

Request for Offers

Gender, Diversity, and Inclusion Needs Assessment and Evaluation

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 proposals (RfP) 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 consultants to submit a proposal for the provision of the services described in the document below.

Posting date: 08th July 2021

Deadline for submission of the Request for Quotation form: 26th July 2021 00:00 CEST.

Country/ies of deployment: Switzerland and up to two explosive ordnance-affected countries

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

Language: The proposal shall be submitted in English

Submit to: consultants@gichd.org

Background

The GICHD has long recognised the importance of gender equality and inclusion in the explosive ordnance risk reduction sector. In 2022, the GICHD will embark upon the development of the new strategy (2023-2026) and to better position the Centre to respond to gender equality and inclusion capacity development needs it wishes to conduct a needs assessment of the explosive ordnance risk reduction sector. Furthermore, to take stock of gender and diversity mainstreaming achievements and areas for improvement in its externally oriented work, the Centre proposes to conduct an evaluation of the relevance, effectiveness, efficiency, impact, coherence, and sustainability of the GICHD's external work on gender, diversity, equality and inclusion. This evaluation will complement the mid-term review of the Centre's strategy and serve as input to planning for the next strategy period. The period covered for this evaluation is the first two years of the GICHD's current strategy period (2019-2022). This aligns with the integration of the Gender and Mine Action Programme as a division, a significant milestone for the GICHD in terms of how it actively promotes gender equality and inclusion.

Objectives

The objectives of the consultancy are to:

1. Conduct a needs assessment of the explosive ordnance risk reduction sector to identify needs in the gender and diversity mainstreaming capacity of key stakeholders.

2. Evaluate the relevance, effectiveness, efficiency, impact, coherence, and sustainability of the GICHD's work to promote gender equality and inclusion, and the empowerment of women and girls specifically.
3. Provide recommendations on how the GICHD can best position itself to respond to identified needs and areas for improvement in the 2023 - 2026 GICHD Strategy.

Scope of Work

Key stakeholders in the explosive ordnance risk reduction sector are defined as:

- National mine action authorities (NMAAs)¹
- Ammunition management partners²
- UN agencies³
- Operators⁴
- Donors⁵

The scope of work is divided into three parts:

1) Needs assessment

The questions below should be considered a starting point for the needs assessment and are to be refined by the consultant and the GICHD project manager during the kick-off meeting.

Context analysis

- What are the requirements or expectations for gender and diversity mainstreaming in relevant international normative frameworks⁶?
- What are the requirements or expectations for gender and diversity mainstreaming in relevant national strategies and action plans⁷?
- What are the requirements or expectations for gender and diversity mainstreaming in donor strategies and action plans? Proportionally, what level of funding are donors committing to gender and diversity mainstreaming within our sector?
- What are the opportunities and threats to how key stakeholders promote gender equality and inclusion?

Desired state: what are the objectives and aspirations of key stakeholders for the promotion of gender equality and inclusion?

- Which key stakeholders include an objective / commitment in formal documentation related to the promotion of gender equality and inclusion?⁸ What are those objectives?
- What are the priorities for gender and diversity mainstreaming of those key stakeholders that do not include an objective / commitment in formal documentation?

Current state: to what extent do key stakeholders in the explosive ordnance risk reduction sector effectively promote gender equality and inclusion?

- What are the strengths of the sector in terms of how it promotes gender equality and inclusion? What are the areas for improvement?
- To what extent has the sector achieved or contributed to objectives / commitments related to the promotion of gender equality and inclusion?

¹ Ukraine, Afghanistan, Iraq, Lebanon, Cambodia, Colombia, and South Sudan

² Moldova, Peru, and Mauritania

³ UNMAS / UNOPS, UNICEF, UNDP, UNODA and regional centres

⁴ National NGOs, INGOs, commercial companies

⁵ Switzerland, Germany, Sweden, Netherlands, Norway, the US, the EU etc

⁶ International mine action standards (IMAS), IATG, MOSAIC, Anti-Personnel Mine Ban Convention (APMBC), Convention on Cluster Munitions (CCM), Convention on Conventional Weapons (CCW), Arms Trade Treaty (ATT), Convention on the Rights of Persons with Disabilities (CRPD), Convention on the Rights of the Child (CRC), Convention on the Elimination of Racial Discrimination (CERD), UN SCR 1325 Women, Peace and Security, UN Programme of Action (POA), Sustainable Development Goals (SDG) 5, 10 and 16 etc

⁷ This refers to national action plans to implement the Conventions etc named above.

⁸ This would include policies, national mine action strategic plans, other action plans etc. It also refers to stakeholders that don't have a standalone objective on promoting gender equality and inclusion but have mainstreamed gender and diversity considerations into existing frameworks, including results matrixes.

- Is gender and diversity mainstreaming capacity development support available in the sector? What is the nature of the support? How effective is it?

What are the reasons for any gap between the current state⁹ and the desired state¹⁰?

- Is there a gap between the current state and the desired state? To what extent?
- What are the reasons for the gap between the current state and desired state?
- What are the factors that have positively influenced the ability of key stakeholders to achieve objectives and commitments related to gender equality and inclusion?
- What are the factors that have negatively influenced the ability of key stakeholders to achieve objectives and commitments related to gender equality and inclusion?

2) Evaluation: how well is the GICHD doing?

Relevance – GICHD work is tailored to the priorities and needs of diverse stakeholders¹¹

- To what extent was the GICHD Strategy 2019-2022 based on an analysis of the gender, diversity and inclusion needs and priorities of the explosive ordnance risk reduction sector?
- To what extent is the development and update of GICHD sub-strategies, projects and products informed by a gender and diversity analysis?
- To what extent are diverse external stakeholders' part of the development of projects or specific products? If so, what was the process of engaging them and how could it be improved (if needed)?
- To what extent do the projects / products reflect key stakeholder (NMAA / UN / NGO / donor) priorities for gender and diversity mainstreaming?
- To what extent does GICHD's GMAP division address the sectors gender and diversity mainstreaming priorities?

Effectiveness – GICHD work contributes to gender equality and inclusion, and women's empowerment

- To what extent has the work of the GICHD contributed to risks from explosive ordnance being reduced in a gender and diversity sensitive and responsive manner¹²?
- To what extent has the work of the GICHD contributed to the integration of gender and diversity considerations in international normative frameworks (Conventions, Policy, Laws etc)¹³?
- To what extent has the work of the GICHD strengthened partnerships to advance gender equality and inclusion with humanitarian, peace, security, and development stakeholders¹⁴?
- To what extent have gender and diversity considerations been mainstreamed in projects and products under all other immediate outcomes in the current GICHD Strategy¹⁵?
- To what extent does the internal mainstreaming project support the promotion of gender equality and inclusion in the GICHD's external service lines?

Efficiency – the resources / inputs (funds, time etc.) were used efficiently in relation to results

- To what extent is the current GICHD model and approach to gender and diversity mainstreaming efficient?
- To what extent do GICHD project managers develop project and budget contents in a gender and diversity responsive manner? Does the allocation of resources contribute to equal opportunities for all?
- To what extent are GICHD internal mainstreaming efforts efficient?

Impact – positive and negative changes related to gender equality and inclusion as a result of the GICHD's work¹⁶

⁹ Extent to which key stakeholders in the explosive ordnance risk reduction sector have a sustainable gender and diversity mainstreaming capacity.

¹⁰ The objectives and aspirations of key stakeholders for the promotion of gender equality and inclusion.

¹¹ Diverse stakeholders are defined as women and men from NMAA / MAC, INGOs, national NGOs, other humanitarian and development actors.

¹² This refers to projects implemented under immediate outcome six in the current GICHD strategy.

¹³ This refers to all projects implemented under immediate outcome eight in the current GICHD strategy.

¹⁴ This refers to all projects implemented under immediate outcome eleven in the current GICHD strategy.

¹⁵ This refers to projects implemented under immediate outcomes one, two, three, four, five, seven, nine, and ten in the current GICHD strategy.

¹⁶ The findings of the evaluation at this level should take into consideration that measuring impact is challenging due to i) direct attribution of changes, ii) availability of data.

- What are the positive and negative, intended, and unintended changes that have occurred due to the GICHD's work?
- To what extent has the GICHD's work contributed to increased participation and decision-making capacity of women and other underrepresented groups at the policy level?
- To what extent has the GICHD's work contributed to the full and equal participation of people from diverse backgrounds in mine action activities?
- To what extent has the GICHD's work contributed to people from diverse backgrounds benefiting from mine action activities on a full and equal basis?
- To what extent do key stakeholders perceive the GICHD as a champion of gender equality and inclusion?

Coherence - the compatibility of the GICHD's work to promote gender equality and inclusion with other interventions in a country, sector, or institution

- What competing programmes and/or similar initiatives exist to promote gender equality and inclusion in the sector?
- How well does the work of the GICHD complement these other initiatives?
- How can the GICHD adapt its approach to ensure coherence with other initiatives?

Sustainability - the extent to which the GICHD's external work on gender equality and inclusion is sustainable and leads to a lasting change

- To what degree do the projects lead to a lasting change? If yes, how? If not, why not?
- How could the GICHD adapt its approach to improve the sustainability of its work to promote gender equality and inclusion?
- To what extent are key stakeholders able to maintain a sustainable gender and diversity mainstreaming capacity after the Centre's support is discontinued?

3) Future state: how can the GICHD improve?

Themes to focus on when considering areas for improvement will be significantly shaped by the outcomes of the needs assessment and evaluation. Potential (additional) areas to examine include, but are not limited to:

- **Addressing sectoral needs:** what additional work does the GICHD need to address so it is in the best position to respond to the identified gender and diversity mainstreaming capacity development needs of NMAA, mine action and ammunition management partners, UN agencies, donors? What are the key dimensions that the GICHD should consider enabling its gender and diversity mainstreaming work to have even greater sustainability and impact?
- **Mainstreaming in the future GICHD strategy and sub-strategies:** What steps can be taken to ensure that the GICHD's external service lines contribute to tangible gender equality and inclusion results?
- **Mainstreaming in projects and products:** in the last few years the GICHD has taken steps to strengthen the integration of gender and diversity considerations in projects and products. What further measures can be put in place to strengthen and help the GICHD integrate gender and diversity considerations in projects and products? How can project-level monitoring and evaluation mechanisms be enhanced?

Methods

The needs assessment and evaluation should use the following methods to answer the questions mentioned above:

- Key informant interviews and surveys with relevant stakeholders, external partners, donors and beneficiaries of the GICHD.

- Desk study of relevant GICHD documents including 2019 – 2022 Strategy, sub-strategies, immediate outcome reports, project briefs and reports, outlook reports, performance reports, annual reports, concept notes, funding proposals, reports and background documents of previous evaluations and reviews of the GICHD, its programmes, and activities¹⁷.
- Interviews with GICHD staff.
- Relevant financial data provided by the GICHD.

Evaluation Standards

The sectoral evaluation of the GICHD's tools, products and publications shall be carried out according to the [DAC Quality Standards for Development Evaluation](#) as well as to the [International Mine Action Standard 14.10 Evaluation of Mine Action interventions](#)

¹⁷ This list will be elaborated by the consultant and project manager.

Working principles

It is expected that this assessment is conducted in a manner that reflects the following principles:

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

Deliverables

The main deliverable is a final report that should include detailed analysis of findings and recommendations for concrete actions for follow-up by the GICHD. Prior to the delivery of the final report, the Consultant will:

1. Send a written summary of preliminary findings to the GICHD project manager.
2. Set up a meeting with the GICHD to discuss and review the summary.
3. Make a presentation on the preliminary findings to the GICHD Gender and Diversity Working Group, IDCM, and the Management Board. This can be done remotely or in person.
4. Update findings based on any feedback and additional evidence provided by the GICHD.
5. Submit a report of the complete findings to the GICHD project manager.
6. Make appropriate revisions to the report based on the feedback and additional evidence provided by the GICHD.

Following the submission of the report, the GICHD may organise an event that will be open to all interested staff members. The Consultant may be requested to make a short presentation to summarise the findings of the assignment.

Dates and location of the services

Location

Most of the work will be conducted remotely from the contractor's place of business. Travel is expected to at least two field locations in explosive ordnance-affected countries. Assuming COVID conditions permit, onsite presentations may be made of draft and final reports at GICHD's Geneva office.

Duration

Activities under this project are expected to commence by early **September 2021**. The overall assignment must be completed by **31 November 2021** with the submission of the final report to the GICHD. It is not envisaged that the project will be full time.

Required Expertise

At least one senior consultant with extensive experience in the conduct of gender, diversity and inclusion needs assessments is required to complete the assignment. S/he will ensure the timely and effective implementation of the tasks and the delivery of all required outputs in line with the agreed contract.

The prospective consultant will be required to have the following qualifications and skills:

- At least 10 years of experience in gender equality and inclusion in the humanitarian and / or development sector.
- Demonstrable experience in qualitative and quantitative research in social sciences.
- Demonstrable understanding of the mine action and ammunition management sector.
- Proven track record in gender and diversity sensitive and responsive programming and budgeting.
- Experience of mainstreaming gender and diversity in RBM / MEAL systems and processes.
- Excellent report writing skills.

- Fluency in written and spoken English.
- Working knowledge of Arabic, Spanish and French is an asset.

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 and have been 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 and for internal purposes only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

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 to complete each task and its associated deliverables.
2. A financial offer specifying the number of days needed to accomplish the mandate, the daily fee, as well as any other estimated professional costs (transportation, accommodation, etc.).
3. Sample(s) of previous research, reports or publications on topics related to gender and diversity.
4. CV of consultant(s).
5. The Gender Equality and Inclusion policy of the consultant organisation if it has more than ten employees or contractors.
6. Reference contact details.

The award will be primarily based on the relevance and effectiveness of the proposed methodology and will be allocated 60% of the assessment scoring. 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 gender and diversity assessments / evaluations.
- The demonstrated respect of the Humanitarian Principles (Humanity, Impartiality, Independent and Neutrality).

The consultant shall provide a coherent, organised, and clear proposal in response to the request using the following structure:

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/OR SERVICES WITHIN THE REQUIRED TIMELINE

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			
Professional costs			
Other costs			
TOTAL			