

**Scope of NPA Consultancy Services:
Desk Researcher and Translator (Russian-speaking) for the Mine Action Review Project (2024)**

Norwegian People's Aid is seeking a Russian-speaking Desk Researcher and Translator for the Mine Action Review project (www.mineactionreview.org) in 2024.

Contract: 13 days of consultancy in 2024, between February to November, with the bulk of the work between April to August. The initial contract is for 2024, and NPA may consider establishing a long-term consultancy agreement.

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. The consultant is responsible for his/her own registration, taxes, insurance, pension and health care, and all other work-related expenses. Any Mine Action Review-related travel, as approved by the Project Manager of Mine Action Review, will be covered by NPA.

Location: Preferably London or Geneva based, but flexible.

Description of consultancy services to be undertaken:

Country Research (13 days)

- The successful candidate will be responsible for conducting desk research and analysis on anti-personnel mine and cluster munition remnant (CMR) contamination, survey, and clearance in support of the country research for Cyprus (landmines), Georgia (landmines), Kyrgyzstan (landmines), Russia (landmines), Tajikistan (landmines and CMR), Turkey (landmines), Ukraine (landmines and CMR), and Uzbekistan (landmines), in line with agreement timelines.
- The consultant will also provide assistance translating relevant mine action documents from Russian to English (and vice versa), as and when required.
- The consultant will work in close coordination with colleagues in the Mine Action Review team, in particular the Editor, the Project Manager, and the primary researchers for the abovementioned portfolio of countries, and will be required to attend on-line Mine Action Review team meetings as required.

The timeline for the consultancy services will be developed and agreed between the consultant and NPA as part of the consultancy contract, and the consultant should be available to start as soon as possible.

Person Specification

The successful candidate must possess and be able to demonstrate experience in:

- Exceptional written and verbal skills and fluency in both Russian and English.
- Excellent communication skills with the ability to liaise effectively and professionally with a range of external stakeholders (military, diplomatic, UN, civil society etc.) across multiple countries and cultures.
- Strong research and 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.
- Exceptional attention to detail and an appreciation of the importance of reflecting data accurately.
- Outstanding time management, with the ability to prioritise tasks and work according to tight deadlines with keen attention to detail. Must be able to work independently.
- A graduate/postgraduate qualification in a relevant social science.

- Experience in and an understanding of the humanitarian and political parameters underpinning global humanitarian mine action is desirable, together with knowledge of mine action stakeholders.

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