

# Request for Offers

## 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/ZAQ/01

**Project number:** 91054

**Posting date:** 13 August 2021

**Deadline for submission of offers:** 24 August 2021, 23.59, Geneva Time.

**Country/ies of deployment:** 1) Global Activity

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

**Language:** The quotation shall be submitted in English

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org)

## Scope of work

Following the publication of the Handbook of Mechanical Demining in 2009, the GICHD aims to identify and document good practices, advantages and limitations of mechanical assets that have been in use over the past decade.

The consultant will have a lead role in the assessment of existing data and information on mechanical assets currently in use, development and implementation of further analysis and methodology. Based on the findings, the consultant will prepare a final report highlighting the variety of mechanical assets, their application in different contexts as well as advantages and limitations of mechanical systems. The study will not only describe existing tools, materials and methods applied in various environments but will also cover different crosscutting aspects such as information management, risk management, quality management, residual contamination, all reasonable effort and liability.

### Indicators of results/quality

The delivery of the study will be subject to quality control of the GICHD Project Manager.

### Reporting requirements

- The company/consultant will be required to only invoice actual days worked on the mandate and may be asked to produce a timesheet for the completed work.

**Bidder Language** – All bids must be submitted in English.

**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 demonstrable experience in the implementation of Land Release operations and specifically the use of mechanical demining tools in the mine action context. 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 project mandate will start upon signing of the contract and will cover the period up to 30 November 2021. The contract will require up to 35 working days. This may be adjusted depending on progress and the agreed requirements between the GICHD and the consultant(s). Please see Gantt chart in Annex A. **Please note, the schedule may change, subject to travel, access, and other potential constraints.**

## Estimated workdays to deliver the services

Up to 35 days
---------------

**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

<p>Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES</p>
--

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

## Availability

<p>Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIMELINE</p>
---

## Pricing

Equipment such as laptops with 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>			

## Annex A – Terms of Reference

### Study on Mechanical Demining

#### Background to the Study

It is recognised that mechanical assets can contribute to increased efficiency of demining operations. In certain conditions machines can release land faster than other methods, especially when they are used in combination with other tools and assets.

The GICHD and its partners have previously released several studies on the application of Mechanical machines in demining, which included:

- A Study of Mechanical Application in Demining, 2004<sup>1</sup>
- A Guide to Road Clearance, 2008<sup>2</sup>
- A Handbook of Mechanical Demining, 2009<sup>3</sup>
- Technical Note 09.50 /01 - Guide to mechanical mine clearance/ground preparation using commercial tractors and front loaders, 2013<sup>4</sup>

The papers produced so far provide a wealth of information on different types of demining machines, techniques and applications. The GICHD recognises that since the latest publication in 2009 and further updates to IMAS 09.50 on Mechanical Demining, the mechanical tools and their application in mine clearance, have further evolved and that new machines and approaches have been tested, some of which are in use by operators and national authorities. The GICHD aims at capturing, analysing and documenting good practices in mechanical demining over the past decade and summarise them in a Study on Mechanical Demining.

This study will focus on good practices and lessons learned in countries with rich and diverse experience in mechanical demining, with a possibility to expand the research into other mine-affected countries where unique circumstances led to designing special systems that enabled national MA programmes to adequately respond to the challenges faced on the ground. The three primary countries to be visited are as follows:

- **Afghanistan**, where mechanical solutions to clearance of nuisance AV contamination showed good progress
- **Iraq**, where the national programme relies largely on mechanical clearance of EO contamination, including IEDs in urban environment
- **Libya**, with its large-scale operation on rubble removal and clearance

In order to obtain more information, the research might be extended to additional countries such as:

---

<sup>1</sup> [A Study of Mechanical Application in Demining](#)

<sup>2</sup> [A Guide to Road Clearance](#)

<sup>3</sup> [A Handbook of Mechanical Demining](#)

<sup>4</sup> [Technical Note 09.50 /01 - Guide to mechanical mine clearance/ground preparation using commercial tractors and front loaders](#)

- **Angola or Cambodia**, where mechanical demining is used to clear mixed AP/AV threat
- **Bosnia and Herzegovina**, where mechanical systems have been working in tandem with animal detection systems
- **Ukraine**, where mechanical assets are used for clearance of unplanned explosion sites and for ground preparation to enhance manual assets' productivity

## Objective and Scope

The primary objectives of the study will be to capture and document good practices in mechanical demining over the past decade and summarise them in a Study on the Mechanical Demining. This will in turn highlight the advantages and limitations, improving the understanding of the use of machines in contaminated areas.

The study will build upon previous publications on the subject and aim to include new approaches to increase the efficiency of demining operations. The study will look at a broad range of topics including deployment, use of machines in urban context, rubble removal, route clearance, contracting and environmental aspects of mechanical demining.

The final report will aim at covering the following key issues (other aspects may be added, as they arise during the study and research on this subject):

- New armouring materials, designs and techniques, protection levels provided/against EO
- Evaluation of competencies
- Training and accreditation
- Types of Mechanical Assets
  - Machines designed to detonate hazards
  - Machines designed for ground preparation
  - Machines designed to detect hazard
  - Evaluation of tools available for use with mechanical assets
- Systems Approach to Mechanical Demining
- Risk Management in Mechanical Land Release
- Quality Control and Quality Assurance in Mechanical Land Release
- Efficiency of Mechanical Assets
- Use of Mechanical Assets in Urban context
- Use of Mechanical Assets in `Difficult Terrain` and for Road Clearance
- Reporting criteria for output of activities
- Residual contamination
- All Reasonable Effort and Liability

This study firstly aims at collecting experience from programmes and operators which use mechanical assets to enhance LR operations. Then, it will allow to identify good practices, advantages and limitations of mechanical systems depending on the programmatic and operational context. It will gain data, information and knowledge from a variety of countries in order to ensure a comprehensive approach.

The objective will be achieved through:

- Establishing strong communication with NMAAs and operators in selected countries

- Gaining a comprehensive understanding of mechanical assets and approaches used in the selected countries in the past decade
- Identifying new mechanical equipment, tools and methods/solutions
- Identifying modifications of previously existing tools and methods that led to significant improvements of the assets' performance
- Evaluating advantages, limitations and impact of each type of mechanical asset in land release operations in selected countries.
- Capturing technical requirements for deployment of mechanical assets in different contexts
- Capturing environmental considerations for deployment of mechanical assets
- Identifying reporting requirements for each type of mechanical asset and method
- Gaining comprehensive understanding of internal and external monitoring requirements
- Gaining understanding of residual contamination following application of mechanical demining methods
- Capturing the benefits and limitations of mechanical demining as part of All Reasonable Effort and Liability in different contexts

## Evaluation methods

GICHD will use the following methods to conduct this study:

- Finalise the selection of countries/programmes and operators with extensive application of mechanical demining to be included in the study
- Desk assessment of available data in selected countries, including review of existing national standards, work procedures and SOPs and applied tools
- Data analysis of the information
- Site field visits to observe and document current practices of equipment testing, mechanical LR operations, internal and external QA/QC processes, reporting requirements etc.
- Interviews with NMAAs, operators and beneficiaries
- Follow up meetings with NMAAs and operators to verify the findings and conclusions of the field visits
- Peer review of the draft report with relevant stakeholders

## Deliverables

- Publishable study report with complete references

Below is the estimated schedule of activities. Please note, the schedule may change, subject to travel, access and other potential constraints.

ACTIVITY	2021					
	JUL	AUG	SEP	OCT	NOV	DEC
<b>Phase 1 - Project Initiation</b>						
Discussions with GICHD on project set-up						
Creation of the research framework						
<b>Phase 2 - Project implementation</b>						
Desk assessment of available information						
Participation in the data analysis of available information						
Three country visits (subject to travel restrictions)						
Draft report						
Amendment to the report following peer review						
<b>Phase 3 - Project closure</b>						
Finalisation of the report						