

Request for Offers

Review of IMAS 06.10 Management of training in mine action

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.

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.

Reference number: RFO/2021/PLI/03

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

The IMAS Review Board has mandated a Technical Working Group to revise the IMAS 06.10 on the management of training.

The consultant will support the work of this working group with the delivery of the existing IMAS 06.10 against updated standards and good practices. In particular, the consultant will identify and report the potential inconsistencies of IMAS 06.10 with other mine action standards and relevant international standards defined by the International Organisation for Standardisation, Good practices to be maintained or integrated in the IMAS 06.10.

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 ten (10) years demonstratable experience in mine action. In particular, the experience shall include experience related to the development and management of training packages. The delivery of training only will not be considered. Less 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. Review initiation 1 day
 - a. Discussions with GICHD on review set-up
- b. Review implementation 13 days
 - a. Review of IMAS 06.10
 - b. Drafting a report and submitting to GICHD for review
 - c. Amendment to the report based on GICHD review
- c. Review closure 1 day
 - a. Final submission of the report
 - b. Final submission of the presentation

TOTAL = 15

Annex A – Terms of Reference

Review of IMAS 06.10 Management of training in mine action

Background

The chapter 06.10 of the International Mine Action Standards (IMAS) describes the requirements for the management of training for Mine Action. This chapter was last amended in 2013.

Since 2013, other standards and guidance have been developed or reviewed: e.g. IMAS 07.12 on Quality Management; IMAS 07.30 on the accreditation of mine action organisations; IMAS 07.40 on the monitoring of mine action organisations; IMAS 12.10 on Explosive Ordnance Risk Education and Test and Evaluation Protocols (T&EP) 09.30/01/2014 and 09.31/01/2019 for EOD and IEDD competencies.

IMAS 06.10 does not refer to specific standards from the International Organization for Standardisation (ISO).

In July 2021, the IMAS Steering Group approved the workplan of the IMAS Review Board, to include a revision of IMAS 06.10.

In September 2021, a Technical Working Group is formed to revise the IMAS 06.10.

Objective and Scope

The objective of this review is to support the revision of IMAS 06.10 by the Technical Working Group mandated by the IMAS Review Board.

In particular, this review will focus on the identification of:

- Inconsistencies of IMAS 06.10 with other mine action standards and relevant international standards defined by the International Organization for Standardisation;
- Good practices to be maintained;
- Good practices to be integrated in the management of training.

The review will distinguish:

- Requirements, methods or specifications that are to be applied
- Preferred requirements, methods or specifications,
- Possible method or course of action.

The review will also differentiate the requirements, methods, specifications and course of action that are to be part of IMAS and those that are to be part of a TNMA or T&EPs.

International standards

The following international standards have been identified as relevant to this review. The GICHD will give access to these.

ISO 21001:2018	Management systems for educational organizations — Requirements with guidance for use
ISO 29993:2017	Learning services outside formal education — Service requirements
ISO 29992:2018	Assessment of outcomes of learning services — Guidance
ISO 29995:2021	Education and learning services - Vocabulary
ISO 29994:2021	Education and learning services – Requirements for distance learning

Writing specifications

The document and presentation will be delivered in British English. 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/62492.html)

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 report that can be shared with the Technical Working Group responsible for the revision of IMAS 06.10.
- A presentation that can be used to brief the Technical Working Group on the findings of this pre-review.

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			