

Request for Offers

Training Programme design: Inclusive Leadership

The GICHD is committed to creating an inclusive working environment, providing equal opportunities, and ensuring that no prospective consultant feels discriminated against on the basis of their origin, race, gender identity or expression, age, language, social position, way of life, religious, ideological or political convictions, disability status, sexual orientation, marital status, pregnancy, familial status, or nationality.

If you require the content of this request for offers (RfO) in an alternative format, please contact consultants@gichd.org and we will do our best to arrange it for you.

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite qualified consultants to submit an offer for the provision of the description of the goods or the services described below as per requirements set out in this request for quotations.

Reference number: RFQ/GMAP/2022-001/GD

Project number: 97002

Posting date: 28 February 2022

Deadline for submission of the Request for Quotation: 15 March. 2022, 23:59 CEST (Geneva Time).

Country/ies of deployment: Home-based

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

Language: The offer shall be submitted in English

Submit to: m.hajjai@gichd.org Cc to: consultants@gichd.org

Area of work: Gender Equality, Diversity, and Inclusion – Mine Action – Training and capacity building.

Scope of work

The Gender and Mine Action Programme – GMAP division of the GICHD is planning to develop and deliver a capacity development programme on inclusive leadership, directed to the leadership of the mine action programme in Iraq.

The consultant will support the work of developing this training programme in line with international standards, good practice, and the findings of the Training Needs Assessment conducted by the GICHD in 2021. In particular, the consultant will be responsible for:

1. Supporting the project manager in designing the learning modules, including converting the learning objectives as described in the project concept note to course content, proposing activities and conceptualising scenarios using field practitioner experiences;
2. Include real-life case studies from mine action field practitioners in the course;
3. Adapting content based on GICHD internal feedback;
4. Engaging internal stakeholders, including the GICHD Peer Review Panel and Training Working Group Team, in a meaningful way throughout the process to ensure buy-in and quality assurance.

See Annex A for the detailed terms of reference

Bidder Language – All bids must be submitted in English. Final products to be delivered in both English and Arabic languages.

Required expertise – The bidder / the bidders' team should have extensive demonstrable experience in designing and developing gender and diversity learning content for adult professional audiences.

In particular, the expertise shall include experience related to the development and management of training packages. Experiences in delivery of training only will not be considered. Qualifications and references of the bidder may be checked prior to offering the contract.

The prospective bidder(s) will be required to have the following qualifications and skills:

- A degree or certification in instructional design, adult learning, or other relevant educational degree or qualification;
- Minimum 10 years of experience designing successful adult learning experiences, that are sensitive to gender, diversity, and inclusion;
- Proven experience in integrating microlearning and interactive scenarios;
- Fluency in English and Arabic with strong writing skills, including an ability to convey complex subject matter in easy-to-understand language;
- Ability to manage time efficiently, effectively handle multiple tasks and competing priorities, as well as meet deadlines;
- Ability to work independently and as part of a team;
- A proactive yet flexible mindset;
- Experience in training senior managers is desirable;
- Familiarity with the mine action sector and its key principles is desirable

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 **June 2022**.

The bidder/ bidders' team should provide an estimation of required working days to complete the tasks. This may be adjusted depending on progress and the agreed requirements between the GICHD and the consultant(s).

Working principles

It is expected that the project activities are conducted in a manner that reflects the following principles:

- Inclusion
- Participation
- Respect
- Confidentiality
- Transparency
- Accountability

Annex A – Terms of Reference

Training programme design: Inclusive Leadership

Background

The GICHD is planning to develop an Inclusive leadership training programme – tailored to the Explosive Risk Reduction sector and directed to its leadership. The objective of the proposed training program is to provide participants with adequate knowledge to understand the concepts of gender and diversity, in addition to challenges and opportunities facing mine action organizations, including operators, national authorities, and others, generally, and the leadership team specifically, relating to the promotion of gender equality and inclusion in their work, as well to provide them with the needed tools to address faced obstacles in gender and diversity mainstreaming, while defining the leadership team role in the process.

The GICHD defines inclusive leadership as the commitment of leaders towards an organizational culture and practices that recognize and respect all aspects of diversity, such as gender, age, ethnicity, race, nationality, (dis)ability and other factors of diversity, within the organization/ entity and creating the work environment where this diversity can thrive.

In this sense, through the proposed training programme and in collaboration with partners in the mine action programme in Iraq, the GICHD is aiming to apply a gender and diversity transformative approach, where leaders act as agents of change for advancing gender equality and inclusive work environment.

As such, through the training programme the local context will be taken into consideration through the whole process of programme development and delivery, and the real- life experiences in gender equality, diversity, and inclusion, will be examined and integrated into the training programme, benefiting from current and previous mainstreaming projects and assessments led by mine action organizations in Iraq.

Objective and Scope

The objective of this training programme is to support the leadership of mine action organizations, including operators, national authorities, and others in: 1- Understanding the concepts of gender and diversity and how they relate to their work 2- Understanding the impact of gender and diversity mainstreaming on their work and work culture 3- Understanding their role as leaders in the mainstreaming process and in the promotion of diversity, gender equality and inclusion.

In particular, the design of this training programme will focus on:

- Consistencies of the training programme with other GICHD courses on gender and diversity, as well as relevant international normative framework and guidelines
- Good practices on gender and diversity mainstreaming in mine action and explosive risk reduction sector more broadly, adult learning and training of managers to be integrated in the training modules.
- Relevance to targeted audience and country context.

Management of the project

The work can be performed remotely. No travel is required, with possibility of future contracting for course delivery in Iraq. Communication with the GICHD project manager can be conducted online.

Deliverables

- Training package including a training plan, design of learning modules and relevant content, training material and handouts, information about the training programme for learners and their sponsors, assessment of learning plan, monitoring and evaluation of the training programme, role of trainers and facilitators.
- A report that can be shared with the GMAP team and Training Working Group responsible for the revision of training and e-learning services
- A presentation that can be used to brief the Training Working Group and GMAP team on the finalized training programme.

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
- A technical offer specifying the methodology that would be used to complete the requested services, and the proposed timeline to complete each task and its associated deliverables.
- A financial offer specifying the number of days needed to accomplish the mandate, the daily fee, as well as any other estimated professional costs.
- The Gender Equality and Inclusion Policy of the consultant organisation if it has more than ten employees or contractors.

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			
Home-Based Daily fees			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			