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/2023/ROS/AUS01
Project number: 1006
Posting date: 10 October 2023
Deadline for submission of the Request for Quotation form: 12 November 2023
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 is seeking to expand its activities in the Pacific Islands. This will include supporting explosive ordnance (EO) affected countries in developing a range of tools to support their delegated authorities in addressing the risks posed by explosive ordnance contamination, predominantly from the Second World War. Additionally, the GICHD will seek to support countries in managing their national ammunition stockpiles.

This support will range from developing policies, standards, and operational procedures to providing technical advice as guided by national authorities.

Under the consultancy, the consultant will deliver 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 30 June 2026
Estimated work days to deliver the services

During this time period, the total number of days on this consultancy will be a maximum of 150 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 Support to the Pacific Islands in Explosive Ordnance Risk Reduction.

The overall objective of the assignment

The GICHD is seeking to expand its activities in the Pacific Islands. This will include supporting explosive ordnance (EO) affected countries in developing a range of tools to support their delegated authorities in addressing the risks posed by explosive ordnance contamination, predominantly from the Second World War. Additionally, the GICHD will seek to support countries in managing their national ammunition stockpiles.

This support will range from developing policies, standards, and operational procedures to providing technical advice as guided by national authorities.

Duration of the consultancy

The consultancy duration is expected to occur from 1 January 2024 to 30 June 2026. During this period, the total number of days on this consultancy will be a maximum of 150 days. Each of the individual tasks requested will have a timeframe agreed upon with the GICHD project manager(s).

Location

The consultancy is home-based, with routine travels to the Pacific Island region. The Consultant(s) will 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 the Solomon Islands, Palau, Papua New Guinea, Nauru, Kiribati, and Tuvalu. The tasks are expected to be conducted remotely or via an in-country visit.

Required outputs

The Consultant(s) 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 explosive ordnance risk reduction (EORR) capacity assessment reports.
- Draft national mine action standards.
- Draft ammunition technical guidelines.
- Draft EORR procedures or policies. For example, prioritisation guidelines, liability policies.
- Support with the conduct of any regional or in country workshops.
- Draft workshop reports and analysis.
- Minutes and reports of all interviews, consultations, and working group meetings.
- Technical inputs, and where required, support to the drafting of any other relevant documents.
- Ensure that international convention obligations (CCW, CCM, APMBC) are taken into account when designing and implementing outreach activities and reinforce the compliance to conventions where appropriate.

**Tasking and reporting**

The Consultant(s) 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(s) 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.
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