

Request for Offers (RFO)

Outreach material on Victim Assistance in Mine Action

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested consultants to submit an offer for the provision of the goods or the services described below as per requirements set out in this request for offers.

Gender and diversity - The GICHD seeks to promote gender balance and diversity among staff and consultants and encourages people from Explosive Ordnance (EO) affected countries to apply.

Data privacy considerations - By expressing their interest and submitting a complete file, consultants explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultants acknowledge that the information provided will be checked against a series of criteria, including (and only if applicable) legal constraints as per funding agreements. The information collected by the GICHD is directly related to the GICHD's need to process the information the consultants submitted adequately. Examples of the data we request include name, title, organization, address, work experience, etc. For more information about data protection or the applicants' rights, see the GICHD data protection notice (<https://www.gichd.org/en/general-contents/data-protection-notice/>). The timeframe and content of the project that the consultancy will support may be subject to change. Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

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Reference number: RFO/2023/PLI/01

Project number: 1003

Posting date: 15th September 2023

Deadline for submission of offers: 30th September 2023

Country/ies of deployment: N/A

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Area of work: Standards

Scope of work

Following the adoption of the IMAS 13.10 Victim assistance in mine action in 2021 and its amendment in 2023, the GICHD intends to conduct outreach on this document. As part of general outreach on IMAS, trainings and workshops on NMAS, the GICHD wants to present the principles, requirements and recommendations for victim assistance.

See Annex A for the detailed terms of reference

Bidder Language – All bids must be submitted in English. The work shall be delivered in English.

Clarifications - Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 5 working days prior to the deadline date for submission.

Minimum experience – The bidder / the bidders' team should have minimum of five (5) years demonstratable experience in victim assistance in the context of mine action. The experience shall include demonstrated experience in the development of standards, SOP or guidance towards victim assistance. This experience should also include experience related to the identification of victims, the identification of their needs, the identification of services, and referral processes. Less or different experience may be taken into consideration if sufficient proof of relevant expertise is provided. Qualifications and references of the bidder may be checked prior to offering the contract.

GICHD

The GICHD will be responsible for setting the contract timeline, terms of reference and schedule. This will be agreed upon prior to the contract award.

Delivery dates of the services

The service shall be delivered in full by no later than 15 December 2023.

Estimated workdays to deliver the services

It is estimated that this consultancy will take 25 working days. Consultants may choose to offer an alternative estimation with justification.

Annex A – Terms of Reference

Outreach material on victim assistance in mine action

Background

Victim assistance is one of the pillars of mine action. The applicable definitions, principles, global requirements and recommendations are detailed in the International Mine Action Standards 13.10 Victim assistance in mine action (Hereinafter referred to as IMAS 13.10). The first edition was endorsed in 2021. It was amended in 2023.

The IMAS 13.10 can be found at: <https://www.mineactionstandards.org/standards/>

The GICHD encourages the use of International Mine Action Standards through different activities including general information, trainings and workshops for the development or revision of national mine action standards. Staff from national mine action authorities and mine action organisations are the primary audience. The main aim is to support the development of competencies towards the development of national mine action standards and standing operating procedures.

In addition, the GICHD also supports learning in different thematic areas of mine action, in particular land release and explosive ordnance risk education.

Objective and Scope

The overall objective of this consultancy is to reinforce the inclusion of victim assistance in the activities of the GICHD.

More specifically, the consultant will deliver a comprehensive training package on victim assistance in mine action. This package will consist of the following elements and be used by the GICHD staff:

- Present, explain and exemplify principles, models, requirements and recommendations contained in the IMAS 13.10;
- Answer common questions concerning victim assistance in mine action;
- Support national mine action authorities in the definition of their requirements for mine action;
- Promote victim assistance in mine action in accordance with IMAS 13.10.

In particular, the material will be used to:

- Ensure that victim assistance is included in outreach and training on International mine action standards;
- Support trainings and workshops on the development of national mine action standards;
- Support trainings and workshop on land release and explosive ordnance risk education;
- Promote the use of the IMAS 13.10.

Writing specifications

The work shall be delivered in English. Further, it shall take into account the possibility of subsequent translations. It shall be in plain English, using simple terms and avoiding long sentences and phrasal verbs.

Management of the project

The work can be performed remotely. No travel is required. The communication with the GICHD project manager can be conducted online.

Upon selection, the GICHD will organise an online meeting with the consultant during which the calendar of deliveries will be agreed.

Deliverables

- Definition of competencies (skills, knowledge and attitude) necessary to present on IMAS 13.10.
- Powerpoint presentation on victim assistance broader efforts.
- Powerpoint presentation about victim assistance in mine action as defined by IMAS 13.10.
- Powerpoint presentation about victim assistance in the context of explosive ordnance risk education.
- Powerpoint presentation about explosive ordnance in the context of land release.
- A leaflet presenting the principles of victim assistance as per IMAS 13.10.
- Sessions to explain these presentations to relevant GICHD staff.
- A list of frequently asked questions.
- A list of resources.
- Real and/or fictitious practical examples of broader and specific efforts.
- Scenario based exercises.
- Description of possible illustrations, charts and any other relevant graphic material.
- Script for a video presentation (maximum 4 minutes).

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

Bids should be submitted before the time and date specified earlier and consultants should provide the minimum information and supporting documents in addition to the criteria detailed below:

- Updated resume
- Examples of previous relevant work
- Two references

Proposals

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

The Consultant may propose to work individually or in conjunction with other Consultants as a part of a joint offer.

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIMELINE

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
Home based daily fees			
Other costs (estimates)			
Total			