

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite pre-qualified 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.

Reference number: RFQ/2021/KIB/01

Project number: 91049

Posting date: 5 October 2021

Deadline for submission of the Request for Quotation form: 12 October 2021, 23.59, Geneva Time.

Country/ies of deployment: Switzerland/ALL

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

Language: The quotation shall be submitted in English

Submit to: n.amer@gichd.org (cc: consultant@gichd.org)

Area of work: Ammunition Management

Scope of work (ToR)

Background - In 2020, the European Union (EU) and the GICHD signed a grant contract for the implementation of the action in support of the development of an internationally recognised system for the validation of arms and ammunition management according to open international standard implementing the EU Council Decision (CFSP) [2020/979](#) of 7 July 2021. The project is implemented by the GICHD's Ammunition Management Advisory Team (AMAT). It consists of two phases:

- 1) Assessing the feasibility of an internationally recognised Arms and Ammunition Management Validation System (AAMVS)
- 2) Developing a plan for the creation of an Arms and Ammunition Management Validation System (AAMVS).

Both phases consist of a variety of activities ranging from workshops, conferences, outreach activities and research.

As part of the project's evaluation and monitoring framework,, AMAT is looking to recruit an external evaluator to undertake a mid-term review and final assessment of the project. The aim of the evaluation will be to assess the implementation of the project and its impact. The period covered for the mid-term evaluation is September 2020-August 2021.

Evaluation questions - The evaluation aims to answer questions such as:
In accordance with the OECD/DAC Criteria, the evaluation aims to answer the following questions:

Relevance and effectiveness:

- What was the project initiated and what basis?
- Were the relevant stakeholders well identified and informed? Have they been involved?
- What was the initial feedback from the relevant stakeholders of the project?
- Are gender and diversity mainstreamed in the project?
- Were all activities implemented as planned and purpose achieved?

Efficiency:

- What were the costs associated with the project?
- Was the budget of the project spent efficiently?
- Have there been enough resources (human and financial) to manage, coordinate and deliver the plans and on time?

Impact

- Did the activities of the first phase of the project contribute to the achievement of the objectives the EU Council Decision? And the EU's SALW strategy?
- What is the effect of the first phase of the project on achieving the objectives set for it by the EU council decision?

Sustainability

- Are the outcomes of the first phase of the project sustainable?
- How will they affect the second phase of the project?
- To what degree did the first phase of the project contribute to a lasting change?

Deliverables – A complete evaluation of the implementation of the first phase of the project and identify clear recommendations to help steer and improve the implementation of the second phase.

The evaluation team may be asked to travel with AMAT to Brussels to present the results of the evaluation to the European Union.

AMAT is requesting offers for the following deliverables:

- Conduct evaluation for the project
- Draft and finalise a final evaluation report including recommendations

Clarifications - Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email address.

Delivery dates of the services

The contract with the successful bidder is estimated to start on 18 October 2021 and last through 17 November 2021, depending on the dates of delivery of the final evaluation report and recommendations.

Estimated work days to deliver the services

The evaluation shall be conducted in no more than 10 days of work.

The evaluation may use, but not be restricted to, the following methods to answer the set of questions related to the evaluation:

Desk study of relevant project documents including concept notes, funding proposals, meeting reports, financial data and background papers.

AMAT's surveys/interviews with relevant stakeholders and partners of the project; and

Interviews with AMAT staff and selected partners. These documents will be shared by the AMAT to facilitate the evaluation.

Project resources

Name of the company: ADD NAME

Name of individual: ADD NAME OF INDIVIDUAL

Address: ADD ADDRESS

Availability

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

Pricing

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
Fees			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			

