

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) invites qualified law firms, specialised consultancy firms, and individual consultants to submit an offer for inclusion in a preferred panel of investigation service providers.

The purpose of this RFO is to establish a panel of three (3) to six (6) suitably qualified providers that GICHD may call upon, on short notice, to conduct compliance, Code of Conduct, safeguarding, fraud, and related investigations. GICHD reserves the right to appoint fewer than the anticipated number of panel members, or to decide not to establish the panel at all, should the offers received not meet GICHD's requirements

Panel appointment does not constitute a guarantee of work or exclusivity. Individual investigation mandates will be issued on an as-needed basis, typically through mini-competitions among panel members.

Reference number	RFO/2026/SOA02
Posting date	31 July 2026
Deadline for submission	4 September 2026, 23:59 Geneva time
Panel duration	Three (3) years, with the possibility of extension for up to two (2) additional years
Currency	Swiss Francs (CHF)
Language	English
Submission email	complaints@gichd.org

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 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

1. Scope of Services

Panel members may be called upon to conduct investigations, including but not limited to:

- Code of Conduct and ethics investigations
- Safeguarding and misconduct investigations
- Fraud, corruption, or financial irregularities investigations
- Workplace conduct and harassment matters
- Donor-driven or grant-related investigations
- Governance and senior management investigations

Investigations may involve:

- Interviews with staff, management, Board members, partners, or other stakeholders
- Review and analysis of documents and electronic records
- Preparation of written investigation reports with findings and recommendations
- Interaction with donors or authorities, where necessary (to be avoided where possible)

While investigations are expected to be primarily Swiss-based, they may involve stakeholders located internationally and require remote or cross-border engagement.

2. Privilege, Provider Types and Panel Use

GICHD welcomes offers from:

- Law firms
- Consultancies with a specialisation or special expertise in compliance investigations
- Individual consultants with demonstrable investigations expertise

Law firms are preferred for matters where legal advice and/or attorney–client privilege is required or desirable. However, GICHD reserves full discretion to select the most appropriate panel member for each investigation based on the nature, sensitivity, urgency, and specific requirements of the case.

Appointment to the panel does not guarantee that a panel member will be instructed for any particular investigation.

3. Panel Operation Model

The default approach for awarding individual investigation mandates will be mini-competitions among one or more panel members.

For urgent matters, conflict-driven constraints, or cases requiring continuity or privilege, GICHD may directly instruct a single panel member.

Each mandate will be governed by a separate contract, statement of work, engagement letter or other applicable contractual arrangement, including appropriate provisions relating to ethics, safeguarding, misconduct reporting, anti-corruption, sanctions compliance, confidentiality and any applicable donor requirements.

Any direct instruction of a panel member shall be without precedent and shall not create any expectation, entitlement, or pattern of future instruction for that panel member or any other panel member.

4. Pricing and Value for Money

1. Rate Cards (Mandatory)

Bidders shall submit capped hourly rates, fixed for the initial panel term, broken down by role (as applicable), e.g.:

- Partner / Principal
- Counsel / Senior Expert
- Associate / Investigator
- Junior Investigator / Analyst

Individual consultants may submit capped hourly rates.

Rates are to include any discount accorded to humanitarian organisations.

Rates shall not be subject to adjustment, escalation, or indexation during the initial panel term.

2. Optional Standard Pricing Scenario

Bidders are invited (but not required) to provide an indicative, non-binding cost estimate applying their rate card to the following hypothetical scenario:

Illustrative scenario: An internal Code of Conduct investigation involving approximately five (5) interviews, review of relevant documentation, and preparation of a written investigation report, over an estimated duration of six (6) to eight (8) weeks.

For the avoidance of doubt, this illustrative scenario is not intended to reflect typical, average, expected, or historical investigation volumes, durations, or costs, and bidders must not rely on it as indicative of the frequency, scale, or complexity of future mandates.

5. Conflicts of Interest and Independence

At panel appointment stage, bidders must confirm that no conflict of interest exists that would prevent their inclusion on the panel.

For each individual investigation, a matter-specific conflict check will be required prior to instruction, including conflicts relating to the subject of the investigation and relevant stakeholders.

Panel members must demonstrate independence, confidentiality, and the ability to conduct investigations impartially and professionally. Panel members must proactively disclose any prior or

ongoing professional engagements with GICHD or its staff that could reasonably give rise to a perception of bias, lack of independence, or institutional familiarity in relation to a specific investigation mandate. Prior professional engagement with GICHD, in and of itself, does not constitute a conflict of interest and may be taken into account as relevant experience.

6. Compliance and Ethical Requirements

Panel members must be able to satisfy GICHD's supplier due diligence and donor-mandated compliance requirements, including applicable sanctions, anti-terrorism, and anti-trafficking requirements.

7. Swiss Presence

A Swiss presence, or the demonstrated ability to operate effectively in Switzerland, is considered an advantage, but is not mandatory.

Proposal

Offers shall be clear, concise, and include at least the following:

1. Name of firm / individual and contact details
2. Legal form and jurisdiction (where applicable)
3. Description of relevant investigations experience
4. Proposed investigation approach and methodology and their compatibility with the Investigation Guidelines of the CHS Alliance (GICHD-internal requirement; the Guidelines are available on the website of the CHS Alliance)
5. Composition, seniority, and availability of the proposed team
6. Experience with sensitive, senior-level, or safeguarding investigations
7. Rate card (mandatory) and optional pricing scenario
8. Confirmation of compliance with conflicts, independence, and ethical requirements
9. Any relevant references (optional)

Evaluation and Selection

Offers will be evaluated based on GICHD's standard Evaluation Services scoring methodology, assessing:

- Competence and expertise in investigations
- Quality of proposal and methodology
- Availability and ability to deliver in time, including short-notice availability
- Track record and references
- Independence, conflict management, and ethical standards
- Price and overall value for money

Only bidders meeting the minimum qualification threshold will be eligible for panel appointment.