

## **Scope of Services**

### **Researcher for the Mine Action Review Project (consultancy position)**

**Contract:** Approximately 60 days of consultancy in 2022, between March and November, with the bulk of the work falling between April and September.

**Remuneration:** To be agreed based on applicant's tender bid. The tender value submitted should include a daily rate for the full and total financial sum for the consultancy services described, excluding potential work-related travel which will be agreed and compensated separately. The consultant is responsible for their own taxes, insurance, pension, health care, and all other work-related expenses.

**Location:** Preferably UK-based, but flexible.

**Languages:** Fluent English essential. Other languages, including Spanish or French, useful.

Norwegian People's Aid is seeking an English-speaking Researcher for the Mine Action Review project ([www.mineactionreview.org](http://www.mineactionreview.org)) in 2022.

Mine Action Review is an independent research project supported and published by NPA. Through its annual publications, *Clearing Cluster Munition Remnants* and *Clearing the Mines*, and associated monitoring of the Treaty Action Plans, Mine Action Review monitors and analyses progress in survey and clearance of cluster munition remnants and anti-personnel mines globally, including implementation of the clearance obligations in the Convention on Cluster Munitions and the Anti-Personnel Mine Ban Convention.

#### **Consultancy description**

The successful applicant will conduct approximately 50 days country-level research for Mine Action Review's *Clearing Cluster Munition Remnants* and *Clearing the Mines* publications in 2022. We encourage applicants to refer to last year's publications on Mine Action Review's website, for a comprehensive understanding of the required research. In addition, the successful applicant will provide approximately 10 days support to the Project Manager in proofreading Mine Action Review publications prior to publication and in migration of website content to Mine Action Review's new website.

You will be responsible for conducting research and analysis on contamination, survey, and clearance of anti-personnel mines and cluster munition remnants for a portfolio of approximately six landmine- and/or cluster munition-contaminated countries. This will include:

- Research and writing approximately six country reports on anti-personnel mine contamination, survey, and clearance, in accordance with the existing *Clearing the Mines* country report outlines, and one or two country reports on cluster munition remnant contamination, survey, and clearance, in accordance with the existing *Clearing Cluster Munition Remnants* country report outlines. This will be conducted in a timely fashion in line with agreed timelines.
- As part of the required research, you will send questionnaires and collate and analyse and cross-check information from multiple stakeholders across the mine action sector (including national authorities and mine action centres, demining organisations, United Nations agencies, and other expert organisations). You will also conduct online communications and interviews, as required, during the research process.
- Attend ad-hoc meetings relating to the Mine Action Review project, as agreed.
- If travel conditions permit, and as agreed by the Project Manager of Mine Action Review, you might also be required to attend UN / treaty meetings to meet with relevant stakeholders in person. There might also be an option to plan and conduct a field research trip to a landmine and/or cluster munition affected country. Work-related travel costs will be covered by NPA.

In addition, you will be responsible for:

- Helping proofread Mine Action Review publications prior to publication.
- Helping migrate (transfer) content from the current Mine Action Review website to the new website, prior to its planned launch in the summer.

You will work in close coordination with colleagues in the Mine Action Review team, in particular the Editor and Project Manager.

This role is a consultancy position for approximately 60 days' work in 2022 (50 days' country research and 10 days' proofreading and migration of website content), with the bulk of the work falling between April and September. The timeline for the consultancy services will be developed and agreed between the consultant and NPA as part of the contract.

### **Skills and experience required**

#### **Essential:**

The successful candidate must be able to demonstrate that they possess the following skills:

- Exceptional written and verbal communication skills and fluency in English.
- Excellent attention to detail and an appreciation of the importance of reporting and reflecting data accurately.
- Strong communication skills with the ability to liaise effectively and professionally with a range of external stakeholders across multiple countries and cultures, and to keep in regular dialogue with Mine Action Review's Project Manager.
- Strong analytical skills, both quantitative and qualitative, with the ability to accurately interpret information from a variety of sources and present findings in a clear and concise reporting format.
- Effective organisation of their workload while conducting concurrent research across multiple countries and stakeholders.
- Outstanding time management, with the ability to prioritise tasks and work according to tight deadlines with keen attention to detail.
- Possess a graduate/postgraduate qualification in a relevant social science.

#### **Desirable:**

- An understanding of humanitarian mine action is desirable.

Please note successful applicants will need to provide two professional references.