Statement of Requirement
< IED contamination Ground Sign Awareness >

Reference number:

Description: Development of a Handbook for <IED contamination Ground Sign Awareness >

Deadline for submission of Quotations: 9 October 2019

Submit to: r.friedel@gichd.org

Important consideration: As a result of this tendering process, GICHD will contract one consultancies.
Background

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite bidders to submit a quotation for the development of a Handbook on Ground Sign Awareness, as per the minimum requirements set out in this Statement of Requirements (SOR).

Due to the increased use of improvised explosive devices (IEDs) and their devastating impact on the safety of the local population, humanitarian mine action (MA) operators and national mine action authorities (NMAA) are growing their engagement in IED clearance operation. Mine action personnel are now able to focus their operations towards IED contamination that is no longer playing a role in a conflict, which exists in what is known as permissive operating environment. When contamination of this nature is encountered by MA personnel, various environmental influences have already affected the signs and traces of IEDs. There is often a high level of displacement of the local population during the conflict, making reliable information on IED contamination hard to obtain through interviewing witnesses to the conflict.

GICHD aims to collect / bundle experiences, good practice and lessons learned build on field experience to support the NMAA, MA organisations to adapt IED related doctrines, trainings and procedures as risk education as well as to inform donors / stakeholders about one basic principles to mitigate the threat of IEDs.

A basic knowledge of the nature of IED, their tactical use and methods of emplacement is assumed by the users of this handbook.

Purpose of this document

The Handbook will aim to define the term “term ground sign awareness” from a mine action perspective and provide descriptions on how, for example, disturbed earth may indicate the presence of an IED. The ability to interpret ground signs is an essential skill required when conducting a contamination assessment or survey when there is a possibility of the presence of IEDs and to mitigate risk to MA personnel.

A well-explained, evidence-based and well documented/ illustrated handbook increases the knowledge in the MA concerning signs and traces of a presence of an IED. It is to underline that this knowledge is also to be used for Explosive Ordnance Risk Education (EORE).
The purpose of the handbook is:

- to provide NMAA and MA personnel with the basic principles of hazard identification through ground signs,
- to provide a collection of diagrammatic examples and original images from the field regarding IED related ground signs and
- to provide basic principles (adaptable to a theatre) for EORE.

This document is not aimed at replacing training but to be used as a collection of evidence designed to support relevant trainings and an aid memoir for qualified users.

*The basis of the Handbook are the IMAS 09.31 IEDD, the UNMAS IED handbook and the related documents*

**Document format and content**

This statement of requirement is to outline the format and content of a proposed handbook on Ground Sign Awareness, focusing on the recognition of traces related to an IED contamination to assist national authorities in developing National Mine Action Standards (NMAS) and operators to improve and develop appropriate Standard Operating Procedures (SOPs) and Techniques, Tactics and Procedures (TTPs).

Whenever possible, and in general, the content of the Handbook is to be supported by original as well as simulated / mocked-up photos, sketches, and illustrations. If possible, examples from different regions / affected countries are to be used. Photos, sketches, and illustrations that are to be used should allow a further use by the GICHD without violating a third parties rights.

**IED contamination Ground Sign Awareness**

- Content
- Disclaimer of liability for the application of this book
- Introduction / Introduction and Foreword
- Basics
  - Intent of explosive ordnance reconnaissance / Survey

*Note: explosive ordnance reconnaissance is reconnaissance involving the investigation, detection, location, marking, initial identification, and reporting of suspected unexploded explosive ordnance, undertaken by qualified personnel, to determine further action.*
- Discovery, identification, and evaluation of traces and suspicions of traces related to explosive ordnance with non-technical survey
- Sign awareness
- Ground sign awareness

**Sign awareness**

*Note: This chapter’s intent is to create a general understanding of sign awareness. The basic statements are to be taken up in the following chapters regarding the recognition of an assumed IED contamination.*

- Basics
- Kind and nature of signs
- Classification
- Dependence of signs to terrain and environment
- Environmental, seasonal and temporal influence on signs
- Particularities of signs in a rural terrain
- Particularities of signs in an urban terrain
- Interpretation and presumption

**Indications of the presence of IEDs**

- Basics
- Environnement / changes in an environnement
- Population / behavior of a population / marking and warning systems used by an population

**environment and surroundings**

- CAGE
  - Channeled
  - Aiming marker
  - Ground Sign
  - Environment
- Big Five
  - Culvert / wadi / ford / bridge
  - Ascent / descent / obstacles
  - Soft, sandy soil
  - Sharp Bends
  - Bottlenecks
- Hot Spots / vulnerable points
• Ground signs
  o Basics / theory
  o Kind and nature of ground signs / aging
    ▪ Regularity
    ▪ Transfer
    ▪ Discardable
    ▪ Color change
    ▪ Disturbance
    ▪ Flattening
  o Particularities of ground signs in a rural terrain
  o Particularities of ground signs in an urban terrain
  o Interpretation and presumption
  o Aids / TTP to search for ground signs at a suspected IED contamination
    // search drills
  o (improvised) search tools/aids

Annexes
• Terminology / abbreviations / definitions
• Examples / particularities of IED related traces / ground signs / earth traces (examples)
  o Main charge
    ▪ Vegetation
    ▪ Soil (hard / soft)
    ▪ Gravel
    ▪ Culverts
    ▪ Tarmac
    ▪ Camouflage (f.e. synthetic rock-concealed EFP)
    ▪ Particularities DFC / DFFC / EFP
  o Switches (Main Effort: Victim Operated)
  o Batterie packs
  o RC receivers
  o Wires / antennas (Main Effort: command wire)
  o Detonation cord
  o Markers
  o Culvert
  o Tarmac
  o Miscellaneous
• Examples / particularities of IED belt related traces / ground signs
• Bibliography
• Pages for Notes
• Modification directory
Responsibilities, Outputs, and Deliverables

The Consultancies

The consultancies will be responsible for the production of a first draft based on the format and content listed in this SoR, made available to GICHD 4 weeks after the start of the contract for internal review.

The estimated / expected volume of the manual is about 50 - 70 pages; A5. The amount of pages results from the expected high proportion of pictures, graphics and sketches.

They will be responsible for rewriting up to 50% of the document based on clear direction from the GICHD with a regular review during the development. Photos, sketches, and illustrations that are used must be usable by the GICHD without violating a third parties rights. All rights will be handed over the GICHD.

Bidder Eligibility - Bidders must be registered as a legal business entity or as a self-employed worker, registered in one of the EU or EFTA countries, who can demonstrate, by providing the GICHD the related documentation, which proves that s/he is in a situation which conforms to the conditions of the country of residence.

Delivery time – The development of the handbook starts with the signing of the contract. The initial draft should be ready 4 weeks after this and the advanced full draft after 6 weeks. The final draft is expected to be ready for publication after 8 weeks from signing of the contract.

Bidder Language – All bids must be submitted in English.

Bid currency - The quotation shall be presented in Swiss Francs (CHF) only. The Contract will be issued in CHF and subsequent payments will be made in the mandatory bidding currency above.

Clarifications - Bidders may request clarification in relation to the SOR by submitting a written request using the bid submission email no later than 5 working days prior to the deadline date for submission.

Minimum experience – The bidder / the bidders team should have minimum of three (3) years demonstrateable field experience in an IED-environment including proven professional experience as C-IED instructor (certificate required), proven previous IED search qualifications (certificate required ) and experience in humanitarian mine action.
Gender and diversity - The GICHD seeks to promote gender and diversity, including opportunities for people from mine-affected countries.

GICHD

The GICHD will be responsible for setting the initial timeline and schedule for the development of the handbook. The GICHD will respond promptly to requests for information from the consultancies, after the drafts have been received. GICHD is responsible for the creation and administration of a working group that will review the document regularly during its production. The GICHD will retain final editing rights on the document and is responsible for its final draft and publication.

Timeline

- up to 15 working days: Initial draft of the document (finished or unfinished)
- up to 7 working days: Advanced full draft of the document including all graphics / pictures / sketches
- up to 5 days: Final finished draft available for publication