

# 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 services described below as per requirements set out in this request for offers.

The GICHD works towards reducing risk to communities caused by explosive ordnance, with a focus on landmines, cluster munitions and ammunition stockpiles. The Centre helps develop and professionalise the sector for the benefit of its partners: national and local authorities, donors, the United Nations, other international and regional organisations, non-governmental organisations, commercial companies and academia. It does so by combining four lines of service: field support focused on advice and training, multilateral work focused on norms and standards, research and development focused on cutting-edge solutions, and facilitating dialogue and cooperation.

The GICHD has been actively supporting Ukraine since 2012 and has been delivering a broad package of upstream support from its headquarters in Geneva since 2014. Over the past decade the GICHD has continued to cultivate formal and informal partnerships with a range of national, regional, and international partners, and has actively supported the Ukrainian Government with the formalisation of its humanitarian mine action operations.

Data privacy considerations: By expressing their interest and submitting a complete file, consultancy entities explicitly consent that the necessary information contained in the submission documents will be used to process the application. Consultancy entities 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 consultancy entities 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](#).

The GICHD seeks to promote gender balance and diversity among staff and consultants.

Successful Bidders will be contacted to discuss specific contractual matters following the deadline for submissions.

**Reference number:** RFO/2024/LOR03

**Project number:** 94006

**Posting date:** 20 November 2024

**Deadline for submission of the Request for Quotation form:** 05 December 2024, 23:59, Geneva Time.

**Country of deployment:** Ukraine

**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) and [ukraine@gichd.org](mailto:ukraine@gichd.org)

## Scope of work

The GICHD is implementing a project focused on assessing and strengthening the capacity of selected Ukrainian commercial and non-profit demining organisations to implement humanitarian demining activities in Ukraine. The project consists of two parts: 1) a capacity gap assessment of accredited national non-profit and commercial demining operators based on their organisational structure, business acumen and technical expertise, and 2) provision of targeted training support to selected operators to help them qualify for competitive bidding processes for international donor funds.

The GICHD seeks the services of a consultant for the design and implementation of a comprehensive capacity gap assessment (part 1) of the national demining sector in Ukraine focusing on each operator's:

1. Organisational structure, management and governance
2. Organisation's mission, vision and strategy; code of conduct
3. Internal financial procedures, policies and controls
4. Regulatory compliance
5. Safeguarding and operational safety
6. Risk management
7. Insurance
8. Administrative capacity (e.g. operational policies, procedures and systems; documented procurement process; fixed-asset control systems)
9. HR practices (including GDEI considerations)
10. Donor relations and partnership management capacity
11. Programme/project management capacity (e.g. results-based management system, staff qualifications, training requirements, availability and implementation of standard operating procedures, internal quality control mechanisms, equipment, information management)\*

\*Note that all participating organisations will have already received accreditation by the Ukrainian national mine action authorities. Hence, this assessment does not involve an in-depth analysis of their technical-operational capacity. The above-mentioned criteria are indicative. The successful Bidder will discuss further details on the above point with GICHD during the inception phase.

All national non-profit and commercial demining operators accredited by 01 October 2024 are eligible to partake in the capacity assessment, however, their participation is ultimately voluntary. As such, up to approx. 40 organisations may participate in the assessment. GICHD will facilitate outreach.

### **Deliverables will include:**

- Project inception report including methodology and scoring criteria for the capacity gap assessment
- Outreach and stakeholder engagement
- Data collection and analysis
- Final project report with recommendations for further training and capacity-building measures

**Bidder Language** – All bids 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. Service fees, value added taxes and any other costs should be included in the offer.

**Minimum experience** – The Bidder/Bidders’ team should have a minimum of ten (10) years demonstratable experience in conducting assessments of similar nature, preferably with previous experience working with international organisations/the non-profit sector. A demonstrable track record of working in Ukraine as well as a keen understanding of the Ukrainian legal and regulatory environment is required. Experience with the humanitarian mine action sector is an asset.

**Gender and diversity** – The GICHD seeks to promote gender and diversity, including opportunities for people from mine-affected countries.

## Delivery dates of the services

The mandate of the contract starts with the signing of the contract by both parties and covers the period from 01 February to 30 June 2025.

## Proposal submission

The Bidder shall provide a coherent, structured and clear offer in response to the request submitting the following elements:

1. Name of the consultant/company and its legal address.
2. A concise narrative offer showing professional capacity and experience to deliver specified services within required timeline including a list of services relevant to the subject of this solicitation that were provided to other clients.
3. CVs of key personnel.
4. Complete detailed price offer.
5. References from previous clients may be requested additionally.

## Pricing

The Bidder shall provide a detailed quote for the service and the number of days using the table below.

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>			

## Legal requirements

The selected Bidder is expected to enter into a contract with the GICHD. By applying to the tender, the applicant authorises the GICHD to use their personal information to administer the tender and for internal purpose only. The detailed information will not be passed onto other parties without obtaining the applicant's explicit written consent first.

## Evaluation of proposals

- The evaluation of proposals will consider the following elements:
- The ability to undertake the scope of the work and deliver requested services.
- Competitiveness of the offer.
- Proven and documented experience in delivering similar services.
- The GICHD may request additional information from the Bidders during the selection process and may request to receive references from other clients of the applicants.