

Request for Offer

Subject Matter Expert in International Humanitarian Law for “International Obligations in Mine Action” E-learning

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite companies or consultants to submit an offer for the provision of the services outlined below in accordance with the requirements of this request for offer.

The Geneva International Centre for Humanitarian Demining (GICHD) works towards reducing risk to communities caused by explosive ordnance, focusing on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalize the sector for the benefit of its partners: national and local authorities, donors, the United Nations, other international and regional organizations, non-governmental organizations, commercial companies, and academia. It combines 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.

Collectively, our advisors support around 40 affected states and territories every year while working very closely with partner organizations to achieve our goals. This work is made possible by core contributions, project funding and in-kind support from 30 governments and organizations. The GICHD stays flexible in its response to needs and changes in its working context. The GICHD is a Swiss foundation and benefits from its location in Maison de la Paix in Geneva to cooperate closely with organizations dedicated to humanitarian action development, disarmament, peace and security.

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.

Reference number: RFO/2025/SC/01

Project number: 9901

Posting date: 20 March 2025

Deadline for submission of offers: 2 April 2025, 17:00 (CET time)

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

Language: The proposal shall be submitted in English

Submit to: consultants@gichd.org

Area of work: International Humanitarian Law, international legal framework of mine action, policy

Background

Support to the Anti-Personnel Mine Ban Convention (APMBC), the Convention on Cluster Munitions (CCM) and the Convention on Certain Conventional Weapons (CCW) has been a core component of the GICHD's work since its creation.

Through expert contributions such as comments to APMBC and CCM extension requests; inputs into Conventions' working documents and outcomes; thematic presentations, side events and other interventions; research and analysis; and technical support to requesting office holders, the Centre helps to ground multilateral discussions on evidence and good practice from the field. Recently, the GICHD has also intensified activities to disseminate knowledge of international instruments relevant to mine action through targeted briefings and the integration of related modules in its training programmes.

Experience with these initiatives suggests that the norms regulating mine action are often misunderstood or not known by representatives of national mine action authorities or operators in the field. This is compounded by a generalized lack of awareness of the general rules and principles of international humanitarian law, which bind any party to armed conflict, including States that have not joined any of the above-cited Conventions.

To help fill this knowledge gap, the GICHD is launching the development of an e-learning course on "International obligations in mine action", providing an overview of the international norms applicable to mine action as derived both from general IHL rules and principles and MA-specific instruments. Developed in cooperation with relevant partners, the course will aim to increase awareness and understanding of the rules governing mine action and foster greater alignment between these and national mine action programmes.

The e-learning will be primarily directed at representatives of national mine action authorities. Secondary target audiences include diplomats and other mine action stakeholders (e.g. operators, civil society organizations, regional organizations) as well as practitioners, government officials, and academics working in other sectors, such as humanitarian relief and development. The e-learning is expected to comprise 4 modules:

- Module 1: Historical overview of the Conventions' birth
- Module 2: Understanding basic notions of IHL
- Module 3: Understanding basic provisions of the APMBC, CCM, Amended Protocol II and Protocol V of the CCW
- Module 4: Understanding the practical role and relevance of MA treaties' provisions in national mine action policies and operations

The e-learning will pursue three main objectives:

- a. Increasing knowledge and understanding of general IHL rules, principles and instruments that are relevant to explosive ordnance (use in conflict and post-conflict management; protection of civilians)

- b. Increasing knowledge and understanding of the key obligations of the APMBC, CCM, and the CCW, specifically its Amended Protocol II (mines, booby-traps and other devices) and Protocol V (explosive remnants of war)
- c. Raising awareness on key factors to leverage these instruments more effectively in the context of resource mobilization and national-level planning, coordination and prioritization.

Scope of work

The company/consultant will be primarily responsible for elaborating the content of the e-learning, ensuring the final course content is clear and engaging. They will work under the direction of the GICHD project management team and in close cooperation with the company tasked to develop the technical component of the e-learning. The company/consultant will also be expected to offer suggestions and creative ideas to enhance the e-learning experience and increase impact.

Service provider qualifications

- Legal background, preferably in International Humanitarian Law (IHL)
- Knowledge of international obligations applicable to mine action
- Experience with content development for training programs, including scriptwriting and structuring educational materials. Prior experience in developing e-learning content is an asset.
- Capacity to offer innovative and creative ideas to improve the learning experience and maximize engagement.
- Solid legal and policy expertise combined with the capacity to maintain focus on conveying clear, high-level messages to effectively engage the target audience.

Timeline and delivery dates of the services

Main deliverables will include the following:

- Collecting background materials to be shared with the technical provider before the kick-off workshop
- Participating in the kick-off workshop with the project management team and technical provider to define key learning objectives and general content structure
- Developing a structured course outline based on the results of the kick-off workshop and any additional resources, as appropriate
- Drafting the storyboard for each course module in coordination with the technical provider and ensuring alignment with pedagogical best practices and audience needs
- Craft practical exercises to help course participants apply the knowledge acquired in the different modules to concrete (but fictional) cases, in coordination with the technical provider
- Incorporating feedback from the peer review of the storyboard
- Review the e-learning modules developed by the technical provider to ensure conformity with the storyboard, accuracy of content and effectiveness of messaging

All deliverables must be submitted in English.

Activities are expected to commence at the end of April 2025 for a period of 15 months, with a possibility for follow-up projects. The expected overall duration of the company/consultant's involvement is 15 working days throughout this period. It is also expected that the greatest involvement will be during the second and third phases of the project, as detailed in the

timeline below. At the same time, a degree of flexibility will be required to adjust the timeline to interactions with the technical provider and progress on the technical component of the project.

Description of Service	Tentative Deadline
1. Selection and hiring of subject matter expert	
2. Inception and workshops with partners and subject matter expert	
Detailed workplan with timeline	May 2025
3. Design of the outline for the complete E-Learning Course	
Storyboard	October 2025
Storyboard feedback integration	December 2025
Storyboard adjustment and validation	January 2026
4. Design of first module	
Prototype	March 2026
Beta version V1	April 2026
Feedback integration	May 2026
Final version V2	June 2026
5. Publication	
Publication SCORM	July 2026

*The above tentative deadlines shall be confirmed during the kick-off meeting based on the work plan submitted by the company/consultant.

It is not envisaged that the selected company/consultant will work full-time. Still, they should have time to support the GICHD team flexibly, especially during review processes.

Location

The task is expected to be conducted remotely with regular meetings with the GICHD project management team and technical provider (occasionally in person).

Pricing/fees

Applicants should present a detailed quote for each deliverable, specifying the number of days required and daily service rate for each.

Legal requirement

Interested candidates must guarantee that they are registered as an independent legal consultant or company in Switzerland. The selected company/consultant is expected to enter a contract with the GICHD that is based on the GICHD's 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 on to other parties without obtaining the applicant's explicit written consent.

Proposal submission

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

- Name of applicant, function and address.
- Title of the Request for Offer: "Subject Matter Expert in International Humanitarian Law for 'International Obligations in Mine Action' E-learning
- Curriculum Vitae (max 3 pages)
- Proof of track record of translating complex concepts relating to international law, specifically international humanitarian law, into accessible training materials/online learning tools (min. 3 examples)
- A short preliminary description of the approach that will be used to complete the deliverables described above
- Contact details of two referees
- Applicants may reside in any country; however, Swiss residents must include proof of registration as an independent consultant or company. Non-Swiss residents will be required to submit relevant tax residency documentation, which will be specified at the contract stage
- A financial offer specifying the daily fee, as per the below table. NOTE: costs relating to equipment such as laptops and word processing software are not covered by the GICHD

Services	Days/Units	Rate in CHF	Total, including VAT
Fees			
Daily fees			
Total			

All proposals should be submitted through the following email: consultants@gichd.org. Any question or request for clarification can also be shared via the same contact email.

The deadline to submit proposals is 2 April 2025, 17:00 (CET time)

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.