

# 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/HAA/01

**Project number:** 91059

**Posting date:** 15 October 2021

**Deadline for submission of offers:** 25 October 2021, 23.59, Geneva Time.

**Country/ies of deployment:** 1) Ukraine

**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

At the request of the OSCE PCU and the Ukrainian Government, the GICHD has provided long-term support to Ukraine's NMAA in four areas of work deemed crucial to sustaining operations and improving coordination. These areas are 1) Information Management (IM); 2) operational efficiency; 3) national and international standards; and 4) capacity development with regards to national training packages.

As part of the ongoing project titled *Support to Developing National Mine Action Authorities in Ukraine*, the GICHD is seeking a consultant who can support the project's work in Ukraine, namely:

- Remain abreast of political developments and monitor operational changes to assess GICHD support;
- Coordinate GICHD activities in country, acting as a liaison between GICHD personnel and the Ukrainian Mine Action Government bodies, national training centres and key Implementing Partners;
- Support the development of national mine action standards and national training packages to ensure the sustainability of the national mine action program and its training centres.

### Indicators of results/quality

The development of the national standards and training packages 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 five (5) years demonstratable experience in the implementation of Land Release operations and / or the development and delivery of training courses. Fluency of English and Ukrainian are necessary to fulfil this contract. 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 31 December 2023. **The contract will require up to 150 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 150 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

In your submission please indicate:

- Number of years of experience in Mine Action
- Number of years of experience in Land Release
- Number of years of experience in developing standard operating procedures or standards
- Number of years of experience in delivering or supporting the delivery of mine action training and awareness projects.

## 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
<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>			