

Terms of Reference Phase 2 of GMAP

Introduction

The Global Mine Action Programme (GMAP) business case allows for the Department for International Development (DFID) to contract a supplier for land mine and explosive remnants of war (ERW) clearance and mine risk education (MRE) activities in Somalia, South Sudan, Burma and Zimbabwe as part of Phase 2 of the programme. These Terms of Reference (ToR) detail what is required by the supplier. The business case and addendum can be found here <http://devtracker.dfid.gov.uk/projects/GB-1-203243/documents/> .

Objective, scope and requirements

Objective

The objective is to contribute to the overall impact of the programme – to improve physical security and livelihoods leading to poverty reduction and progress against the Millennium Development Goals (MDGs).

In particular the supplier will contribute to the following outcomes:

- Fewer mines and ERW related injuries and deaths in the target countries, leading to increased personal safety;
- Target communities feel safer, leading to increased well-being;
- Formerly contaminated land used productively by target communities, and increased access to markets, leading to improved livelihoods;
- Target communities have increased access to basic services provided by national governments or NGOs;
- Effective mine action programmes increasingly managed by national authorities with minimal outside technical or financial input;
- Measurable progress towards Ottawa (Mine Ban) Treaty, Convention on Cluster Munitions and Convention on Conventional Weapons compliance.

The Recipient

The recipients of this service will be the Governments of Somalia, South Sudan, Burma and Zimbabwe.

The intended beneficiaries of this project are:

- Communities currently at risk of harm from mines and ERW;
- Communities unable to use land productively because of the fear of harm from mines and ERW; and

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- Communities unable to access basic services, facilities and vital infrastructure.

Scope

As mentioned above, this contract will cover mine action activities in South Sudan, Somalia, Burma and Zimbabwe.

The contract will run until 31 August 2017. The contract will have a three-month Inception Phase, and progress to the Implementation Phase will be dependent on the satisfactory performance and delivery of all the outputs by the supplier during the Inception Phase.

The Requirements

Establishing the baseline: Within 90 days of the commencement of the contract, the supplier shall submit to DFID a report setting out the baseline data to be used as a reference point against which project performance will be measured. The report shall:

- a) describe the expected 'technical' baseline, i.e. the availability, accuracy and reliability of information on suspected and confirmed hazardous areas, and the types and predicted distribution of mines and ERW to be cleared; and
- b) provide quantitative and qualitative data on the quality of life of mine/ERW-affected communities prior to land release and MRE interventions.

Logframe: Within 90 days of the commencement of the contract, the supplier shall submit to DFID a draft project logframe. The logframe shall be based on a Theory of Change (ToC) diagram (see Annex A) which the supplier shall include in its project proposal.

Task selection: The supplier shall work closely with the national and provincial authorities to select tasks which will contribute to the project objective.

Outputs: The nature of national mine action prioritisation and planning means it is normally not possible to predict well in advance the location and timing of land release and MRE tasks. For the purposes of this project, the supplier shall provide indicative outputs which show the expected productivity of land release and MRE tasks in each country as part of their bid. The following indicators are to be used:

- a) Cancelled land (square metres per week);
- b) Reduced land (square metres per week);
- c) Cleared land (square metres per week);

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- d) Community liaison visits (households visited per week);
- e) MRE community briefing sessions (briefing sessions per week).

The supplier will include the assumptions used to calculate its productivity (including the size of its survey, clearance, community liaison and MRE teams, equipment used, access to information such as minefield records, and the Supplier's experience in surveying and clearing similar contaminated land) and the project risk(s) associated with the Supplier's assumptions.

Intended outcomes: The intended outcomes of this project are to provide communities at risk with increased security and enhanced livelihoods, and to enable broader humanitarian and development projects to be implemented. The Supplier shall work closely with the provincial authorities and development partners to enable these outcomes to be achieved.

Emphasis will be given: (a) to the degree, quality and sustainability of the benefits (in terms of increased security and enhanced livelihoods) of land release and MRE activities; and (b) to activities which meet the expectations – in addition to addressing the needs – of communities at risk.

Lessons learned: The Supplier shall work with the Monitoring and Evaluation (M&E) provider to establish a formal system which aims to identify, document, validate and disseminate lessons learned across the countries. Of particular importance will be lessons learned on the trialing and use of innovative operational procedures.

Project phase out: The need for continued UK Government funding of mine action in Phase 2 countries will be considered in due course. The supplier must consider the possibility there will not be a follow-on mine action contract and will therefore plan to demobilise to minimise the impact on the Supplier's national staff and development partners, and the disposal of vehicles and equipment bought and used with project funds.

Value for Money (VfM): The Supplier will be required to provide VfM through all phases of the project. Resources shall be used economically and outputs shall be achieved efficiently. The Supplier will be required to demonstrate how intended outcomes will be achieved effectively through provincial authorities and/or development partners. Gender: The Supplier shall design, develop and implement the project in a way that takes into account the different needs, priorities, knowledge and capabilities of women, girls, men and boys, ensuring that they participate in, and benefit equally from, the proposed project.

Implementation requirements

The Supplier will be required to have the information, knowledge, experience, procedures, equipment and trained people ready to implement the project by early April 2016. The Supplier shall identify the risks in achieving the required capability and explain how it will reduce the likelihood and impact of such risks.

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Timeframe

Requirement	Timing
Implementation report with established baseline and suggested logframe	Within three months of beginning of contract
Narrative reports with update on progress against logframe and payment milestones	Quarterly (middle of the month following the preceding financial quarter)
Project closure and asset disposal	Preparations begin three months before August 2017

The contract includes a possibility of an extension of up to 12 months subject to performance, availability of funding and on-going programme needs.

Budget

The overall programme budget is £30 million over three years (July 2014 – August 2017) and approximately, up to £11.5 million (inclusive of all government tax) has been allocated for this contract.

The Supplier has proposed quarterly payment schedules for each country based on the estimated actual cost of anticipated delivery targets against each Output during each quarter, taking account of external factors which may cause variances in delivery (seasonal weather fluctuations, different terrains, local influences etc). Forecasts will be revisited each quarter to ensure accurate activity planning and financial management. For the avoidance of doubt, the payment schedules include Outputs delivered during recognised financial quarters.

Management Arrangements Quality Control and Reporting

Performance requirements

GMAP is currently managed directly through the Conflict, Humanitarian Assistance and Security Department (CHASE) within DFID, however the M&E provider will be in place by the time this contract begins. The supplier's work will be monitored by the M&E provider. The M&E provider will work under the overall supervision of the Senior Responsible Officer (SRO). The M&E provider will report back on all GMAP deliverables to the Policy Analyst in the Security and Justice team in CHASE.

Reporting

The Supplier will provide quarterly reports to the M&E provider who will assemble all GMAP reports and update DFID including alerting it to any significant challenges that the Supplier is facing with programme delivery.

The Supplier will be expected to contribute to the evidence (including lessons learned and best practice) gathering by the M&E provider for the programme evaluation.

Other requirements

Background

The purpose of the Global Mine Action Programme (GMAP) is to reduce the humanitarian and development impact of landmines and Explosive Remnants of War (ERW). It aims to achieve this through i) clearance and direct release of contaminated or suspected contaminated land (demining), ii) Mine Risk Education (MRE) and iii) building the capacity of partner countries to manage their national Mine Action programmes.

Approved in January 2014, operations in five countries (Mozambique, Sri Lanka, Vietnam, Cambodia and Laos) began in July 2014. This included six contracts to conduct demining activities, alongside some Mine Risk Education (MRE) work; and a single contract to conduct capacity building activities with national and regional demining authorities.

Last year alone DFID supported the clearance on 2,294,129 square meters of land and reached 13,321 people through mine risk education activities.

Based on Phase One country contracts let to date, GMAP is expected to clear over 25,000,000 square meters of contaminated or suspected contaminated land, and release significantly more. This activity will save lives, reduce fear and can provide a spur to development, increasing livelihood opportunities as land is put to productive use, and increasing access to basic services.

GMAP will also build the capacity of regional and national demining authorities based on their priorities, including improving information and risk management systems, increasing the effectiveness of local management of contamination.

Duty of Care

The Supplier is responsible for the safety and well-being of their Personnel (as defined in Section 2 of the Contract) and Third Parties affected by their activities under this contract, including appropriate security arrangements. They will also be responsible for the provision of suitable security arrangements for their domestic and business property.

DFID will share available information with the Supplier on security status and developments in-country where appropriate. DFID will provide the following:

- All Supplier Personnel will be offered a security briefing by the British Embassy/DFID on arrival. All such Personnel must register with their respective Embassies to ensure that they are included in emergency procedures.
- A copy of the DFID visitor notes (and a further copy each time these are updated), which the Supplier may use to brief their Personnel on arrival.

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The Supplier is responsible for ensuring appropriate safety and security briefings for all of their Personnel working under this contract and ensuring that their Personnel register and receive briefing as outlined above. Travel advice is also available on the FCO website and the Supplier must ensure they (and their Personnel) are up to date with the latest position.

This Procurement will require the Supplier to operate in conflict-affected areas and parts of it are highly insecure. Travel to many zones within the region will be subject to travel clearance from the UK government in advance. The security situation is volatile and subject to change at short notice. The Supplier must be comfortable working in such an environment and be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).]

The Supplier is responsible for ensuring that appropriate arrangements, processes and procedures are in place for their Personnel, taking into account the environment they will be working in and the level of risk involved in delivery of the Contract (such as working in dangerous, fragile and hostile environments etc.). The Supplier must ensure their Personnel receive the required level of training and complete a UK government approved hostile environment training course (SAFE) or safety in the field training prior to deployment.

This contract will require the Supplier to operate in a seismically active zone and is considered at high risk of earthquakes. Minor tremors are not uncommon. Earthquakes are impossible to predict and can result in major devastation and loss of life. There are several websites focusing on earthquakes, including <http://geology.about.com/library/bl/maps/blworldindex.htm>. The Supplier must be comfortable working in such an environment and be capable of deploying to any areas required within the region in order to deliver the Contract (subject to travel clearance being granted).]

Tenderers must develop their Response and Tender on the basis of being fully responsible for Duty of Care in line with the details provided above and the initial risk assessment matrices prepared by DFID (see ITT Attachments 1-5). They must confirm in their response (ITT Attachment 6) for each Duty of Care Assessment Matrix that:

- They fully accept responsibility for Security and Duty of Care.
- They understand the potential risks and have the knowledge and experience to develop an effective risk plan.
- They have the capability to manage their Duty of Care responsibilities throughout the life of the contract.

If you are unwilling or unable to accept responsibility for Security and Duty of Care as detailed above, your response will be viewed as non-compliant and excluded from further evaluation. Acceptance of responsibility must be

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supported with evidence of Duty of Care capability and DFID reserves the right to clarify any aspect of this evidence.

A DFID duty of care risk matrix for each Phase 2 country is annexed.