

Request for Offers

Introduction

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

Reference number: RFO/2023/ZAN/1

Project number: 9242

Posting date: 29.11.23

Deadline for submission of the Request for Offers form: 13 Dec 2023, 17:00, Geneva Time.

Country/ies of deployment: Remote working of IMSMA migration from previous version to IMSMA Core, and a mission to support mine action implementations of national mine action centres.

Currency: The quotation shall be presented in Swiss Francs (CHF)

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Area of work: Information Management

Scope of work (ToR)

The Geneva International Centre for Humanitarian Demining (GICHD) is in search of an Information Management (IM) contractor to deliver IM technical support remotely of the IMSMA Core migration for the national mine action authority. Additionally, the contractor will be involved in on-site missions to facilitate mine action implementations for national mine action centers, as detailed in the responsibilities outlined below.

The consultant will be responsible for configuring and implementing mine action workflows, aligning with the primary duties specified:

Information Management (IM) Workplan:

- a. Conduct a comprehensive review of the work completed, summarizing achievements outlined in the 2023-2024 IM workplan.

IMSMA Database:

- a. Collaborate with the Program Manager in the migration process of the IMSMA old version for affected countries under national mine action centers.

- b. Construct and upgrade necessary forms using Survey 123 in accordance with program requirements.
- c. Finalize the revision and correction of GIS data, addressing invalid geo-objects.
- d. Review and update workflows within the IMSMA Core database.
- e. Achieve IMSMA Core design and implementation milestones essential for program completion by the contract's conclusion, along with the creation of system architecture and maintenance documentation, utilizing <https://github.com/GICHD>.

Support Selected Activities in Progress:

- a. Assist in revising the IM National Mine Action Standard (NMAAS) and Standard Operating Procedures (SOPs).
- b. Facilitate the implementation of a mobile data collection application for gathering Risk Education data and other land release surveys.
- c. Upon request, extend IM support to other GICHD projects in progress.

Competencies:

1. Good understanding of, and at least 10 years' experience in information management in the mine action sector.
2. In-depth, demonstrate comprehensive knowledge of IMSMA NG and Core, encompassing both the front-end application and the underlying data structures.
3. Excellent command of SQL in the context of IMSMA NG;
4. Showcase extensive familiarity with GIS and hands-on experience using Esri tools, such as ArcGIS Online.
5. Have a proven track record in conducting Information Management (IM) assessments.
6. Very good command of spoken and written English with an additional command of French.
7. **Must** have prior experience working with mine action centre of database.

Delivery dates of the services

The delivery of the service will be between 01.01.2024 until 31.12.2024 in coordination with the program manager and mine action programs being supported.

Estimated workdays to deliver the services

No.	Activities	Deliverables	Days
1	Workplan design and monitoring	Drafting IM workplan with clear milestone indicators and timeline.	10
2	Remote design and implementation - IMSMA Core through IMSMA NG migration process	Finalizing the data migration from IMSMA NG to IMSMA Core, including data clean-up, data correction, creating workflows (potentially provide	50

		assistant with Survey 123, ArcGIS portal, Web maps Web app, Operational dashboard, Enterprise geodatabase (PostgreSQL))	
3	Desktop/field IM assessment of some national mine action centres	Provide a support with final desk / field assessment to evaluate the various components of the authority (not individuals) and its activities in order to identify the gaps in the ability to perform its task by end of contract.	10
4	IM Missions	Further deliverables of this mission will depend on which of the activities/country listed under point 2 above will be prioritized.	17
TOTAL			87

Tasking and reporting

The Consultant(s) will be tasked every month. An annual work plans will be drafted and agreed upon between the Consultant and the GICHD program/project managers. In addition to routine communication between the consultant(s) and the program/project managers, the Consultant will provide monthly summary reports on all conducted activities. Payment to the Consultant will be executed monthly upon receipt and acceptance of the monthly report by the GICHD program/project Manager.

Project resources

Name of the company: ADD NAME

Name of individual: ADD NAME OF INDIVIDUAL

Address: ADD ADDRESS

Availability

Consultant: ADD TEXT TO CONFIRM CAPACITY TO DELIVER THE SPECIFIC GOODS AND SERVICES WITHIN THE REQUIRED TIME LINE

Pricing

The consultant shall only provide the cost of his / her 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/Units	Rate in CHF	Total
Fees			
Daily fees			
Professional costs (estimates)			
Transportation costs			
Accommodation			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total			