

# Request for Offers

## Introduction

The Ammunition Management Advisory Team (AMAT) of the Geneva International Centre for Humanitarian Demining (GICHD) is searching for a capability assessment specialist with expertise in ammunition management. The consultant would primarily support two AMAT projects, 1) the standardized assessment methodology for ammunition management and 2) the development of a strategic plan to develop a validation system of arms and ammunition management practices through the implementation of the [EU Council Decision 2020/979](#). AMAT is pleased to invite consultants to submit a quotation for the provision of the services described below as per requirements set out in this request for offers.

**Reference number:** RFO/2022/SP/AMAT EU4

**Project number:** 91049

**Posting date:** 10 March 2022

**Deadline for submission of the Request for Quotation form:** 19 March 2022 at 23h59 CET

**Country/ies of deployment:** Home based with possible trips to Geneva, Switzerland

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

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

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

## Scope of work

Established in 2019, the Ammunition Management Advisory Team (AMAT) is a joint initiative of the Geneva International Centre for Humanitarian Demining (GICHD) and the United Nations Office for Disarmament Affairs (UNODA). AMAT provides technical support to States in the safe, secure and effective management of ammunition in line with international best practice. Also, AMAT works to strengthen the capacities of States to improve the safety and security of ammunition stockpiles this contributing to a global reduction of the risks of accidental explosions and diversion.

AMAT wishes to engage a capability assessment specialist with expertise in ammunition management. The consultant will support two initiatives attempting to develop internationally accepted means of assessing ammunition management practices and validating those practices.

The first project will be the Standardised Assessment Methodology (SAM) project. Under the SAM project, the consultant will be expected to support the programme manager and SAM project team with the development of a processing, surveillance and disposal assessment tool,

finalisation of the existing draft tools, piloting of the tools in at least two countries, and attend various team and dedicated working group meetings.

The second project will be to support the implementation of the European Union (EU) Council Decision CFSP 2020/979, which seeks to create a framework for a conformity assessment system designed to provide stakeholders with assurances of national efforts to implement safe and secure arms and ammunition management practices. This system, known as the Arms and Ammunition Management Validation System (AAMVS) intends to support broader international efforts to reduce the risks of illicit arms proliferation and accidental explosions at storage facilities. For this phase of the project, AMAT will create the basic framework of the AAMVS (including the conformity assessment schemes for arms and ammunition management practices and a scheme ownership model) and a plan for developing the system.

The Consultant will work closely with the AMAT project teams to provide strategic advice on the development of the two projects and supporting activities. They will help facilitate meetings with technical experts in ammunition management as well as other key stakeholders. The Consultant will take the lead in drafting certain documents related to the SAM and AAMVS projects and will review the work of other experts. Other activities may include, depending on availability, presenting elements of the project at different international arms control events and gatherings. Travel to Geneva and internationally may be requested, depending on COVID restrictions. Finally, the consultant will also be asked to support the development of a dedicated resource document and e-publication for disposal of ammunition and provide additional support to other AMAT activities related to the AMAT assistance mechanism (including, if required, participating in quick response mechanism missions or supporting the UN SaferGuard Validation Exercise).

The ideal candidate will have 10+ years of experience working on the development of assessment systems and ammunition management.

To fulfil the tasks and roles for this position, the activities undertaken for this 10-month contract (between 1 March – 31 December 2022) are expected to require an average of 6 days per month, for a total of 65 days. Specifically, the consultant will be expected to:

SAM Project: up to 25 days

1. Support the development of a processing, surveillance and disposal assessment tool;
2. Help finalise existing technical tools for through-life management of ammunition as per the International Ammunition Technical Guidelines;
3. Support SAM Project team meetings (development of agenda, development and collation of relevant documents) and dedicated expert working group meetings (presentation of materials and tools);
4. Potentially travel, if possible, to present the project to key stakeholders.

EU AAMVS: up to 25 days

5. Participate in and facilitate certain discussions during multiple planning and technical meetings with team members and key stakeholders;
6. Advise on potential AAMVS assessment frameworks and review progress of project team in developing the frameworks;
7. Assist the team in developing a strategy to build international consensus around the AAMVS concept;
8. Potentially travel, if possible, to present the project to key stakeholders.

Other support to AMAT: up to 10 days

9. Support the development and finalisation of the 'Disposal options for conventional ammunition' resource document and e-publication;
10. Support to the AMAT assistance mechanism (including, upon request, the UN SaferGuard Quick Response Mechanism and the UN SaferGuard Validation Exercise).

## **Delivery dates of the services**

The services will be delivered in the period 28 March – 31 December 2022.

## **Estimated number of work days to deliver the services**

Approximately 60 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

## **Proposals**

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

## **Availability**

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

## **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.

<b>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total</b>
<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>			