

Request for Offers

Introduction

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

Reference number: RFO/2023/MAF/03

Project number: 91023

Posting date: 18.07.2023

Deadline for submission of the Request for Quotation form: 31.07.2023, 11.59pm, Geneva Time.

Country/ies of deployment: 100% home/office-based work – Potential visits to the GICHD offices Switzerland for briefing and debriefing presentations – two visits maximum.

Currency: The quotation shall be presented in USD

Language: The quotation shall be submitted in Spanish or English.

Submit to: consultants@gichd.org

Scope of work

National Standards Consultant

The Peruvian Army requests support in reviewing current ammunition management manuals and aligning them with the International Ammunition Technical Guidelines (IATG). The Ministry of Defence (MoD) welcomes the initiative and, in accordance with the Ammunition Management Advisory Team (AMAT) recommendations, further expects the manuals to be applicable across all armed forces' branches (Army, Navy, and Air Force), as well as the National Police and national institution governing explosives for civilian and commercial use (SUCAMEC). To that end, the National Standard Consultant will support AMAT by substantially assisting Peruvian authorities to develop national standards for ammunition management.

The main task of the consultant will be to establish a formal process, accepted by the relevant Peruvian institutions and authorities, to be followed and put in place in order to achieve an officially approved review of the national standards (manuales).

Deliverables

1. Mapping of the relevant authorities/key stakeholders involved in national standard development is validated by the MoD and signed off by the PM.
2. Support AMAT in identifying and mapping out all existing national regulations/manuals that govern conventional ammunition management. Final list is presented to the PM for review and validation.
3. With the support of AMAT, identify individuals to be part of a national steering committee for the review and validation of the standards. The list of individuals is to be provided to the PM for final validation.
4. Prepare and finalise the comprehensive plan with detailed steps and milestones for the development of national standards. The plan should be of high quality, with clear milestones and ready to be presented to the national authorities.
5. Prepare and deliver the national workshop presenting the initial review of the national standards and agree on a way forward for sample review of the Standard Operational Procedures.

Throughout the delivery of the above activities, the consultant will liaise on a regular basis with the Peruvian MoD focal point.

Throughout the delivery of the above activities, the consultant will liaise on a weekly basis with the Project Manager in Geneva, to provide formal updates on the progress of each activity.

Dates and location of the services

Location

Most of the work will be conducted remotely from the consultant's place of business. Onsite briefing as well as presentations may be made of draft and final product at the GICHD's Geneva office. (maximum two trips)

Duration

Activities under this project are expected to commence by end-August 2023. The overall assignment must be completed by 15 February 2024.

Required Expertise

At least one senior consultant with extensive experience in both ammunition management and the IATG, in addition the consultant shall have a legal background with demonstrable experience and legal knowledge in developing national regulations for different national sectors.

The prospective consultant will be required to have the following qualifications:

- At least 10 years of experience in national and international law.
- In-depth knowledge of the IATG and their application

- Demonstrable experience in project management
- Fluency in written and spoken English and Spanish

Application

Legal Requirement

Interested candidates/entities must provide a guarantee that they have independent legal identity (registered to a commercial register or similar institution) or that s/he is a legally self-employed/independent worker registered as a legal business entity. By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent.

Applications

Each applicant must submit the following as a minimum:

1. A technical offer specifying the methodology that would be used to complete the requested services, and the proposed timeline for completing each activity and its associated deliverables.
2. A financial offer specifying the number of days required for accomplishing the outputs, the daily fee, as well as other professional costs.
3. Sample(s) of previous work relevant to the requested services.
4. CV of consultant(s).
5. Reference contact details.

The award will be primarily based on the relevance and effectiveness of the proposed methodology with 60% weighing in the scoring of offers. The financial offer and the suitability of the proposed timeframe will count for 40% of the scoring. The selection of the consultant will be based on evidence relating to the following criteria:

- The ability to undertake the task and deliver its outputs.
- The quality of the proposed methodology and technical approach.
- Competitiveness of the offer.
- Previous experience in the conduct of similar projects

Delivery dates of the services

The services should be delivered by 15 February 2024. The services should take a maximum of 30 days.

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

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

Pricing

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 USD	Total
Fees			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			