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<b>Support and training for the identification of corpses in Mexico</b>	<b>Project number/ cost centre: 18.9068.0.001 VN 81259084</b>
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## **0. List of abbreviations**

AA	German Federal Foreign Office (German acronym)
AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2018
CNB	Mexican National Search Commission (Spanish acronym)
IJCF	Jalisco Institute of Forensic Science (Spanish acronym)
MEIF	Extraordinary Forensic Identification Mechanism (Spanish acronym)
ToRs	Terms of reference

## 1. Context

According to the country's own government, Mexico is experiencing a profound humanitarian crisis. The country faces great challenges in the security and justice system in terms of organisation, coordination and the monitoring of its adherence to the rule of law. More than 60,000 people are currently believed to be missing in Mexico. At the same time, the remains of more than 37,000 people are unidentified and kept either in forensic medical institutes in the 32 federal states or buried anonymously in public cemeteries. It is likely that many of the missing persons are among these so far unidentified victims. In addition, Mexico registers almost 100 cases of homicide per day at present. Yet extensive criminal investigations are rare. The number of unidentified victims and missing persons and the strain on social harmony are comparable to post-conflict regions. In cases of enforced disappearance, relatives and persons looking for missing people do not have any certainty about the fate of their relatives and friends. The families of those missing suffer severely under the strain of not knowing, holding on to hope every day and their inability to mourn.

On behalf of the German Federal Foreign Office (AA) the GIZ works with Mexican institutions and civil society to help to identify more unknown deceased persons in Mexico. Victim relatives are particularly involved in these processes. Doing so, it helps to build trust in the rule of law. Specifically, the mechanisms and structures of the Mexican National Search Commission (CNB) and forensic medicine institutes are being strengthened.

During an exhumation technically supported by the project in the state of Tamaulipas in 2018, around 265 bodies were recovered. Over 300 survivors of missing persons gave genetic samples and helped so that 20 bodies were identified and handed over to the families. At the same time, the relatives received psychological and social support. The project also cooperates closely with victim associations.

From October 2019 to March 2020, two German forensic doctors from the University of Frankfurt supported the Jalisco Institute of Forensic Sciences (capital Guadalajara) on site. Structural improvements were worked out (e.g. a new input template for AM data), Mexican colleagues were trained (e.g. using an infrared camera; approx. 40 potential identifications were achieved). The results of the collaboration were published in a specialist article in the journal "Forensic Medicine" on the topic of "The use of tattoos to identify unknown bodies".<sup>1</sup>

Above all, the project technically supports the forensic identification of unknown deceased. Among other things, the methods of autopsies and forensic anthropology as well as ante mortem / postmortem databases in the pilot states Jalisco, Tamaulipas, Veracruz, and Oaxaca should be better used to identify unidentified bodies at a large scale. Together with the United Nations (OHCHR) and the International Committee of the Red Cross, the project will support the implementation of an Extraordinary Forensic Identification Mechanism (MEIF) for the search and excavation of numerous hidden (mass) graves and for the identification of the victims buried there. The contractors will accompany and coordinate the German support of the MEIF.

Each bidder can apply for only one position of the two-position call for proposals. Experts can apply individually or as a team of two forensic experts together.

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<sup>1</sup> <https://link.springer.com/article/10.1007/s00194-020-00396-y>

## 2. Tasks to be performed by the contractor

The aim of the service is to analyse as many cases as possible of the 37,000-unknown deceased, to document and compare AM / PM data and to achieve potential identifications. At the same time, individual graves are to be excavated and the exhumation professionally accompanied. The aim is to create sustainable structures for identification in Mexico.

The contractor is responsible for providing the following services:

- Accompaniment and support (in particular quality management) of autopsies, necropsy, etc; the documentation of corpses (database Ante Mortem / Post Mortem) in the institutes for forensic medicine in the states of Jalisco, Tamaulipas, Veracruz and Zacatecas (depending on the inquiries from the CNB and the Mexican Ministry of the Interior)
- Support (in form of quality management) excavations of graves and / or public cemeteries: exhumation, documentation, anthropological forensics (bones), DNA, etc.
- Support in the creation of a national excavation and identification plan under the supervision of the CNB
- Technical support and training for local legal practitioners and anthropologists
- Creation of training modules for legal doctors
- Lecture series "Legal medicine and identification" at ITESO, Guadalajara (1x per week)
- Introduction to forensic medicine for victims' associations (1x 2 days in Tamaulipas, Veracruz and Jalisco)
- Provide support to an academic congress for the identification of bodies in Mexico City
- Accompany a potential German Mexican academic exchange program via the DAAD.
- Development organizational models for institutes of forensic medicine
- Implementation of introductory events for victim groups in the field of forensic medicine

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

<b>Milestone</b>	<b>Deadline/place/person responsible</b>
At least 50 identification of suspected cases	31.01.2021, Jalisco
At least 300 identification of suspected cases	31.03.2021, Jalisco
Creation of training concept for victim groups	31.12.2020
Analysis of at least 500 DNA PM samples	27.03.2020

Period of assignment: From 01.11.2020 until 30.06.2021. The ongoing COVID pandemic might cause delays or changes. The contractor should be present in Mexico, most likely in Guadalajara (Jalisco) at least 5 months.

10 trips of five working days each to the states of Tamaulipas, Veracruz, Mexico City, Oaxaca and Zacatecas are to be carried out to the respective institutes for forensic medicine and in cooperation with CNB.

Contractors can apply for **one or both of the following lots (only one bid per lot will be awarded with contract)**:

### **Lot 1**

International Expert 1 (good knowledge of Spanish), specification in chapter 4

### **Lot 2**

International Expert 2-Specification (no Spanish skills needed; English/ German needed), specification chapter 4

## **3. Concept**

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

### **Technical-methodological concept**

**Strategy:** The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which he/she intends to provide the services for which he/she is responsible (see Chapter 2). The overall strategic objective is to identify dead bodies at a large scale in Mexico.

The bidder is required to present the relevant actors for the services for which he/she is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which he/she is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

### **Other specific requirements**

When implementing the service, particular care should be taken to ensure that victim associations and groups are involved in the identification process. They need to be trained to build trust in the work of forensic medicine.

### **Project management of the contractor**

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for preparing, training, and steering local experts (national, short, and long term) assigned to perform the advisory tasks.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
- The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:

- Inception report
- Contributions to reports to GIZ's commissioning party
- Final report
- Academic Publication

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 5.4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

#### **4. Personnel concept**

The bidder is required to prove that he meets the position described, on the basis of his/ her CV (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

##### **Lot 1:**

##### **International Expert 1 (good knowledge of the Spanish language)**

##### Tasks

- Overall responsibility for the advisory packages of the contractor (quality and deadlines).
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.

- Regular reporting in accordance with deadlines.

#### Qualifications

- Education/training (2.1.1): University qualification (German 'Diploma'/Master) in medicine, medical license, doctorate in legal medicine or related forensic sciences (e.g. anthropology)
- Language (2.1.2): Advanced knowledge of Spanish (C1). Good business language skills in English (C1) and/ or German
- General professional experience (2.1.3): 10 years of professional experience in the field of human medicine.
- Specific professional experience (2.1.4): 5 years in forensic medicine.  
Other (2.1.8): practical knowledge of the Mexican system of forensic medicine.

## **Lot 2**

### **International Expert 2 (English/ German speaking)**

#### Tasks

- Overall responsibility for the advisory packages of the contractor (quality and deadlines).
- Coordinating and ensuring communication with GIZ, partners and others involved in the project.
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts.
- Regular reporting in accordance with deadlines.

#### Qualifications

- Education/training (2.1.1): University qualification (German 'Diploma'/Master) in medicine, medical license, doctorate in legal medicine.
- Language (2.1.2): Fluent in English (C1) and/ or German
- General professional experience (2.1.3): 10 years of professional experience in the field of human medicine.
- Specific professional experience (2.1.4): 5 years in forensic medicine.  
Other (2.1.8): practical knowledge of the Mexican system of forensic medicine.

## **5. Costing requirements**

### **Assignment of personnel**

Lot 1: Assignment for 120 man days

Lot 2: Assignment for 120 man days

## **Travel**

The bidder is required to calculate the travel expenditures and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

As the bidder will be based in Mexico for a period of minimum 5 months, the daily allowance will be adjusted to the local daily allowance in Mexico (currently 24 EUR). For the 10 business trips (maximum), the bidder should estimate the cost of staying in known hotel chains such as Holiday Inn or Hilton. During his or her stay, the bidder should estimate the cost of a two-room apartment fully furnished in a safe and upscale neighbourhood of Guadalajara (e.g. renting via AirBnB or other hosting platforms).

## **Flexible remuneration item**

Please consider a flexible remuneration position in the amount of 5000 EUR in your proposal for each lot.

## **6. Inputs of GIZ or other actors**

GIZ and/or other actors are expected to make the following available:

- 2 offices (might be shared) in the IJCF in Guadalajara
- Workshops logistics
- Support / coordination of the service with two local specialists (DNA biologist and forensic anthropologist)

## **7. Requirements on the format of the bid**

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The complete bid shall not exceed 8 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs can also be submitted in English.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule. Please send a price sheet for each lot you are applying for.



## 8. Option

After the tasks put out to tender have been completed, important elements of these tasks can be continued or extended within the framework of a follow-on assignment. Individual points:

1. **Type and scope:** Further support for the identification process and possible implementation of the international identification mechanism led by the UN.
2. **Requirements:** Implementation of an international mechanism led by the UN and with international participation.

The option is exercised in the form of an extension to the contract based on the already offered individual rates.

## 9. Annexes

Journal of Forensic Medicine - <https://link.springer.com/article/10.1007/s00194-020-00396-y>

Article from Tagesschau - <https://www.tagesschau.de/ausland/mexiko-forensiker-101.html>

GIZ-Project description - <https://www.giz.de/en/worldwide/78727.html>

Nombre y rostro para personas fallecidas sin identificar (I de II):  
<https://seguridad.nexos.com.mx/?p=2184>