**Section II: Schedule of Requirements (SOR)/ Statement of Works (SOW)**

**Title: Building of sustainable national capacities of authorities and civil society organisations for Humanitarian Mine Action, in particular Explosive Ordnance Risk Education and Non-Technical Survey, in Northeast Nigeria.**

e-Sourcing reference: RFP/2021/30081

1. **Background**
2. **United Nations Mine Action Service (UNMAS).** UNMAS is a section in the UN Secretariat’s Department of Peacekeeping Operations (DPKO)’s Office of Rule of Law and Security Institutions (OROLSI). Established in 1997, UNMAS serves as the United Nations focal point for mine action to support the UN's vision of “a world free of the threat of landmines and unexploded ordnance, where individuals and communities live in a safe environment conducive to development, and where mine survivors are fully integrated into their societies”. UNMAS provides direct support and assistance to mine action programmes in over 18 countries and territories. As further described below, UNMAS field programmes are implemented by UNOPS, a subsidiary organ of the United Nations**.**
3. **UNOPS.** UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners’ peacebuilding, humanitarian and development projects around the world. UNOPS implements UNMAS field programmes around the world.
4. **UNMAS Nigeria.** On 14 June 2018, the UN RC/HC in Nigeria formally requested the deployment of UNMAS to northeast Nigeria. UNMAS deployed a team in Maiduguri (Borno State), Northeast Nigeria, on 17 July 2018. UNMAS Nigeria is a programme under the overall direction and oversight of UNMAS New York and implemented by UNOPS under the Financial Regulations and Rules of UNOPS. UNMAS Nigeria:

* Provides technical assistance including coordination, planning, and technical advice and support to the Humanitarian Country Team (HCT), the humanitarian community, affected populations, and national authorities;
* Acts as the coordinator within the UN for mine action related matters in the northeast;
* Plans for the wide-scale delivery of Explosive Ordnance Risk Education (EORE), survey, and clearance operations as part of the Humanitarian Response Plan;
* Provides emergency medical care (first aid) training and equipment to first responders; and
* Conducts survey, mapping, and identification of the needs of the victims and survivors of explosive incidents, and establishment of a referral mechanism.

1. **Project context**. As the conflict between the Nigerian Army and non-state armed groups (NSAGs) enters into its 11th year, the situation in the North-east, the widespread use and contamination of Explosive Ordnance (EO) continue to pose risk to the lives of the population. Person-Borne IEDs (PBIEDs) and Vehicle- Borne IEDs (VBIEDs) remain primary weapons of choice for NSAGs. According to data available to UNMAS, two thirds of all victims are civilians, with 65% of civilian victims being injured and 35 % killed.

Over the last five years, 7,833 people were killed and another 1,878 injured by EO, out of which

1,163 civilians were killed and 677 civilians injured. In 2020 alone, 247 explosive incidents were registered in Borno, Adamawa, Yobe (BAY) states, with 216 improvised explosive devices (IED) incidents, and 31 explosive remnants of war (ERW) incidents, resulting in 166 civilian casualties and 175 casualties from defence personnel.

Nigeria has been reported in the Landmine Monitor Report 2020 as the state party to the Anti-Personnel Mine Ban Convention with the fifth highest number of EO casualties globally.

Women and children constitute 81% of the overall population affected by the crisis and 87% of new displacements, with 25% of the affected population being under five years of age. Though the full extent of contamination is still unknown, these territories are expected to be contaminated with EO after over a decade of ongoing conflict with intense fighting between the Nigerian army and Non-State Armed Groups (NSAG). The expected movements of population and the recent COVID-19 pandemic further increase the urgency of mine action intervention in order to enable

safe access for returnees, including access to medical services.

The conflict and the subsequent presence of EO are affecting the population and humanitarian actors living and working in Northeast Nigeria, restricting freedom of movement, safe access to villages, to arable land and the rebuilding of key infrastructures, and also causing psychological

and physical problems. Given the widespread EO contamination and prevalent use of IEDs, including landmines of an improvised nature, by non-state armed groups, the 2021 Humanitarian

Needs Overview identifies 1.5 million people in need of mine action in Northeast Nigeria.

The Government of Nigeria is a party to the Anti-Personnel Mine Ban Convention (APMBC). The

Inter-Ministerial Committee, led by the Ministry of Defence, was established and submitted a

request for an extension to the deadline under the Article 5 of APMBC in October 2020, which was presented at the 18th Meeting of State Parties in November 2020. The Committee is to submit a detailed extension request in September 2021, which will be coordinated with the Implementation Support Unit of the APMBC.

UNMAS has been supporting national authorities and Civil Society organisations (CSOs) in Nigeria increasing their understanding and capacities in the mine action sector since 2018. UNMAS aims to achieve that national authorities protect civilians from the threat of explosive ordnance in northeast Nigeria and that CSO’s are well trained to support mine action activities with populations at-risk.

First and foremost, to enable the formulation of comprehensive mine action responses and implement effective mine action activities, the scale and scope of the threats and consequences from explosive devices need to be established, analysed and understood. The systematic collection of data is therefore fundamental. Whereas the existing information, already collected by agencies and organisations familiar with the EO affected region of the BAY States, provides a general overview and understanding, the requirement of more precise and localized assessments exists so the impacted areas can be defined better in terms of size by allocating the preliminary boundaries of suspected hazardous area (SHA), defining the type of explosive weapons used and the resources required to alleviate the threat of explosive remnants of war in the short and medium/long term. Essential to these activities is systematic information gathering, analysing, evaluating and reporting through the International Management System for Mine Action (IMSMA).

The project aims to significantly increase Non Technical Survey capacity within National Authorities and CSO in north eastern Nigeria to enable implementation of appropriate non technical survey methods throughout. All information gathered will be managed through IMSMA so that data is collected accurately and consistently, is reported in compliance with formats and schedules, is entered into IMSMA correctly, and is analysed to provide reliable support to decision makers, quality monitors and other interested parties.

In light of plans by the Government of Borno State to resettle all internally Displaced Persons

(IDPs) to their area of origin by the end of 2021, it is crucial that land for resettlement and areas for socio-economic activities such as farming, shepherding, firewood and water collection are

assessed through non technical surveys. This will ascertain if these areas are suspected to be contaminated by explosive ordnance prior to returns. Realistically, it is however unlikely for non-technical surveys (NTS) to occur in all areas of return in time, due to the scope in quantity and size of these areas.

As a mitigation measure the project aims to further expand and mainstream Explosive Ordnance Risk Education throughout the north eastern parts of Nigeria by increasing the capacity of State and National Authorities. as well as the capacity of Civil Society Organisations, to deliver quality EORE messages within the communities that they are active in. The increase in EORE activities will significantly contribute to a status that women, girls, boys, and men in affected communities of north eastern Nigeria are aware of the risks from EO and are encouraged to behave in a way that reduces the risk to people, property, and the environment. Until other mine action activities such as survey and clearance are possible, the objective is to mitigate the risk to a level where people can live safer in the presence of EO, thus contributing to an environment where economic and social development can occur free from the constraints imposed by EO contamination.

The project will be a critical component to achieve UNMAS Nigeria’s programmatic objective, contributing to developing national capacity to protect the civilians from the threats of explosive ordnance, and mitigate immediate threats for refugees, IDPs, returnees and communities. The requested services will support UNMAS capacity building efforts with national authorities and civil society organisations on different pillars of Mine Action in the country.

1. **Definition of Terms**

As defined by the International Organization for Standardization (ISO) the below terminologies shall be applied as follows:

1. “shall" indicates a requirement
2. "should" indicates a recommendation
3. "may" is used to indicate that something is permitted
4. "can" is used to indicate that something is possible, for example, that an organization or individual is able to do something.

**General Guideline**

1. The Eligibility, Formal and Qualification Criteria (under the “Criteria Tab in eSourcing) shall list all the mandatory elements of the contract. This shall be scored on a Pass or Fail basis.
2. The Technical Criteria (under the “Criteria Tab in e-Sourcing) shall be scored as per *Section III, Form D*. Offerors not meeting the requirements in the SOW must include detailed information and/or a plan on how they intend to mitigate potential operational risks and successfully demonstrate the soundness of their proposed approach.

**Objectives and Outputs of the RFP**

1. The Objective of this RFP is to source (a) suitable Contractor(s) to deliver specific Services that will contribute to the following outcomes of the UNMAS Nigeria Country Program Strategy:
   1. Relevant national and local entities manage explosive threat, based on an accurate understanding of the scale and scope of explosive ordnance contamination.
   2. Mitigation of the immediate threat posed by explosive ordnance to civilians, and to humanitarian and development actors in the north eastern Nigerian states of Borno, Adamawa and Yobe.

Specificoutputs of the project are as follows:

* **Establishment of a sustainable non-technical survey capacity for north eastern Nigeria, that is able to identify the scale and scope of EO contamination and accurately and comprehensively report the findings using standard IMSMA reports. The NTS capacity should be fully self-sufficient in terms of movement and operations, including logistics and life support.**
* **Expand and increase a sustainable capacity of Explosive Ordnance Risk Education facilitators in north eastern Nigeria within selected services of the National Authorities and Civil Society Organizations (CSO).**

1. The contract shall require the offeror (named hereafter the Contractor) to be fully self-sufficient in terms of movement, life support and logistics, and to provide management and operational capacities to deliver the Services.
2. The project implementation shall achieve the stated specific objectives, divided by lots of activity, as detailed below in ***III. Activities***
3. **Activities**

**Activity 1: Building of a sustainable National Non Technical Survey Capacity**

To achieve the above objective, the following activities shall be carried out by the Contractor:

* Deployment of the Contractor’s staff to the project location.
* Development of a Training Management Package[[1]](#footnote-0) (TMP) for the delivery of training on non technical survey methods and information management. The training should conform to the following standards:
  + International Mine Action Standard (IMAS) for Non Technical Survey
  + IMAS 06.10 Management of Training (2019)
  + IMAS 07.11 Land Release (2019)
  + UNMAS Nigeria IMSMA reporting system.

The TMP shall be evaluated and accepted by UNMAS Nigeria before the start of the training delivery.

* Support UNMAS in the identification of priority areas for NTS activities.
* Support UNMAS in identifying participants to NTS trainings through administration, delivery and invigilation of a written aptitude test to ensure that candidates do have the requisite education level and literacy skills to start the training. Provide UNMAS with the scores and a list of candidates who passed.
* Delivery of Non Technical Survey training in accordance with the approved TMP to the following **minimum** personnel as selected:
  + NEMA: 10 Pax
  + SEMA: 10 Pax
  + NPF: 10 Pax
  + NSCDC: 10 Pax
  + 2 CSO: 20 Pax
* Support the operational deployment of trained NTS personnel to the identified priority areas in accordance with UNMAS Task Orders (e.g. coordinate, assist and support with the organization of the NTS activities to ensure newly trained personnel do deploy. Debriefings with NTS officers after returning back to their respective HQ and provide feedback and advice on any challenges encountered.)
* Mentor trained NTS personnel in the conduct of their work as appropriate and possible, and monitor adherence to agreed work plans for a period of one (1) month.
* Quality control and assist with the compilation of the IMSMA reports through On the Job Training (OJT) of the trainees during the implementation of Phase 3 of the project
* Develop and deliver a TMP for a Training of Trainer (ToT) Package to build the capacity of selected NTS personnel to deliver NTS training to other personnel within their organizations.

The TMP shall be evaluated and accepted by UNMAS Nigeria before the start of the training and should conform to IMAS 06.10 - Management of Training (Version 2019)

* Support the operationalisation of training sessions conducted by the trainers and the management of training records and other training related information.
* Demobilization of Contractor staff
* Submission of final reports

**Activity 2: Expanding and building a sustainable capacity of Explosive Ordnance Risk Education Facilitators**

To achieve the above objective, the following activities shall be carried out by the contractor:

* Deployment of the Contractor’s staff to the project location.
* Development of a Training Management Package (TMP) to provide On The Job Training (OJT) and mentoring to formed EORE trainers (recent graduates of an UNMAS administered ToT course) assigned to deliver EORE facilitator training to personnel within their organization.

The trainings should conform to the following standards;

* + - International Mine Action Standards (IMAS) 12.10 for EORE
    - IMAS 06.10 Management of Training (2019)

The TMP shall be evaluated and accepted by UNMAS Nigeria before the start of the training delivery

* Delivery of Explosive Ordnance Risk Education OJT to EORE trainers of at least one (1) day of OJT in accordance with the approved TMP to **minimum** the following personnel as selected:
  + MRRR: 10 Pax
  + NEMA: 10 Pax
  + SEMA: 10 Pax
  + NSCDC: 10 Pax
  + 4 CSO: 40 Pax
* Provide mentoring of the EORE Trainers in the delivery of EORE training to personnel within their organizations. As well as assisting them in the management of training records and other training related information.
* Demobilization of Contractor staff
* Submission of final reports

1. **Area of Operations**

**The geographical areas where the staff should be selected from are Borno, Adamawa and Yobe (BAY) States. After the conclusion of the training, the staff should be deployed to the same areas from which they have been selected.**

The context of BAY States is in most zones an emergency one, and with movements planned for IDPs/returnees in 2021. In addition, there are new farmland zones to exploit and spontaneous movements of refugees and local habitants fleeing the conflict. With ongoing conflict in some Local Government Areas (LGAs), Non Technical Survey and Explosive Ordnance Risk Education are a high priority to support the civilian populations at-risk.

1. **Recommended Experience of the Contractor**

The Contractor shall be an **International or National Organisation registered in Nigeria** and with the following experience:

| 1) Experience in similar types of services | 2) At least 2 years’ experience in conducting EORE/NTS training courses and experience in conducting Training of Trainers. |
| --- | --- |
| 3) Experience in the geographical region  where the project will be implemented | 4) At least 2 years presence in Northeast Nigeria, working with Mine Action stakeholders and at-risk population. |

The Proposal must include supportive documentation to demonstrate the required experience - to be detailed in the Contractor’s organizational profile.

**10.** **Management and administration Capacity**

The Contractor is expected to be innovative, provide management solutions to the problems and a demonstrated commitment to enhancing the quality of the support supplied to UNMAS Nigeria throughout the full duration of the Contract. The Contractor will provide an organisational chart along with a terms of reference (TOR) describing the roles and responsibilities for each position. Integrating women as part of the Management and/ or Operational Capacity is strongly encouraged.

CVs and relevant certifications must be submitted as part of the proposal and be presented in a clear and concise way with translations provided of any certification not in English. The following is to be noted:

a) For the positions marked as ‘key position’, bidders shall submit a statement of availability.

b) Bidders must note that qualifications for all staff positions detailed as ‘required’ will be evaluated on pass/fail criteria.

The Contractor is to provide the following **minimum** Management Capacity:

| **Position** | **#** | **Qualifications** |
| --- | --- | --- |
| **Project Manager/Coordinator**  (Key position)  *CV and Statement of Availability for this position must be submitted with the proposal* | 1 | * Relevant experience of two (2) years in managing humanitarian mine action (HMA) projects in the proposed Areas of Operations (**Required**). * Relevant experience of managing projects involving training courses and experience in Training of Trainers courses implementation and content development in projects of a duration of one (1) year or more (**Required**) * One (1) year of experience in managing projects under UN contractual agreements (**Recommended**). * Fluency in English language, written and spoken proven either by being a native speaker or through certifications, employment records or references(**Required**). |
| **Support Services Officer (Finance, admin and logistic**)  (National position) | 1 | * A minimum of two (2) years of relevant experience in support services for humanitarian projects (administration, human resources, finance, logistic) (**Recommended**). * One (1) year of experience in supporting projects under UN contractual agreements (**Recommended**). * Good level of English language, written and spoken proven either through certifications, employment records or references (**Recommended**). |

The Management must be able to implement and report on all above-mentioned activities.

**11. Operational Capacity**

The Contractor shall provide at least the following Operational Capacity:

| **Position** | **#** | **Qualifications** |
| --- | --- | --- |
| **Training Specialist on EORE and NTS**  (Key position)  *CV and Statement of Availability for this position must be submitted with the proposal* | 2 | * Relevant experience of leading EORE/NTS teams in a humanitarian mine action program for a minimum of two (2) years. **(Required)** * Relevant experience in developing and managing delivery of Training Management Packages (TMP) **(Required)** * Relevant experience of delivering training to EORE facilitators and/or NTS personnel for a minimum of one (1) year **(Required)** * One (1) year previous experience working in remote/hardship locations, similar to north eastern Nigeria (**Recommended**) * Fluency in English language, written and spoken proven either by being a native speaker or through certifications, employment records or references(**Required**) * 50% of these positions (1) should be reserved to female candidates (**Recommended**). |
| **Assistant Trainer on EORE/NTS (National position - Field based)**  (Key position)  *CV and Statement of Availability for this position must be submitted with the proposal* | 6 | * High school diploma (or equivalent) **(Required)**. * A minimum of two (2) years’ experience in EORE/NTS activities in BAY States**(Required)** * Experience in training in BAY States **(Required)**. * Good level of written and spoken English proven either through certifications, employment records or references **(Required)** * Fluency in Hausa or Kanuri **(Required)** * 50% of these positions (3) should be reserved to female candidates (**Recommended**). |

1. **Recommended Equipment**
2. The Contractor is strongly recommended to include the below equipment as part of their proposal. The Contractor may suggest alternatives and/or additions and shall be clearly identified in its Technical Proposal. Contractors deviating from the below must include detailed information and/or a plan on how their equipment will be sufficient and suitable in performing the requirements of the contract

| **Item** | **Equipment** | **Qty** | **Specifications** | **Documents Required to be Submitted as part of the Technical Proposal**  ***(i.e. certifications, trial results, proof of compliance to standards, etc)*** |
| --- | --- | --- | --- | --- |
| 1 | Mobile data collection tool | 100 | Smartphone or tablets to collect data during activities, with field data connectivity (eg SIM card with data capacity) | Bidder to provide, as part of the proposal, the brand/type/model of the device with specifications of data connectivity, storage capacity, ruggedness for field use, modality for charging, operating temperature limits, water resistance, accessories (as applicable) |
| 2 | GPS | 100 | Handheld GPS, rugged, with carry case, rechargeable batteries and charger  (Type Garmin eTrex 22x, Rugged Handheld GPS Navigator) | Bidder to provide, as part of the proposal, the brand/type/model of the device with specifications of storage capacity, ruggedness for field use, modality for charging, operating temperature limits, water resistance, accessories (as applicable) |
| 3 | Compass | 300 | Prismatic Compass (Type Silva) | Bidder to provide, as part of the proposal, the brand/type/model of the compass |
| 4 | Non Technical Survey (NTS) kit | 300 | * 50 meter tape measure, * binoculars, * map drawing equipment | Bidder to provide, as part of the proposal, brand/type/model of items |

Under the guidance of the UNMAS Chief of Operations, this equipment shall be provided to NTS trainees during implementation and retained by them at the end of the Contract.

**Mandatory Materials:**

The Contractor is to include the below Material as part of their proposal which will be evaluated as a Pass/Fail Criteria at Qualification Stage.

| **Item** | **Equipment** | **Qty** | **Specifications** | **Information Required to be Submitted as part of the Technical Proposal** |
| --- | --- | --- | --- | --- |
| Kits for EORE Facilitators | Information Education and Communication (IEC) materials for EORE sessions with the population adequate to equip all trained EORE Facilitators | 80 EORE Kits for Facilitators | Each kit should contain:   1. One set of laminated EORE flipcharts for Facilitators (containing main messages to pass to the affected population; set shall be made at least from 6 flipcharts: 2 will include EORE tailored messages for children, while the other 4 shall include EORE tailored messages for adults, men and women). 2. At least 100 leaflets including main EORE messages to be distributed to the beneficiaries of EORE sessions (30 leaflets should be EORE tailored messages for children, while the rest should include messages for adults). 3. Minimum of 30 posters to hang on communities’ walls including main EORE messages (each community visited shall receive 2 posters, one with EORE tailored messages for children, the other with EORE tailored messages for adults). 4. Safety Handbook (handbook content provided by UNMAS) | Bidder to provide details on the IEC materials. |

**Please note**: **UNMAS will provide the Contractor with the design/content of flipcharts and leaflets tailored for children; the Contractor will only reproduce them in a sufficient quantity. The content of the EORE poster for children can be extracted from the drawings of the leaflet or from flipcharts, elaborated and produced/printed. The remaining IEC materials, instead, will be created/designed and produced by the Contractor itself.**

The bidder shall prepare a distribution plan in line with the implementation plan so as to plan for quantities of materials needed against the target number of beneficiaries.

**EORE Kits Specification:**

Laminated Flipcharts

(to be used to teach during EORE sessions)

* 6 laminated flip charts in each kit explaining: the EO threat, how to recognise the danger and the consequences; potentially dangerous places and warning signs and clues, safe and unsafe behaviours, reporting
* The flipchart shall have a A2 format and be in full colors
* Languages utilised, if any, should be Hausa and Kanuri.

Leaflets/Flyers

(to be distributed by EORE Facilitators to sessions’ participants)

* 8000 leaflets
* Paper: 135g/glossy (standard) or 200g/semi-glossy (thick)
* Format: A4 in full colors
* Languages utilised, if any, should be Hausa and Kanuri.

Posters

(to be hang by EORE Facilitators on walls of visited affected communities)

* 2 posters in each community visited (minimum quantity of 2400 posters)
* A2 format and in full colors
* Languages utilised, if any, should be Hausa and Kanuri.

Safety Handbook

(to be distributed to Facilitators)

* A4 format
* 20 pages (minimum of 80 manuals)
* With hardcover
* Language utilised English.

The bidder is supposed to stock and prepare the kits for distribution. The kits will be distributed as necessary.

1. **Tasking Process and Timing**

The Contractor will receive tasking and priorities of work by UNMAS to be performed in accordance with the Humanitarian Response Plan and Donor’s priorities.

Throughout the work, the Contractor is required to remain in close consultation with UNMAS Nigeria and provide regular feedback on the progress of the mission. The UNMAS Nigeria Chief of OPS and the UNMAS EORE/NTS Specialist should regularly be consulted as a source of guidance or when encountering difficulties.

The Contractor will mobilise to Nigeria Borno State/Maiduguri by **01 February 2022**.

The duration of this Contract will be 6 months. The Contract is expected to be signed on **01 February 2022 until 31th July 2022**. The timelines of the Contract may be advanced or delayed depending on compliance with project requirements, funding availability, and security considerations. The Contractor is advised to maintain flexibility in the project plan. Any timeline changes would be discussed and agreed with the Contractor on a case-by-case basis, and minutes will be taken, and if necessary, require a Contract amendment. The Demobilization Phase will only be granted in the event that the Contract reaches its final term and is not renewed.

The contract will be carried out in the following **indicative phases divided per Activity:**:

| **Activity 1: Building of a sustainable National Non Technical Survey Capacity** | | |
| --- | --- | --- |
| **Phases** | **Duration** | **Details/ Activities** |
| Phase 1: Mobilization and In-country Preparation | 1 February 2022 - 15 March 2022 | Recruitment, deployment and training of personnel appointed to the project.  Planning and Coordination meetings with UNMAS and stakeholders.  Support UNMAS in identifying priority locations for NTS and identification of training participants  Develop a TMP for NTS and submit to UNMAS for approval |
| Phase 2: Formation of NTS personnel | 16 March 2022 - 15 April 2022 | Training validation by UNMAS  Delivery of NTS training |
| Phase 3: Operational NTS implementation/Start of ToT NTS - formation of NTS trainers | 16 April 2022 - 31 May2022 | Support operational deployment of NTS personnel.  Develop and deliver a ToT package on NTS for selected personnel (Staggered over 2 months)  Mentor, Quality Control operational outputs. Phase3 operations will continue in parallel with a staggered delivery of the ToT TMP |
| Phase 4: Operationalisation of sustainable NTS training | 15 May 2022 -15 July 2022 | Continuation of ToT NTS delivery  Support the operationalisation of training sessions conducted by the trainers and the management of training records and other training related information. |
| Phase 5: | 16 July 2022 - 31 July 2022 | Demobilisation and final reporting. |

| **Activity 2: Expanding and building a sustainable capacity of Explosive Ordnance Risk Education Facilitators** | | |
| --- | --- | --- |
| **Phases** | **Duration** | **Details/ Activities** |
| Phase 1: Mobilization and In-country Preparation | 1 February 2022 - 15 March 2022 | - Recruitment and training of personnel appointed to the project.  - Planning and Coordination meetings with UNMAS and stakeholders.  - Support UNMAS in assessing competency levels of participants for the On The Job Training(OJT)/ mentoring  - Develop a Training Management Package (TMP) for On The Job Training(OJT)/ mentoring of formed EORE trainers assigned to deliver EORE facilitator training to personnel within their organization.  Production of EORE/IEC materials to support the operationalisation of mentoring of the delivery of EORE to communities. . |
| Phase 2: | 16 March 2022 - 15 July 2022 | Planning and delivery of Explosive Ordnance Risk Education Facilitators OJT to personnel within the organizations of the EORE Trainers.  Support operational deployment of EORE Facilitators, Mentor and Quality Control operational outputs. |
| Phase 3: Demobilization Phase | 15 July 2022 - 31 July 2022 | Demobilisation and final reporting. |

**Note to offerors proposing personnel currently employed with the incumbent contractor**

A plan detailing how you intend to carry out the mobilization phase considering the transition of personnel from the incumbent contract to the new contract must be included in your technical proposal and consistent with your financial proposal.

**Planning**

The assignment will take place in BAY States, Nigeria for a total duration of **6 months**. In addition, briefing and debriefing meetings will be held at the beginning and end of the mission.

The estimated duration for the project activities are as follows:

| **Project activities to be undertaken** | **Estimated Duration in weeks** |
| --- | --- |
| Human resources mobilisation and training  Meetings with UNMAS and stakeholders  Support the selection of trainees  Develop EORE OJT and NTS trainings (TPM) | 6 weeks |
| Train members from national authorities to conduct EORE facilitators training and NTS.  Train members from CSOs to conduct EORE facilitators training and NTS.  Monitor, mentor and provide on the job training of conduct of EORE facilitators training and NTS in BAY States.  Training of trainers NTS  Quality control activities.  Needed reporting activities. | 18 weeks |
| Drafting and submitting Final Report | 2 weeks |

1. **Quality Management Requirements**

12. The Contractor should implement a gender and diversity sensitive Quality Management System (QMS) across the complete spectrum of their operations. The internal monitoring mechanisms are to be clearly stated as part of the Contractor’s proposal and this should include how qualitative monitoring is to be conducted, achieved, and the resources that will be utilised in accordance with UN gender guidelines (United Nations Gender Guidelines for Mine Action Programmes - 3rd Edition). To ensure compliance and consistency, the Contractor will refer to UNMAS for further guidance on quality monitoring.

13. The Contractor shall conduct internal monitoring on the operational team deployed in the frame of the project, following UNMAS guidance and preconisation.

14. UNMAS Nigeria will facilitate external Quality Assurance through its designated representative, at regular intervals and/or as practicable to ensure compliance with the applicable standards. Whenever deemed necessary, UNMAS may ask for an informal progress report.

1. **Standards and Reporting**

15. Applicable standards:

| **LIST OF REFERENCES** | | |
| --- | --- | --- |
| ***Document title*** | ***Date*** | ***Link*** |
| UN Mine Action strategy 2019-2023 | 2019 | <https://www.mineaction.org/en/resources/un-mine-action-strategy-and-monitoring-and-evaluation-mechanism> |
| CCM - Dubrovnik Action Plan | 2015 | <https://www.clusterconvention.org/wp-content/uploads/2016/09/Dubrovnik-Action-Plan.pdf> |
| APMBC - Maputo Action Plan | 2014 | <https://www.apminebanconvention.org/fileadmin/user_upload/Maputo_Action_Plan_on_Mine_Clearance.pdf> |
| Convention on Cluster Munitions (CCM) | 2008 | <https://www.clusterconvention.org/files/2011/01/Convention-ENG.pdf> |
| UN Convention on the Rights of Persons with Disabilities and optional protocol | 2006 | <http://www.un.org/disabilities/documents/convention/convoptprot-e.pdf> |
| Convention on Certain Conventional Weapons - Protocol V (CCW) | 2003 | <https://www.unog.ch/80256EDD006B8954/(httpAssets)/5484D315570AC857C12571DE005D6498/$file/Protocol+on+Explosive+Remnants+of+War.pdf> |
| Convention on the Prohibition of the Use, Stockpiling, Production and Transfer of Anti-Personnel Mines and on Their Destruction (APMBC) | 1997 | <https://www.apminebanconvention.org/fileadmin/APMBC/text_status/Ottawa_Convention_English.pdf> |
| **EORE AND NTS** | | |
| International Mine Action Standards IMAS 12.10 (EORE) | 2020 | <https://www.mineactionstandards.org/en/standards/document-detail/?tx_imas_document%5Bdocument%5D=302&tx_imas_document%5Baction%5D=show&tx_imas_document%5Bcontroller%5D=Document&cHash=fa4e3f1d3d92f2a4f42ee095c359cee2> |
| International Mine Action Standards IMAS 08.10 (NTS) | 2019 | <https://www.mineactionstandards.org/en/standards/document-detail/?tx_imas_document%5Bdocument%5D=260&tx_imas_document%5Baction%5D=show&tx_imas_document%5Bcontroller%5D=Document&cHash=ba457a7fc58ed288abda162f07b1e264> |
| **GENDER & DIVERSITY** | | |
| United Nations Gender Guidelines for Mine Action Programmes - 3rd Edition | 2019 | <https://mineaction.org/sites/default/files/publications/mine_action_gender_guidelines_web.pdf> |
| Gender and Diversity in mine action quality management | 2014 | <https://unmas.org/sites/default/files/documents/gender-and-diversity-in-mine-action-quality-management-2015.pdf> |

16**.** Reporting Requirements. The following reports and presentations are to be provided by the Contractor:

| **Name of Report** | **Contents of Report** |
| --- | --- |
| ***Inception Report****,* | To be submitted within 20 days after the starting date of the project |
| ***Progress Report***, | To be submitted by the end of the fourth (4th) month of the project period, covering the first three (3) months |
| **Case Study Report (CSR)**  *Please refer to Section IV Annex 3 Appendix C for the Case Study Guidelines for Contractors uploaded under the “Documents” tab of eSourcing.* | The Contractor shall submit a minimum of one Case Study before the end of the Operational Phase as annex to an MPR.  CSRs enable UNMAS Nigeria and UNOPS to monitor, understand, learn from, and communicate the results of our work. This includes gaining more insight into intended and unintended consequences and benefits delivered. By describing the value of mine action in terms other than metres squared or number of items destroyed, stories can illustrate the continued relevance and importance of mine action as a critical enabler of peacekeeping and an accelerator of the Sustainable Development Goals (SDGs). |
| **Final Report**  **Narrative and Financial**  *Report format shall be discussed with the Programme prior to the commencement of the contract.* | In the format provided by UNMAS, to be submitted and validated by UNMAS by the ending date of the Contract |
| A ***formal presentation*** (ppt) | Of the assignment key results shall be provided by the Contractor (via teleconferencing if necessary) after finalisation of the Final Report. |

If any issues are deemed too sensitive for publication these should be separately flagged in an internal meeting.

1. **Administration and Logistics**

The Contractor is responsible for all the logistics and administrative work required to carry out the activities, including but not limited to, transportation to the field and any equipment required to carry out all above-mentioned activities. The Contractor is responsible for ensuring they are sufficiently and properly equipped to be operational during the assignment.

UNMAS Nigeria will not provide housing and accommodation, logistical or secretarial support of any kind to the Contractor. UNMAS Nigeria will not be responsible for any day-to-day expense of the Contractor’s personnel or its partners. All costs related to operational running cost, food, accommodation, transport, communication, fuel, equipment, etc. will be borne by the Contractor who must be self-sufficient.

17. Payment schedule. The payment will be made in instalments once the Mobilisation Report is provided, and subsequent Progress Reports are received, and finally when all services are provided with the final report submitted.

**Milestone 1:** 20% upon receipt of the Inception Report.

**Milestone 2:** 30% upon receipt of Progress Report for Phase 2 (EORE and NTS activities)

**Milestone 3:** 30% upon receipt of Case Study Report.

**Milestone 4**: 20% upon certification by UNOPS of receipt and acceptance of the presentation and the Final Report.

18. Working Language. The language required for the implementation of the services is **English**. Knowledge of Hausa or Kanuri local language will be necessary for some staff, as detailed on page 7 and 8 of this document.

19. Insurance. The Contractor is required to maintain comprehensive insurance as stipulated in the Contract and the UNOPS General Conditions for Contracts for Professional Services. The Contractor must alternatively self-insure in circumstances where insurance providers are not readily available in-country or otherwise. UNOPS reserves the right, upon written notice to the Contractor, to obtain copies of any insurance policies or insurance program descriptions required to be maintained by the Contractor under the Contract.

20. Visa, ID cards and entry documentation. The Contractor is responsible for the registration of its organisation and its partners with the local authorities and to obtain the documentation required to operate in Nigeria-Borno State. The Contractor is responsible for all visas, ID cards and work permits for their staff and partners’ staff for the duration of this contract and pay the associated fees requested by the issuing government entities.

21. Movement of personnel and equipment. The Contractor is responsible for arranging the movement of all personnel and equipment into and out of Nigeria-BAY States.

Costs for movement of personnel and equipment will be borne by the Contractor and should be budgeted for accordingly. Customs clearance and secondary clearance procedures (Communications, health, vehicle registration, etc.) will be the responsibility of the Contractor.

The Contractor shall assure safe and gender sensitive facilities (accommodation/transport/ etc) where this is deemed necessary for the safe and efficient implementation of the contract.

22. Workdays, Down Time, Leave Cover, Holidays. Sufficient rotational leave-cover personnel are to be recruited to ensure operations can continue with 100% operational capacity. The Contractor must ensure that Key Personnel are covered during leave periods by personnel meeting the relevant qualifications noted in this SOW.

The Contractor's personnel shall receive a minimum of 2.5 leave days per completed month of service, which can be accrued to limits specified by the Contractor. The Contractor is responsible for all travel costs associated with leave. Failure to provide leave to the Contractor's personnel will be considered a breach of the Contract by the Contractor.

The Contractor is responsible for managing its personnel to ensure it provides leave to its personnel in accordance with the above, while at the same time maintaining full operations to provide the Operational Services set out in this RFP.

The Contractor’s normal working week should be 5 days, Monday to Friday inclusive. A "Work Day" comprises 8 hours of activities excluding travel time to the office or original assembly point for transportation or for food/drink/rest breaks.

Requests for variations on all of the above (including additional leave) may be submitted to the UNMAS Nigeria staff. Working hours shall be determined in consultation with UNMAS Nigeria staff in accordance with the local laws and regulations and will be governed by the operational tempo.

Flexible working arrangements for female personnel (in particular female nationals) should be considered.

23. Security Arrangements, medical assistance and emergencies. In case of medical emergencies, the Contractor is ultimately responsible for the wellbeing, medical treatment and evacuation of its staff/ partner’s staff. Where possible, UNMAS Nigeria may assist the Contractor but it should be noted that it is not mandatory. The Contractor will therefore ensure it has access to alternative medical transportation and medical facilities should they be required.

The Contractor must be fully self-sufficient in the provision of medical treatment for non-emergency cases and to take appropriate preventative measures for all its staff/partners staff.

The Contractor shall ensure it has an appropriate response to road traffic accidents or security incidents. There is an ever-present threat in Nigeria of asymmetric conflict including gunfire, and blast/fragmentation injuries. Therefore, this response shall include emergency planning, training and utilising the available medical services to provide effective emergency training. Specifically, the Contractor shall:

* Ensure that all personnel are trained and fully aware of the emergency procedures ;
* Ensure that sufficient personnel are trained and proficient in the use of all medical equipment provided by the Contractor, including trauma and First Aid kits;
* Develop and maintain SOPs which aim to reduce the risk and harm of incidents occurring during all activities described in this SOW;
* Provide an appropriate health plan for the workforce;
* Draft and maintain a detailed medical evacuation plan for the duration of the project.

Upon arrival at the duty station, all personnel should receive a briefing and regular updates on where to obtain guidance and support on how to handle stress and how to access/ obtain advice on available medical services, including women’s health services and psychosocial support.

COVID-19 prevention and mitigation measures:

The Contractor must explain how they plan to protect staff and beneficiaries from the risks of COVID-19 and budget for appropriate risk mitigation equipment and supplies, if not already purchased beforehand. The Contractor must explain how they will comply with the local government regulations if any, and should adhere to best practices in health and safety, including from guidance issued by the World Health Organization.

24. Preventing Sexual Exploitation, Abuse (“PSEA”) and Sexual Harassment:

* “Sexual Exploitation” means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including but not limited to, profiting monetarily, socially or politically from the sexual exploitation of another;
* “Sexual Abuse” means the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions; and
* “Sexual Harassment” means any unwelcome conduct of a sexual nature, that might reasonably be expected or be perceived to cause offense or humiliation, when such conduct interferes with work, is made a condition of employment or creates an intimidating, hostile or offensive work environment. Sexual harassment may occur in the workplace or in connection with work. While typically involving a pattern of conduct, sexual harassment may take the form of a single incident. In assessing the reasonableness of expectations or perceptions, the perspective of the person who is the target of the conduct shall be considered.

25. Request for personnel change. The Contractor must submit to UNMAS Nigeria the CVs of all international personnel and national management personnel to be deployed under the Contract. Any replacement of already approved candidates is required to be approved in writing by UNMAS Nigeria Programme Manager prior to deployment.

26. Cultural/local sensitivity: An organisational Code of Conduct/Rules and Regulations that outlines acceptable and unacceptable behaviours in terms of interactions within the organization and with external stakeholders, including beneficiary communities and casual labourers shall be put in place. The code of conduct should condemn any illegal or unethical activity (sexual, physical or psychological abuse, or exploitation, sexual harassment, trafficking, use of mira, alcohol, corruption, use of child labour, environmental and property damage, etc.). This code of conduct should also include disciplinary and financial measures to be applied in case of any breach of the code by its staff.

All members of personnel (international and national) shallreceive a briefing upon deployment and regular updates on how to report cases of sexual harassment, sexual exploitation and abuse, discrimination or other inappropriate behaviour. It is highly recommended that personnel receives an induction briefing upon deployment which covers the topic of women’s safety and prevention of gender-based violence in the duty station and local gendered laws or customs (for instance, regarding head coverings, or physical non-sexual contact between genders).

A channel to report concerns, make suggestions and raise gender and safety issues, also anonymously, shall be made available to all personnel. Information on how to channel complaints should be easily available and visible (e.g. through posters, intranet site, etc.). Focal persons who receive complaints should be diverse in gender and trained in creating respectful work environments for all personnel.

As per Section 11 of the UN Supplier Code of Conduct, “*the UN expects its suppliers to create and maintain an environment that treats all employees with dignity and respect. The UN further expects that its suppliers, their parent, subsidiary and affiliated entities as well as any subcontractors, will neither use or engage in, nor allow their employees or other persons engaged by them to use or engage in, any: threats of violence, verbal or psychological harassment or abuse, and/or sexual exploitation and abuse. Sexual exploitation and abuse violate universally recognized international legal norms and standards and have always been unacceptable behaviour and prohibited conduct for the UN. Prior to entering into agreements with the UN, suppliers are informed of the standards of conduct with respect to the prohibition of sexual exploitation and abuse, expected by the UN. Such standards include, but are not limited to, the prohibition of: (1) engaging in any sexual activity with any person under the age of 18, regardless of any laws of majority or consent, (2) exchanging any money, employment, goods, services, or other things of value, for sex, and/or (3) engaging in any sexual activity that is exploitive or degrading to any person. The UN expects its suppliers to take all appropriate measures to prohibit their employees or other persons engaged by the suppliers, from engaging in sexual exploitation and abuse. The UN also expects its suppliers to create and maintain an environment that prevents sexual exploitation and abuse. United Nations contracts will contain provisions concerning a supplier’s obligation to take appropriate measures to prevent sexual exploitation and abuse. The failure by a supplier to take preventive measures against sexual exploitation or abuse, to investigate allegations thereof, or to take corrective action when sexual exploitation or abuse has occurred, constitute grounds for termination of any agreement with the United Nations. Moreover, no harsh or inhumane treatment coercion or corporal punishment of any kind is tolerated, nor is there to be the threat of any such treatment.”*

1. **Gender and Sustainability**

The Contractor is encouraged to familiarise itself with the “The Strategy of the United Nations on Mine Action that explicitly makes reference to gender mainstreaming in mine action, available at the UNMAS Website: <https://www.mineaction.org/sites/default/files/publications/un_mine_action_strategy_2019-2023_lr.pdf> and with the UN Gender Guidelines of projects in Mine actions, available at UNMAS website: <https://unmas.org/sites/default/files/documents/mine_action_gender_guidelines_web.pdf>, and apply them to its operations as part of the proposal

The Contractor will have to demonstrate how their projects take gender and diversity into account during all phases of the planning cycle and apply it to its staff and operations as part of the proposal. Gender and diversity influence the way in which a person is affected by explosive contamination – including their risk of becoming a victim, the ability to access medical and support services, and their long-term recovery and reintegration. In addition to this, because of the distinct patterns, roles and responsibilities of women, girls, boys and men, mine action activities need to be sensitive to gender and diversity in order to be effective and efficient. Each member of the community can provide valuable information about contaminated areas and uses of those areas.

Contractor shall mainstream gender & diversity to the extent possible within the context of the contract. Gender sensitive indicators in the Monitoring and Evaluation System are strongly encouraged. The Contractor shall conduct an awareness session for all staff on gender & diversity approach adopted by the programme and conduct a “review session” (ideally every 3 months) on main challenges related to gender & diversity and for discussing lessons learned.

The Contractor should take into account more sustainable and resource efficient management of operations that will be beneficial for the environment. This includes, but is not limited to, adhering to international standards, incorporating corporate sustainability policy, applying an Environmental Management System to the operations. The proposal shall indicate how the Contractor suggests using elements of the social, economic and environmental sustainability in the contract implementation. Where possible the Contractor is encouraged to source responsible suppliers, specify more sustainable production and process methods, conduct background-check of potential suppliers for their record of social and environmental responsibility. The Contractor is strongly encouraged to use alternative sources of sustainable energy for power charges and biodegradable disposable materials where possible

To learn more about Sustainability, please refer to[**UNOPS Sustainability Page**](https://www.unops.org/about/our-story/sustainability) **in the UNOPS Website.**  To learn more about gender mainstreaming in mine action, please refer to [**Gender Mainstreaming Page**](https://www.unmas.org/en/gender-mainstreaming)in UNMAS web site.

1. **UNOPS Conditions**

The UNOPS policy on **Post-Service Restrictions** are as follows:

For a period of one year following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from seeking or accepting service with, or otherwise accepting any form of compensation or financial benefit from, any UNOPS contractor or vendor of goods or services, regardless of location, which conducts business with UNOPS or seeks to do so and with whom such personnel have been personally involved in the procurement process during the last three years of service with UNOPS.

For a period of two years following separation from service, former personnel who have participated in the procurement process for UNOPS before separation from service are prohibited from knowingly communicating with, or appearing before, any UNOPS personnel or unit of UNOPS on behalf of any third party on any particular matters that were under their official responsibility relating to the procurement process during the last three years of their service with UNOPS.

The following sanctions will apply for violations against the policy:

Violation of any of the provisions above by former personnel shall be recorded by a formal note in the individual’s official status file indicating the nature of the violation and a recommendation against any future service with UNOPS. In accordance with established procedures, such a note shall be brought to the attention of the individual concerned so that he or she has an opportunity to provide comments.

Any UNOPS contractor or vendor of goods or services who offers employment, hires or otherwise compensates personnel in violation of these restrictions may, after review by UNOPS, be subject to having its registration as a qualified contractor or vendor with UNOPS barred, suspended or terminated, in accordance with United Nations/UNOPS procurement policies and procedures.

Contractor must carefully review and abide by the UNOPS General Conditions of Contract for the Provision of Services available at:

<https://www.unops.org/english/Opportunities/suppliers/how-we-procure/Pages/default.aspx>

UNOPS would like to highlight the following **Conditions for UNOPS Contracts**:

* Article 2 – Responsibility for Employees
* Article 3 - Assignment of Personnel
* Article 6 – Insurance and Liability
* Article 9 – Copyright, Patents and Other Proprietary Rights
* Article 10 – Publicity, and Use of the Name, Emblem or Official Seal of UNOPS
* Article 13 – Termination.

1. Ref [IMAS 06.10](https://www.mineactionstandards.org/fileadmin/MAS/documents/standards/IMAS-06-10-Ed1-Am3.pdf) Management of Training. The package should not just contain the lesson to be delivered but also a set of instructor notes, handouts and/or manuals for students, training programme, student record and evaluation formats (eg, tests exam, theory, practical, etc.) to enable not just the training but also to manage that delivery and maintain records of student performance. [↑](#footnote-ref-0)