
CALL FOR PROPOSALS

**For Non-Governmental Implementing Partner to
assist in building law enforcement K9 capabilities in
BiH for detecting SALW, ammunition and explosives
for the project**

***Addressing Security and Safety Risks of Illegal
Possession, Misuse and Trafficking of SALW and
Their Ammunition in Bosnia and Herzegovina***

REFERENCE NUMBER BAH-CPIP-02-2022

1. BACKGROUND

The General Framework Agreement for Peace (GFAP) in Bosnia and Herzegovina (BiH) shapes the work of the OSCE Mission to Bosnia and Herzegovina (the Mission). GFAP established the Mission as one of the bodies responsible for helping to secure lasting peace in BiH and thus to build a stable, secure, and democratic state.

The Mission's principal aim is to promote stability and reconciliation while assisting BiH on its path to regional political, economic and social integration. Mission's activities seek to foster systems of governance, justice and education that uphold human rights and the rule of law for all citizens. Moreover, the Mission supports the development of an effective, responsive, and inclusive security sector in Bosnia and Herzegovina, in keeping with international standards.

Based in the capital city of Sarajevo, the Mission relies on its network of eight field offices to fully engage citizens and authorities at all levels – municipal, cantonal, entity, as well as State. To adapt as necessary to social and political developments, the structure of Mission's fieldwork and activities remains flexible. Six focus areas comprise the Mission's approach: Human Rights; Education; Rule of Law; Gender Equality; Democratic Governance and Security Co-operation.

One of the two foremost programmatic departments of the Mission, the Department for Security Co-operation (DSC) is engaged on the OSCE's First Dimension pertaining to politico-military and security matters. DSC engages both on military and non-military matters, aiming to sustainably improve defence and security sector governance and reform, as well as BiH compliance with and reporting on OSCE politico-military and security commitments. The Department is moreover engaged on a number of extra-budgetary projects, including relation to control of small arms and light weapons (SALW).

The Mission is also a key international partner to BiH on implementation of the national strategy for the control of small arms and light weapons (SALW), related actions plans, and the regional Roadmap on SALW control. In fact, DSC's arms control support to BiH also helps decrease the risk of accidental explosion, theft and onward proliferation of weapons and ammunition stockpiles.

As part of the project *Addressing Security and Safety Risks of Illegal Possession, Misuse and Trafficking of SALW and Their Ammunition in Bosnia and Herzegovina*, DSC will support capacity building of law enforcement K9 capabilities for detecting SALW, ammunition and explosives.

2. OBJECTIVES

The Mission is seeking to engage a local non-governmental organization (NGO) to support, in close co-operation with the relevant authorities, the development of the items listed below under *Deliverables* in Section 4. The NGO will be engaged as an implementing partner (IP) with pronounced expertise for strengthening law enforcement K9 capabilities for detecting SALW, ammunition and explosives.

The IP will work with the Mission to support relevant authorities with the development of the items listed below in Section 4 under *Deliverables*. As such, the IP will be supporting improvement of infrastructure, human resource, regulatory and information exchange environment in order to create the necessary preconditions for the efficient deployment of the K9

assets capable to prevent, counter or investigate trafficking of SALW, ammunition and explosives.

Duration of IPA assignment: 1 November 2022 – 31 December 2023

3. EXPECTED RESULTS

In close consultation with the Mission, the IP is expected to develop:

1. A draft Master Plan for K9 capacity building in BiH, based on inputs provided by the project beneficiaries;
2. An effectively conducted assessment on required legislation for use of K9 capacity (if needed);
3. A draft SOP for use of K9 capacity in detecting SALW, ammunition and explosives, based on inputs/requirements provided by the project beneficiaries;
4. A design outline for infrastructure upgrades of K9 facilities (11 facilities), based on inputs/requirements provided by the project beneficiaries;
5. A list of needed K9 equipment, based on inputs/requirements provided by the project beneficiaries;
6. A training programme and training manual on the application of SOP for use of K9 capacity in detection of SALW, ammunition and explosives, based on inputs/requirements provided by the project beneficiaries;
7. IP-supported workshops and/or competitions for dog handlers that facilitate effective information sharing on current operational modalities, good practices and techniques in the field of detection of SALW proliferation.

The maximum earmarked budget for delivery of this IPA assignment is **BAM 99,800.00**.

4. EXPECTED DELIVERABLES:

1. Draft Master Plan for K9 capacity building;
2. Assessment report on required legislation and SOP for use of K9 capacity;
3. Draft SOP for use of K9 capacity in detecting SALW, ammunition and explosives;
4. Design outline for infrastructure upgrades of K9 facilities;
5. A list of needed K9 equipment;
6. A training manual on the application of SOP for use of K9 capacity in detection of SALW, ammunition and explosives;
7. Draft agendas for workshops and/or competitions for dog handlers.

5. QUALIFICATIONS AND APPLICATION PROCEDURE

The Mission is hereby seeking proposals for NGOs active in the field of K9 expertise in BiH to implement the tasks defined above.

5.1. Applicant Implementing Partner should possess the following qualifications:

- Registered civil society organization (CSO) in BiH;
- Experience in managing and implementing projects related to security and/or defense, or a related field;
- A minimum of four (4) years of experience in the field of K9 detection of SALW, ammunition and explosives;
- At least five (5) full time employees, of whom at least two (2) with expertise in the field of K9;
- A record of accomplishment in K9 capacity building and units' management, developing SOP, training programmes and related training manuals on the application of the SOPs for use of K9 capacities in detection of SALW, ammunition and explosives.

5.2. The Applicant is required to fill out an **Implementing Partner (IP) Application Form** (*Annex 1*). The application form needs to be completed in English.

5.3. The applicant is required to attach the following documents to the **Implementing Partner (IP) Application Form**:

- 1) Confirmation of legal status and a copy of the registration document;
- 2) Copy of Mission Statement/Programme in the original language of the document as well as in English;
- 3) Copy of the Statute in the original language of the document as well as in English;
- 4) Listing of all Board Members with CVs, if available;
- 5) Listing of full-time employees K9 experts with CVs;
- 6) CVs for proposed project staff;
- 7) List of previously implemented projects related to the K9, preferably with reference letters;
- 8) Copies of the most recent financial statements;
- 9) Evidence of a legally registered bank account.

5.4. The complete application package, including the Implementing Partner (IP) Application Form (*Annex 1*) and all documents as stated under Section 4.3, should be addressed and submitted in a sealed envelope, with **reference number quoted BAH-CPIP-02-2022**, to:

OSCE Mission to Bosnia and Herzegovina
Fra Anđela Zvizdovića 1
71000 Sarajevo
Bosnia and Herzegovina

5.5. The application needs to reach the OSCE until **Tuesday, 18 October, 17:00**.

6. CRITERIA FOR SELECTION

Applications deemed to have met the minimum requirements will be subject to quantitative evaluation by the OSCE, which will be carried out in accordance with the Evaluation Matrix below.

Evaluation Matrix

Criteria	Weight
1. Competencies / Sector Expertise and Experience [required specific skills, security sector specialty and expertise, ongoing programme in K9 expertise, experience in the field of K9 detection of SALW, ammunition and explosives].	60
2. Project Management [ability to deliver project objectives and accountability mechanisms. Experience in management of various scale projects; experience with managing projects with international organizations]	20
3. Organizational Structure and Operational Capacity [knowledge and human resources. The level of human resources is sufficient to run a successful project. Staff and K9 experts possess the required qualifications.]	10
4. Financial Capacity [sound financial management in project implementation (focus on scale and relevance of projects implemented). Sustainable financial position; the maximum amount of money the organization has ever managed/number of projects and resources currently managed]	10
Maximum Total Score	100

7. FINAL PROVISIONS

Please note

- The OSCE reserves the right to accept or reject any proposal, and to annul, in whole or in part, or to suspend the process and reject all proposals at any time prior to the signing of the Implementing Partner Agreement, without thereby incurring any liability to the affected organization or any obligation to inform the affected firm or firms of the reasons for the OSCE's action.
- Nothing in or relating to this Call for Proposals shall be deemed a waiver, expressed or implied, of any of the privileges and immunities of the OSCE.
- The OSCE Mission to BiH will only fund direct costs that can be attributed in full to the project activities. Indirect costs not directly attributable to the specific project, but rather support IPs day-to-day operations shall not be funded by the OSCE.

8. FURTHER INFORMATION

Please address your queries or comments in writing to the following e-mail address (administration-ba@osce.org) by **Friday, 7 October 2022**, and kindly refrain from any personal visits or telephone calls. When doing so, please indicate that the question is related to the reference number **BIH-CPIP-02-2022**.

Annex 1

IMPLEMENTING PARTNER (IP) APPLICATION FORM

Note: The purpose of the Application Form is for the Implementing Partner to express interest and demonstrate its unique advantage and value added for undertaking the project Implementing Partnership Agreement.

The Application Form should be concise, contain clear information and not exceed three pages.

Part I – General Information	
Name of Organisation	
Responsible Person	
Phone Number	
Postal Address	
E-Mail Address	
Website	
Level at which organisation operates	<input type="checkbox"/> Municipality
	<input type="checkbox"/> National [across BiH]
	<input type="checkbox"/> Entity/Brcko District
	<input type="checkbox"/> Regional/International
Part II – Competences/Field of Expertise	
Please list areas of organisation's core competences in project implementation	1.
	2.
	3.
	4.
Part III – Staff Information	
Number of full-time employees	
Number of part-time employees	
Part IV – Project information	
Technical capacity (please describe the unique advantage your organization brings to the project, including your technical capacity and skills, for achieving the expected outputs)	
Methodology and approach (brief description of the activities, methodology and approach to be used during project implementation to achieve the expected outputs)	
Resources (brief description of how the required resources would be	



mobilized and the estimated total cost of the project, including total funding to be requested from the OSCE Mission to BiH; please also include any contributions by other donors. Please provide number of projects and resources currently managed.

Please attach any supporting documentation such as similar projects implemented, final reports, etc. and related reference letters