

# Request for Offers

## 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 offers.

**Reference number:** RFO/2021/JC/JC (03)

**Project number:** 91047

**Posting date:** 30 March 2022

**Deadline for submission of the Request for Quotation form:** 8 April 2022, 23.59, Geneva Time.

**Country/ies of deployment:**

- 1) Home-based
- 2) Switzerland

**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

Established in January 2019, the Ammunition Management Advisory Team (AMAT) is a shared initiative of the Geneva International Centre for Humanitarian Demining (GICHD) and the United Nations Office of Disarmament Affairs (UNODA). AMAT provides technical support to states in the safe, secure and effective management of ammunition, in line with the International Ammunition Technical Guidelines (IATG). AMAT works to strengthen the capacities of states to improve the safety and security of ammunition stockpiles thus contributing to a global reduction of the risk of accidental explosions and diversion.

The Ammunition Management Advisory Team (AMAT) is seeking the services of a training design and delivery specialist, with a focus on gender, diversity and inclusion and extensive experience working in the field of arms control and ammunition management. The consultant is available between 1 April 2022 and 31 August 2023 to work in support of two work streams (and the specified project components) undertaken by AMAT. The consultant will be required to:

- Training design and delivery:
  - Consolidate pre-existing training materials and approaches into a coherent training methodology tailored for ammunition management stakeholders. The

result will be a consistent and coherent methodological approach which is centered on adult learning and retention best practices; mainstreams gender, diversity and inclusion principles in line with GICHD GDI Strategy; and is in line with the GICHD training framework developed by the Head of the Strategies, Performance and Impact Division;

- Standardised Assessment Methodology Project: piloting, validation and finalization of the Training Needs Assessment (TNA) tool, in line with the IATG; lead on the design, drafting and validation of IATG Module on assessment of through-life management (TLM) of ammunition, in line with the IATG; gender and diversity mainstreaming of assessment materials;
- UN-STM Project: review and methodological delivery design for training of trainers for ammunition management in peace operations.
- AMAT assistance mechanism:
  - In Moldova lead the facilitation and delivery of a 3-day seminar on ammunition management for policy leaders, including coaching of AMAT staff in facilitation and delivery;
  - In Peru develop tailored train the trainer design, development and delivery, based on the IATG;
  - For the UN SaferGuard Programme design, development and validation of a gender and diversity analysis for through-life ammunition management;
  - effective gender, diversity and inclusion in assistance packages in order to improve the safety and security of ammunition TLM;
  - Participate in relevant team meetings and conferences (in Geneva and abroad as necessary).

Applicants are asked to provide an estimate of days to complete the tasks and their daily fee.

## **Delivery dates of the services**

15 April – 31 December 2022

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

**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.

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>			