



Geneva International Centre for Humanitarian Demining  
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## Request for Offers

### Research project: mapping of GDEI approaches in ammunition management

#### Introduction

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

Gender and diversity – The GICHD seeks to promote gender balance and diversity among staff and consultants and encourages people from Explosive Ordnance (EO) affected countries to apply.

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 (<https://www.gichd.org/en/general-contents/data-protection-notice/>). The timeframe and content of the project that the consultancy will support may be subject to change. Successful applicants will be contacted to discuss specific contractual matters following the deadline for submissions.

**Reference number:** RFO/2024/JOA/02

**Project number:** 97002

**Posting date:** 3 September 2024

**Deadline for submission of offers:** 22 September 2024, 17:00 GVA time

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

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

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

**Area of work:** Inclusive Risk Reduction

## Scope of work

The aim of this mapping is to set the strategic direction of the GICHD for a more holistic approach to mainstreaming gender and diversity and the promotion of equality and inclusion in explosive ordnance risk reduction, ensuring a cohesive, consistent, and comprehensive way of working across all areas of the Centre's work.

The consultant(s) bidding for this RFO, will conduct comprehensive research adhering to a feminist and rights-based approach, as well as employing desk-based research methods and qualitative data collection techniques. The consultant(s) will work collaboratively with the GICHD Programme Manager and Programme Officer to develop the data collection tools, methodology, and reporting format.

See Annex A for the detailed terms of reference.

**Bidder Language** – All bids and final reports and deliverables must be submitted in English.

**Clarifications** – Bidders may request clarification in relation to the scope of work by submitting a written request using the bid submission email no later than 5 working days prior to the deadline date for submission.

**Minimum experience** – The bidder / the bidders' team should have minimum of five (5) years demonstrable experience in gender and diversity sensitive monitoring and evaluation of ammunition through-life management, or promoting gender equality, diversity and inclusion in humanitarian action more generally. The bidding profile shall include demonstrated experience in the development of gender and diversity sensitive research, or guidance towards inclusive reporting, monitoring and/or evaluation of broader humanitarian action. Less or different experiences may be taken into consideration if sufficient proof of relevant expertise is provided. Qualifications and references of the bidder may be checked prior to offering the contract.

The GICHD will be responsible for setting the contract timeline, terms of reference, schedule, and table of contents for the final deliverable. This will be agreed upon before the contract award.

## Delivery dates of the services

The service shall be delivered in full by no later than 20 March 2025.

## Estimated workdays to deliver the services

- a. Project initiation 0.5 day
  - a. Discussions with the GICHD on project set-up
- b. Project implementation 19 days
  - a. Conducting desk research
  - b. Refining methodology and developing tools
  - c. Conducting interviews, collecting data
  - d. Leading peer learning sessions
  - e. Report drafting and reviewing
  - f. Presentation of key findings and recommendations
- c. Project closure 0.5 day
  - a. Final submission of the report

TOTAL = 20 days

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## Annex A – Terms of Reference

### Mapping of GDEI approaches in ammunition management

#### Background

Many aspects of arms and ammunition management have gender and diversity dimensions. For example, the intersection between identity, relationship, and social factors is known to influence exposure to risk as well as vulnerability to the effects of unplanned explosions of ammunition depots<sup>1</sup>. The diversion of ammunition and the proliferation of arms within communities is also known to exacerbate gender-based violence, with clear patterns emerging in terms of perpetrators and victims<sup>2</sup>. These aspects are now widely recognised in relevant global arms control norms<sup>3</sup>.

In line with changes in the global normative framework and operational environment, in 2019 the GICHD established the Ammunition Management Advisory Team (AMAT) and integrated the Gender and Mine Action Programme (GMAP). This enabled the Centre to broaden its scope of activities to include ammunition management, gender and diversity mainstreaming and the promotion of equality and inclusion.

The 2023-26 GICHD Strategy establishes a clear framework for efforts to mainstream gender and diversity and promote equality and inclusion in explosive ordnance risk reduction. This is fundamental to the reduction of risks posed and increased resilience of affected communities to explosive ordnance. However, the contribution of ammunition management activities to gender equality and inclusion has not been developed to the same extent it has been in mine action.

#### Objectives and Scope

The objectives of the mapping are to:

1. Identify existing GDEI approaches in ammunition management, with a specific focus on:
  - The Global Framework for Through-Life Conventional Ammunition Management
  - International Ammunition Technical Guidelines (IATG) development and review
  - Operational support to States through the development of road maps for ammunition management
2. Conduct an internal and external stakeholder mapping to identify who does what:
  - At the multilateral, regional and national level
  - In each thematic area of EORR (mine action, arms, and ammunition management, including SALW), according to the instruments that different organisations are working under

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<sup>1</sup> GICHD and Small Arms Survey. Unplanned Explosions at Munition Sites (UEMS) – Excess Stockpiles as Liabilities rather than Assets. Geneva: GICHD, 2014.

<sup>2</sup> United Nations Office for Disarmament Affairs (UNODA). Gender-responsive Small Arms Control: A Practical Guide. United Nations, 2018.

<sup>3</sup> Most recently through the set of political commitments as part of the new global framework to address gaps in through-life ammunition management. It is also reflected in various UN (United Nations) Secretary-General reports and UN General Assembly resolutions that urge attention to gender in arms control efforts, reflecting commitments enshrined in the Sustainable Development Goals (SDGs) and Women, Peace, and Security (WPS) agenda.

3. Identify gaps and entry points for GDEI technical support in ammunition management at different levels and across thematic areas.
4. Clarify opportunities for peer sharing and learning on GDEI approaches between MAP and AMAT.
5. Provide a set of recommendations on how the GICHD should position itself, as well as how these should be operationalised internally.

## Methodology

This research will adhere to a feminist and rights-based approach. The following data collection methods will be used:

- **Desk review:** This will include an extensive review of relevant internal and external documentation. The review will draw on internal and publicly available documents on gender and diversity mainstreaming in ammunition management at the global, regional, and country levels. An initial list of key documents will be elaborated by the peer review panel.
- **Key informant interviews:** This will involve conducting semi-structured interviews with relevant GICHD colleagues, as well as identified stakeholders at the global, regional, and country levels.
- **Peer-learning sessions:** These sessions will provide an opportunity for stakeholders to validate findings, collect missing information, exchange knowledge and experiences, and identify strategies for improving gender and diversity mainstreaming in ammunition management. Sessions will enable stakeholders to learn from each other and co-create recommendations to improve approaches.

Internally, this mapping will benefit from the collaboration of colleagues in the Ammunition Management Advisory Team (AMAT), Research and Innovation programme, and the External Relations, Policy, & Cooperation division. The mapping will also rely on close cooperation with a wide range of stakeholders at the global, regional, and county levels.

## Management of the project

The work can be performed remotely with no travel required. Communication with the GICHD Programme Manager and Programme Officer can be conducted online.

## Deliverables

A maximum 15-page report that can inform the 2023-26 GICHD Strategy midterm review. The report must adhere to the table of contents provided by the Centre.

**The consultant(s) 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

Bids should be submitted before the time and date specified earlier and consultants should provide the minimum information and supporting documents in addition to the criteria detailed below:

- Updated resume
- Examples of previous relevant work
- Two references

### **Proposals**

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

The Consultant may propose to work individually or in conjunction with other Consultants as a part of a joint offer.

### **Availability**

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

### **Pricing**

The budget template below is indicative, feel free to add rows as you deem required. Note, the consultant(s) shall only provide the cost of his / her / 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.

<b>Services</b>	<b>Days/Units</b>	<b>Rate in CHF</b>	<b>Total</b>
<b>Country based daily fees</b>			
<b>Other costs (estimates)</b>			
<b>Total</b>			

*End*