

# Request for Offer

## *Explosive Ordnance Risk Education (EORE) Global Sector Analysis*

### 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.

The GICHD works towards reducing risk to communities caused by explosive ordnance, with a focus on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalise the sector for the benefit 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 four lines of service: field support focused on advice and training, multilateral work focused on norms and standards, research and development focused on cutting-edge solutions, and facilitating dialogue and cooperation.

**Reference number:** RFO/2023/EORE/02

**Posting date:** 15.09.2023

**Deadline for submission of the Request for offer form:** 02.10.2023, 23.59 Geneva Time

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

**Language:** The proposal and quotation shall be submitted in English.

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

### Background

The GICHD is a core member of and serves as secretariat for the Explosive Ordnance Risk Education Advisory Group (EORE AG). The Advisory Group draws on the expertise of over fifteen UN agencies, international organisations and international NGOs and national mine action authorities to provide overall guidance to the sector and identify ways to improve the integration, effectiveness, efficiency and relevance of EORE. More information on the Advisory Group can be found on its [webpage](#). In 2019, the GICHD, on behalf of the newly established EORE AG, conducted and published a [Sector Mapping and Needs Analysis](#). The findings and recommendations of this mapping and needs analysis were notably used to inform the development of the first annual work plan for the EORE AG, spanning the time period Q4 2019 to Q4 2020. Building on this foundation, the EORE AG has since developed several work plans (2021-2022 and [2023-2024](#) work plans).

Over the past four years, the EORE sector has considerably evolved and professionalised, as reflected in the [2020](#) and [2021-2022](#) EORE AG Progress Reports. Following up on the 2019 Sector Mapping and Needs Analysis, these reports have served to document progress made on the implementation of the EORE AG work plans, as well as annual developments and achievements within the EORE sector more globally. Additionally, the Progress Reports encapsulate feedback and suggestions for both the EORE AG and the broader sector. The Progress Reports are built on the results of the EORE Stakeholder Survey, sent to hundreds of stakeholders each year from 2020.

In order to continue documenting progress made on EORE, identify continued needs and future priorities, the GICHD, in collaboration with the EORE AG, is conducting a new analysis of where the sector stands, four years after the first mapping and its recommendations. The primary objectives of this initiative are to:

- 1) Take stock of the sector's evolution in the past four years and leverage these insights to inform future EORE programming and priorities;
- 2) Document successes and significant change stories in the EORE sector;
- 3) Redesign the EORE stakeholder annual survey to better suit current needs and efficiently capture key information.

## Scope of Work

The selected Company or Consultant(s) will support the GICHD EORE team by undertaking the following tasks over a period of 6 months:

- a) Producing a 'Mapping and Needs Analysis'

The Consultant(s) will undertake a stock-taking exercise to map progress made in EORE capacities, methodologies, activities and coordination structures, and determine the current and expected needs of the sector, in comparison with the mapping produced in 2019. The final product should include a thorough analysis of where the sector stands and actionable recommendations for the relevant stakeholders, including the EORE AG.

The methodologies used by the consultant for this exercise should include a combination of desk review of relevant existing literature as well as key informant interviews. Communication with stakeholders will be done remotely as field visits are not envisaged for this exercise. The consultant(s) will design their own processes (questionnaire, etc.) to extract the relevant information for the mapping and analysis and will be expected to share the details of this process with the GICHD project manager at an early stage for input.

- b) Documenting significant change stories

Expanding from the mapping and needs analysis, the consultant(s) will gather change stories showcasing EORE's impact from a practitioner's perspective. The content's themes, regions, and number of stories will be determined in the initial meeting with the GICHD EORE programme manager. The consultant will be expected to identify stories, draft the text and share recommendations to the GICHD. The stories will then be compiled into a publication designed by the GICHD communications team.

c) Adapting the annual EORE AG Stakeholder Survey

Drawing upon the previous mapping and analysis exercise, as well as insights from the two recent EORE AG Progress Reports, the Consultant(s) will have the responsibility of revising the EORE AG Stakeholder Survey and its methodology. The objective is to enhance the efficiency of producing comprehensive annual progress reports. The current survey consists of an extensive range of sections and encompasses more than 80 questions of various types. This has required substantial analytical and reporting efforts to contribute to the formulation of the annual EORE AG progress report that has exceeded available in-house resources.

The Consultant(s) will therefore conduct a thorough assessment of the content of the survey and progress reports and provide recommendations regarding the key areas that should be prioritized. Additionally, the consultant(s) will examine the existing methodology and propose a streamlined approach. The consultant(s) will develop an updated and more manageable EORE AG Survey that accurately captures the yearly status of EORE and global developments.

In order to achieve the above tasks, the Consultant(s) will be required to submit a detailed proposal including methodologies used (e.g., desk review of existing literature, interviews, etc.), timeline and budget.

The Consultant(s) will be required to meet remotely with the GICHD project manager to discuss and clarify the content of the proposed plan. During this inception meeting, relevant stakeholders will be identified, and the GICHD EORE team will provide the Consultant(s) with relevant resources. While the selected Consultant(s) will be able to draw on the GICHD's internal EORE expertise for guidance and technical inputs, they will also be expected to draw on their own network and understanding of the sector to identify relevant sources of materials, and to operate autonomously and drive the project forward, meeting agreed milestones.

## **Service provider qualifications**

The Consultant(s) sought for this assignment should possess substantial expertise in research and analysis. They must ensure the assignment's tasks are executed promptly and effectively, delivering all required outputs as per the established contract. Specifically, the potential consultant(s) should meet the following qualifications and competencies:

- Strong understanding of EORE.
- Familiarity with EORE tools, methodologies, approaches, and familiarity with the EORE Advisory Group's work.
- Good understanding of current and emerging challenges in the sector.
- Extensive network and adeptness in engaging with key EORE stakeholders and beyond.
- Experience in conducting research, literature reviews, and interviews involving diverse stakeholders.
- Proficient analytical skills and a sound grasp of survey tools and methodologies.
- Preferably, prior experience in EORE-related projects.
- Exceptional command of English.
- Demonstrated successful engagement in comparable projects aligned with the scope of work.

- Knowledge and experience of gender and diversity mainstreaming.

## Delivery dates of the services

Activities under this project are expected to commence in October 2023, for a period of 6 months.

Description of Service	Approximative Deadlines*
<b>1. Inception</b>	
Inception call & detailed work plan with methodologies and timeline	Mid-October 2023
<b>2. Mapping and Needs Analysis</b>	
Data collection	15 December 2023
Submission of the first draft of the mapping and needs analysis report	31 January 2024
Revision of the report based on GICHD's input	15 February 2024
Delivery of final report	29 February 2024
<b>3. Adaptation of the EORE AG Stakeholder Survey exercise</b>	
Analysis and revision of the survey/progress reports content and methodology	31 January 2024
Formulation of recommendations to adapt the survey and methodology	15 February 2024
Delivery of a final simplified survey and methodology	15 March 2024
<b>4. Production of significant change stories</b>	
Data collection	31 December 2023
Submission of the first draft	29 February 2024
Delivery of a final document	31 March 2024

**\*The above approximative deadlines** will be confirmed during the inception process, based on the work plan and methodology submitted by the Consultant(s).

It is not envisaged that the selected Consultant(s) will work full time, but they should have time to support the EORE team on a flexible basis, especially during review processes.

All deliverables, including original files, records, documents and other tangible items made, used or held by the Consultant(s) in the course of providing the services will be and remain at all times the property of the GICHD.

## Location

The task is expected to be conducted remotely with regular online meetings with the EORE programme manager.

## Duration

Activities under this project are expected to commence upon the signature of the contract by mid-October 2023. The overall assignment is expected to be completed according to the planned schedule and at the latest by **15 April 2024**.

## Pricing/fees

The selected consultant will present a detailed quote for each deliverable, describing tasks, number of days required to complete the project and daily rate.

## Legal requirement

Interested candidates must provide a guarantee that they are registered as an independent legal consultant or company in Switzerland and/or in a country of the European Union or the EFTA.

The selected consultant or company is expected to enter into a contract with the GICHD that is based on the GICHD standard contract template, incorporating a Code of Conduct.

By applying to the tender, the applicant authorizes the GICHD to use their personal information to administer the tender and for internal purposes only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## Proposal submission

All questions for clarification and submission of proposals can be done through email: [consultants@gichd.org](mailto:consultants@gichd.org)

The GICHD will accept applications until **02.10.2023, 23.59 Geneva Time**.

The consultant shall provide a coherent, organized and clear proposal in response to the request and submit the following elements:

1. Name of individual(s) and their function and address.
2. A concise offer showing the capacity to deliver the specific services within the next 6 months.
3. CV of consultant(s).
4. Testimonials/reference(s) from previous client(s). Reference contact details are required.
5. A proof of registration as an independent consultant or company in Switzerland, or in a country of the European Union or the EFTA (self-employed worker status).

6. A financial offer specifying the daily fee, as well as any other estimated professional costs as per the below table.

<b>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total, including VAT</b>
<b>Fees</b>			
Daily fees			
<b>Other costs (estimates)</b>			
<b>Total</b>			

Equipment such as laptops with word processing software and other software needed for the purpose of the consultancy are not covered by the GICHD and should be included in the consultant services at no extra cost.

## Evaluation of proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver its outputs.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar outputs.

The GICHD may request additional information from the applicants during the selection process and may request to receive references from other clients of the applicants.