

Request for Offers

Support of the Non-Technical Survey Training Activities in 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/2024/LOR/01

Project number: 94006

Posting date: 03 June 2024

Deadline for submission of offers: 12 June 2024, 23:59, CET Time Zone

Country of deployment: Ukraine

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

Language: The offer shall be submitted in English only

Submit to: consultants@gichd.org

Background

The Geneva International Centre for Humanitarian Demining (GICHD) has been actively supporting Ukraine since 2012 and had been delivering a broad package of upstream support from its headquarters in Geneva since 2014. Over the past decade the GICHD has continued to cultivate formal and informal partnerships with a range of national, regional, and international partners, and

has actively supported the Ukrainian Government with the formalisation of its humanitarian mine action operations.

The scope of GICHD's response was reviewed and expanded in 2022 when the Centre assessed that the increased and still-increasing scale and scope of the explosive ordnance (EO) problem necessitates a significant push to further expand, strengthen and professionalise existing national capacities. Non-Technical Survey (NTS) is critical for collecting essential information about the EO contamination, determining the boundaries of the contaminated areas and how to allocate limited resources in land release process. Therefore, it is not only important that the NTS field operations is conducted to the high quality, but also that more efforts be placed into training and equipping NTS teams, coaching their command structures and verifying and analysing survey information. Strong communication between the teams conducting the surveys and the staff responsible for analysis and information management is also essential. By enhancing the role of NTS, operational outcomes will improve, along with increased precision in determining how to distribute scarce resources to contaminated areas.

Scope of Work

The GICHD is looking for a qualified consultant (one position) to support NTS training activities in Ukraine by undertaking the following deliverables over a period of 12 months:

1. Support the delivery of Non-Technical Survey training courses in Ukraine. The course must comprise theoretical lessons, class exercises, and practical use of NTS tools and scenario-based field exercises. The training will provide opportunity for the participants to gain knowledge about NTS methodology, techniques and technologies where participants will not only receive theoretical lessons related to NTS, but also will practically conduct NTS of areas as part of the scenario-based field exercises. The training should involve a maximum of 22 participants from Ukraine's national mine action authorities and operators.
2. Support the delivery Non-Technical Survey Trainer of Trainers (ToT) courses in Ukraine. The NTS ToT courses must provide the opportunity for qualified participants to improve knowledge about NTS methodology along with the techniques and technologies for the course design, delivery and management. The training should involve a maximum of 12 participants from Ukraine's national mine action authorities and operators that have been selected to be part of the ToT Programme.
3. Support the development and delivery Non-Technical Survey Managers Training course. The course must comprise theoretical lessons, class exercises, and practical scenario-based exercises. The training will provide the opportunity for qualified participants to gain and improve their knowledge and skills for managing Non-Technical Survey Operations, from planning to reporting, with a focus on continual improvement and feedback loops. The training should involve a maximum of 22 participants from Ukraine's national mine action authorities and operators.
4. Support the delivery of the NTS Practitioners Workshop to take place in person in Kyiv. The workshop methodology should allow participants to share their experience, challenges and lessons learnt to promote a community of practice and information sharing. The workshop should involve a maximum of 30 participants from Ukraine's national mine action authorities and operators.

Necessary Qualifications

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

- Minimum ten (10) years of previous relevant work experience in developing and implementing Non-Technical Survey trainings.
- Direct experience of managing Non-Technical Survey operations is an advantage.
- Master's degree in humanitarian studies, education, peace-building or associated fields is strongly preferred.
- Near native English, both written and oral; knowledge of the Ukrainian language would be an advantage.
- Excellent project management, analytical, planning and organizational skills.
- Ability to work in multi-cultural settings with a wide range of stakeholders.
- Understanding of Ukraine's mine action architecture is an advantage.

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 demonstrable experience in developing and implementing Non-Technical Survey trainings, preferably with previous experience of managing Non-Technical Survey operations.

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 July 2024 to 31 December 2025**. 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 75 training days and 35 days for preparation and reporting. 105 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. A concise narrative offer showing professional capacity and experience to deliver Non-Technical Survey services within required timeline including a list of services relevant to the subject of this solicitation that were provided to other clients.
2. Detailed Non-Technical Survey course overview including training topics to be covered.
3. A proof of consultant's official registration and legal address.
4. Complete detailed price offer.
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 fee on mission	75		
Home-based daily fee	35		
Professional costs (estimates)			
Transportation			
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.