

## Request for Offers

### Introduction

The Geneva International Centre for Humanitarian Demining's Ammunition Management Advisory Team (GICHD-AMAT) is seeking to engage a **DISASTER EMERGENCY PLANNING EXPERT CONSULTANT** to provide specialized advisory services in emergency preparedness and response planning for unplanned explosions at munitions sites. This includes contributing to national capacity development through (a) training, facilitating tabletop and practical exercises on emergency planning and incident response, and (b) mentoring and advisory on emergency response procedures in the event of an accidental explosion at an ammunition site. The position will support GICHD-AMAT in its efforts to enhance emergency preparedness capabilities and reduce risks associated with ammunition storage incidents.

**Reference number:** RFO/2025/AMAT/06

**Project number:** 91023

**Posting date:** 3 September 2025

**Deadline for submission of the Request for Quotation form:** 23 September 2025

**Country of deployment:** Moldova

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

**Language:** The quotation shall be submitted in English

**Submit to:** [consultants@gichd.org](mailto:consultants@gichd.org)

### Scope of work

GICHD-AMAT wishes to engage an independent consultant with extensive expertise in emergency preparedness and contingency planning, particularly with experience in developing emergency response plans. The consultant will support the delivery of specialized training programmes for the key national stakeholders in Moldova to enhance national capacity for emergency preparedness and response in case of unplanned explosions at munition sites. The consultant will work closely with GICHD-AMAT, national authorities, emergency response agencies, and military personnel to develop, validate, and institutionalize comprehensive contingency plans.

The consultant must demonstrate a solid technical background in emergency management, risk assessment, and contingency planning, including substantial experience delivering training and mentoring to armed forces, emergency response agencies, or national institutions. Experience with ammunition safety incidents, explosive hazards management, and multi-agency coordination is beneficial. Understanding of international emergency management frameworks and experience working in diverse national contexts is highly desirable.

To fulfil the tasks and roles for this position, the activities undertaken for this contract between **October 2025 – December 2026** are expected to require up to **65 days** of work to:

1. **Develop and deliver one (1) specialized training course** on emergency planning and response in case of UEMS for military personnel, emergency response agencies, and local authorities. (November/December 2025, up to 15 working days)
2. **Facilitating conduct of stakeholder mapping** and regulatory gap analyses for emergency preparedness and response systems. (November 2025 – March 2026, up to 5 days)
3. **Provide technical advice and facilitate the development of key stakeholders' comprehensive emergency plans and regulations**, including standard operating procedures and work instructions, for emergency preparedness and response in case of UEMS. (January 2026 – December 2026, up to 15 days)
4. **Design and facilitate one (1) tabletop exercise** simulating multi-agency emergency response in case of UEMS at one site in support of desk test and validate emergency planning documents. (Spring 2026, up to 15 working days)
5. **Design and facilitate one (1) practical exercise** involving multi-agency coordination and emergency response procedures in case of UEMS at one site in support of practically test and validate emergency planning documents. (Autumn 2026, up to 15 working days)

## Delivery dates of the services

1 October 2025 – 15 December 2026

## Estimated work days to deliver the services

65 days

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

## Project resources

**Name of the company:** ADD NAME

**Name of individual:** ADD NAME OF INDIVIDUAL

**Address:** ADD ADDRESS

## Proposals

Consultant: ADD QUALITATIVE NARRATIVE ON HOW TO UNDERTAKE THE WORK OR DELIVER THE SPECIFIED GOODS OR SERVICES

## Availability

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

## Pricing

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
<b>Fees</b>			
Daily fees			
<b>Professional costs (estimates)</b>			
Transportation costs			
Accommodation			
<b>Other costs (estimates)</b>			
Purchase of equipment, VAT, etc.			
<b>Total</b>			