

Request for Offers

Introduction

The 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/HAA/01

Project number: 91052

Posting date: 20 May 2022

Deadline for submission of the Request for Quotation form: 06 June 2022, 00:00 Geneva Time.

Country/ies of deployment: See Annex A below.

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Scope of work

The GICHD has provided technical assistance to the governments of EO-affected countries on the management of residual contamination (RCM) since 2015. The GICHD aims to continue supporting the NMAAs with tailored solutions for managing residual contamination. This will occur through developing, consolidating, and implementing relevant RCM strategies, standards, standard operations procedures, policies, and other tools, protocols, and documents as guided by the NMAAs and GICHD project managers.

Under the consultancy, the consultant will deliver the a range of outputs under the services as agreed and requested by GICHD and depending on the assessed needs of the country.

Please refer to Annex A for more detailed information.

Delivery dates of the services

The services shall be delivered in full by no later than 31 June 2023.

Please note, the schedule may change, subject to constraints due to Covid-19.

Estimated work days to deliver the services

During this time period, the total number of days on this consultancy will be a maximum of 220 days. Each of the tasks requested will have a timeframe agreed upon with the GICHD project manager(s).

Annex A - Terms of Reference for Consultancy on Residual Contamination Management

The overall objective of the assignment

The GICHD has provided technical assistance to the governments of EO-affected countries on the management of residual contamination (RCM) since 2015. The GICHD aims to continue supporting the NMAAs with tailored solutions for managing residual contamination. This will occur through developing, consolidating, and implementing relevant RCM strategies, standards, standard operations procedures, policies, and other tools, protocols, and documents as guided by the NMAAs and GICHD project managers.

Duration of the consultancy

The consultancy duration is expected to occur from 1 July 2022 until 31 June 2023. During this time period, the total number of days on this consultancy will be a maximum of 220 days. Each of the tasks requested will have a timeframe agreed upon with the GICHD project manager(s).

Location

The consultancy is home-based, with routine travels to Geneva for debriefing and coordination. The Consultant will also conduct field trips to several countries, as requested by the GICHD Project managers. A non-exhaustive list of countries that may be covered under this consultancy includes Angola, Bosnia and Herzegovina, Cambodia, Croatia, Iraq, Laos, Serbia, Thailand, and Tajikistan. The tasks are expected to be conducted remotely or via an in-country visit.

Required outputs

The Consultant will deliver the following range of outputs under the services as agreed and requested by GICHD and depending on the assessed needs of the country:

- Draft NMAA RCM capacity assessment reports
- Draft RCM standards
- Draft RCM strategies
- Draft procedures or policies
- Draft workshop reports and analysis
- Minutes and reports of all interviews, consultations, and working group meetings.
- Technical inputs, and where required, drafting support to the documents.

Tasking and reporting

The Consultant will be tasked every quarter. Quarterly work plans will be drafted and agreed upon between the Consultant and the GICHD project managers.

In addition to routine communication between the consultant and the project managers, the Consultant will provide quarterly summary reports on all conducted activities. Payment to the Consultant will be executed quarterly upon receipt and acceptance of the quarterly report by the GICHD Project Manager.

The consultant shall provide a coherent, organized and clear proposal in response to the request.

To be filled in by the Consultant

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 AND FLEXIBILITY, SHOULD THE SCHEDULE BE IMPACTED BY EXTERNAL OR INTERNAL FACTORS. **ADD HERE ANY CHANGES YOU SUGGEST TO THE NUMBER OF DAYS.**

Pricing

The budget template below is indicative, feel free to add rows as you deem required. Note, 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.

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			