

Request for Offers

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is a Swiss foundation based in Geneva, Switzerland, with an international operational footprint supporting humanitarian demining and mine action worldwide. GICHD enjoys certain privileges and immunities under a Status Agreement with the Swiss Federal Council and has a limited presence or representation in Kyiv (Ukraine) and soon in Amman (Jordan).

GICHD invites suitably qualified law firms and individual legal practitioners to submit offers for inclusion on a Legal Services Panel to provide ad hoc legal advice and support over a multi-year period.

The purpose of this RFO is to establish a **non-exclusive panel of legal service providers**, from which GICHD intends to primarily instruct **one go-to firm**, while retaining additional panel members for reasons of conflict, availability, specialist expertise, or contingency. The identification of a primary (“go-to”) firm is intended to result from the competitive evaluation of offers submitted under this RFO.

This RFO is conducted in accordance with GICHD’s procurement principles of transparency, proportionality, and value for money, and is intended to satisfy donor expectations regarding competitive selection of professional services.

2. RFO Details

Reference number	RFO/2026/LEGAL/01
Posting date	28 May 2026
Deadline for submission	22 June 2026, 23:59 Geneva time
Panel duration	Three (3) years, with the possibility of extension for two (2) additional years subject to review
Currency	Swiss Francs (CHF)
Language	English
Submission address	dpo@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. No costs incurred by bidders in preparing or submitting an offer will be reimbursed.
- GICHD is under no obligation to provide feedback or explanations regarding the selection or rejection of any offer.
- Evaluation of offers will be conducted by GICHD in accordance with this RFO and its internal procurement procedures.
- GICHD may select bidders for all, some, or none of the services or streams described in this RFO.
- GICHD reserves the right to negotiate the terms of any offer or contract, including price, scope, and timelines, with any participant.
- Inclusion on the panel does not guarantee any volume of work and does not create exclusivity.
- 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 Legal Services

GICHD seeks access to pragmatic, high-quality legal advice on an **ad hoc and as-needed basis**. The overall annual volume of work is unpredictable and expected to remain limited, realistically around CHF 20'000 per year.

Bidders are invited to indicate for which of the following service streams they are submitting an offer. Bidders may apply for one, several, or all streams.

Stream A: Swiss Foundation and Governance Law

- Swiss foundation law
- Governance and Council of Foundation matters
- Amendment of statutes and bylaws
- Filings and interaction with Swiss supervisory authorities

Stream B: General Commercial and Contract Law

- Drafting, review, and negotiation of contracts
- Advisory on commercial arrangements with consultants, partners, and service providers
- Risk allocation and liability clauses
- Intellectual property (IP) provisions, including ownership, licensing, and use of deliverables
- Contractual clauses relating to the use of artificial intelligence (AI)
- Advisory on grant agreements and donor-funded arrangements, including compliance with donor conditions

Stream C: Data Protection and Information Governance

- Advisory on Swiss Federal Act on Data Protection (FADP) and key data protection regulations with extraterritorial reach (e.g. GDPR)
- Data protection compliance frameworks, policies, and procedures
- Incident and data breach response, including urgent advice

Stream D: Public International Law, Privileges and Immunities

- Legal status of GICHD and any foreign presence
- Privileges and immunities
- Interaction with host states and international partners

Stream E: International and Crisis-Related Legal Support

- Coordination of local counsel abroad
- Exceptional and non-routine legal issues affecting staff internationally (including arrest, detention, personal injury, or serious incidents)

Employment law is generally **out of scope** of this RFO, as GICHD's Human Resources function appoints its own legal advisors. Exceptionally, employment-related issues intersecting with governance, privileges and immunities, or international incidents may fall within scope.

2. Geographic Context

GICHD is headquartered in Geneva and operates internationally, including through:

- Activities in Ukraine through an Employer of Record arrangement
- Later in 2026: A presence in Jordan (office benefiting from diplomatic privileges and immunities)
- Switzerland and Jordan-based staff travelling internationally worldwide.

Bidders are not required to maintain offices in these locations but should demonstrate the ability to reliably coordinate trusted local counsel where needed.

3. Proposal Requirements

Bidders shall submit a clear and structured proposal including at least the following information:

1. **Bidder information**
 - Name of firm or individual practitioner
 - Legal form and place of establishment
 - Contact details
2. **Streams applied for**
 - Clear indication of which service streams are covered
3. **Team and expertise**
 - Named lawyers for each stream
 - Seniority and role of each proposed team member
 - Relevant experience, with brief examples
4. **Approach and working style**
 - Responsiveness and availability
 - Approach to pragmatic, proportionate advice
 - Ability to provide early, informal, or directional advice where appropriate
5. **International capability (if applicable)**
 - Experience coordinating or supervising local counsel
 - Approach to fee control and consolidation of advice
6. **Fees**
 - Hourly rates per proposed lawyer (mandatory)
 - Any proposed rate caps, blended rates, or other cost-control mechanisms
 - Any discount available for not-for-profit or humanitarian sector clients
7. **Conflicts of interest**
 - Confirmation of ability to manage conflicts appropriately

4. Questions and Clarifications

Any questions regarding this RFO must be submitted by email to dpo@gichd.org no later than 8 June 2026, 23:59 Geneva time.

GICHD will compile and respond by email to substantive questions and will circulate the responses by email to all prospective bidders, without identifying the source of any question. Only responses circulated in this manner shall be considered official.

GICHD reserves the right not to respond to questions submitted after 8 June 2026 or to questions that are considered immaterial to the preparation of offers.

Evaluation and Selection

Offers will be evaluated in accordance with GICHD procurement procedures, based on, inter alia:

- Understanding of GICHD's mandate and risk environment
- Quality, seniority, and suitability of the proposed team

- Responsiveness and availability
- Cost structure and value for money
- Relevant international experience
- Ability to cover multiple service streams in a coherent and coordinated manner

GICHD intends to appoint:

- **One primary (go-to) firm** covering most service streams
- One or more **secondary or specialist panel members**

The panel will be established for an initial period of **three years**, with the possibility of extension for two (2) additional years subject to review.

Contractual Framework

Selected panel members will be expected to:

- comply with applicable professional and ethical obligations governing legal practice
- operate in a manner consistent with the principles of the GICHD Partner Code of Conduct
- agree appropriate contractual terms for each engagement, which may take the form of the firm's engagement letter or mutually agreed terms; and
- comply with any applicable donor-mandated requirements relevant to the services provided.

No minimum volume of work is guaranteed.

Submission Instructions

Offers shall be submitted electronically to the submission email address indicated above by the stated deadline.

Late submissions will be rejected.