GICHD

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Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite consultants to submit a quotation for the provision services as per requirements set out in this request for offers.

Reference number: RFO/2021/PAS/03

Project number: 91023

Posting date: 13.08.2021

Deadline for submitting the Request for Quotation form: 31.08.2021, 11.59pm, Geneva Time.

Country/ies of deployment: 100% home/office-based work – potential visits to the GICHD in Switzerland for briefing and debriefing presentations – two visits maximum.

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Project background

The International Ammunition Technical Guidelines (IATG) form a frame of reference for states to achieve and demonstrate effective levels of safety and security of national ammunition stockpiles.

They provide a coherent approach, are based on sound and accepted explosive science, recommend an integrated risk and quality management system, and allow for a progressive improvement in safety and security in line with available resources. Throughout the IATG the tasks and activities necessary for safe, efficient and effective stockpile management equate to one of three risk levels. These are known as Risk Reduction Process Levels (RRPL) and are indicated within each IATG as either LEVEL 1, LEVEL 2 or LEVEL 3, dependent on the degree of complexity of each task or activity.

The latest version of the IATG (version 3) are presented in 12 volumes of 43 modules totalling 1207 pages. This version is only available in downloadable pdf format and only in English.

The GICHD are now seeking for a qualified service provider to develop a databased International Ammunition Technical Guidelines (IATG) web application.

Project objectives

The GICHD, through its Ammunition Management Advisory Team aims to:

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1. Increase accessibility of the IATG framework by making the whole content of the IATG available in a digital format through a user-friendly web application supported by an automated translation function.
2. Digitize the complete modules of the IATG (43 modules, 12 volumes, 1207 pages) in six languages.

Project target audience

All individuals involved in ammunition management, including state officials armed forces personnel, ammunition expert working for operators.

Scope of work

The successful applicant will be required to digitize the complete modules of the IATG (43 modules, 12 volumes, 1207 pages – the content is available here: https://unsaferguard.org/un-saferguard/guide-lines) with the following scope of work:

A. Automated translation based on Machine learning (ML)

The final web application will have an automated translation function for French, Spanish, Portuguese, Russian and Arabic supported by the machine learning technology.

The terms, definition and abbreviation featured in the Glossary of terms, IATG 01.40, will be provided to the consultant in all 6 languages and will be used as the reference text throughout the rest of the IATG modules.

B. Responsive web application

The final web application will consist of the IATG in a digitized format, freely available to users via a desktop tablet and mobile web application.

C. The web application front-end main features

The digitized version of the IATG will be categorized across each RRPL and be easily accessible and searchable. The front-end main features will include at least the following (AMAT is open for proposed additional features and welcomes further discussion towards optimum results):

- User profile and account
    - User accounts will not be necessary to access the information
    - User will be able to create and account/profile where s/he can save and access her/his saved checklists and documents

- Glossary of terms
    - The terms, definition and abbreviation featured in the glossary of terms, IATG 01.40 (in all languages), will be used as a reference and each term, definition and abbreviation should be linked and referenced throughout the entire modules.

- Search filters
  The user can narrow their search results by using the following (suggested) filters:
  - Language
  - Topic
  - Keywords
  - Checklist

- IATG Interactive checklists
  - The user can use the IATG checklists digitally and save their input and progress via the application
  - The user can save, share, download and print their checklists

D. The Web application backend main features and reports

The application should include a backend portal for admins with different users' roles. The backend will be for the system administrator to update the content.

Reporting tool: the web application should generate reports based on key performance indicators (KPIs) that will be discussed and decided with the consultant.

E. The Web application accessibility

The web application must comply with WCAG 2.1 to ensure accessibility is fully addressed.

The selected consultant will ensure that the final web application can be accessed from both UNODA and GICHD websites via a link that will direct to the application. AMAT is open for suggestions to reach the optimum results in terms of accessibility from the mentioned websites; especially that each one is built with different CMS.

F. Hosting and ongoing maintenance

The consultant should investigate online storage and access options and accordingly propose the best solution (ease of access and updates, security, maintenance, cost) for the storage location of the web application and its database, be that then at the GICHD server, or e.g. on a cloud service.

The consultant may be required to provide ongoing maintenance of the application, though this would be part of a different and separate agreement outside the scope of this tender. Nevertheless, the application and its data will need to be fully accessible by the GICHD and its IT provider.

Deliverables

In order to achieve the final product, the following activities (as a minimum) categorised under two outputs will be required to be delivered by the successful bidder:

Output 1: IATG are digitized in a database and available through a beta-version of the web application.

Activities

1.1 Databasing of the IATG 1.40 - Glossary of terms - in 6 languages (English, French, Spanish, Portuguese, Russian, Arabic, English) on an open-source, accessible digital format

1.2 Databasing of the entire content of the rest of the IATG (43 modules, 12 volumes, 1207 pages) in an open-source, accessible digital format

1.3 Compilation and analysis of the 3 RRPLs (Levels 1, 2 and 3) throughout the IATG

1.4 Linking the compilation of the RRPLs and Glossary of terms with each other across the IATG 43 modules

1.5 Database processing tested and reviewed by the project team

1.6 Coding of the Beta-version of the IATG web app

Output 2: IATG database and web app reviewed, tested and finalised.

Activities

2.1 Verification and testing of the functioning of the IATG database and the beta version of the web app

2.2 Agreement on needed adjustments, enhancements and web features

2.3 Effecting agreed adjustments to the beta-version of the database and web app

2.4 Running automated test protocol, automated translation and series of manual test questions on the web app

2.5 Conducting final corrections and adjustments following the testing protocol

2.6 Supporting user review of the web app by a State and UNODA official

2.7 Consolidation of feedback and recommendations of the review in the web app

Dates and location of the services

Location
The work will be conducted remotely from the consultant's place of business. Assuming COVID-19 travel restrictions permit, onsite briefing as well as presentations (maximum two trips) may be made of the draft and final products at the GICHD's office in Geneva. The GICHD will cover the costs for such consultant travel, hence these are not to be included in the financial offer.

Duration

Activities under this project are expected to commence by end-August 2021. The overall assignment must be completed by 31 January 2022.

Required Expertise

At least one senior consultant with extensive experience in both ammunition management and the IATG as well as demonstrable database programming expertise are required for successful completion of the assignment. The GICHD will accept bids from bidders made up of several consultants partnering with each other as long as one consultant is clearly identified as the lead. The lead consultant will ensure the timely and effective implementation of the activities and the delivery of the required outputs in accordance with the contract. The prospective consultant will be required to have the following qualifications:

- At least 10 years of experience in ammunition management
- In-depth knowledge of the IATG and their application
- Demonstrable experience in database programming
- Sufficient knowledge in machine-learning (AI) aided automated translation of documents
- Fluency in written and spoken English

Application

Legal Requirement

Interested candidates/entities must provide a guarantee that they have independent legal identity (registered to a commercial register or similar institution) or that s/he is a legally self-employed/independent worker registered as a legal business entity. By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent.

Applications

Each applicant must submit the following as a minimum:

1. A technical offer specifying the methodology that would be used to complete the requested services, and the proposed timeline for completing each activity and its associated deliverables.
2. A financial offer specifying the number of days required for accomplishing the outputs, the daily fee, as well as other professional costs.
3. Sample(s) of previous work relevant to the requested services.
4. CV of consultant(s).
5. Reference contact details.

The award will be primarily based on the relevance and effectiveness of the proposed methodology with 60% weighing in the scoring of offers. The financial offer and the suitability of the proposed timeframe will count for 40% of the scoring. The selection of the consultant will be based on evidence relating to the following criteria:

- The ability to undertake the task and deliver its outputs.
- The quality of the proposed methodology and technical approach.
- Competitiveness of the offer.
- Previous experience in the conduct of similar projects

Delivery dates of the services

Output 1: IATG are digitized in a database and available through a beta-version of the web application, to be delivered by <u>30 November 2021.</u>

Output 2: IATG database and web app reviewed, tested and finalised, to be delivered by <u>31 January 2022</u>.

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
Fees			
Daily fees			
Professional and other costs (estimates)			
Purchase of licences, equipment, VAT, etc.			
Total			