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: 04 November 2019


Country/ies of deployment: 1) Switzerland

2) Additional country/countries for field visit to be determined (based on proposal from consultant and on approval of GICHD)

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Background

After a steady decrease in casualties from accidents with explosive ordnance (EO) over a 15-year period, there has been a sharp increase in the number of victims since 2013. The upturn in these global figures has been heavily influenced by casualty numbers in the Middle East and Afghanistan, where risk is compounded by overlapping factors such as ongoing conflicts, including in urban settings, use of improvised mines and other improvised explosive devices (IEDs) and large groups of internally displaced persons and refugees on the move.

Many of the same factors contributing to the increase in casualties have also posed significant challenges for the delivery of effective explosive ordnance risk education (EORE). Mine action actors are increasingly operating in complex violent conflict environments so have had to adopt more rigorous conflict sensitivity and security procedures. In some cases where physical access is not possible, conflict environments have led to mine action organisations delivering and monitoring EORE remotely. Meanwhile, the use of mines of an improvised nature, EO contamination of urban areas and questions regarding how and when to provide EORE to displaced populations all continue to pose dilemmas to stakeholders about how to support affected populations while ensuring that EORE interventions do no harm.
The EORE Advisory Group – a recently established group of organisations concerned about underinvestment in risk education during the years of accident decline and committed to strengthening this mine action pillar – has identified as one of its core priorities for the next year the need to ensure that "key stakeholders have access to guidance on tools, methods and approaches to address current and emerging challenges in the provision of EORE."

To this end, the GICHD is seeking an independent consultant to conduct a review on the use of new technologies and methodologies in EORE to address emerging challenges, the findings of which shall be shared through a regional workshop with key stakeholders.

**Objectives**

1. To collect examples of promising new technologies and methodologies for EORE being used to address the emerging challenges facing the sector
2. To contribute to the continued development of good practices for EORE, which may inform future developments within IMAS and associated guidebooks on risk education
3. To identify where questions and gaps still exist that should be addressed through future activities of the EORE AG

**Scope of Work**

1. **Inception**

   The Consultant will be required to meet with the GICHD project manager to discuss and clarify the Terms of Reference and the content of the assignment. During this meeting, relevant stakeholders will be identified and the scope of the review will be agreed. The GICHD will provide the Consultant with a suggested list of contacts, but s/he will also be expected to draw on her/his own network and understanding of the sector to identify relevant sources.

   On the basis of this meeting and building on the methodology proposed to the GICHD Tender Selection Committee, the Consultant will submit to the GICHD project manager a detailed plan with timeline, list of stakeholders to be interviewed and description of support required from GICHD.

   *Timeframe: early December 2019*

2. **Review and Field Mission**

   Through a combination of desk review, key informant interviews and a field visit, the consultant will identify promising new technologies and methodologies for the delivery and monitoring of EORE in challenging contexts.

   At least the following three challenges should form part of the analysis:
   
   1. EORE for mines of an improvised nature / IEDs
   2. EORE in situations of urban contamination
   3. EORE for areas with limited to no accessibility
This list may be expanded should additional challenges (especially in relation to contexts of violent conflict) be identified in the course of the review.

The Consultant is expected to approach and consult with a wide variety of mine action operators and stakeholders to collect information on how they are responding to the above challenges. This should be verified to the extent possible through review of copies of EORE materials, ensuring that they are responding to the challenges and in line with generally accepted principles for EORE. Consultant is solely responsible for establishing contact with stakeholders and obtaining such materials. When possible and on the request of the Consultant, the GICHD may help to facilitate connections with partners.

The Consultant is further encouraged to include at least one field mission in her/his workplan, to allow for direct observation of EORE activities in a challenging context. The location for the field mission should be suggested by the Consultant during the inception phase and agreed with the GICHD project manager.

Timeframe: December 2019 to February 2020

3. Presentation of preliminary findings

The Consultant will send a written summary of preliminary findings to the GICHD project manager latest on 3 February 2020. A conference call will be organised the same week between the Consultant and the GICHD to discuss and review the summary.

The Consultant will then be requested to do a short presentation (5-10 minutes) on the preliminary findings from the review at the 23rd International Meeting of Mine Action National Directors and United Nations Advisors (NDM), which will take place in Geneva from 11-14 February 2020. The exact time and date will be confirmed by mid-January.

Timeframe: weeks of 3-14 February 2020

4. Report on findings

The Consultant will submit to the GICHD project manager a report of the complete findings from her/his review. The following should be incorporated in the report:

- Examples of promising uses of technology and methodologies for challenging contexts that could be shared as "good practices", including where possible:
  - Descriptions of the technology or methodology
  - Photos, screenshots, sample materials and/or other visuals demonstrating the use of the technology or methodology in practice
  - Whether field testing has been conducted and, if so, the results
  - Details on results from monitoring or evaluation of the effectiveness the intervention (can be qualitative or quantitative)
  - Any other important considerations or lessons learned regarding use of the specific technology or methodology, including how accessible they would be for diverse groups (by gender, age, disability, etc.)

- General lessons learned, including examples of technologies or methodologies that have been found to be less effective in face of the emerging challenges;
• Any outstanding questions or gaps identified through the review; and
• Any general or cross-cutting takeaways identified through the review.

The Consultant will also be responsible for sharing with the GICHD project manager an electronic folder, clearly sorted and labelled, with all resources and materials collected through the review. These materials may be included in a future virtual library for EORE practitioners, so it should be clearly specified for each file whether the GICHD has permission to share it and, if so, to whom it should be attributed.

_Timeframe: February to March 2020_

5. Revision of report

Based on comments provided to the Consultant on the draft report by the GICHD project manager within two weeks of its submission, the Consultant shall make appropriate revisions to the report and submit her/his final version to the project manager. The Consultant must incorporate the comments received by GICHD or other stakeholders as directed by GICHD. For any comments that could not be addressed, this should be accompanied by a short written justification.

_Timeframe: March to April 2020_

Potential for follow-on activities

Following finalisation of the report, the GICHD foresees a potential second phase of the project as the organisation of a regional workshop to share findings with key stakeholders. In this case, there may be a possibility for follow-on activities, including content development for and co-facilitation of the workshop. The second phase will be contingent on the securing of additional funds for the project and therefore is not included in the scope of this tender.

Deliverables

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

<table>
<thead>
<tr>
<th>Description of Service</th>
<th>Due Date</th>
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<tbody>
<tr>
<td>1. Inception</td>
<td></td>
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<tr>
<td>Detailed plan with timeline, list of stakeholders to be interviewed and description of support required from the GICHD</td>
<td>10 December 2019</td>
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<tr>
<td>2. Review</td>
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<td>Monthly updates on progress</td>
<td>By last day of each month until submission of report</td>
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<td>3. Presentation of preliminary findings</td>
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<tr>
<td>Written summary of preliminary findings</td>
<td>By 3 February 2020</td>
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<tr>
<td>Presentation on preliminary findings (to be delivered at the 23rd NDM in Geneva, pending confirmation in mid-January)</td>
<td>Week of 11-14 February 2020</td>
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<td>4. Report on findings</td>
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</table>
5. Revision of report

<table>
<thead>
<tr>
<th>Description</th>
<th>Date</th>
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<tbody>
<tr>
<td>Revised report incorporating comments received</td>
<td>10 April 2020</td>
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<tr>
<td>Written justification for any comments not addressed</td>
<td>10 April 2020</td>
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**Delivery dates and locations of the services**

**Location**

The task is expected to be conducted remotely in most parts, with the exception of the field mission during the review period and the presentation on preliminary findings. The location for the field mission will be proposed by the Consultant and agreed by the GICHD project manager during the inception period. The location for the presentation will be Geneva.

**Duration**

Activities under this project are expected to commence upon the finalisation of the contract by early December 2019. The overall assignment is expected to be completed by maximum **30 April 2020** with the submission of the final report to the GICHD. It is not envisaged that the project will be full time.

**Required Expertise**

At least one senior consultant with extensive experience in explosive ordnance risk education (otherwise referred to as mine risk education) is required to complete the assignment. S/he will ensure the timely and effective implementation of the tasks and the delivery of all required outputs in line with the agreed contract. S/he will be responsible for liaison between the GICHD and the relevant stakeholders involved in the tasks or whose inputs are required for completing the tasks.

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

- At least 10 years of experience in EORE, mine action, behavioural change, and/or other relevant sectors.
- Strong understanding of key principles for effective EORE and expertise to be able to distinguish good practices in EORE
- Familiarity with current developments in and challenges for the EORE sector
- Outstanding research and report writing skills in English
- Demonstrated experience in managing and delivering multi-task projects
- Strong grasp of principles of conflict sensitivity, do no harm, and gender and diversity sensitivity

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

Recent experience in the Middle East or another region/country facing challenges related to use of IEDs, urbanisation of conflict and/or access restrictions, preferably in mine action

Extensive network of contacts and strong understanding of key stakeholders in EORE

**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 their 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**

Each 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 number of days needed to accomplish the mandate, 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.
- The quality of the proposed methodology and technical approach
- Competitiveness of the offer
- Previous experience in the EORE/mine action sector, research and relevant aspects of the consultancy
- Mainstreaming of gender and diversity considerations as well as child protection considerations in the proposed work
- The demonstrated respect of the Humanitarian Principles (Humanity, Impartiality, Independent and Neutrality)

The deadline for the application is **18 November 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.

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