

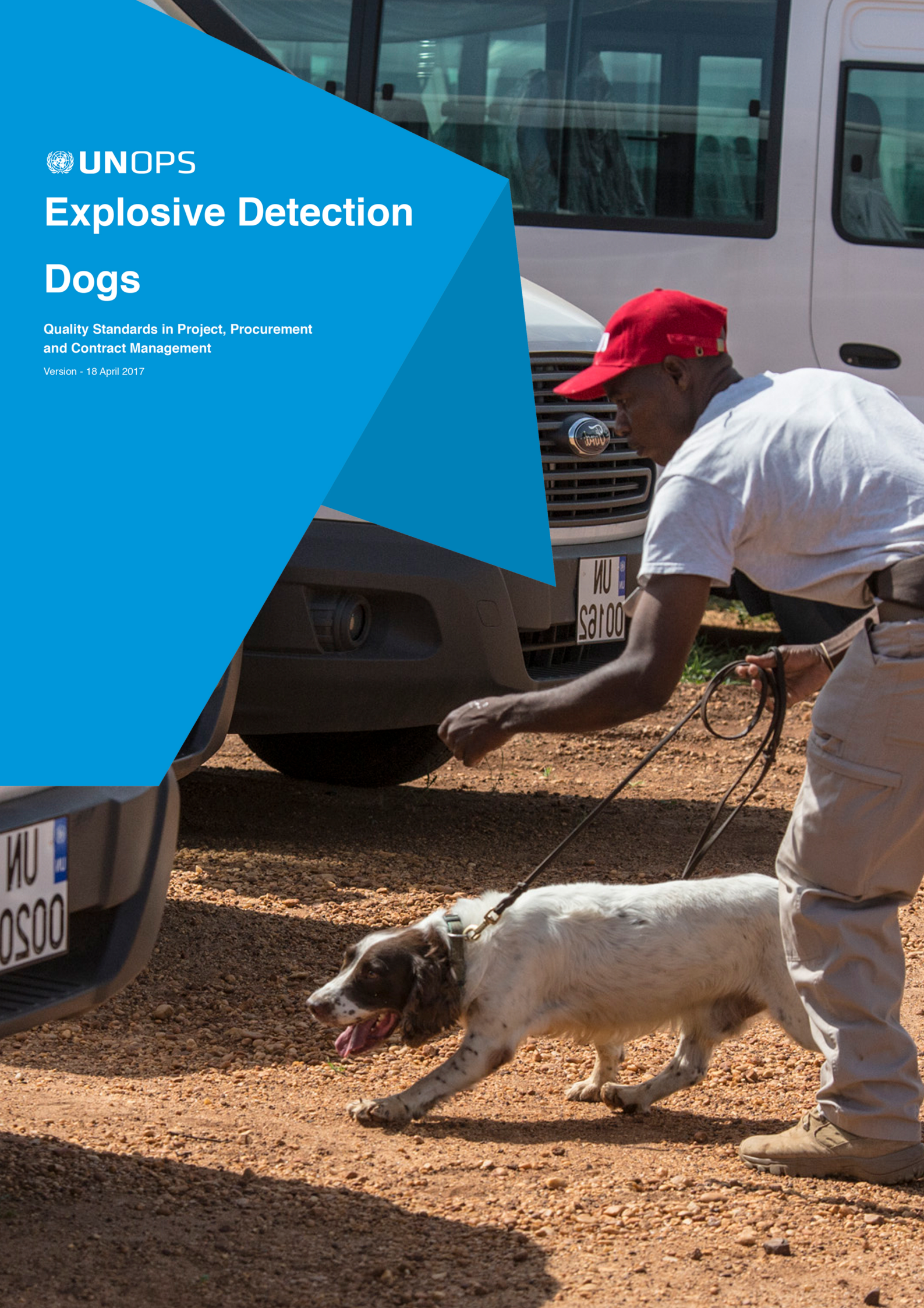


# Explosive Detection

## Dogs

Quality Standards in Project, Procurement  
and Contract Management

Version - 18 April 2017





# Table of Contents

<b>1. Introduction .....</b>	<b>1</b>
1.1 Relationship to ISO 9001 .....	1
<b>2. Terms, Definitions and Abbreviations .....</b>	<b>2</b>
<b>3. Project Assessment and Planning .....</b>	<b>3</b>
<b>4. Procurement and Contract Management .....</b>	<b>5</b>
4.1 Global Pre-Qualification .....	5
4.1.1 Pre-Qualification Stage 1 - Documentation Review .....	6
4.1.2 Pre-Qualification Stage 2 - Physical Review .....	6
4.2 Specific Solicitation Process .....	7
4.3 Evaluation Process and Contract Award .....	7
4.4 Contract Management.....	8
4.4.1 Documentation Review and Verification – SOPs, Reports and Training Records .....	8
4.4.2 Accreditation - General Principles .....	8
4.4.3 General Sampling Procedures .....	9
4.4.4 Pre-Deployment Assessment.....	9
4.4.5 Operational Readiness Inspection .....	10
4.4.6 Quality Control Assessments .....	11
<b>5. Liquidated Damages/Payments Withholding.....</b>	<b>11</b>
<b>6. Exceptions .....</b>	<b>12</b>
<b>7. Summary of Quality Management Process .....</b>	<b>12</b>
<b>8. Annexes .....</b>	<b>13</b>
ANNEX A.1: Global EDD Pre-Qualification Document Review (Stage 1) .....	13
ANNEX A.2: Global EDD Pre-Qualification Physical Review (Stage 2) .....	19
ANNEX B: EDD Assessment Compliance Requirements .....	21
1. Introduction .....	21
2. Scope .....	21
3. General Rules .....	21
1. Evaluation Area .....	21
2. Weather Conditions.....	21
3. Type of Explosive/Substance .....	21
4. Search Area .....	21
5. Search Technique During the Assessment .....	22
6. Search Break .....	22
7. Time Restrictions .....	22
8. Evaluation Forms .....	22
4. Assessment Procedures .....	22
4.1 General Conditions .....	22
4.2 Marking of Finds (Indication).....	23
4.3 Disqualification Situations .....	23



4.4 Pass Criteria .....	23
4.5 Failure Criteria .....	23
4.6 Procedures Upon Failure .....	23
5. Exercise Description and Items Benchmark .....	24
5.1 Exercise number: 1 VEHICLE - Search and Indication for Explosives Hidden in Transportation Means .....	24
5.2 Exercise number: 2 FACILITY - Search and Indication for Explosives Hidden Indoors.....	24
5.3 Exercise Number: 3 PERIMETERS - Search and Indication for Explosives Hidden Outdoors .....	25
5.4 Exercise number: 4 LUGGAGE/CARGO - Search and Indication for Explosives in Luggage/Objects Rows..	25
6. Technical Criteria.....	26
6.1 Substance List .....	26
ANNEX C: RFP Technical Evaluation Criteria.....	27

## 1. Introduction

The Explosive Detection Dog Quality Standard (EDD QS) provides a framework for quality management in Project, Procurement and Contract Management within the context of UNOPS implemented projects.

The term, Explosive Detection Dog (EDD), refers to a dog specifically trained to locate and correctly indicate, the presence of vaporised molecules of defined explosive substances<sup>1</sup>. EDDs are used in many different roles within security risk mitigating operations and, as such, complement an existing security framework. EDDs are well suited for activities such as, Entry Control Point (ECP) deployment (vehicle and luggage/cargo verification), facility security verification, open area verification and IED incident response.

EDD training and deployment are significantly different from those of Mine Detection Dogs (MDDs). EDDs target an “active threat,” which is the main reason why the prevention of “false indications” during assessment procedures is more important for EDDs than for MDDs. Additionally, EDDs operate in search areas where control of surroundings (environmental control) cannot always be achieved, which increases the demands on their ability to operate in different environments with disturbances, as well as on environmental stability.

There are a variety of security scenarios in which EDD Teams (EDDT) can be utilised. The UNOPS EDD QS is based on common principles that can be applied to EDD operations in multiple contexts, and therefore shall be considered a minimum benchmark when establishing operational procedures for deployment of EDDT. The main body of the standard sets out the minimum requirements for an EDD quality management system (QMS) and recognizes that EDDs are one element of an overall security framework. EDDs are meant to complement and not replace other security and threat mitigating measures, and as such, the relationship and interdependencies between different elements need to be examined and understood.

Furthermore, this document provides specifications and guidelines for managing quality aspects of EDDT services as a stand-alone project or an element of a larger programme. The content covers such areas as, project feasibility assessment, planning, appropriate resourcing, and understanding/managing quality requirements within the procurement processes and throughout the contract management phase.

### 1.1 Relationship to ISO 9001

The document draws on the principles and requirements set out in ISO 9001:2015; an international standard that specifies requirements for a quality management system (QMS). EDD operators are encouraged to consider the adoption of a formally certified system, such as ISO 9001, as part of their own management systems.

While it is not necessary to adopt ISO 9001, or other recognized QMS models to comply with this standard, there are several advantages in doing so, including:

- Benefiting from the body of experience and knowledge embodied in established standards gained from a multitude of industries and activities over many decades;
- Access to established templates, tools and principles;
- Access to a global advisory and training industry;
- Formal confirmation of the suitability and effectiveness of the QMS;

---

<sup>1</sup> A general list of required explosive groups, with specific examples, can be found in Annex B; the explosive groups can be amended to mission/area specific requirements.



- Simplified processes when bidding for many government contracts around the world;
- Confidence amongst managers in the quality and reliability of work being carried out by their own organisations; and
- Reduced risk of failure, mistake or nonconformity and the consequences arising from such events.

## 2. Terms, Definitions and Abbreviations

In this document, the words 'shall', 'should' and 'may' are used to indicate the intended degree of compliance. This use is consistent with the language used in ISO standards and guidelines:

- 'Shall' is used to indicate requirements, methods or specifications, which are to be applied to conform to the standard;
- 'Should' is used to indicate the preferred requirements, methods or specifications; and
- 'May' is used to indicate a possible method or course of action.

**EDD Assessor** refers to an officer appointed by the PSC Director with a mandate to conduct FA, PDA and ORI on behalf of the PSC Director (or his delegate – in the event one exists in field offices/programmes). An EDD Assessor grants Operational and Provisional Operational Accreditation to EDDTs and makes recommendations to the PSC Director on whether an EDD Organisation should be granted Pre-Qualification status.

**Explosive Detection Dog (EDD)** refers to a dog specifically trained to locate and correctly indicate the presence of vaporised molecules of defined explosive substances<sup>2</sup>.

**EDD Bid Evaluation Panel** refers to a panel approved by the PSC Director responsible for the evaluation of bids in response to a specific tender process, Invitation to bid (ITB) or Request for Proposal (RFP).

**EDD Organisation** refers to any organisation (government, NGO or commercial entity) responsible for deploying EDDs on assigned tasks.

**EDD OPS/QA Officer** refers to a specifically trained officer with a mandate to conduct QA/QC-assessments. An EDD OPS/QA Officer works as part of programme/project structures he/she is assigned to and under the technical guidance of the EDD Assessor.

**EDD Team (EDDT)** refers to one (1) qualified EDD-handler and two (2) specific EDDs.

**Feasibility Assessment (FA)** refers to the initial analysis of a security threat, geographical area of operation, existing security framework, funding, suitability and capacity to implement EDDs, and other elements that will assist in deciding whether engaging in, developing and implementing EDD projects is worth pursuing.

**Global EDD Advisor** refers to an EDD Assessor specially appointed by and reporting to the PSC Director with a mandate to conduct FA, PDA and ORI. The Global EDD Advisor coordinates and technically supervises EDD Assessors and makes recommendations to the PSC Director on Requests for Exception.

**Global Pre-Qualification Assessment** refers to a two-stage review process, leading to the establishment of a short-list of eligible organisations to be invited to bid.

---

<sup>2</sup> A general list of required explosive groups, with specific examples, can be found in Annex B; the explosive groups can be amended to mission/area specific requirements.

**Global Pre-Qualification Award** refers to the formal notification from UNOPS that the EDD Organisation is globally Pre-Qualified after successfully passing the two-stage review process conducted by an EDD Pre-Qualification Board.

**Global Pre-Qualification Board** refers to a team appointed by the UNOPS Peace and Security Cluster (PSC) Director tasked to carry out the two-stage reviews of EDD Organisations applying for UNOPS Global Pre-Qualification.

**Globally Pre-Qualified EDD Organisation** refers to an organisation that has obtained pre-qualified status in one or more of the UNOPS EDD activity areas. A Globally Pre-Qualified EDD Organisation may be granted Organisational Accreditation unless this would be inconsistent with the locally specific NTSGs.

**Notice for Global Pre-qualification** refers to the solicitation document issued by UNOPS initiating the Pre-Qualification process.

**Operational Accreditation** refers to permission for a specific EDDT to be operationally deployed in a specific country/territory; operational accreditation is a result of ORI and will be revalidated through periodic Quality Assurance (QA) and Quality Control assessments (QC). Already granted Operational Accreditation can be extended to cover deployment in other UNOPS managed EDD contracts during the six (6) months' validity period.

**Operational Readiness Inspection (ORI)** refers to the verification of all contractual requirements, including the Operational Assessment Test of EDDTs after contractor's teams have deployed to a country/territory of operation.

**Organisational Accreditation** typically refers to permission for an EDD Organisation to operate in a specific country. Organisational Accreditation is a result of a country specific process governed by National Technical Standards and Guidelines (NTSGs), and hence, applicable to a specific country/territory.

**Pre-Deployment Assessment (PDA)** refers to the initial assessment of EDDTs of a Non-Pre-Qualified EDD organisation, before they are deployed into a country/territory of operation.

**Provisional Operational Accreditation** refers to a temporary permission for specific EDDTs to be operationally deployed, typically for a period of one month awaiting ORI, in emergency situations.

**Quality Control Assessment (QC)** refers to periodic assessments confirming that contractors are maintaining the minimum required operational standard.

**Search Category** refers to the assigned area for the EDDT to verify. There are five (5) different main types of search activities carried out by EDDTs which include: Vehicle, Facility, Perimeter and Luggage/Cargo and Other (e.g. Aircrafts etc.).

### 3. Project Assessment and Planning

Prior to considering any implementation steps, a project feasibility assessment team is deployed to confirm the viability of EDD services in the proposed environment. The assessment team also evaluates the extent to which the proposed environment is fit-for-purpose and whether the EDD services are a cost-efficient security threat-mitigating measure. Typically, the assessment team will consist of two (2) officers, one of whom is an EDD Assessor, or his/her designated person.

Elements assessed during the project feasibility phase feed into a more detailed project planning process and include the following:

- Security threat analysis – including country/regional aspects, as well as in relation to specific working areas, facilities, and tasks; existing security frameworks/structures need to be understood (e.g. the UN Designated Official (DO), Security Management Team, Security Cell, UNDSS, UN Agency Security Focal points, and Government (Police, Armed forces); and Geographical areas of operations (e.g. number/type of locations, size of operating space, movement within and between the operating areas, and proximity to significant locations (government, military, public buildings, etc.));
- Type of tasks/activities – including the ECP duty (vehicles, luggage/cargo), facility search, and perimeter search, etc.;
- Kennelling options – availability of suitable space at the future operating site and/or other locations where EDD providers may need to accommodate their EDDTs;
- Country regulations on import/customs, visas, work-permits, etc. – understanding basic provisions that govern movement of goods and people helps to better understand potential causes of delays and assists to plan realistic project timelines;
- Cultural aspects – some countries/cultures may have negative attitudes towards dogs and mitigation measures need to be considered;
- Understanding funding mechanisms – if not done already, confirm funding flow mechanisms, including project approval steps on the side of the fund source/donors; and
- Managing expectations – apart from understanding the context and scope of a potential project, the feasibility assessment team also raises stakeholder awareness of the expected capacity and known limitations of EDDs. The team manages expectations when it comes to project approval and timelines that will include the period from project signature/approval to deployment of EDD capabilities (definition of requirement, procurement, contract award and negotiation, pre-deployment assessment, etc.).

While conducting a Feasibility Assessment, the team should work closely with the security focal point of a requesting agency (i.e. UNDSS, Government, private company, NGOs, etc.), to identify the context-specific threats of a given environment and determine requisite responses.

The results of the Feasibility Assessment are then translated into several project plans and documents that explain project scope. These include:

- Project Description - explaining intended objectives, outputs/outcomes, beneficiaries, implementation methodology, etc.;
- Project budget – reflecting appropriate level of resources assigned to the project activities; in addition to the estimated costs of an EDD contractor, the project budget needs to consider costs of activities related to managing, monitoring, reporting, quality assurance/control, etc.;
- Stakeholder, Risk Management, and Communication plans; and
- Resource management plans such as personnel, procurement and contract management:
  - **Personnel** – expertise and qualification of personnel assigned to the project will be determined based on several criteria, including scope of EDD activities, whether the EDD project is part of a larger programme, or a stand-alone project, and roles and capabilities of project stakeholders, etc.
  - **Procurement and Contract Management** - one of the core elements of an EDD project is the selection and contracting of EDD providers. This involves collecting information during the feasibility assessment to ensure that the EDD service requirement is properly formulated and reflected in the solicitation, and subsequently, in the contract documents. Moreover, it ensures that there are several quality checks introduced throughout the procurement and contract management process, as explained further in the text.



Key roles/qualifications to ensuring a successful EDD service, are an EDD Assessor and EDD OPS/QA Officer:

- **EDD Assessor** - shall have a minimum of eight (8) years' experience as a trainer/instructor and assessor of Product Scent Detection Dogs in a recognised national/international organisation. The EDD Assessor is the focal point of the Pre-Qualification and Accreditation processes. She/he shall be familiar with UNOPS EDD QS and procedures for all EDDT accreditation assessments.
- **EDD OPS/QA Officer** - shall have a minimum of five (5) years' experience as a trainer/instructor and assessor of Product Scent Detection Dogs in a recognised national/international organisation. An EDD QA Officer shall be familiar with UNOPS EDD QS and procedures for all EDDT accreditation assessments.

## 4. Procurement and Contract Management

### 4.1 Global Pre-Qualification

Pre-Qualification is a formal method of assessing an organisation against a set of pre-determined criteria. Global EDD Pre-Qualification is not related to any specific solicitation process, but instead focuses on a general assessment of an organisations' operational and personnel capabilities and internal processes, including internal quality management and financial health.

As a default and once established, only globally Pre-Qualified EDD Organisations will be invited to bid/tender for a specific contract. Pre-Qualification ensures that solicitation documents are only extended to EDD Organisations with adequate capabilities and resources. In some circumstances, often depending on the individual contracting requirements, a tender may be open to a wider group of organisations (both pre-qualified and not pre-qualified). In such circumstances, pre-qualified companies will be waived from submitting background documentation that has already been assessed as part of the application for global pre-qualification. Should the solicitation document (ITB/RFP) be open to both pre-qualified and non-prequalified companies, a set of *Supplier pre-qualification and eligibility criteria* shall be stipulated in the ITB/RFP which shall be evaluated prior to technical and financial evaluation consistent with Section 8.7.1 of the [UNOPS Procurement Manual](#).

Pre-Qualification does not pre-determine which EDD Organisation will be awarded the contract. In all processes the contract will be awarded based on an evaluation of each EDD Organisation's formal, technical and financial proposal in line with the [UNOPS Procurement Manual](#).

To obtain Global EDD Pre-Qualification status, an organisation shall pass a two-stage review process conducted by an EDD Pre-Qualification Board:

- **Stage 1 – Documentation Review;** The EDD Organisation will be assessed on its legal/formal, financial, organisational, physical and technical capabilities. Passing Stage 1 is a pre-requisite to advancing to Stage 2.
- **Stage 2 – Physical Review;** The EDD Organisation will be assessed at their training facility where an EDD Assessor will evaluate the operational capacity and the ability of a sample EDDT, according to requirements outlined in Annex A.2 of this standard.

The Pre-Qualification of an EDD Organisation is valid for three (3) years from receipt of the Pre-Qualification Award from UNOPS. The Pre-Qualification of an EDD Organisation does not amount to Operational Accreditation.

#### **4.1.1 Pre-Qualification Stage 1 - Documentation Review**

To obtain Global EDD Pre-Qualification status, interested organisations shall demonstrate that they are legally compliant and financially sound. Furthermore, applying organisations shall prove that they possess the requisite technical, physical and personnel requirements.

The EDD Organisation applying for pre-qualification shall provide UNOPS with the required documentation outlined in *Annex A.1: Global EDD Pre-Qualification Document Review (Stage 1)*.

An EDD Pre-Qualification Board will review and evaluate the documentation provided by the EDD Organisation based on the criteria stipulated in *Annex A.1: Global EDD Pre-Qualification Document Review (Stage 1)*.

The EDD Pre-Qualification Board will provide a recommendation to the PSC Director on whether the submitting organisation meets all the requirements in *Stage 1: Document Review* and is therefore able to progress to *Stage 2: Physical Review*. The PSC Director will decide, taking into consideration the EDD Pre-Qualification Board's recommendations, whether the EDD Organisation will progress to the Physical Review step. The PSC Director will inform the EDD Organisation of his/her decision as soon as practicably possible.

In the event that an EDD Organisation does not gain approval from the PSC Director to progress to the Physical Review, the EDD Organisation will be able to re-apply for Pre-Qualification no sooner than six (6) months after the date of the Documentation Review Report.

Organisations will not be awarded Pre-Qualification status if they make any misleading or false representations in any submitted forms, statements or attachments.

#### **4.1.2 Pre-Qualification Stage 2 - Physical Review**

The Physical Review will occur as soon as practically possible after *Stage 1 - Documentation Review*. The timing of the Review will be finalised in consultation with the EDD Organisation. If, for any reason, the Physical Review does not take place within six (6) months of the Documentation Review, the EDD Organisation may be requested to re-submit some, or all, of the required documents in *Stage 1 - Document Review*.

The Physical Review will be conducted and evaluated according to procedures and criteria outlined in *Annex A.2 Global EDD Pre-Qualification Physical Review (Stage 2)*. Building on the results of the Documentation Review, the EDD Pre-Qualification Board will assess whether the EDD Organisation will be recommended for Pre-Qualification based on the result of the Physical Review. Immediately after the EDD Assessment Test occurs, which discusses the Physical Review and any following steps, a de-brief meeting will ensue on-site.

The PSC Director will decide, taking into consideration the EDD Pre-Qualification Board's recommendations, whether the EDD Organisation will gain Global EDD Pre-Qualification status. The PSC Director will inform the EDD Organisation of his/her decision as soon as practicably possible. An EDD Organisation that does not get approval from the PSC Director for Pre-Qualification following the Physical Review will be able to re-apply for the Physical Review no sooner than six (6) months after the date of notification of failure.

If the EDD Organisation is approved by the PSC Director for Global Pre-Qualification, it will be granted a Pre-Qualification Award confirming its Global EDD Pre-Qualification status.

## 4.2 Specific Solicitation Process

In the case of identification of a specific EDD requirement and as confirmed during the Project Feasibility Assessment, UNOPS will issue solicitation documents through an Invitation to Bid (ITB) or a Request for Proposal (RFP). Limited Competition extended only to EDD Pre-Qualified companies shall be the default type of competition. UNOPS reserves the right to launch an Open Competitive Process upon approval of the PSC Director (or appropriate Procurement Authority). For Open Competitive Processes, a solicitation-specific set of *supplier Pre-Qualification and eligibility criteria* shall be stipulated in the ITB/RFP which shall be evaluated prior to technical and financial evaluation consistent with Section 8.7.1 of the [UNOPS Procurement Manual](#).

Unless otherwise stipulated in the solicitation documents, Pre-Qualified EDD Organisations that are submitting a bid/tender are not required to re-submit documents provided during the Pre-Qualification process. The individual contract solicitation documents will specify, which documents are required.

The solicitation package shall include the RFP Instructions to Offerors, Evaluation Criteria, Schedule of Requirements, Contract Templates and other relevant procurement forms. Demonstrating that a proposed EDD capability meets the expected standard are particularly important and include documentation related to training procedures, comprehensive EDD Training Records, qualification of personnel, and internal Quality Management Systems (QMS) etc.

Provided Training Records will be rigorously evaluated and shall include authentic comprehensive details describing individual results, including shortcomings, lessons learned and corrective actions taken. It will also accurately reflect training and progression. Individual Training Records for each EDD shall, as a minimum outline:

- Exercises conducted
- Substances presented
- Correct indications
- False indications
- Missed items
- Problems identified
- Corrective actions

For more details on the Solicitation Process, please refer to the [UNOPS Procurement Manual Section 6](#).

## 4.3 Evaluation Process and Contract Award

The Technical Evaluation will be conducted and evaluated according to procedures and criteria outlined in *Annex C: RFP Technical Evaluation Criteria*. The EDD Evaluation Panel is appointed by the PSC Director in compliance with the UNOPS Procurement Manual, with an EDD Assessor assigned the role of Technical Expert.

For more details on the Evaluation Process, please refer to the [UNOPS Procurement Manual Section 8](#), Evaluation of Submissions.

Following the award after the review from the relevant Contracts and Property Committee (if applicable), the winning contractor shall be notified of the award and requested to sign the contract. A Letter of Intent may also be issued to the winning organisation prior to signing the contract.



## 4.4 Contract Management

A contract management plan will be put in place to monitor all contractual terms and conditions throughout the life-cycle of the contract; main elements of the contract management process are designed to ensure that the minimum expected level of quality of EDDTs are met and shall include the following:

- Review and Verification of Documentation - EDD Organisations' Standard Operating Procedures (EDD SOP), Weekly and Monthly Reports including Training Records and monitoring of EDD Organisations implemented internal QMS
- Accreditation Procedures
- Pre-Deployment Assessments (PDA)
- Operational Readiness Inspection (ORI)
- Quality Control Assessments
- Liquidated Damages and/or Payments Withholding

### 4.4.1 Documentation Review and Verification – SOPs, Reports and Training Records

UNOPS EDD QS procedures put the main emphasis on inspecting and verifying the quality of the EDD Organisation's internal Quality Management Systems. It also takes into consideration how these are implemented in practice. Progression Reports and comprehensive Training Records shall be included in the Monthly Report and shall be rigorously monitored.

### 4.4.2 Accreditation - General Principles

**Organisational Accreditation** is a documentation review procedure in which an EDD Organisation is formally recognised as competent and able to plan and manage EDD activities safely, effectively and efficiently. For most EDD contracts, organisational accreditation will be granted in line with the applicable NTSGs. Accreditation will be given to the in-country headquarters of an organisation for a finite duration, normally for a period of three (3) years, or as long as they remain operational or active. Organisational Accreditation may be issued as a result of a global Pre-Qualification procedure, unless this would be inconsistent with the locally specific NTSGs.

**Operational Accreditation** is a procedure by which a specific EDDT (one (1) handler and two (2) EDDs) is formally recognized as competent and able to carry out particular EDD activities. Operational accreditation shall refer to the capabilities required to carry out a particular activity, such as verification/search of a vehicle, facility, perimeter or luggage/cargo. The granting of such accreditation assumes that the composition of the EDDT (one (1) qualified handler and two (2) specific EDDs) and of the assigned tasks will not change beyond the scope or intention of the original operational accreditation. An EDDT cannot operate without Operational Accreditation granted to the specific EDDT (handler and two EDDs). Operational Accreditation is obtained as a result of passing the EDD Assessment Test during the ORI stage and is valid for six (6) months. Operational Accreditation is renewed during Quality Control-Assessments and is valid for a further six (6) months.

**Provisional Operational Accreditation** is an emergency procedure applicable for EDDTs, to be implemented solely in situations where it is obvious, including for security reasons, that ORI will not be able to occur before the start of the Operation Phase of the contract. Provisional accreditation is a temporary permission for a specific EDDT to be operationally deployed for a limited period (typically one month) while awaiting ORI in emergency situations. Provisional Operational Accreditation is a emergency procedure where ORI cannot be conducted and may, if necessary, be granted as a result of the Pre-Deployment Assessment (PDA) stage. PDA may not be conducted with the organisation is Prequalified.

#### 4.4.3 General Sampling Procedures

The initial PDA and ORI shall be conducted by an assigned UNOPS EDD Assessor on all EDDTs. This is to ensure that all EDDTs meet the outlined quality requirements. Periodic Quality Control assessments, will be conducted on an ad hoc basis.

General sampling procedures are as follows:

- EDD contracts with 1-10 EDDT - 100% assessment of the EDDT
- EDD contracts with 11 - 20 EDDT - 50% minimum sampling of EDDT
- EDD contracts with > 21 EDDT - 25% minimum sampling of EDDT

In the situation of any EDDT/s failing the sampling assessment, the sampling will be expanded according to the below formula:

- Number of failed EDDT x two (2) will give the number of additional teams to be re-assessed (to include teams that failed); e.g. three (3) failed EDDT x two (2) = sampling extended to six (6) EDDT (including teams that failed initial assessment);

In the event, more than 50% of the selected EDDTs fail the assessment, sampling procedures will be aborted and 100% of the EDD organisations EDDT will be assessed to ensure required quality standards are met.

An exception from the sampling procedure requirements pertains to organisations applying for Global EDD Pre-Qualification, Phase 2 Physical Review, where a minimum of three (3) EDDTs will be assessed regardless of the current capacity of the organisation. If the organisation has access to more EDDTs, present during the Physical Review, more EDDTs can be assessed at the discretion of the Pre-Qualification Board.

#### 4.4.4 Pre-Deployment Assessment

Pre-Deployment Assessment (PDA) is a testing and verification procedure that will typically take place after a contract has been awarded to a non-Pre-Qualified EDD Organisation. PDA can also take place before the contract award and as part of a due diligence measure as agreed by the Bid Evaluation Panel. PDA is conducted by a UNOPS EDD Assessor, at the EDD Organisations training facility (or another suitable location), according to procedures outlined in 4.4.2 and the EDD Assessment Compliance Requirements in Annex B of this document. PDA occurs prior to the EDDTs deployment to the country/territory of operation. The purpose of the PDA is to assess if the proposed EDDTs are suitable to be operationally deployed. It is at the EDD Assessor's discretion which, and how many of the exercises, will be conducted.

A decision, as to whether a PDA is conducted, will be made taking into account the contractor's deployment plan and the cost effectiveness of fielding such an assessment. In the event, it is decided to conduct a PDA, the contractor will be given a minimum of two (2) weeks' notice.

Following the PDA, the EDD Assessor will provide the EDD Organisation with a PDA Report which will:

- State whether the EDDTs will be recommended for deployment;
- Outline any flaws in the PDA; and
- Outline any steps that the EDD Assessor requires the EDD Organisation implement prior to deployment.

If an EDD Organisation does not gain approval from the PSC Director (or his/her delegate) for deployment, the EDD Organisation will not be deployed and the contract may be cancelled, unless several corrective measures are agreed giving grounds for another PDA attempt.

In emergency situations, a Provisional Accreditation may be awarded to the EDDTs that passed the PDA following a decision from the PSC Director. In the case that Provisional Accreditation is awarded to an EDDT, the accreditation is valid for a limited period (typically for up to one (1) month) after the start of the operation phase.

When a contract is awarded to a Pre-Qualified EDD Organisation, PDA will be waived, unless determined otherwise by the PSC Director, as such an organisation would have already passed the *Stage 2 - Physical Review*, as a part of the Global Pre-Qualification process.

#### **4.4.5 Operational Readiness Inspection**

All EDD Organisations, regardless of whether they are pre-qualified or not, will be subject to an Operational Readiness Inspection (ORI) which will, if successfully passed, result in Operational Accreditation of deployed EDDTs. An ORI assesses the operational capacity of an EDD Organisation and ensures the fulfilment of contractual agreements including staff, equipment, leave-rotations, work-plans, accommodation and kennel facilities etc.

The Operational Assessment test included in ORI will be conducted by an EDD Assessor according to the EDD Assessment Compliance Requirements as outlined in Annex B. When applying for the Operational Assessment test (accreditation), the EDD Organisation shall submit signed Internal Accreditation forms for each EDDT proposed for assessment ensuring that the EDDTs have passed the Internal Accreditation requirements meeting outlined in this standard.

ORI shall be conducted prior to start of the Operational Phase of the contract.

All deployed EDDTs will be assessed according to procedures outlined in 4.4.2 of this document, in one (1), or all the Search Categories specified by the Terms of Reference (ToR) in the EDD Organisation's contract. If an EDDT passes the assessment, it is awarded Operational Accreditation which is valid for six (6) months.

If an EDDT fails the Operational Assessment test, that EDDT will not be able to operate. However, the EDDT will be given the opportunity to be re-tested:

- After seven (7) days, if the second is failed
- After thirty (30) days, if the third test is failed
- After six (6) months

Liquidated Damages may be applied, as stated in section 6.3, if a team is unable to be operational in accordance with contractual timelines, as a result of a failed assessment test.

If a Pre-Qualified EDD Organisation has over 50% of its EDDTs fail the Operational Assessment test, the Pre-Qualified EDD Organisation will have its Pre-Qualification status suspended. If a Pre-Qualified EDD Organisation has their Pre-Qualified status suspended, it will not be considered a Pre-Qualified EDD Organisation until the EDD Pre-Qualification Board is satisfied it is suitable to be reinstated. The EDD Organisation will be required to re-submit relevant documentation as advised by the EDD Pre-Qualification Board and may have to undergo the *Phase 2 - Physical Review* again.



If an EDD Organisation requires an additional EDDT to be accredited outside of the ORI or QC assessments, additional costs incurred by UNOPS will be paid by the EDD Organisation.

#### **4.4.6 Quality Control Assessments**

Every EDDT shall have Operational Accreditation to operate. If an EDDTs Operational Accreditation is about to expire, that EDDT shall be assessed during the QC assessment if it wishes to continue operations. When applying for the Operational Assessment test (accreditation), the EDD Organisation shall submit signed forms, for each proposed EDDT, ensuring EDDTs have passed the internal accreditation meeting requirements outlined in this standard.

The QC assessment will be conducted by an EDD Assessor or an EDD OPS/QA Officer according to the EDD Assessment Guidelines outlined in Annex B of this document.

Not all the Search Categories need to be assessed during a QC assessment. The EDD Assessor or EDD OPS/QA Officer has the discretion to choose how many Search Categories are assessed.

QC assessments will be conducted, following sampling procedures outlined in 4.4.3, and the outcome of the assessment will be compared to submitted Training Records ensuring recorded operational capacity corresponds to the assessment results.

If the assessed EDDT passes the QC, all the EDD Organisations deployed EDDTs will be awarded Operational Accreditation, valid for another six (6) months.

If an EDDT fails the QC Assessment test, extended sampling as outlined in 4.4.3 of this standard will be implemented, and the failed EDDT will be given the opportunity to be re-tested:

- After seven (7) days, if the second is failed
- After thirty (30) days, if the third test is failed
- After six (6) months

Liquidated Damages may be applied, as stated in Section 5, if a team is unable to be operational because of a failed accreditation test.

If a Pre-Qualified EDD Organisation has over 50% of its EDD Teams fail the QC process and cannot be granted renewed Operational Accreditation, the Pre-Qualified EDD Organisation will have its Pre-Qualification status suspended. If a Pre-Qualified EDD Organisation has their Pre-Qualified status suspended, it will not be considered a Pre-Qualified EDD Organisation until the EDD Board is satisfied it is suitable to be reinstated. The EDD Organisation will be required to re-submit relevant documentation as advised by the EDD Board and may have to undergo the *Stage 2 - Physical Review* again.

Based on the advice from EDD Assessor, the PSC Director has the discretion to waive the need to assess EDDTs if the EDD Organisation has consistently shown good performance.

## **5. Liquidated Damages/Payments Withholding**

If an EDDT fails to be granted Operational Accreditation, and as a result is unable to deliver the contracted services, liquidated damages may be applied to the EDD Organisation.

Details about Liquidated Damages and how they will be applied in each contract will be stipulated in the Contract for Services.

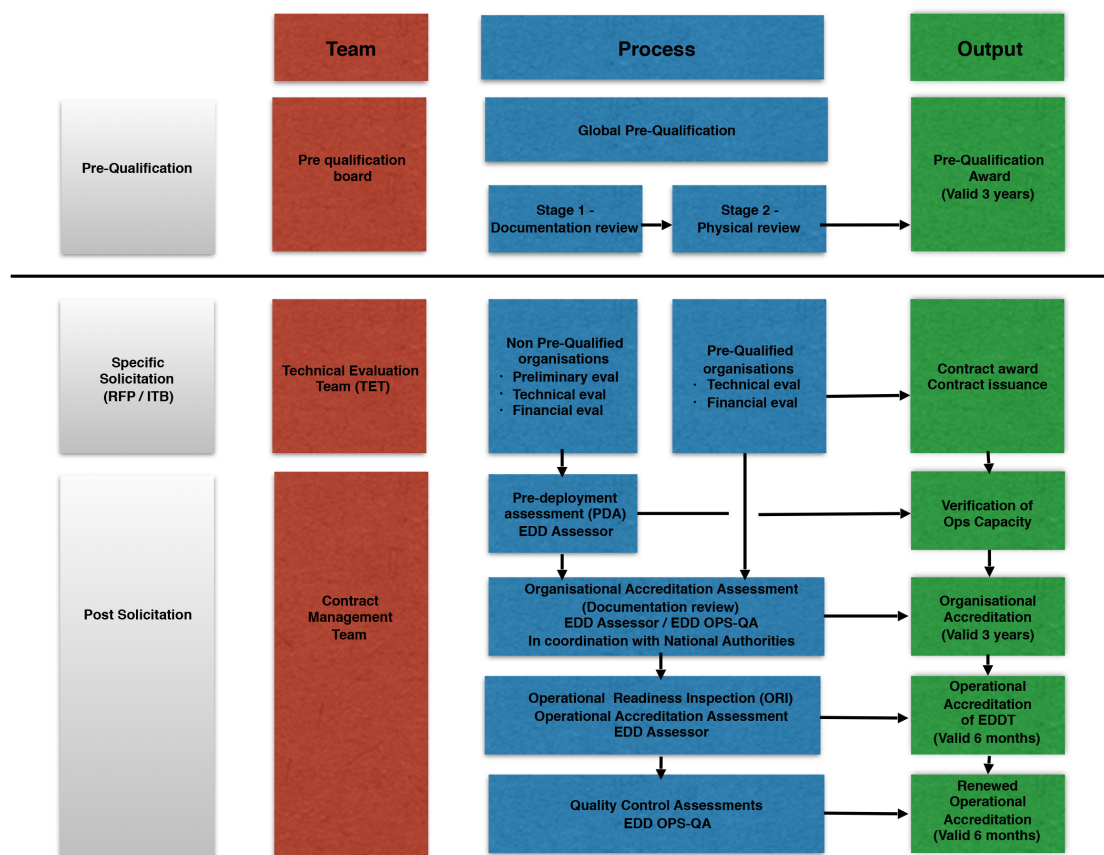
It is likely that the RFP/ITB will require the EDD Organisation to provide an irrevocable and unconditional, on-demand bank guarantee for performance for a specified amount. The bank guarantee shall be provided by the EDD Organisation to UNOPS prior to the execution of the contract.

## 6. Exceptions

In exceptional situations, procedures outlined in this EDD QS may be waived upon approval of the PSC Director following a thorough risk evaluation process. To obtain approval of exceptions, the Programme Manager/Chief of Operations supported by EDD technical experts for the individual programme shall prepare a Request for Exception to be submitted to the PSC Director who will make the final determination. PSC Director may seek advice from stakeholders including the Global EDD Advisor. The Request for Exception shall include a comprehensive background of the case, justifications for exception, which covers political, administrative/contractual and operational consequences of the proposed exceptions, and proposed timelines to address identified shortcomings to be rectified.

## 7. Summary of Quality Management Process

The flowchart presented below outlines the different stages of the Quality Management process, including responsibilities and expected outcome.



## 8. Annexes

- ANNEX A.1: Global EDD Pre-Qualification Document Review (Stage 1)  
 ANNEX A.2: Global EDD Pre-Qualification Physical Review (Stage 2)  
 ANNEX B: EDD Assessment Compliance Requirements  
 ANNEX C: RFP Technical Evaluation Criteria

### ANNEX A.1: Global EDD Pre-Qualification Document Review (Stage 1)

#### Annex A.1 GLOBAL EDD PRE-QUALIFICATION STAGE 1: DOCUMENT REVIEW

The EDD Organisation will be assessed on its legal/formal, financial, organisational, physical and technical capabilities.

Stage 1: Document Review Part 1 (Pass or Fail) Interested Companies <i>must pass all</i> the below requirements to advance to the next stage of the process.			
I.	Formal/Legal Requirements	Documents Required/ Criteria for Passing	Pass or Fail
1	Shall be a registered national or international entity	Company Registration	
2	Shall submit a written power of attorney of the signatory of the documents on behalf of the firm or consortium	Written Confirmation	
3	Shall provide proof that it does not have any pending disputes or litigation	Written Confirmation; UNOPS No Adverse action form	
4	Proven capability to comply with requisite insurance as per tender requirements. This includes but is not limited to professional indemnity insurance, death and injury coverage.	Proof of coverage/ insurance policies for on-going contracts or previous contracts within the last two years (indemnity insurance, death and injury coverage).	
5	Shall confirm agreement with the UNOPS General Conditions of Contract	Written Confirmation	
6	Shall confirm adherence principles of the United Nations Global Compact	Written Confirmation	
7	EDD Organisation is not included in: i. the Ineligibility List, that aggregates information disclosed by UNOPS and other Agencies, Funds or Programs of the UN System; ii. UN/PD's suspended and removed vendors list; iii. the Consolidated United Nations Security Council Sanctions List, including the 1267/1989 list; iv. the World Bank's ineligibility lists	Written Confirmation	



## II. Financial Requirements

1	Shall have the capacity to maintain a sufficiently sound financial position to ensure that it can meet commitments under a contract and meet debts, as and when they fall due	Financial Statements for the past two (2) years with a cover indicating Liquidity/ Quick Ratio of one (1) OR higher signed by a Certified Public Accountant OR evidence of access to lines of credit and availability of other financial resources in support of potential contracts	
---	---	--	--

## III. Organisational Requirements

1	The EDD Organisation must own at least six (6) EDDs	Copy of Passports and Training Records of at least six (6) EDDs	
---	---	---	--

## IV. Physical Requirements

1	Shall have access to a training facility with access to relevant training areas	Proof of access to training facilities (i.e. Photos, agreement with facility owners, document proving ownership/lease of facilities)	
2	License/Approval from Government Authorities to purchase and store explosives	Document showing approval from appropriate authorities to purchase and store explosives	

### Stage 1: Document Review Part 2 (70 points passing)

EDD Organisations will be asked to submit the relevant documentation and will be rated accordingly. Only those meeting the 70% threshold will advance to Stage 2 - Physical Review.

Technical Qualification		Score
1	<p><b>Experience and Past Performance in providing commercial EDD Services</b></p> <p>Provide a description of the organisation's relevant experience in providing commercial EDD Services within the <b>last three (3) years</b>. The information provided should be in a tabular format, including Employer, Country, Value of Contracts, Achievements and Client Contact Information. Provide evidence of satisfactory performance including but not limited to at least three (3) client reference letters for EDD Services contracts outside of UNOPS/UNMAS. Organisations with less than three (3) years of experience in providing commercial EDD Services must provide CVs of key staff with full details on previous experience in EDD Services and size of EDD Capacity managed. The CVs must include contact details of at least three (3) references.</p>	10
2	<p><b>EDD Standard Operating Procedures (SOP)</b></p> <p>Provide a copy of the organisations SOPs. SOP must demonstrate operational procedures, dog selection procedures, internal QA/QC, kennelling/ animal welfare procedures, maintenance training requirements, sustainability &amp; gender considerations, substance storage, prevention of cross contamination.</p>	40

Operational procedures for all Search Categories	<p>SOPs must cover relevant procedures to:</p> <ul style="list-style-type: none"> <li>• Ensure the on-going safety of all staff, members of the public and the EDD</li> <li>• Ensure the security of the property being searched</li> <li>• Ensure full coverage of the Search Area</li> <li>• Ensure correct procedures of indication (shall be passive indication; and the EDD shall not scratch or physically manipulate the scent source or environment where scent source is placed)</li> <li>• Ensure correct procedures of actions upon indication</li> </ul>
Substance handling/storage procedures	<p>SOPs must cover relevant procedures to:</p> <ul style="list-style-type: none"> <li>• Ensure prevention of contamination of training substances.</li> <li>• Ensure implementation of efficient replacement programme for managing training aids</li> <li>• Ensure each substance is stored in an air tight container and each substance is stored separately</li> <li>• Ensure implementation of efficient procedures for handling substances during training</li> <li>• Ensure that the substances used in training are those contained in the Substances list in the EDD Assessment Compliance Requirements stipulated in the EDD Standards.</li> </ul>
Dog health care	Must meet the requirements outlined in IMAS 09.44.
Kennelling procedures	Must meet the requirements outlined in IMAS 09.44.

	Internal QA procedures	<p>SOP must cover Internal QA/QC procedures in place, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Procedures to ensure that all internal QA/QC processes are followed</li> <li>• Procedures to ensure that the internal QA/QC processes are documented</li> <li>• Procedures to ensure that an internal QA/QC process is carried out at least every quarter</li> <li>• Procedures to ensure that training records are relevant and updated</li> </ul>	
	Record Keeping and Reporting Procedures	<p>SOP must cover Record Keeping and Reporting Procedures to ensure that Logbooks are maintained for all EDDs deployed and that all Logbooks are updated daily by the EDD Team Leader/Supervisor or handler. Log books are to record details of daily operations/progression, including:</p> <ul style="list-style-type: none"> <li>• Daily health checks;</li> <li>• Comments on the work carried out that day and on the EDD's performance;</li> <li>• Disease, sickness or injury to the EDD, including any comments made by a veterinarian; and</li> <li>• Any other matters of relevance that may affect an EDD's health or performance.</li> </ul>	
	3 Training Procedures and Manuals	Organisations must submit their comprehensive Training Procedures covering all aspects of training, from initial training to the operational product.	15
	Scent imprinting procedures	Organisations must submit their procedures/policies in place to ensure that the training procedures prevent unwanted imprinting.	



4	Comprehensive Dog Records and Training Records for at least 6 (six) EDDs	Must include authentic comprehensive details describing exercises including shortcomings, lessons learned and corrective actions taken.	20
		Must accurately reflect actual training and progression	
		Any problems in training must be captured in the records including any follow up actions required and the result of those actions	
		Passports, internal health records and veterinarian certificates	
		Inoculations and Health Examination	
5	CVs of all in-house trainers	Trainer must have documented experience in product scent detection training. Copies of relevant certificates with dates of completion on the letterhead of the issuing body must be submitted.	10
6	Personnel Development and Knowledge Management	Provide documentation on your organisation's strategy to Personnel Development and Knowledge Management. Documentation must demonstrate how training needs of staff are addressed and dog handler's skills are developed. Appropriate procedures in place for transferring trainer and handler's abilities shall be rated accordingly.	5

## ANNEX A.2: Global EDD Pre-Qualification Physical Review (Stage 2)

### ANNEX A.2 GLOBAL EDD PRE-QUALIFICATION PHYSICAL REVIEW: STAGE 2

The EDD Organisation will be assessed at their training facility where an EDD Assessor will evaluate the operational capacity and the ability of a selection of EDD Teams.

The EDD Organisation must score 70% or higher in the Physical Review Stage to be granted EDD Pre-Qualification status.

Pre-requisite: Companies must pass the Pre-Qualification Stage 1 - Document Review before advancing to Stage 2 - Physical Review.

During Physical Review, UNOPS reserves the right to verify if all the items listed in the Stage 1 - Document Review are duly fulfilled.

Criteria	Description/ Guide Questions	Rating Guide	Score
Operational capacity	A sample of the present EDDT (minimum three (3) EDDT) will be assessed according to procedures outlined in <i>UNOPS EDD Assessment Compliance Requirements</i> . The assessed EDDT must prove that the contractor has the required capacity to train several EDDT to pass the assessment. During Stage 2, exercises will be selected at the discretion of the EDD Assessor. If feasible, the EDD Assessor will bring target-substances (scent signatures) to be used during the assessment. If not feasible, the contractor will provide target substances.	The EDD Assessor will evaluate a minimum of three (3) EDDTs (each team consisting of one (1) Handler and two (2) EDDs). To score the full 40 points for this criterion, a minimum of three (3) EDDTs must pass the test by correctly following procedures outlined in the respective EDD organisation's SOP, and correctly indicating 100% of the presented targets, without reporting any false indications. Any observed failures/ shortcomings during the assessment will result in a deduction of the final/total scoring for this criterion. The points to be deducted will be determined by the category of unwanted behaviour and how this affects safety.	40
Procurement/ Selection of dogs	What procedures are implemented to ensure procured/selected dogs have the required mental abilities/"drives" for training to EDD service? How is environmental capacity evaluated? How is mental stability (lack of fear) evaluated?	The EDD Provider must present (written or verbal) their evaluation procedures outlining requirements during evaluation/ selection of dogs.	20

Substance storage/handling	What procedures are implemented to prevent contamination of training aids? How is storage arranged? Is there a replacement program implemented? What types of training aids are used? How do you ensure a sufficient supply of training substances?	The EDD provider must physically show storage facilities and present storage procedures ensuring to meet requirements	10
Kennelling	Does the kennel facility meet requirements outlined in IMAS 09.44?	The EDD provider must physically present the kennel arrangements meeting standards outlined in IMAS 09.44 at the training facility for review and assessment by the EDD Assessor	10
Training procedures	Are the training procedures uniformed or individually developed for each dog in training? How is internal QA implemented and documented? Is there an internal accreditation process prior to operational deployment? Is there an EDD Handler course? How is pairing arranged prior to deployment?	The EDD providers must present implemented training manuals/ curriculums/procedures in a manner that is consistent with EDD Standards.	10
Veterinarian procedures	How are veterinarian procedures/animal health care implemented and recorded?	The EDD provider must present comprehensive EDD records outlining all veterinarian and animal health care documentation.	10

## **ANNEX B: EDD Assessment Compliance Requirements**

These EDD Assessment Guidelines apply to all assessments, during organisational and operational accreditations.

### **1. Introduction**

Explosive Detection Dogs (EDD) can be used in many different roles within risk mitigating operations. They are to be a complement to existing security frameworks. As such, they are well suited for activities such as Entry Control Points (ECP) search, luggage\cargo verifications, facility security screening, IED incident response and support to military operations etc.

There are a variety of security scenarios in which EDD teams can be utilized. The EDD Assessment Compliance Requirements are based on common principles that can be applied to all EDD operations, and therefore, must be considered when establishing operational procedures for deployment of EDD teams.

### **2. Scope**

These EDD Assessment Compliance requirements provide specifications and guidelines for the assessment procedures and criteria.

### **3. General Rules**

#### **1. Evaluation Area**

All EDD Assessments will be carried out at an UNMAS/UNOPS approved site/area/facility following guidelines detailed in the Guidelines for Assessment Tests.

#### **2. Weather Conditions**

EDD Assessments will only be carried out if the weather is similar to the conditions in which the EDD Organisation would normally operate a EDD. Guidelines on the weather the EDD Organisation will operate in will be outlined in the EDD Organisation's SOP. If the weather is such that the EDD Organisation would not use the EDD, the evaluation will be postponed until the weather conditions improve.

#### **3. Type of Explosive/Substance**

The EDD Assessment will be conducted using reliable, controlled/verified samples of live explosives and/or scent signatures detailed in the "Substance List" of the Guidelines for Assessment Tests.

#### **4. Search Area**

Search areas for an assessment will be at the discretion of the EDD Assessor to be decided in consultation with the EDD Organisation.

Search areas for Operational Accreditation and QC Assessments shall reflect the TOR of the awarded contract. The EDD Assessor or the EDD QA Officer in the case of QC, will have



discretion over how many of the search areas in the TOR are used in the Assessment. All the areas outlined in the TOR will be used in the Operational Accreditation.

Each assigned search area will contain from zero (0) to six (6) hides of explosives/substances according to the Substance List in the Guidelines for Assessment Tests.

## **5. Search Technique During the Assessment**

The assigned Search Area must be cleared from of all explosive substances, in accordance with the SOP of the EDD Organisation, to be evaluated. The Assessor should pay special attention to that the EDDT have 100% coverage of the assigned search area.

## **6. Search Break**

The handler may ask for a search break at any time during an Assessment. A break may be required because of a provisional lapse or the dog or the handler needs to drink water.

## **7. Time Restrictions**

Time restrictions will be decided by the EDD Assessor or EDD QA Officer depending on the size and type of search area assigned.

## **8. Evaluation Forms**

An example of the evaluation form will be made available to all organisations prior to the evaluation period.

# **4. Assessment Procedures**

## **4.1 General Conditions**

Assessment shall be conducted by an EDD Assessor or EDD OPS/QA Officer contracted by UNOPS according to authorities outlined in UNOPS EDD QS 2, "Terms, Definitions and Abbreviations."

An EDD Team (EDDT) consists of one (1) handler and two (2) EDDs, unless the contract specifies EDDTs consisting of one (1) EDD handler and one (1) EDD.

Prior to requesting operational accreditation assessment of EDDTs, the EDD organisation being evaluated shall conduct an internal QA of the EDDTs, ensuring all EDDTs meet the requirements for passing assessment as outlined in the EDD QS. The internal QA shall be documented on an Internal QA form and signed by the Kennel Master/Programme Manager/Chief Instructor. The Internal QA form shall be attached to the request for accreditation assessment.

The Programme Manager or the Senior Handler of the EDD Organisation being evaluated has the right to be present during the Assessment if desired. If the Programme Manager or Senior Handler is undertaking the Assessment as an EDD Handler, he/she has the right to be the first EDD team evaluated. The Programme Manager or Senior Handler may observe assessment of the remaining EDD teams afterwards.

The EDD handler has the right to observe the assigned Search Area prior to the Assessment.

The Assessment will be conducted in controlled circumstances. The EDD handler shall at any time follow instructions given by the EDD Assessor/EDD OPS/QA Officer. The exercise starts and ends on the command of the EDD Assessor/EDD OPS/QA Officer. The

Assessment can be performed both with the EDD on and off leash, depending on procedures outlined in the EDD organisations accredited SOP.

The dog must be in good health/physical condition and must be silent during the exercises.

Commands shall be given to the dog in normal tone (verbal correction is not allowed).

#### **4.2 Marking of Finds (Indication)**

The EDD must passively indicate presence of explosive substances.

**Passive Indication:** a static and silent indication without leaving the indicated source. When the presence of an explosive substance is indicated by the EDD and the handler reports the indication as correct to the Assessor, the Assessor will exclude a relevant area surrounding the reported indication. The handler can then recommence the search. The Assessor will not confirm whether the indication is correct.

#### **4.3 Disqualification Situations**

- The dog shows uncontrolled submissive or aggressive behaviour;
- The dog handler is not able to control the dog during the Assessment;
- Threatening commands, intimidating behaviour or physical punishment is used;
- Reinforcing items are used;
- The dog handler does not follow the instructions of the EDD Assessor or EDD QA Officer;
- The dog shows uncontrollable barking (loud/high sounds);
- Spike collars or e-collars are used;
- Assessment rules or animal right are violated; and
- Suspicion of fraud in collar use (e.g. rubber band, hidden spikes).

#### **4.4 Pass Criteria**

- The EDD Organisation's SOP is followed correctly;
- 100% indication of all explosive hides per EDD; and
- No false indications are reported by the handler.

#### **4.5 Failure Criteria**

- Less than 100% of all the explosive hides indicated per EDD;
- False indications are reported by the handler;
- The EDD scratches or physically manipulates the scent source; and
- The EDD actively/intentionally manipulates/damages the environment (operational contact allowed).

#### **4.6 Procedures Upon Failure**

If an EDD Team fails to pass an operational accreditation or QC Assessment, the EDD Team will be re-tested after seven (7) days. If an EDD Team fails the second Assessment, a third Assessment may be undertaken after another thirty (30) days. If an EDD Team fails the third Assessment, the team will only be able to be re-tested after six (6) months.

Exercises passed by the EDDT during previous accreditation attempts will remain passed within period. The EDDT must pass all four (4) exercises to achieve operational accreditation.

If critical non-conformities are identified for several of the EDD teams belonging to an organisation, the accreditation board will have the right to terminate the accreditation for the overall EDD operation of that organisation.

## **5. Exercise Description and Items Benchmark**

Exercises shall be performed by the EDD Team following order established by and under supervision and instruction of the EDD Assessor/EDD QA Officer.

### **5.1 Exercise number: 1 VEHICLE - Search and Indication for Explosives Hidden in Transportation Means**

**Exercise Description:** Area for searching in transportation means: a search area including three (3) – six (6) vehicles/transportation means.

**Requirements:** Search shall be conducted on and/or off leash, according to the organisation's SOP, following the instructions of the EDD Assessor/EDD Ops/QA Officer. Passive indication is mandatory. Type of indication is announced by the handler before starting the exercise. The handler must await acknowledgment from the EDD Assessor/EDD Ops/QA Officer before approaching/communicating with the EDD during indication. Finding and correctly indicating all hides in the exercise is mandatory. No false indications are allowed.

**Set Up:** The number of hides is unknown for the handler (0 to 6). Products/substances used in the evaluation are in accordance to the substance list in this document.

**Provided Information:** The search area will be presented by the EDD Assessor/EDD Ops/QA Officer. The EDD handler has no knowledge about how many hides are to be found and she/he is instructed - in case of indication – to continue to search the remaining transportation means.

**Exercise timing:** Up to 25 minutes for the entire exercise.

### **5.2 Exercise number: 2 FACILITY - Search and Indication for Explosives Hidden Indoors**

**Exercise Description:** Area for searching indoors means a search area, i.e. accommodation, hotel, airport, office buildings, stores, and storage houses etc. The search area can vary from 50 to 500 m<sup>2</sup>.

**Requirements:** Search shall be conducted on and/or off leash, according to the organisation's SOP, following the instructions of the EDD Assessor/EDD Ops/QA Officer. Passive indication is mandatory. The type of indication is announced by the handler before starting the exercise. The handler must await acknowledgment from the EDD Assessor/EDD Ops/QA Officer before approaching/communicating with the EDD during indication. Finding and correctly indicating all hides in the exercise is mandatory. No false indications are allowed.

**Set Up:** The number of hides is unknown for the handler (0 to 6). Products/substances used in the evaluation are in accordance to the substance list in this document.

**Provided Information:** The search area will be presented by the EDD Assessor/EDD Ops/QA Officer. The handler has no knowledge about how many hides are to be found and she/he is instructed - in case of indication – to continue to search the remaining area.

**Exercise Timing:** The search time will be set by the EDD Assessor/EDD Ops/QA Officer according to the size of the search area before each exercise.

### **5.3 Exercise Number: 3 PERIMETERS - Search and Indication for Explosives Hidden Outdoors**

**Exercise Description:** An area for searching, i.e. open field, industry areas, parking lot, forest, railways, train platforms, and stadiums, etc. The assigned search area will be between 500 to 10000 m<sup>2</sup> and it can be divided into several parts.

**Requirements:** Search shall be conducted on and/or off leash, according to the organisation's SOP, following the instructions of the EDD Assessor/EDD Ops/QA Officer. Passive indication is mandatory. Type of indication is announced by the handler before starting the exercise. The handler must await acknowledgment from the EDD Assessor/EDD Ops/QA Officer before approaching/communicating with the dog during indication. Finding and correctly indicating all hides in the exercise is mandatory. No false indications are allowed.

**Set Up:** The number of hides will be unknown for the dog handler (0 to 6). Products/substances used in the evaluation are in accordance to the substance list in this document.

**Provided Information:** The search area will be presented by the EDD Assessor/EDD Ops/QA Officer. The dog handler has no knowledge about how many hides are to be found and she/he is instructed, in case of indication, to continue to search the remaining area.

**Exercise Timing:** The search time will be set by the assessors according to the size of the search area before each exercise

### **5.4 Exercise number: 4 LUGGAGE/CARGO - Search and Indication for Explosives in Luggage/Objects Rows**

**Exercise Description:** Area for searching objects are lined up after each other in several rows. The distance between each object is approximately 1 meter. Each object shall be searched. The objects can be: i.e. luggage, bicycle, tires, boxes, envelopes, home appliances, computer etc. The number of objects will be between 10 and 30.

**Requirements:** The entire exercise shall be assessed based on search procedures both tactically and technically. Passive indication is mandatory. The type of indication is announced by the dog handler before starting the exercise. The dog handler must await acknowledgment from the EDD Assessor before approaching/communicating with the dog during indication. Finding and correctly indicating all hides in the exercise is mandatory. No false indications are allowed.

**Set Up:** The number of hides is unknown for the dog handler (0 to 6). Products/substances used in the evaluation are in accordance to the substance list in this document.

**Provided Information:** The search items will be presented by the EDD Assessor/EDD Ops/QA Officer. The dog handler has no knowledge about how many hides are to be found and she/he is instructed, in case of indication, to continue to search the remaining objects.

**Exercise Timing:** The search time will be set by the EDD Assessor according to the number of objects before each exercise.



## 6. Technical Criteria

### 6.1 Substance List

Substances are divided into groups based on the origin. UNOPS will use substances from applicable groups, either “live” substance, or reliable controlled/verified scent signatures. Substances used will be recorded in the assessment test protocol.

Group	Examples of Products / Substances
<b>A m m o n i u m nitrate group</b>	Amatol, Ammonal, Amatex, ANFO, ANNM
<b>Hexogen group</b>	RDX, C4, PE4, COMP A-3, M112, HEXAL, SHEET
<b>Octogen group</b>	HMX, LX-14, LX-17-0, PBX-9502, PBX-9503
<b>Pethrite group</b>	Nitropenta (PETN)
<b>Tolite</b>	TNT, Trotyl
<b>Nitrocellulose</b>	Propellant powder
<b>Sulphur</b>	Black powder /gun powder
<b>Other products</b>	Semtex, TATP, Blasting gelantine

## ANNEX C: RFP Technical Evaluation Criteria

### Annex C. RFP SAMPLE TECHNICAL EVALUATION CRITERIA

The following Evaluation Criteria shall be used during the RFP - Technical Evaluation Stage. This assumes that the RFPs are only extended to companies who have been granted Global Pre-Qualification Status. Should the RFP be open to non-prequalified companies, the Evaluation Criteria below must be revisited and revised as deemed fit to ensure that all requirements are duly be fulfilled. This includes but limited to introducing relevant eligibility, formal and qualification requirements prior to technical evaluation. Only firms passing the Technical Evaluation shall advance to the Financial Evaluation Stage. For more details, please refer to the *UNOPS Procurement Manual Section 8, Evaluation of Submissions*.

	Evaluation Criteria	Remarks	Points
1	Presentation/Organisation of your proposal	<p>The Evaluation Committee will assess the overall quality, clarity, coherence and organisation of the Offeror's proposal:</p> <ul style="list-style-type: none"> <li>• To gain full points, your proposal must include all the necessary documentation required (including but not limited to comprehensive records of EDD, CVs and Certifications of proposed personnel) clearly labelled and organized in a manner that facilitates easy evaluation.</li> <li>• Technical Proposal shall be organized in a coherent manner following the recommended structure as per Technical Proposal Form.</li> <li>• Completed Returnable Bid Forms shall be submitted.</li> <li>• Complete information and supporting documentation shall be included. All relevant certifications shall be verifiably signed and duly dated.</li> <li>• Proposed approach shall be clear and sufficient details are to be provided.</li> <li>• No discrepancies noted through-out the proposal. No clarifications needed by the Evaluation Committee.</li> <li>• Only information and documents relevant to the RFP shall be included in the submission. No unnecessary documents/ information included in the proposal.</li> <li>• Files and Documents shall be organized in an easy searchable manner (i.e. Certifications must follow the respective CV of the proposed personnel instead of grouping all CVs in one section and all certifications in another section.)</li> </ul>	5

2	SOPs Tailored to the Country of Operations	This covers how you have amended your SOPs accordingly to make it suitable to the environmental conditions and local context in the country of operations. This includes but not limited to Quality Assurance and Quality Control mechanisms set in place during the contract implementation, Operational Procedures for all search categories, Safety Procedures and Medivac procedures relevant to the conditions on the ground for handlers, EDD and other personnel.	10
3	Comprehensive Records of EDDs to be deployed.	This includes but not limited to the proposed EDD's training records, health/ medical records, passports and previous deployments of proposed EDDs. <b>At least 25%</b> of the Comprehensive Records of EDDs required for must be submitted along with the technical proposal.	25
4	Kennelling Approach in the country of operations	This includes your proposed approach to meeting the kennelling requirements stipulated in IMAS 09.44 in the country of operations. You are required to include kennel blueprints/sketches/drawings with detailed specifications. You are to consider the weather conditions, environmental considerations, security situation and other limitations in the country of operations.	10
5	Ability to comply with timeframes set in the SOW, Logistical Capacity and Operational Readiness	Demonstrate your ability to fulfil the timelines set in the SOW. Include assumptions and limitations you foresee with regard to the timelines stipulated in the SOW. This includes but not limited to your logistical and operational plans that will demonstrate your operational and logistical capability to facilitate the supply of equipment/training substances/ personnel requirements within the required timeframes. Demonstrate your ability to provide sufficient amount and facilitate re-supply of training substances/aids. Explain your storing and re-stocking procedures for the training substances/ aids in the country of operations. Include any arrangements you will put in place to ensure the EDD's access to health care in the country of operations. Include your logistical plans in response to the TOR in a timetable or a Gantt chart. The proposal should show the ability to mobilize and deploy within the set timelines taking into account the following consideration:	10

		<ul style="list-style-type: none"> <li>• Mobilization and organisational accreditation</li> <li>• Personnel recruitment, obtaining visas (including location where visas are to be collected), deployment, training (International and national) and operational accreditation. The Technical Proposal shall include a detailed description of any training that will be carried out (curriculums, training plan plus a Gantt chart outlining all training activities).</li> <li>• Procurement, shipping, customs clearance and forward supply activities to identify potential bottlenecks and propose alternative solutions, clearly reflected in the procurement/logistics plan.</li> <li>• Operational tasking and deployment (including any stand down periods)</li> <li>• Demobilisation</li> </ul>	
6	Operational Capability and Self Sufficiency	<p>Explain your proposed arrangements for relief capacity considering the required number of EDD teams stipulated in the RFP. Be specific if you will have the relief capacity on standby in the country or not. If applicable, include your internal accreditation process and timeframes you propose in case there is a need to utilize the relief capacity. Work/leave and rotation plans shall be included in this section.</p> <p>For offerors submitting proposals for more than one PSC RFP or Lot, information on how they will ensure that the EDD requirements for each lot will be fulfilled if they are awarded more than one lot must be fully explained in their proposal. In this scenario, offerors with no overlapping EDDs proposed shall be scored favourably. Moreover, if you are submitting proposals to other on-going PSC tenders you MUST provide information that demonstrates your operational capability to successfully implement multiple contracts if you are awarded more than one contract.</p> <p>Your proposal should contain relevant information that demonstrate your operational capability to carry out the tasks on the ground and ability to facilitate the supply of equipment/personnel requirements as per the TOR.</p>	15



7	<p>Personnel to be evaluated based on the following requirements. (Roles below may be adjusted based on the context/size of operations.)</p> <p>Programme Manager</p>	<ul style="list-style-type: none"> <li>• Documented experience of minimum eight (8) years in project management.</li> <li>• Minimum of three (3) years of experience managing projects involving EDD operations in conflict areas/similar context as the country of operations.</li> <li>• Completed a Certified EDD Training course. Must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken.</li> <li>• Fluent in English written, spoken, proven either through native speaker or otherwise certified.</li> <li>• Certified First Aid training (within last 12 months).</li> </ul>	25
	Logistic/Admin Officer	<ul style="list-style-type: none"> <li>• Documented experience of a minimum five (5) years in logistics/admin support functions.</li> <li>• Fluent in written and spoken English, proven either as a native speaker or through certification.</li> <li>• Valid international driver's license.</li> </ul>	
	Senior Instructor/ Kennel Master	<ul style="list-style-type: none"> <li>• Minimum seven (7) years of EDD operational experience, which should include experience within the last three (3) years.</li> <li>• Certified experience of minimum three years to manage EDD training courses and supervise personnel conducting EDD operations.</li> <li>• Completed a Certified EDD Training course. Must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken.</li> <li>• Fluent in written and spoken English, proven either as a native speaker or through certification.</li> <li>• Valid international driver's license.</li> <li>• Certified First Aid training (within last 12 months). Bidder must submit a copy of the relevant certification with dates of completion.</li> </ul>	

Senior EDD Handler	<ul style="list-style-type: none"> <li>• Minimum five (5) years of EDD operational experience, which should include experience within three (3) years of these solicitation documents.</li> <li>• Completed a Certified EDD Training course. Bidder must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken.</li> <li>• Experience supervising personnel conducting EDD operations.</li> <li>• Fluent in written and spoken English, proven either as a native speaker or through certification.</li> <li>• Valid international driver's license.</li> <li>• Certified First Aid training (within last 12 months). Bidder must submit a copy of the relevant certification with dates of completion.</li> </ul>
Junior EDD Handler *	<ul style="list-style-type: none"> <li>• Completed a Certified EDD Training course. Bidder must submit a copy of the relevant certification with dates of completion and the curriculum of the course taken.</li> <li>• Fluent in written and spoken English, proven either as a native speaker or through certification AND have a good verbal English.</li> <li>• Valid international driver's license.</li> <li>• Certified First Aid training (within last 12 months). Bidder must submit a copy of the relevant certification with dates of completion.</li> </ul> <p>*Any Junior Handler shall be supervised at all times by a Senior Handler. A Senior Handler can supervise a maximum of two (2) Junior Handlers at one time.</p>





UNOPS

Email: [PSC.Director.Office@unops.org](mailto:PSC.Director.Office@unops.org)

[www.unops.org](http://www.unops.org)

 [/unops.org](https://www.facebook.com/unops.org)

 [/company/unops](https://www.linkedin.com/company/unops)

 [/unops](https://twitter.com/unops)

 [/unops\\_official](https://www.instagram.com/unops_official)