

## Request for Offers

### Development of a generic set of NMAS chapters

#### 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/01

**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](mailto:r.rabie@gichd.org) , [a.harutyunyan@gichd.org](mailto:a.harutyunyan@gichd.org) Cc to: [n.singh@gichd.org](mailto:n.singh@gichd.org)

**Area of work:** Standards

## Scope of work (ToR)

International Mine Action Standards (IMAS) set the framework and good practices for National Mine Action Authorities (NMAA) worldwide to develop National Mine Action Standards (NMAS) that ensure mine action operations are safe, effective and of agreed quality. Whereas IMAS provide a framework of reference for the minimum requirements, it does not give detail on those requirements. NMAA and mine action organisations work together to breakdown those details in their specific national and operational contexts.

The GICHD aims to provide support to NMAAs in this process. Through this consultancy, the GICHD aims to create a set of guidelines on NMAS chapters to support NMAA in the development of context-specific national standards. The set of NMAS chapters/guidelines shall specify, and detail, minimum requirements given in IMAS (shall/should formulations), offer generic text blocks examples where appropriate, and highlight critical aspects that need context-specific adjustments. Further guidance shall be given by providing examples, critical guiding questions and recommendations

*The general guidelines shall not replace existing NMAS and shall not be considered as ready templates for replication. Instead, they will provide a detailed framework of reference to support NMAA in the development of new standards, or a review of existing ones, and provide recommendations on how to tailor IMAS into NMAS.*

The established set of generic guidelines on NMAS and the process of developing them will be used in the review the existing “Guide to Developing National Mine Action Standards” in a follow-up phase. In addition to that, and in cooperation with the GICHD and other stakeholders, a self-assessment form may be developed that allows national authorities to evaluate the quality of their NMAS and provides them with customised recommendations what they should focus on when reviewing their NMAS.

Please refer to Annex A for more information.

## Delivery dates of the services

The service shall be delivered in full by no later than May 2022.

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

## Estimated workdays to deliver the services

Consultancy days required per chapter: 5. This may be adjusted depending on certain chapters and the agreed requirements between the GICHD and the consultants.

At the moment, the project (following the awarding of the work to consultants) is planned to take place between July 2021 and April 2022.

Please refer to Annex B for more information.

## Annex A – Terms of Reference

### Development of a generic set of NMAS chapters

#### Requirements and methodology

- **Format:** NMAS guidelines shall be provided in MS Word to allow easy adjustments and changes; supporting material (guidelines, examples, etc.) should be included in the Word document as far as suitable or be linked with the NMAS chapter guidelines in a user-friendly way (e.g., linked PDFs or website).
- **Structure/Content:** As a minimum, the NMAS chapters guidelines shall give clear specifications for all “shall” requirements as described in the related IMAS chapters. Furthermore, cross-cutting issues such as Quality Management, Risk Management, Information Management, Monitoring and Evaluation, Gender & Diversity, etc. shall be included in every chapter as appropriate (apart from the principles described in separate chapters). Also, particular attention shall be given to the definition of “all reasonable effort” (ARE) and Key Performance Indicators relevant for M&E and should be included in chapters as suitable. The guidelines will provide practical guidance and examples for developing relevant NMAS that can be later customised to each specific country requirements.
- **Methodology:** Upon agreement with the overall content of the chapters, they are developed in different sequences, following the list provided below. Each consultant will take the responsibility to draft several chapters based on:
  - Minimum requirements given in the IMAS (shall/should formulations) which are specified and detailed in the generic guidelines of NMAS including highlighted sections that need country-(context)-specific inputs.
  - A set of existing examples of NMAS chapters guidelines which are agreed to be good practice and can serve as baseline or reference.
  - A set of previously agreed specifications (see next sub-chapter).
  - Guiding questions on the process and content of NMAS will also be provided to support the follow-up development and review work in the specific countries.
  - Consultation with subject matter specialists in the GICHD and within the mine action sector and NMAA as needed to ensure critical technical aspects are clarified in sufficient detail in the generic guidelines.

It is proposed that the number of consultants is limited to 3 maximum to ensure coordination and consistency throughout the chapter guidelines. Before supporting material is collected and added to the chapters, consultants will first cross-check their work and then send drafts to GICHD for internal review (intermediate review). Upon provided feedback, suitable supporting material is identified together with the GICHD and added to the chapters by the consultants.

Furthermore, it is proposed that after milestone 2 (see timeline), a selection of stakeholders (NMAA, GICHD advisors who are not part of the project, MA operators, etc.) is invited to give their feedback to the NMAS chapters/guidelines developed so far. This helps to ensure that

the project meets the target audience requirements and needs.

- **Specifications to be agreed in advance:**
  - Set of good, existing examples of NMAS chapter to be drafted as baseline
  - Style of writing (narrative/bullet points, grammar, etc.)
  - Way of marking/highlighting different parts in the chapters (e.g., generic paragraphs, text blocks that need country/context-specific adjustments, links to supporting material, etc.)
  - Language (British English)
  - Overarching structure of all chapters, including the key principles and bullet points of contents to be included per sub-chapter.
  - Format/layout of chapters.
  - Critical aspects within chapters that will need supporting material. Critical aspects are parts that need country-(context)-specific adjustments. To guide NMAAs, examples of formulations, a set of questions that should be addressed and specific recommendation are given. Where appropriate, flow charts, example tables, diagrams and illustrations are added.
- **Verification process GICHD:** GICHD will define how to internally organise the validation and support process (and how much time is required for validation). The GICHD NMAS Advisor will act as the general project focal point and will be holistically responsible for managing the GICHD internal review process. Additionally, the GICHD thematic experts will be involved in the review process for each chapter to support consultants with focused expert advice when necessary.
- **Stakeholder consultation:** To ensure that the generic set of NMAS (methodology, structure, content and supporting material) fulfils its aim and meets the target audience's needs and expectations, it can be considered to consult different stakeholders (a selection of NMAAs, NGOs and internal GICHD staff) after the first set (chapter 1 to 4) of the NMAS is finalised. The selected stakeholders would be asked to read through the provided chapters and complete an online survey or telephone consultations.

### Set of NMAS chapters to be developed

The table below summarises the NMAS chapters proposed for generic guidelines development. Some chapters cover several IMAS chapters as themes are closely linked. It is suggested to decide during the drafting process whether the themes can be summarised in one NMAS chapter or not.

Furthermore, the order in which the chapters should be developed based on the assumed demand of national authorities is proposed. Nonetheless, chapters will be worked on in parallel as many of the themes are related to each other.

Timeframe	N°	Title	Related IMAS
15 /07 /21 – 30 /08/ 21	1	<b>Land Release Process (including Prioritisation and ARE)</b>	07.10, 07.11, TNMA 07.11/02
	2	<b>Information Management</b>	05.10
	3	<b>Risk Management</b>	07.14
	4	<b>Quality Management</b>	07.12
	5	<b>Monitoring and Evaluation of Mine Action Organisations</b>	07.40, 14.10
	6	<b>Accreditation of Mine Action Organisations</b>	07.30
08/10/21	7	<b>Non-Technical Survey</b>	08.10

– 19/11/21	8	<b>Technical Survey</b>	08.20
	9	<b>Manual Clearance</b>	09.10
	10	<b>Battle Area Clearance (BAC)</b>	09.10, 09.11
	11	<b>Mechanical Demining</b>	09.10, 09.50
	12	<b>Mine Detection Dog Operations</b>	07.31, 09.10, 09.40, 09.41, 09.44
	13	<b>Building Clearance</b>	11.30
14/01/22 – 25/02/22	14	<b>Handover Procedure and Post-Clearance Documentation</b>	08.30
	15	<b>Safety &amp; Occupational Health / Demining Worksite Safety / PPE / Medical Support to Demining Operations</b>	09.44, 10.10, 10.20, 10.30, 10.40
	16	<b>Marking Mine and ERW hazards</b>	08.40
	17	<b>Explosive Ordnance Disposal (EOD)</b>	09.30
	18	<b>Improvised Explosive Device Disposal (IEDD)</b>	09.31
	19	<b>Storage, Transportation and Handling of Explosives</b>	10.50
	20	<b>Investigation and Reporting of Accidents and Incidents</b>	07.12, 07.40, 10.60
	21	<b>Explosive Ordnance Risk Education (EORE)</b>	12.10
01/04/22 – 29/04/22	22	<b>Competency Standards and Management of Training</b>	06.10, 09.31
	23	<b>Management of Residual Contamination</b>	07.10, TNMA 07.14/01
	24	<b>Gender and Diversity</b>	
	25	<b>Environmental Management</b>	07.13
	26	<b>Victim Assistance</b>	13.10

## Annex B - Timeline

The proposed timeline is tentative and to be finalised with the consultants upon their recruitment.

N°	Phases/Milestones	Deadline	Responsibility
1	Submission of proposal	09/07/21	Consultants
	Feedback and selection of consultants	15/07/21	GICHD
2	Agreement on the timeline and chapters order	20/07/21	Consultants
	Drafting and review of chapters 1 to 6	30/08/21	Consultants / GICHD
	Drafting and review of chapters 7-13	19/11//21	Consultants / GICHD
	Drafting and review of chapters 14-22	25/02/22	Consultants / GICHD
	Drafting and review of chapters 23-26	29/04/22	Consultants / GICHD
3	Final review and consultations	May 2022	Consultants / 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 details on the specific chapters you propose to work on and the proposed timeline and level of offered (in line with the tentative proposed timeline and level of effort for the overall project). The Consultant shall provide details on their proposed format and approach to writing the guidelines. The Consultant may choose to propose changes to the tentative timeline and level of effort if there is reason for that.

Specific examples highlighting the Consultant's approach to transition from IMAS to NMAS will be valuable for the evaluation of the proposal. Consultants may choose to highlight certain sections of a specific IMAS and how best could they be customised into NMAS.

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

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