

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.

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Reference number: RFO/2021/PLI/01

Project number: 91056

Posting date: 29 July 2021

Deadline for submission of offers: 11 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

Scope of work

International Mine Action Standards (IMAS) set the framework and good practices for National Mine Action Authorities (NMAAs) and other relevant organisations worldwide to develop National Mine Action Standards (NMAS) and operational procedures 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. NMAAs and mine action organisations work together to breakdown those details in their specific national and operational contexts.

The Test and Evaluation Protocols (T&EP) are documents that have been produced to support the International Mine Action Standards (IMAS) and have been approved by the IMAS Review Board. T&EP are included in relevant IMAS as the normative reference, which gives them authority within the IMAS system.

The Animal Detection Systems (ADS) expert working group was established in 2019 and tasked with the development of relevant IMAS chapters related to use of ADS in Land Release process. Upon successful completion of this task in 2020, the ADS expert working group is now looking for the external consultancy expert support for the development of the T&EP related to competencies for the ADS trainer and ADS handler respectively, to support the existing standards.

The aim of the project for which offers are requested is to support the development of the new T&EP tied to the necessary competencies for the training and use of ADS in the implementation of Land Release operations. The T&EP will be complementary to the relevant International Mine Action Standards (IMAS). The working title for the T&EP is “Competencies of the ADS trainers and handlers”, subject to change.

The successful bidder will be expected to identify and list all relevant competencies for the ADS handler and ADS trainer (e.g., Mine Detection Dog trainer/handler) in the context of Mine Action. The ADS expert working group will be providing guidance and will work closely with the consultant throughout the project. The T&EP draft shall be provided in MS Word to allow easy adjustments and changes. As a minimum, the T&EP draft shall:

- a. define the scope of the T&EP,
- b. provide (normative and informative) references and
- c. provide a clear list of (normative) competencies for each role respectively

The consultant may be invited to some of the ADS expert working group meetings for consultations and/or to provide presentations and update on progress.

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 the implementation of Land Release operations and specifically the use of ADS 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 October 31st, 2021. The contract will require up to 15 working days. This may be adjusted depending on progress and the agreed requirements between the GICHD and the consultant(s).

Estimated workdays to deliver the services

Up to 15 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

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

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