

Request for Offers

Introduction

The Ammunition Management Advisory Team (AMAT) of Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite 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 offers.

Reference number: RFO/2020/SP/AMAT (01)

Project number: 91023

Posting date: 26 October 2020

Deadline for submission of the Request for Quotation form: 08 November 2020, 23.39, Geneva Time.

Country/ies of deployment: Switzerland

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org and n.amer@gichd.org

Scope of work

Established in 2019, the Ammunition Management Advisory Team (AMAT) is a joint initiative of the Geneva International Centre for Humanitarian Demining (GICHD) and the United Nations Office for Disarmament Affairs (UNODA). AMAT provides technical support to States in the safe, secure and effective management of ammunition in line with international best practice. Also, AMAT works to strengthen the capacities of States to improve the safety and security of ammunition stockpiles this contributing to a global reduction of the risks of accidental explosions and diversion.

AMAT is seeking to engage a full-service agency with the ability to provide branding and interactive consultancy services. The service provider needs to have an understanding of the field of ammunition management and arms control and must demonstrate examples of work in the field, including working with relevant organisations in international Geneva. The service provider must be able to conceptualise from the audiences' perspective and subsequently develop interactive material for use across all platforms. The service provider will be expected to support

AMAT in the development of interactive and audience-specific materials such as publications, websites, videos and other promotional and outreach tools in 2020 and 2021. All deliverables have to ensure a consistent visual identity of AMAT and GICHD.

The detailed description of the desired products and specifications by project:

AMAT various projects

1. Design and production of the AMAT Insight series 2020-2021 (at least 4 issues)
 - Standalone development costs, including fine-tuning of pre-existing design and development of a production and publication process, including style, tone, interactive features
 - Development costs per edition (24-30pp), including copywriting/editing, proofreading, layout, and interactive version
 - Design and development of support Graphic design: development of 2-6 infographics per publication
2. Website for Ammunition Management Activity Platform (AMAP)
 - Research and development of a website designed for facilitating the ammunition management community of practice including site content, structure technical and functional components.
 - Hosting and visualisation of AMAP database, including interactive features of data visualisation.
 - The current GICHD-AMAT website structure has to be taken into account (TYPO 3) and a proposal for integration. We are open to building the AMAP website with a new language (e.g. WordPress or Drupal).
3. Design and Development of training materials and publications, including audience-specific and modular e-learning
 - Support in the design, development and layout of various training packages for safe, secure and effective ammunition management in line with the International Ammunition Technical Guidelines (IATG)
 - The current GICHD-AMAT training and e-learning platforms have to be taken into account. We are open to receiving new and innovative proposals, however.
4. Outreach materials (including video's and e-publication and other forms of interactive publications)
 - Research, development and dissemination outreach materials, including video's and e-publications

- Materials should be conceptualised from the perspective of the target audience and be responsive to the needs of the target audience

AMAT EU project:

5. Website for the European Union projection Arm and Ammunition Management Validation System (AAMVS)

- Development of stand-alone project webpage containing the project's information, updates on activities, link and resources related to the project.
- The current GICHD-AMAT website structure has to be taken into account (TYPO 3) and a proposal for integration. We are open to building the EU website with a new language (e.g. WordPress or Drupal).

6. Promotional material for the European Union project

- Design and production of promotional materials, including videos, flyers, and roll-up banners
- Design and production of project-related publications, including layout, copy-editing and graphic design

Delivery dates of the services

The indicative timeline for the delivery of services and products:

1. Design and production of the AMAT Insight series 2020-2021

Issue #2: December 2020
Issue #3: April 2021
Issue #4: August 2021
Issue #5: December 2021

2. Website for Ammunition Management Activity Platform (AMAP)

Planning December 2020
Design December 2020
Building April 2021

3. Design and Development of training materials and publications, including audience-specific and modular e-learning

4. Outreach materials (including video's and e-publication and other forms of interactive publications)

December 2021

5. Website for the European Union projection Arms and Ammunition Management Validation System (AAMVS)

January 2021

6. Promotional material for the European Union project

December 2021

Estimated work days to deliver the services

N/A (candidate may calculate the cost based on an estimated number of working 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

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 costs (estimates) | | | |
| Transportation costs | | | |
| Accommodation | | | |
| Other costs (estimates) | | | |
| Purchase of equipment, VAT, etc. | | | |
| Total | | | |