

## **Call for tender: Consultancy services for Mine Action Review Desk Researcher and Translator (Russian-speaking)**

**Norwegian People's Aid (NPA) invites bids from interested qualified bidders for the provision of consultancy services for a Russian-speaking Desk Researcher and Translator for the Mine Action Review project (2024).**

### About NPA

Norwegian People's Aid (NPA) is a Norwegian humanitarian and development non-governmental organization (NGO), with global operations. NPA started humanitarian mine action operations in Cambodia in 1992 and now has mine action operations in more than 20 countries. Parallel to clearing landmines, cluster munition remnants, and other explosive remnants of war (ERW), NPA has taken a leading role in civil society's push for States to negotiate, adopt, adhere to, and implement international disarmament treaties such as the Anti-Personnel Mine Ban Convention and the Convention on Cluster Munitions. NPA's Department for Mine Action and Disarmament implements its own programmes, with international and local staff, often in cooperation with national authorities, United Nations (UN) agencies and other international Mine Action NGOs. NPA covers the full life cycle of weapons and ammunitions – with interventions to protect civilians before, during, and after conflict.

### About Mine Action Review

Mine Action Review ([www.mineactionreview.org](http://www.mineactionreview.org)) is an independent global research project, published by NPA. Through its annual publications, *Clearing the Mines* and *Clearing Cluster Munition Remnants*, and associated monitoring of the respective Treaty Action Plans, Mine Action Review monitors and analyses progress in survey and clearance of anti-personnel mines and cluster munition remnants globally, including implementation of the clearance obligations in the Anti-Personnel Mine Ban Convention and the Convention on Cluster Munitions. The HALO Trust, Mines Advisory Group (MAG), and NPA form Mine Action Review's Advisory Board.

### Consultancy Position

NPA calls for tenders for consultancy services for a **Desk Researcher and Translator (Russian-speaking) for the Mine Action Review project (2024)**. Please see the **Scope of Services** for additional information regarding this consultancy position.

Timelines will be developed and agreed upon between the consultant and NPA as part of the consultancy contract.

### Instructions and requirements for submitting a tender/bid

**Application instructions and deadline:** The bid must include a daily consultancy rate, a CV, and a supporting cover letter highlighting pertinent prior experience relevant to the

Researcher consultancy position.

The bid shall be sent via email to the email address provided below, **no later than Wednesday 7 February 2024**, with all relevant documents in standard PDF format. The consultancy fee should be included as a separate PDF document to the cover letter and CV.

Bids arriving after the deadline will be rejected. The bid shall be valid for 60 days after the tender deadline. Costs related to the development of the bid will not be refunded.

**Email address:** please send the bid to [tenders@npaid.org](mailto:tenders@npaid.org) with the following text in the subject line: «Mine Action Review Consultancy\_Desk Researcher and Translator (Russian-speaking)».

**Criteria for evaluation/selection:** The successful consultant will need to present and document that they meet the required person specification contained in the scope of services.

NPA will score the technical evaluation of the bids with the following criteria:

- Relevant research experience: 30%
- Written and verbal fluency and proficiency in Russian and English (30%)
- Knowledge of Mine Action Sector and stakeholders: 30%
- Ability to deliver within timelines: 10%

Overall, the weighting of the technical evaluation is 80% and weighting of the financial evaluation is 20%.

Please note successful applicants will also be asked to provide two professional references.

**Selection process:** Bids will be reviewed after the deadline and NPA may contact bidders for follow-up and clarification. We anticipate that interviews, if required, will be held virtually in early February 2024.

The bids will be confidential and NPA will keep all information from bidders confidential.

We kindly ask you to carefully read NPA's [Code of Conduct](#), [Ethical Standards](#), [Safeguarding Policy](#), and [Anti-Corruption Policy](#) before you submit your application. If you are the selected candidate for this position, you will be asked for written acceptance of these documents.