

# Request for Offers

## Research associate specialised in Information Management research

### Introduction

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

<b>Reference number</b>	RFO/2026/CEE (01)
<b>Project number</b>	9250
<b>Posting date</b>	24 March 2026
<b>Deadline for submission of the offer</b>	19 April 2026, 23.59, Geneva Time
<b>Currency</b>	The quotation shall be presented in Swiss Francs (CHF)
<b>Language</b>	The quotation shall be submitted in English
<b>Submit to</b>	<a href="mailto:e.cervigni@gichd.org">e.cervigni@gichd.org</a> and <a href="mailto:a.paiuc@gichd.org">a.paiuc@gichd.org</a>

### RFO Terms

By participating in this RFO (e.g., by submitting an offer), you agree to the following terms:

- This RFO is not a contractual offer and does not create any obligation on the part of GICHD to award a contract or to accept any offer. GICHD reserves the right to reject any or all offers, to withdraw or amend this RFO at any time, or to cancel the procurement process without providing reasons and without incurring any liability towards the participants.
- GICHD shall not be liable for any costs or expenses incurred by the participants in connection with the preparation or submission of an offer.
- GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be at the sole discretion of the GICHD.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.
- This RFO and any related process shall be governed by the laws of Switzerland and subject to the exclusive jurisdiction of the courts of Geneva, Switzerland.

## Requirements

<b>Specification of Services</b>	<p>Provide remote research support and expertise to a project conducting research on the success of cloud-based GIS projects in the humanitarian mine action context. Key responsibilities include:</p> <ul style="list-style-type: none"> <li>• Data collection: Administer a quantitative survey with partners across approximately 10 countries. Provide expert input to the survey rollout plan, including strategies to maximize response rates and ensure representative participation. Implement the remote rollout plan by acting as the main point of contact, coordinating distribution to targeted respondents, liaising with partners via email and online meetings, and driving response rates through follow-up and, where appropriate, online focus groups.</li> <li>• Data analysis: Provide expert input to data analysis strategy and methods and contribute to data analysis and writing results.</li> <li>• Reporting and Dissemination: contribute to writing/reviewing publications including academic paper and/or other publications and funding proposals.</li> </ul>
<b>Timing</b>	<p>Anticipated workload of maximum 15-20 days delivered no later than 30 October 2026, with most workload between 1<sup>st</sup> May and 30 July.</p>
<b>Terms</b>	<p>Suppliers must agree to comply with GICHD's Partner Code of Conduct, the GICHD General Terms and Conditions (subject only to commercial negotiations), and any donor-mandated compliance clauses.</p>
<b>Other requirements</b>	<p>The consultant must demonstrate:</p> <ul style="list-style-type: none"> <li>• Strong research experience, particularly in the use of quantitative surveys, statistical data analysis, and academic writing.</li> <li>• A strong background in and understanding of Information Management or a related field (eg GIS, Digital Transformation)</li> <li>• Consultant shall hold a PhD in a relevant field (eg. Information Systems, GIS, Digital Transformation, Innovation Management, Sociotechnical Studies etc), or a Masters + 5 years experience in a relevant role.</li> <li>• Desirable – experience working in a humanitarian context</li> </ul>

## Proposal

The supplier shall provide a coherent, organized and clear proposal in response to the request. The proposal should at least cover the following items:

- Name of company/individual
- Address, contact details
- Description of how the requirements set out above will be met by the supplier
- Portfolio of relevant previous work or research.
- Pricing: The supplier will present a quote for the hourly/daily rate based on the expectation of the project requiring up to 15 days of work.
- Evaluation will be based on the combination of
  - Relevant background and experience,
  - coherence and clarity of the proposal
  - and cost