

**Scope of NPA Consultancy Services:  
Researcher (Arabic-speaking) for the Mine Action Review Project (2024)**

Norwegian People's Aid is seeking a fluent Arabic and English-speaking Researcher for the Mine Action Review project ([www.mineactionreview.org](http://www.mineactionreview.org)) in 2024.

**Contract:** 10 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 (10 days)**

- The successful candidate will be responsible for conducting research and analysis on contamination, survey, and clearance of anti-personnel mines and cluster munition remnants for the following portfolio of affected countries: Oman (landmines) and Libya (landmines and CMR).
- Research will include collating qualitative and quantitative information from multiple stakeholders (including national authorities and mine action centres, demining organisations, United Nations agencies, and other expert organisations) through comprehensive questionnaires, correspondence, and interviews; conducting desk research; identifying emerging trends in country-level contamination, survey, and clearance data; analysing the data, including its validity and accuracy; and drafting the respective *Clearing the Mines 2024* and *Clearing Cluster Munition Remnants 2024* country reports for the abovementioned portfolio of countries in line with agreement timelines.
- For States Parties to the Anti-Personnel Mine Ban Convention (APMBC) and the Convention on Cluster Munitions (CCM), research will include monitoring and analysing progress against fulfilling clearance obligations under Article 5 of the APMBC and Article 4 of the CCM, and against implementation of the respective treaty action plans; and analysing extension requests to treaty clearance deadlines. It will also include assessing the national mine action programme performance of States Parties against Mine Action Review's set of criteria and developing recommendations for action on a country-by-country basis.
- The consultant will work in close coordination with colleagues in the Mine Action Review team, in particular the Editor and Project Manager, and will also provide assistance translating relevant mine action documents from Arabic to English (and vice versa), as and when required. The consultant will be required to attend Mine Action Review team meetings and Advisory Board meetings (in-person and on-line), 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 Arabic 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 reporting and 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.