

Request for Offers

Measurement and reporting of beneficiaries

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested consultants to submit an offer for the provision of the goods or the services described below as per requirements set out in this request for offers.

Gender and diversity - The GICHD seeks to promote gender balance and diversity among staff and consultants and encourages people from Explosive Ordnance (EO) 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 to process 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. 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 the applicants' rights, see the GICHD data protection notice (<https://www.gichd.org/en/general-contents/data-protection-notice/>). The timeframe and content of the project that the consultancy will support may be subject to change. Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

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Reference number: RFO/2021/PLI/02

Project number: 91056

Posting date: 13 October 2021

Deadline for submission of offers: 27 October 2021, 17:00 GVA time

Country/ies of deployment: N/A

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

Language: The quotation shall be submitted in English

Submit to: l.pechera@gichd.org Cc to: k.samra@gichd.org

Area of work: Standards

Scope of work

Following the publication of Standardising Beneficiary Definitions - 2nd Edition by some mine action organisations, the definitions of beneficiaries relevant to mine action are considered for an integration within International Mine Action Standards. In addition to definitions, Standardising Beneficiary Definitions - 2nd Edition, provides additional guidance on the measurement and reporting of beneficiaries. The GICHD intends to capture the additional guidance in the format of a Technical Note for Mine Action (TNMA) that could be subsequently submitted to the IMAS Review Board.

Based on Standardising Beneficiary Definitions - 2nd Edition, the consultant will draft a TNMA providing further guidance on methods to measure and report beneficiaries of Explosive Ordnance Risk Education, Land Release, Victim Assistance and Explosive Ordnance Disposal.

See Annex A for the detailed terms of reference

Bidder Language – All bids must be submitted in English. Style of writing should be the same or very similar to the existing T&EP (example can be seen here: [EXAMPLE](#))

Clarifications - Bidders may request clarification in relation to the scope of work 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 five (5) years demonstratable experience in monitoring and evaluation of mine action or humanitarian action. The experience shall include demonstrated experience in the development of standards, SOP or guidance towards reporting, monitoring and/or evaluation. Less or different experience may be taken into consideration if sufficient proof of relevant expertise is provided. Qualifications and references of the bidder may be checked prior to offering the contract.

GICHD

The GICHD will be responsible for setting the contract timeline, terms of reference and schedule. This will be agreed upon prior to the contract award.

Delivery dates of the services

The service shall be delivered in full by no later than 15 December 2021.

Estimated workdays to deliver the services

- a. Project initiation 0.5 day
 - a. Discussions with GICHD on project set-up
 - b. Project implementation 9 days
 - a. Elaboration a structure for the document and submission to GICHD for review
 - b. Amendment to the structure based on GICHD review
 - c. Drafting a TNMA and submitting to GICHD for review
 - d. Amendment to the document based on GICHD review
 - c. Project closure 0.5 day
 - a. Final submission of the document
- TOTAL = 10 days

Annex A – Terms of Reference

Measurement and reporting of beneficiaries`

Background

The HALO Trust, Mine Advisory Group and Norwegian People’s Aid elaborated a first version of Standardising Beneficiary Definitions in 2016. A more extended working group, including DanChurchAid, Danish Demining Group, Humanity and Inclusion and the Swiss Foundation for Demining, elaborated a second version.

The guide is an effort to establish common definitions of beneficiaries of mine action activities, drawing from best practices in mine action programmes worldwide. The guide emphasises on gender, age and disability. One section offers guidance on the gathering of data related to People with Disabilities. The other sections provide definitions of beneficiaries and guidance on measurement and reporting of beneficiaries for Explosive Ordnance Risk Education, Land Release, Victim Assistance and Explosive Ordnance Disposal.

The integration of standardised definitions within IMAS 05.10, especially its annex B on Minimum Data Requirement, is being worked on and will be ultimately submitted to the IMAS Review Board.

The publication Standardising Beneficiary Definitions can be found at:

https://www.globalprotectioncluster.org/wp-content/uploads/Standardising_Beneficiary_Definitions_2ndEd_OCT_2020.pdf

Objective and Scope

The objective is to capture the guidance contained in Standardising Beneficiary Definitions - 2nd Edition in the format of a Technical Note for Mine Action. This document will integrate:

- the principles;
- guidance on the collection of data related to Persons with Disabilities;
- guidance on the measurement and reporting of beneficiaries for
 - Explosive Ordnance Risk Education,
 - Land release,
 - Victim Assistance,
 - Explosive Ordnance Disposal.

Ultimately, the objective is to provide National Mine Action Authorities, Mine Action Organisations and Donors with technical guidance on the application of methods for the measurement and the reporting of beneficiaries in the form of a Technical Note for Mine Action.

Writing specifications

The form and style of the document will be aligned with good practices defined by the International Organization for Standardisation. These can be found at:

[How to write standards Update 2016 - EN \(iso.org\)](https://www.iso.org/standard/62413.html)

In addition, the form and style of the document will be aligned with existing TNMA. In particular:

- 'Shall' will not be used.
- 'Should' can be used to indicate a preferred requirement, method or specification.
- 'May' can be used to indicate a possible method or course of action. 'May' will not be used for any other purpose such as indicating a probability.

Management of the project

The work can be performed remotely. No travel is required. The communication with the GICHD project manager can be conducted online.

Deliverables

A document that can be submitted as a TNMA for review and approval by the IMAS Review Board

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

Bids should be submitted before the time and date specified earlier and consultants should provide the minimum information and supporting documents in addition to the criteria detailed below:

- Updated resume
- Examples of previous relevant work
- Two references

Proposals

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

The Consultant may propose to work individually or in conjunction with other Consultants as a part of a joint offer.

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIMELINE

Pricing

The budget template below is indicative, feel free to add rows as you deem required. Note, the consultant shall only provide the cost of his / her services by day and for entire duration of services. 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
Home based daily fees			
Other costs (estimates)			
Total			