

Request for Offers

Support with Development of Regulations on Ammunition Safety Management for the Ministry of Defence of Ukraine

Introduction

The Geneva International Centre for Humanitarian Demining (GICHD) is pleased to invite interested qualified consultants to submit an offer for the provision of the services described below as per requirements set out in this Request for Offers.

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, organisation, address, work experience, etc. For more information about data protection or the applicants' rights, see the GICHD data protection notice ([Data protection notice | Geneva International Centre for Humanitarian Demining \(gichd.org\)](#)).

The GICHD seeks to promote [gender balance and diversity](#) among staff and consultants.

The timeframe and content of the project that the consultant will support is subject to change. Successful bidders will be contacted to discuss specific contractual matters following the deadline for submissions.

Reference number: RFO/2025/KIB/01

Project number: 91023

Posting date: 03 April 2025

Deadline for submission of offers: 21 April 2025, 23:59, CET Time Zone

Country of deployment: remote work from the country of residence with potential travel to Ukraine, Switzerland and Poland

Currency: The offer shall be presented in Swiss Francs (CHF), Euros (EUR) or US Dollars (USD)

Language: The offer shall be submitted in English only

Submit to: consultants@gichd.org and ukraine@gichd.org

Background

Established in January 2019, the Ammunition Management Advisory Team (AMAT), within the GICHD, is a joint initiative of GICHD and the United Nations Office of Disarmament Affairs (UNODA).

AMAT aims to support states in achieving safe, secure, and effective ammunition management according to the International Ammunition Technical Guidelines (IATG). AMAT works to strengthen the capacities of states to improve the safety and security of ammunition stockpiles, thus contributing to a global reduction of the risk of accidental explosions and diversion.

In January 2023, the GICHD, via AMAT received an assistance request from the Ministry of Defence of Ukraine (UMoD), asking for support in continuing the ammunition safety management (ASM) transformation in Ukraine to mitigate safety risks to the civilian population stemming from the unsafe and insecure management of ammunition stockpiles. Since then, AMAT has been providing support to the UMoD in identifying and addressing critical needs while enhancing their understanding of the risks associated with inadequate ammunition stockpile management. These efforts contribute to strengthening post-conflict immediate risk reduction (PC-IRR).

A key priority within the ASM transformation is the development of comprehensive regulations for the UMoD to establish a structured and effective framework for ammunition management. This requires a thorough review and analysis of the existing normative framework to align it with international good practices and standards, including NATO and IATG. The regulations will define key ASM-related processes and responsibilities, ensuring a standardized and enforceable approach to ammunition safety and security.

As part of this effort, the consultant will provide strategic guidance on policy development and lead on the process of development of ASM regulations for the UMoD, ensuring they reflect Ukraine's national context while incorporating international standards. The regulations will be structured into modular components, facilitating practical implementation and streamlining the approval process within the UMoD.

Scope of Work

The GICHD is looking for a qualified consultant (one position) to support development process of national regulations on ASM for the UMoD by undertaking the following deliverables over a period of 8 months:

1. The consultant will be responsible for developing and refining the UMoD's regulations on ASM to address identified gaps in key ASM components, ensuring compliance with international standards, particularly NATO and IATG. This will include defining key ASM-related processes and responsibilities, drafting new regulatory guidelines, and amending existing provisions in close coordination with the UMoD and Ukrainian Armed Forces (UAF) stakeholders. The regulatory development process will be guided by policy analysis and will include recommendations to enhance the effectiveness of ASM regulations in addressing national requirements while supporting PC-IRR objectives. The consultant will work closely with the UMoD and UAF to ensure that the proposed regulations strengthen ASM governance and facilitate their effective implementation. The initial deliverable will include a comprehensive first draft of the regulations, incorporating stakeholder feedback and expert analysis. Following a structured validation process with the UMoD and UAF stakeholders, the consultant will produce and submit the final draft version of the ASM regulations for the UMoD. In support of harmonization of the content of military regulations on ASM the consultant may undertake one visit to Ukraine.
2. The consultant will support AMAT in assisting the UMoD and UAF with updating the comprehensive self-assessment tool of organizational capabilities for safe, secure, and sustainable through-life ammunition management, in accordance with IATG 1.35. This tool, previously completed by the UMoD and UAF, will be reviewed and revised to reflect progress

made, identify current gaps, and capture updated needs and priorities. In addition, the consultant will contribute to the development of a Training Program Master Plan for the UMoD, detailing the structure, content, and objectives of training activities aimed at enhancing ammunition safety management practices and supporting implementation of PC-IRR objectives. The consultant will engage closely with relevant UMoD and UAF stakeholders throughout the process. Initial draft versions of the relevant documents will be prepared and submitted by the consultant as part of the deliverables. Up to two travels to AMAT-organized events in Ukraine and/or abroad may be undertaken in support of these activities.

Necessary Qualifications

The consultant sought for this assignment should possess following qualifications and competencies:

- At least ten (10) years of professional experience in ammunition management in Ukraine and/or other conflict-affected countries, including direct involvement in the development of national regulations and policies, integration of international standards into national frameworks, and the formulation of national master plans and action plans.
- A deep understanding of Ukraine's normative framework and institutional structures related to ASM is essential.
- Proven ability to develop and implement strategic plans and manage complex projects within the security and defense sector.
- Extensive knowledge of international and regional instruments and frameworks governing ammunition management, with experience in aligning national policies with global good practices.
- A master's degree in a relevant field such as security studies, defense policy, law, or international relations is an advantage.
- Exceptional command of English, both written and spoken, with fluency in Ukrainian. The ability to draft high-level policy documents and technical reports in both languages is required.
- Strong analytical, planning, and organizational skills, with a demonstrated capacity to synthesize complex information and produce actionable recommendations.
- Experience working in multi-stakeholder environments, including collaboration with government agencies, military institutions, international organizations, and civil society actors. The ability to navigate political and institutional dynamics effectively is critical.

Bidder language – all bids must be submitted in English.

Clarifications – consultant may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 3 working days prior to the deadline date for submission. Service fees, value added taxes and any other costs should be included in the offer.

Minimum experience – the consultant should have minimum of ten (10) years of professional experience in ammunition management in Ukraine and/or other conflict-affected countries, with a proven track record in developing national regulations and policies, integrating international standards into national frameworks, and formulating national master plans and action plans. Extensive knowledge of Ukraine's normative framework, institutional structures, and regulatory processes related to ASM is essential.

Gender and diversity – The GICHD seeks to promote gender and diversity, including opportunities for people from mine-affected countries.

Delivery Dates of the Services

The mandate of the contract starts with the signing of the contract by both parties and covers the period from **1 May 2025 to 31 January 2026**. The consultant will be required to meet with the GICHD Lead Advisor to discuss schedule of planned trainings.

Estimated Workdays to Deliver the Services

The consultant will have 120 days in total.

The consultant shall provide a coherent, organized, and clear proposal in response to the request.

Proposal Submission

The consultant shall provide a coherent, structured, and clear offer in response to the request submitting the following elements:

1. Concise narrative proposal outlining the consultant's professional qualifications, experience and ability to develop regulations on ASM for the UMoD in line with international standards. The proposal should highlight relevant experience in regulatory development, policy integration, and strategic planning in Ukraine or other conflict-affected contexts. Additionally, it should include a list of similar services previously provided to other clients.
2. Brief methodology and work plan describing the consultant's approach to delivering the required outputs, including key phases of the regulatory development process, engagement with stakeholders, and alignment with international standards such as NATO and IATG.
3. Financial proposal outlining the total cost of services, with a breakdown of key cost components, including professional fees and any anticipated expenses.
4. Proof of consultant's official registration and legal address.
5. Consultant's CV (two pages maximum).

Pricing

The consultant shall only provide the cost of their services by day and for entire duration of services. 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	Rate	Total
Fees			
Daily professional fee			
Professional costs (estimates)			
Transportation			
Accommodation			
Per diem			
Other			
Other costs (estimates)			

Total			

Legal Requirements

Interested consultants must provide a guarantee that they are officially registered. The selected consultant is expected to enter into a contract with the GICHD.

By applying to the tender, the consultant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

Evaluation of Proposals

The evaluation of proposals will consider the following elements:

- The ability to undertake the scope of the work and deliver requested services.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.

The GICHD may request additional information from the consultants during the selection process and may request to receive references from other clients of the applicants.