

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 EU1

Project number: 91023

Posting date: 18 December 2020

Deadline for submission of the Request for Quotation form: 7 January 2021, 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 support from an expert in CONFORMITY ASSESSMENT SYSTEMS to contribute to a project that is assessing the feasibility of establishing an Arms and Ammunition Management Validation System (AAMVS). The project, stemming from the European Union Council Decision CFSP 2020/979, will conduct a feasibility study to determine if an internationally recognized conformity assessment system on national arms and ammunition management practices can be created and analyze its potential utility. The Expert in Conformity Assessment

Systems will provide expert analysis about conformity assessment systems in a background paper and advice throughout the implementation of the feasibility study.

The background paper will explore the possible organizational structure and functional framework of a future AAMVS. It will clarify the general conformity assessment system structures and approaches¹ and explore how the realities of weapons and ammunition management (WAM) will impact the design of the AAMVS². This paper will not make conclusions about the eventual AAMVS, but instead will provide information essential to informing the potential blueprint. It is expected that the analysis should explore a range of system options with stated pros and cons.

The Consultant will work closely with the Project Manager to identify critical topics related to the development of the AAMVS. The Technical Advisor's advice may be sought on other areas of research related to the AAMVS. The Technical Advisor may be requested to present their research or to contribute to discussions with the Expert Working Group and donor.

The activities undertaken for this contract will not exceed 40 days of the Consultant's time between January 7 2020 – November 30 2021. Specifically, the advisor will be expected to:

1. Prepare background paper outline
 - a. 1 day by January 15
2. Prepare draft background paper (OUTPUT 1)
 - a. 12-15 days, March 1
3. Present findings to Expert Working Group
 - a. 1 day (including preparation), in March or April
4. Amend paper based on comments
 - a. 2 days
5. Contribute to AAMVS legal mapping exercise
 - a. 2 days, March 1
6. Support other AAMVS research areas by providing expert opinions
 - a. 2 days, January - May
7. Collaborate with Technical Advisors to clarify how weapons and ammunition management-related issues could impact certification system (OUTPUT 2)
 - a. 5 days, May 1
8. Participate in certain Expert Working Group, Regional Working Group and other team meetings. Relevant information learned should be added to the background paper
 - a. 4 days, August 30

¹ The paper should outline different systemic approaches (e.g. certified quality management of aerospace suppliers, accredited forensic laboratories) and detail potentially comparable certification systems (certification of state institutions, highly sensitive topic, dangerous/lethal items, etc.). This paper should identify and detail a few systems which have been identified as potentially comparable (specifically, IMAS, ICOCA and ISO 35001:2019 – Biorisk management for laboratories and other related organisations).

² The consultant will work with a group of weapons and ammunition management experts to explore issues surrounding the existing best practices and how those realities would impact the conformity assessment activities.

9. Finalizing Feasibility Study: participate in EWG meetings, author short requested sections for the Feasibility study, and peer review sections of the study (OUTPUT 3)
 - a. 5 days, September 30
10. Potentially present aspects of Feasibility Study to donors (OUTPUT 4)
 - a. 2 days, November 30

Delivery dates of the services

The services will be delivered in the period 7 January – 30 November 2021.

Estimated work days to deliver the services

35 - 40 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			