

## Request for Quotations

### Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite pre-qualified 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 quotations.

**Reference number:** RFQ/2022/01

**Project number:** 9250

**Posting date:** 22.07.2022

**Deadline for submission of the Request for Quotation form:** 04.08.2022, 12.00, Geneva Time.

**Country/ies of deployment:** Switzerland, Spiez

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

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

**Submit to:** [n.zangana@gichd.org](mailto:n.zangana@gichd.org)

**Area of work:** Information Management

### Scope of work (ToR)

The Geneva International Centre for Humanitarian Demining (GICHD) seeks an information management (IM) contractor to deliver a training course in person for Information Management called "Mine Action Information Management Qualification (MIQ) at Administrator Level 1". This training course is aimed to support several national mine action authorities and programs globally.

The consultant will be required to configure and deliver in person training in cooperation with the GICHD IM advisers. The consultant will be responsible to deliver the training course to achieve the objectives as below:

On a managerial level, the objectives of the course are to;

- Participants acquire knowledge on IM principles and concepts;
- Participants Understand the importance of identifying information requirements prior to designing Data Entry forms;
- Participants Gain awareness of the need to communicate and coordinate with strategic and operational personnel within their respective organisations.

On a technical level, the objectives of the course are to:

- Participants learn how to install, use and administer IMSMA NG6;
- Participants are able to customize IMSMA according to the programmes' needs and in coordination with operations and programme management.

For more information about the training course please visit link below;

<https://training.gichd.org/en/my-training/detail/action/show/view/Training/training/mine-action-information-management-qualification-at-administrator-level-1-imsma-ng-september-2022/>

Competencies:

1. Good understanding of, and at least 10 years' experience in information management in the mine action sector;
2. In-depth, demonstrated, knowledge of IMSMA NG, including the front-end application as well as the underlying data structures;
3. Excellent command of SQL in the context of IMSMA NG;
4. Very good command of spoken and written English and French;

Note: Accommodation and meals during the training course will be provided by GICHD. The consultancy services will include also two working days in the weekend of 1 and 2 Oct 2022.

## Delivery dates of the services

22 Sep till 07 Oct 2022 (including two days of work in one of the weekends)

## Estimated work days to deliver the services

14 days

## Project resources

**Name of the company:** ADD NAME

**Name of individual:** ADD NAME OF INDIVIDUAL

**Address:** ADD ADDRESS

## Availability

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

## Pricing

The consultant shall only provide the cost of his / her services by day and for entire duration of services.

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>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total</b>
<b>Fees</b>			
Home based daily fees			
Daily fees on mission			
<b>Total</b>			