

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 the requirements set out in this request for offers.

Reference number: RFO/2025/AUB/01

Project number: 97006

Posting date: 19 August 2025

Deadline for submission of the Request for Quotation form: 07 September 2025, 23:59, CET.

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

Language: The quotation shall be submitted in English

Submit to: consultants@gichd.org

Background

In July 2023, the GICHD launched an [Advanced Explosive Ordnance Risk Education \(EORE\) e-learning](#). The advanced e-learning is composed of the following 6 modules:

- Module 2.1: Scenario
- Module 2.2: Planning and Analysis
- Module 3: Design of an EORE programme
- Module 4: Implementation, coordination and integration of EORE interventions
- Module 5: Monitoring, Evaluation, Accountability and Learning
- Module 6: Conclusion

The e-learning takes approximately eight hours to complete and targets EORE practitioners and protection specialists. Developed on the Articulate Rise platform, it uses multimedia and interactive exercises to engage learners and promote knowledge acquisition and retention. To date, the advanced e-learning has been taken by over 900+ individuals and has been adopted and integrated by over seven Mine Action operators as prerequisite in trainings and onboarding and in multiple resource libraries.

This e-learning is currently available in English and French and is now in the process of being translated into Ukrainian. It is now the intention of the GICHD to translate the e-learning into Arabic.

Scope of work

The GICHD seeks to contract a Consultant(s) or Company to translate the Advanced EORE e-learning course with the following scope:

a) Translation from English to Arabic of the “Advanced EORE e-learning course”

Services will include:

- Text translation and media transcription
- Translation of SurveyMonkey Excel fields, Padlet and links integration
- Voice-over recording and text integration for animated video
- Text integration and subtitling for experts' videos
- Voice-over recording for audio testimonials
- Subtitling for all videos
- Video editing
- Images, GIF and PDF creation
- SRT file creation
- Building of the translation in Articulate Rise and publishing it in SCORM
- Engineering and post-localisation testing and adjustments
- Quality assurance

Service provider qualifications

A Consultant(s) or Company with extensive experience with instructional design, multimedia development and translation of e-content on Articulate Rise is required to complete the assignment. The service provider will ensure the timely and effective implementation of the tasks and the delivery of all required outputs in line with the agreed contract.

More specifically, the prospective service provider will be required to have the following qualifications and skills:

- Proven extensive experience in instructional design and multimedia development
- Proven experience in designing and developing e-learning content for adult audiences
- Excellent knowledge of Rise 360
- Ability to work with XLIFF files for translation of e-learning content
- Proven experience using Adobe Illustrator, Camtasia, and Final Cut Pro X
- Good project management skills and ability to deliver within tight timeframes
- Capacity to provide high-quality translation from English to Arabic, preferably with experience translating mine action related content and terminology
- Excellent professional knowledge of English
- A proven track record of implementing similar projects to those outlined in the scope of work, reflected in the company profile. Experience working in the Mine Action sector and on the EORE pillar is a distinct advantage

- Familiarity with disability friendly design to ensure that the content and design are gender and diversity-inclusive
- Good understanding of GICHD's style guide
- Experience in or working with the non-profit, humanitarian or development sectors
- Ability to work independently and as part of a team
- A proactive yet flexible mindset
- Solutions-oriented

The Consultant(s) or Company will be required to meet with the GICHD EORE Project Manager to discuss and clarify the Terms of Reference and the content of the assignment. The GICHD will provide the company with a material package and source files. Based on this meeting and building on the methodology proposed, the Consultant(s) or Company will submit to the GICHD EORE Project Manager a detailed workplan with a timeline. During the inception process, the Consultant(s) or Company will also be introduced to relevant stakeholders for the project.

Estimated workdays to deliver the services

The project is anticipated to take 100 days to complete.

Delivery dates of the services

Activities for this project are expected to commence end of September 2025 and should terminate by the end of February 2026. The Consultant(s) or Company shall meet with the GICHD EORE Project Manager to develop a timeline and key milestones of the project during the project inception phase.

While it is not envisaged that the selected Consultant(s) or Company will work full-time, he/she/they should have time to support the project on a flexible basis and complete the project within the above-mentioned timeframe.

All deliverables, including original files, records, documents and other tangible items made, used or held by the Consultant(s) or Company in the course of providing the services, will be and remain at all times the property of the GICHD.

Project resources

The task is expected to be conducted by the Consultant(s) or Company entirely in remote. The Consultant(s) or Company must have access to a reliable and stable internet connection for the work. They will also have all the necessary equipment and materials to complete the task.

The consultant shall provide a coherent, organized 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

Consultant's response must demonstrate how they meet the above-mentioned service provider qualifications and how they will achieve the scope of work. The response should include:

- Technical and methodological proposal for delivering the services.
- Description of relevant past experience.
- Overview of the proposed team and their roles.
- Anticipated workplan and timeline, clearly identifying milestones.
- Risk assessment and mitigation strategies.

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 (CHF)
Fees			
Daily fees			
Other costs (estimates)			
Purchase of equipment, VAT, etc.			
Total (CHF)			