

## Request for Offers

*Prepare, facilitate and follow up on a workshop on the Democratic Republic of Congo's Anti-Personnel Mine Ban Convention Article 5 completion process*

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) 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.

**Posting date:** 09 December 2019

**Deadline for submission of the Request for Quotation form:** 18 December 2019, 23:59 Geneva Time.

**Country/ies of deployment:**

- 1) Consultant's home country
- 2) Democratic Republic of Congo (DRC)

**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

Following a request from

The Geneva Centre has provided a wide range of support to the *DRC's Centre Congolais de Lutte Antimines* (CCLAM) for several years. A key component of this support has been strategic planning, including the development of DRC's 2012-2016 and 2018-2019 national mine action strategies.

DRC is a States Party to the Anti-Personnel Mine Ban Convention (APMBC). Following submitting its second Article 5 Extension Request in 2014, DRC's Article 5 deadline is set for 1 January 2021. CCLAM has asked GICHD to support the facilitation of a stakeholder workshop on Article 5 Completion in Kinshasa at the end of January 2020. The main purpose of the workshop will be to discuss DRC's path to completion, to clarify the remaining contamination problem and to agree on the next steps, given the remaining problem and available programme capacities and resources.

## Objectives

1. Prepare a stakeholder APMBC Article 5 completion workshop in Kinshasa
2. Facilitate a stakeholder APMBC Article 5 completion workshop in Kinshasa
3. Follow up on the APMBC Article 5 completion workshop

## Scope of Work

### 1. Prepare a stakeholder APMBC Article 5 completion workshop in Kinshasa

In collaboration with GICHD's advisor on strategic planning, the consultant will take the lead in preparing the completion workshop, including developing the workshop programme. The consultant will also be responsible for preparing any other work related to the workshop as requested by GICHD's advisor and coordinate with CCLAM staff and other relevant stakeholders. The consultant will further be responsible for ensuring workshop objectives are achieved.

*Timeframe: 6-30 January 2020*

### 2. Facilitate a stakeholder APMBC Article 5 completion workshop in Kinshasa

The consultant will be responsible for facilitating the completion stakeholder workshop in Kinshasa (in French), in line with the workshop objectives and agreed workshop programme. GICHD's advisor on strategic planning will accompany the consultant to Kinshasa and participate in the workshop.

*Timeframe: 31 January 2020*

### 3. Follow up on the APMBC Article 5 completion workshop

The consultant will be responsible for summarising discussions and decisions resulting from the workshop in a written workshop brief.

*Timeframe: February 2020*

### Potential for follow-on activities

The consultant may be approached for follow-on work in DRC, including with supporting the development of a national strategy on the management of residual contamination. These responsibilities are not included in this request.

## Deliverables

The consultant will be measured and remunerated according to the completion of the following products:

Description of Service	Due Date
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1. Prepare a stakeholder APMBC Article 5 completion workshop in Kinshasa	
Prepare workshop programme and any other workshop exercises and presentations ahead of the meeting	6 - 30 January 2020
Communicate with CCLAM Director and other relevant stakeholders about the workshop	
2. Facilitate a stakeholder APMBC Article 5 completion workshop in Kinshasa	
Facilitate the stakeholder meeting and lead all discussions	31 January 2020
3. Follow up on the APMBC Article 5 completion workshop	
Summarise discussions and decisions made during the workshop in a written document, to be shared with GICHD strategic planning advisor	29 February 2020

## Delivery dates and locations of the services

### Location

The assignment will be carried out through a combination of a total of two days of preparatory work from the consultant's home location, a total of four days in Kinshasa and one day follow-on work.

### Duration

Activities under this project are expected to commence upon the finalisation of the contract by end of February 2020. The overall assignment will compose a total of seven days and is expected to be completed by 7<sup>th</sup> March 2020.

## Required Expertise

The consultant will work closely with GICHD's advisor to plan, implement and follow up on the Completion workshop in Kinshasa, scheduled for 31 January 2020.

The prospective consultant will be **required** to have the following qualifications and skills:

- At least 10 years of experience in mine action
- Fluent French speaker (proficiency in oral and written French)
- Fluency in written and spoken English
- Previous experience of working in DRC
- Previous experience of working with CCLAM in a strategic role
- Documented experience in facilitating multi-stakeholder mine action workshops in DRC

In addition, the following qualifications are **desirable**:

- Previous experience of working with the GICHD

- Extensive network of mine action contacts in DRC

## Application

### Legal Requirement

Interested candidates/entities must provide a guarantee that they have independent legal identity (registered to a commercial register or similar institution) or that s/he is a legally self-employed/independent worker and have been registered as a legal business entity.

By applying to the tender, the applicant authorises the GICHD to use his/her personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

### Applications

The applicant must submit the following as minimum:

1. A technical offer specifying the methodology used to complete the requested services, and the proposed timeline to complete each task and its associated deliverables.
2. A financial offer specifying the daily fee, as well as any other estimated professional costs (transportation, accommodation, etc.).
3. Sample(s) of previous research, reports or publications
4. CV of consultant(s)
5. Reference contact details

The award will be primarily based on the relevance and effectiveness of the proposed methodology and will be allocated 60% of the assessment scoring. The financial offer and the suitability of the proposed timeframe will count for 40% of the scoring. The selection of the consultant will be based on evidence relating to the following criteria:

- The ability to undertake the task and deliver its outputs.
- At least 10 years of experience in mine action
- Fluent French speaker (proficiency in oral and written French)
- Fluency in written and spoken English
- Previous experience of working in DRC
- Previous experience of working with CCLAM
- Documented experience in facilitating multi-stakeholder mine action workshops in DRC

The deadline for the application is **18 December 2019**.

**The consultant shall provide a coherent, organised and clear proposal in response to the request using the following structure:**

## **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.

<b>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total</b>
<b>Fees</b>			
Home based daily fees			
Daily fees on mission			
<b>Professional costs (estimates)</b>			
Transportation costs			
Accommodation			
<b>Other costs (estimates)</b>			
Purchase of equipment, VAT, etc.			
<b>Total</b>			