

## Request for Quotation

### *Evaluation and Certification of GICHD's IMSMA-Core ISMS implementation against the ISO27001 standard*

#### Introduction

The [Geneva International Centre for Humanitarian Demining](http://www.gichd.org) (GICHD) is pleased to invite qualified companies/consultants to submit an offer for the provision of the description the services described below as per requirements set out in this request for offer.

**Reference number:** RFQ/2022/IM/ISOC

**Posting date:** 13 September 2022

**Deadline for submission of the Request for quotation form:** 30<sup>th</sup> September 2022, 00:00, GMT+1.

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

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

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org) (CC: [h.kendall@gichd.org](mailto:h.kendall@gichd.org))

#### Background

The Geneva International Centre for Humanitarian Demining (GICHD) works toward reducing risks to communities stemming from explosive ordnance, with particular focus on mines, cluster munitions, other explosive remnants of war and ammunition storages. The Centre helps develop and professionalise the sector for the benefits of its partners: national and local authorities; donors; the United Nations; other international and regional organisations; non-governmental organisations; commercial companies; and academia. It does so by combining three distinct lines of service: field support and capacity development and advice; multilateral work focused on norms and standards; and research and development focused on cutting-edge solutions.

One of the founding objectives of the GICHD was to provide the mine action community with solid information management systems. Over the years the GICHD has established itself as a pivotal provider of IM support to mine action. The role of its IM capacity development and technical development programmes is to ensure that mine action actors are enabled to leverage information towards evidence-based operational and strategic decision-making. This is accomplished by ensuring that the sector has an adequate pool of skilled personnel at its disposal and an up-to-date and fit-for-purpose information management system (the Information Management System for Mine Action – IMSMA) for compiling, storing and disseminating accurate, timely and relevant information on mine action.

The current implementation of IMSMA is the 'IMSMA-Core' platform, built upon the ESRI suite of software, hosted in the cloud using Azure virtual machines and managed as a PAAS by the GICHD IM team. Currently there are 15 implementations of IMSMA-Core for various national authorities, with additional ones being added on request of partner organisations.

The IM team (with 11 staff members) is responsible for the setup, management, security, reliability and efficiency of these implementations. The country partner is then responsible for their user and data management.

The current goal of the GICHD IM team is to develop a complimentary Information Security Management System (ISMS) for use with the IMSMA Core platform, and ensure the process and methodologies are fit for purpose and in line with ISO 27001.

The primary scope of the ISMS is limited to the IMSMA Core platform and will not include assessment of the GICHD as a whole or obsolete versions of IMSMA tools e.g. IMSMA NG.

## Objectives and Scope

The purpose of this tender is twofold:

1. Carry out a pre-certification audit to assess the current implementation and identify actionable recommendations to improve the IMSMA Core ISMS implementation and raise any issues that could affect the certification process.
2. Perform the certification audit to enable the GICHD's IMSMA Core ISMS to be certified against the ISO27001 standard

Based on the objectives of the tender mentioned above, this section summarizes key steps

1. Assess the ISMS currently
2. Provide a report and discussion of initial findings as well recommended actions and areas which could impede future certification
3. After changes and recommendations are implemented by GICHD, carry out the final assessment/certification
4. Provision of certification documentation (if attained) and a final report of the assessment

## Evaluation Standards

The assessment shall be carried out based on the following ISO:

[ISO - ISO/IEC 27001:2013 - Information technology — Security techniques — Information security management systems — Requirements](#)

## Assessment Team

The evaluation team should be comprised of expertise in:

1. ISO27001 implementation in a cloud-based/PAAS environment.
2. ISMS auditing against the iso 27001 standard.

The GICHD implements a [Gender and Diversity policy](#) and strives for gender balance in the evaluation team.

All of the following competences and skills are required for the evaluation. The evaluator must:

1. Hold an independent position, and in particular not be an employee of the Swiss Federal Administration, the GCSP, GICHD or DCAF, or a direct project partner of the three Centres, and was not at any time employed by these institutions within the past 24 months;
2. Not at the same time be a contractor of the GICHD;
3. Have proven experience and competence with regard to information management

4. Be sensitive to gender and diversity considerations.

## **Deliverables**

The assessments will be carried out in conjunction with the GICHD's Geoservices advisor Harry Kendall and project manager Wendi Pedersen.

Under the mandate assigned to the evaluation team the following deliverables are expected (all in English):

- Audit of ISMS including a report of recommendations and blocking issues for future certification
- Carrying out the official certification audit and providing the results as a report, and certification documentation if attained.

## **Location**

The majority of the work will be conducted remotely from the contractor's place of business. If onsite presence is required, accommodations can be made.

## **Legal requirement**

Interested candidates/entities must provide a guarantee that they are registered as an independent legal entity and that they are authorised to carry out ISO 27001 certification. By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## **Timeframe**

- 30<sup>th</sup> November 2022 – Pre-audit recommendations report due
- 31<sup>st</sup> December – Certification of ISO 27001
- 31<sup>st</sup> December – Final report/documentation due

## 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

## Technical Offer

Specify the methodology used to complete the requested services, including a proposed timeline to complete each task and its associated deliverables (maximum 4 pages)

## 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.

Services	Days/Units	Rate in CHF	Total
<b>Fees</b>			
Daily fees			
<b>Professional costs (estimates)</b>			
Transportation costs			
Accommodation			
<b>Other costs (estimates)</b>			
Purchase of equipment, VAT, etc.			
Services	Days/Units	Rate in CHF	Total
<b>Fees</b>			
Home based daily fees			
Daily fees on mission			
<b>Total</b>			