

Request for Offers

Development of National Standard on Risk Management- Angola

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 quotations.

Gender and diversity - The GICHD seeks to promote gender balance and diversity among staff and consultants and encourages people from Explosive Ordnance (EO)/mine 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.

Reference number: RFO/2021/RAR/04

Project number: 91053

Posting date: 16 June 2021

Deadline for submission of the Request for Quotation form: 09 July 2021, 00:00 GVA time

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

Language: The quotation shall be submitted in English

Submit to: r.rabie@gichd.org Cc to: n.singh@gichd.org

Area of work: Standards

Scope of work (ToR)

National Mine Action Standards (NMAS) are issued by a national mine action authorities (NMAA) to guide the management and implementation of mine action programs and projects in their countries in a safe, coordinated, and efficient manner. Whereas the International Mine Action Standards (IMAS) set the framework for good practices globally, NMAS address the contextual and operational realities in each affected country.

All of Angola's 18 provinces are contaminated by Explosive Ordnance (EO) from various conflicts 1961 to 2002. Almost two decades after the end of the war, mines and other EO continue to cause accidents that result in deaths and injuries and impede development.

Angola's first mine action Programme was established in 1991, and since then has been striving to clear Angola of its EO contamination. In 2003 the Government of Angola reformed its institutional arrangements for mine action management and coordination and created the National Intersectoral Commission for Humanitarian Demining and Assistance (CNIDAH) which is the commission that reports directly to the Council of Ministers and is responsible for the coordination, planning, and organization of all actions related to demining, assistance to mine victims, and the social reintegration of mine victims.

The GICHD has been collaborating with CNIDAH and other mine action stakeholders in Angola for years to support their efforts in ridding Angola of its EO contamination. GICHD plans to support CNIDAH, other government agencies and in-country operators in the ongoing process of developing and reviewing the existing NMAS framework in Angola.

Under this consultancy, the GICHD will specifically support CNIDAH in the development of National Standard on Risk Management. Prior to the drafting of NMAS, an outreach on IMAS on RM will also be delivered to the NMAA and mine action stakeholders in Angola. The NMAS will be aligned with IMAS good practice and will reflect the operational requirements in Angola.

Please refer to Annex A for more information.

Delivery dates of the services

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

Please note, the schedule may change, subject to constraints due to Covid-19.

Estimated workdays to deliver the services

It is estimated that this consultancy will take 25 working days. Consultants may choose to offer an alternative estimation with justification.

The estimated level of effort will include desktop documentation review, standard drafting and in-country or remote consultation with CNIDAH, the National NMAS review committee and mine action operators as needed. It will also include the preparation and delivery of RM outreach workshop.

Annex A – Terms of Reference

Development of a National Standard on Risk Management in Angola.

Requirements and methodology

- **Format:** NMAS will follow the agreed format as per Angola's NMAS format and will be aligned with IMAS to the best possible extent.
- **Structure/Content:** The RM NMAS shall include all requirements for integrating RM into mine action in Angola. As a minimum, it shall include:
 - Terms and definitions;
 - RM principles and cross cutting issues;
 - RM systems, processes, and tools;
 - Managing liabilities;
 - Definition and criteria of All Reasonable Effort, which will also be linked to the Land Release Chapters;
 - Any other requirements as agreed with NMAA.
 - In addition, the consultant will deliver a 2-3-day workshop outreach workshop on RM concepts and systems prior to developing the standard. The workshop can be delivered in person or remotely depending on Covid-19 travel restrictions.
- **Methodology:**
 - GICHD and CNIDAH shall agree on the layout and content of the NMAS chapter. Upon this agreement, the consultant shall draft the NMAS requirements, with reference to IMAS and other relevant NMAS.
 - Prior drafting, the consultant will ensure the following as minimum:
 - Discuss with CNIDAH and operators the operational requirements;
 - Review operational data and historical and updated information on the contamination profile, ongoing efforts and national priorities;
 - Review all necessary NMAS chapters and other relevant documentations and regulations;
 - Draft will be reviewed by the GICHD before disseminating to CNIDAH and the NMAS review committee for review. Updated drafts will be developed based on feedback.
 - Feedback will be incorporated into the chapter before final review.
 - Final Draft will be shared with CNIDAH for their final approval and endorsement.
 - Consultations with CNIDAH and mine action operators will take place during the development processes as needed.

Annex B - Timeline

The proposed timeline is tentative and to be finalised with CNIDAH.

N°	Phases/Milestone	Deadline	Responsibility
1	Submission of tender proposal	09/07/21	Consultants
	Feedback and selection of consultant	20/07/21	GICHD
2	Agreement on the timeline, content, and process	2/08/21	GICHD/CNIDAH/Consultant
	RM Outreach workshop	TBC	Consultant / GICHD
	Drafting and revisions (to be further detailed)	15/09/21	Consultant
	Finalization	15/10/21	Consultant / GICHD
	consultations	Throughout	Consultant / GICHD

To be filled in by the Consultant

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

Proposals

Consultant: Add qualitative narrative on how to undertake the work or deliver the specified goods or services.

The Consultant shall provide detailed table of content for RM NMAS, development methodology and detailed timeline. A separate annex with the content for All Reasonable Effort criteria will also delivered.

Examples of previous work on developing NMAS or similar national regulations should be attached to the application.

All consultants are asked to attach their updated CV's.

Availability

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

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.

Services	Days/Units	Rate in CHF	Total
Fees			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			