

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 quotations.

Reference number: RFO/2023/RYH/1

Project number: 9242

Posting date: 19.12.2023

Deadline for submission of the Request for Quotation form: 14 January 2024, 17.00, Geneva Time.

Country/ies of deployment: Remote working.

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) seeks a technical contractor to provide part time support to the maintenance of the Information Management System for Mine action (IMSMA). While the Information Management division are in a period of migrating IMSMA NG users to the new ArcGIS based IMSMA Core, we continue to provide technical support and bug fixes for IMSMA NG.

Main Responsibilities

1. Maintenance of IMSMA NG including;
 - bug validation, logging and tracking,
 - Troubleshooting and resolution of issues/defects including making changes/updates to IMSMA NG source-code,
 - testing and verification of changes across multiple releases,
 - keeping technical and user documentation up to date; and
 - Installing and maintaining the software server in a cloud server
2. Coordinating work with GICHD IM division and providing regular information updates on progress, and

3. Being the technical custodian of the wiki promoting its use and ensuring content accessibility and quality to the broader IMSMA NG community.

Additional Duties

- a) Carrying out all responsibilities in a gender and diversity inclusive manner;
- b) Making suggestions for improvement; and
- c) Fulfilling other tasks as assigned by the *Technical Development Coordinator*

Competencies

- a) Experience in the maintenance and testing of Java software following Agile methodology including writing code, preparation of automated unit tests and technical documentation;
- b) Demonstrated knowledge of IMSMA NG, certified to IMSMA A2 administrator level and/or equivalent experience;
- c) Knowledge of Atlassian JIRA or a comparable system for issue tracking and project planning;
- d) Expertise in Postgres database administration, including SQL development;
- e) Previous experience maintaining and administering a MediaWiki based wiki.
- f) Good communicator; and
- g) Fluent English.

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 work days to deliver the services

Project	Activities	Deliverables	Days
9242	IMSMA NG Bug tracking troubleshooting and resolution.	JIRA issues list maintained with bugs validated and prioritized. Resolution of the issues in a timely manner.	10
	IMSMA NG Testing	IMSMA NG releases tested for release to users. Includes unit tests and regression testing. Preparation of patches as required.	10
	Knowledge transfer	Research available project documentation and meet with support engineers from technical subcontractor to understand the software design;	5

	Coordination with GICHD IM Division	At least monthly coordination meetings with priorities documented. Meetings/documentation communicated to GICHD IM division.	2
	IMSMA Wiki Maintenance	IMSMA Wiki updated as required with each release, MediaWiki support provided to the IM division.	3
TOTAL			30

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			