affected countries. It works with national and local authorities to help them plan, coordinate, implement, monitor and evaluate programmes. The GICHD also contributes to the implementation of the Anti-Personnel Mine Ban Convention, the Convention on Cluster Munitions and other relevant instruments of international law. The GICHD follows the humanitarian principles of humanity, impartiality, neutrality and independence.

The terminology “consultant” or “specialist” used in this document is understood to be a company or an independent self-employed consultant providing advice services to the sector.

The GICHD is pleased to invite specialists to apply for the delivery of advice services for the sector. The interested specialists are to submit a complete file and references as per requirements set out in this call for expression of interest for pre-qualification of services.

Eligibility: Registered companies and independent Self-employed contractors.

A Company is to provide evidence that it has an independent legal identity (is registered with the Commercial Register or similar institution) and that the receipt of such evidence is required by the Centre as a condition to meet the pre-qualifying requirements.

A Self-employed - independent contractors who are based in or resident of Switzerland, the European Union or the European Economic Area or in a country where a social agreement has

been signed with Switzerland must provide proof of legal registration, a certificate, a value added tax number, a declaration on oath when a certificate is not available, etc. (i.e. Independent Status Certificate for Swiss residents, A1 form for EU residents, etc.) attesting that the social costs are paid in the country of residence of the contractor. The receipt of such evidence is required by the Centre as a condition to meet the pre-qualifying requirements.

Delivery time – Consultants shall express their interest in working with the GICHD by selecting the advice services related to their line of work and by submitting a complete file no later than 30th August 2019.

Consultant Language – All files must be submitted in English.

Clarifications - Consultants may request clarification in relation to the call for expression of interest for pre-qualification by submitting a written request using the pre-qualification submission email no later than 5 working days prior to the deadline date for submission.

Minimum experience – Consultants should have a minimum of five (5) years of professional experience with relevant expertise.

Gender and diversity - The GICHD seeks to promote gender balance and diversity among staff and consultants, and encourages people from affected countries to apply.

Data privacy considerations: By expressing their interest and submitting a complete file, consultants explicitly consent that the necessary information contained in the submission documents will be used for the purpose of processing the application. Consultants acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. Consultants also agree that the information contained in the submission documents can be added to the list of pre-qualified consultants within the GICHD for a period of three years. Information regarding unsuccessful applications will also be kept for a period of six months before the record is deleted. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultants submitted adequately. Examples of the data we request include name, title, organization, address, work experience, etc. For more information about data protection or about the applicants rights, see [the GICHD data protection notice](#).

Context

In this process the GICHD is guided by the GICHD strategic principle of ensuring results and quality, promoting transparency, efficiency and accountability. The GICHD is establishing an institutionalised pre-qualification list of selected specialists with excellent track records who will be supporting the GICHD in delivering advisory services and training to specific partners such as national authorities, national mine action centres, UN partners, etc.

The purpose of this initiative is three-fold: (i) to improve the quality of customer-focused services and increase the Centre efficiency in working with specialists in the sector, (ii) to clarify and simplify the procedure leading to the engagement of consultants by the Centre; and (iii) to broaden the Centre's consultant base by creating new opportunities for attracting specialists from mine-affected countries.

The GICHD is committed to building a diverse and gender balanced list of specialists. Applications will be encouraged from women and men, nationals of mine-affected countries and individuals with a disability or special needs, who have expertise in the services detailed below.

Hence, consultants who need reasonable adjustments that may be required to support and to complete the inherent requirements of the job are invited to disclose their needs when submitting a proposal for consulting advice services. Reasonable adjustments are understood to be changes to the work environment that allow people with disability to work safely and productively.

All interested consultants will be invited to submit a (technical) proposal to the GICHD for consulting advice services as stated below. Consultants can submit a proposal for one or multiple categories as listed below.

Selected consultants will be placed on a GICHD pre-qualification list and thus positioned to enter into a sustained partnership with the Centre for a period of 36 months, from the date of the inclusion in the pre-qualification list.

Pre-qualified consultants will be eligible to be contracted, following a simplified selection process by direct invitation in writing. The selected specialists will be subject to the establishment of a contract signed by both parties prior to the delivery of the advice services. Specialists contracted by the GICHD are requested to travel abroad worldwide at short notice.

Mandate

The consultant will be providing capacity development, training, advisory services, conducting research, evaluations, and reporting including (but not limited to) in the following categories:

Standards

- International & National Standards
 - IMAS (International Mine Action Standards)
 - NMAS (National Mine Action Standards)

Strategy

- Strategic Planning
 - National Mine Action Strategic Plans (NMA SP)
 - Transition strategies
 - Resource mobilisation strategies / plans
 - Prioritisation processes
 - Risk management
- Legal Frameworks and Accreditation
 - Contracting
 - Liability
 - Residual Contamination
 - Land Rights
- Monitoring and Evaluation
 - Programme / project Monitoring and evaluation
 - Results Based Management (RBM)

Operational Efficiency

- Land Release Methodology

- Non-technical survey
- Technical survey
- Development of Land Release Methodologies
- Explosive Ordnance Disposal (EOD)
- Explosive Ordnance Clearance
 - Manual Systems
 - Battle Area Clearance
 - Under water operations
 - Urban Operations
 - Mechanical Systems Animal detection systems
 - Improvised Explosive Devices Disposal (IEDD)
- Research, Studies, Publications, Guidance
 - Development of SOPs (Standard Operating Procedures)
 - Operational Baseline assessments
 - Country level case studies
 - Thematic case studies (e.g. Land release, ADS, QMS, Liability, etc.)
 - Technologies research, development and evaluation
- Training Development and Delivery
 - Development of training packages
 - Delivery of training
- Management, Accreditation and Monitoring
 - Accreditation Processes
 - Quality Management in Mine Action
 - Environmental Management in Mine Action
 - Accreditation of demining organisations and operations
 - Monitoring of mine action organisations
 - Monitoring of stockpile destruction programmes

Information Management

- Information Management Capacity Assessment
 - Conducting IM capacity assessment
 - Drafting assessment report and recommendations
 - Advising on capacity development workplan design
- Information Management Training
 - Delivering IMSMA NG A1/A2 training
 - Delivering GIS training (Esri)
 - Delivering GIS training (Other)
 - Delivering Survey/data collection training
 - Delivering BI/Analytics training
- Information Management Solutions Implementation and support
 - Conducting user/stakeholder consultation
 - Advising on IM systems design
 - Administering and managing servers

- Administering and managing databases
- Providing IMSMA NG implementation and support
- Providing IMSMA Legacy implementation and support
- Providing mobile data collection development and implementation support
- Providing UAV/Remote Sensing operations support
- Information Management Standards Development
 - Drafting standards (IMAS)
 - Drafting standards (other; eg: SOPs)
 - Developing standardised data schemas
- Information Management Technical Development:
 - Configuring/customising GIS tools (Esri – specify software)
 - Configuring/customising GIS tools (other – specify software)
 - Web development (specify languages)
 - App development (specify languages)
 - Managing software development and maintenance
- Information Management Data Analytics
 - Conducting/advising on remote sensing/imagery analysis
 - Conducting/advising on GIS/spatial analysis/predictive analysis
 - Conducting/advising on business Intelligence
 - Conducting/advising on artificial Intelligence/Machine learning
 - Conducting/advising on data mining
- Facilitation and collaboration
 - Liaising and collaborating with Humanitarian/Development sector Information Management
 - Facilitating inter-organisational IM workshops

Gender and Diversity (G&D)

- G&D assessments
- G&D Analysis
- Monitoring and Evaluation of G&D in mine action
- Development and/or delivery of training on specific aspects of G&D
- Workshop facilitation
- Research and drafting of policy papers and case studies
- G&D strategy/policy development
- Communication and tools materials on G&D

International Humanitarian Law, Policy and Research

- Policy
 - Drafting policy papers on mine action and human security
 - Researching on specific topics linked to mine action

Other fields of expertise

- Ammunition Management
 - Explosive Weapons

- Explosive Ordnance Risk Education
- Victim Assistance
- Disarmament
- Small Arms and Light Weapons

Pre-qualification requirements

To be evaluated by the GICHD, each application should include the following documents:

- > Copy of the document attesting that the consultant is registered as a legal business entity in its country of residence (e.g. extract of the business registration or official proof of independent self-employment. For example, A1 form for independent self-employed individuals in the EU)
- > Consultant name, structure (including roles and responsibilities within the organisation)
- > Proof of appropriate insurances scheme and benefits (health, accident, civil responsibilities, repatriation, etc)
- > Consultant CV or the CV of the individual who will be delivering the services and acting as a focal point between the GICHD and the consultant, including details of expertise, qualifications, language skills and regional experience
- > Brief presentation of the consultant
- > Description of the consultant structure

Pre-qualifying process

The GICHD, through a panel of GICHD experts, will evaluate (similarly to a competitive tender process) and short-list the applications received to establish a pre-qualifying list of specialised consultant.

Given the need for high quality services, the evaluations of the applications will be based in particular on the categories of expertise, the accomplishments and the previous experiences of the specialist in the sector or a similar area.

The selection of the consultants will be based on evidence relating to the following criteria:

- > qualifications of the consultant (relevant skillset)
- > the quality of the proposal and the services offered and ability to undertake the work and deliver the specified services/products with each category
- > capacity and determination to integrate gender and diversity considerations across the criteria
- > past experience and descriptions of projects undertaken in the relevant category or assignments of a similar nature (track records)
- > Recent customer references

Relevant specialists will be contacted and informed if their applications have been vetted successfully. Only shortlisted specialists will be contacted.