

Scope of NPA Consultancy Services: Editor for the Mine Action Review Project (2024)

Norwegian People's Aid is seeking an Editor for the Mine Action Review project (www.mineactionreview.org) in 2024.

Contract: 75 days of consultancy in 2024, between February to November. 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: Preferable United Kingdom, but flexible.

Description of consultancy services to be undertaken:

- The successful candidate will be responsible for reviewing and editing all reports, publications, and content produced by the Mine Action Review during 2024, to help ensure the quality, consistency, clarity, and accuracy of Mine Action Review documentation. This includes reviewing and editing the full content of the Clearing the Mines 2024 report (approximately 60 country reports containing comprehensive qualitative and quantitative research and analysis on contamination, survey, and clearance of anti-personnel mines); the Clearing Cluster Munition Remnants 2024 report (approximately 27 country reports containing comprehensive qualitative and quantitative research and analysis on contamination, survey, and clearance of cluster munition remnants); the Guide to and Monitoring of the Oslo Action Plan 2024; the Guide to and Monitoring of the Lausanne Action Plan 2024; the thematic policy brief on the environment and climate change; analysis of Mine Action Review Statements for Anti-Personnel Mine Ban Convention (APMBC) and Convention on Cluster Munitions (CCM meetings); and any additional content produced.
- Data analysis and drafting of the annual global Overviews of the Clearing the Mines 2024 and Clearing Cluster Munition Remnants 2024 annual publications.
- The consultant will work in close coordination with the Project Manager of Mine Action Review, and with the country researchers.
- 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 command of the English language, with a proven ability to edit research content to the highest standard.
- Excellent research and analytical skills, both quantitative and qualitative, with the ability to review research, identify errors and inconsistencies, and ensure the high quality of documentation produced.
- Strong communication skills with the ability to provide clear and constructive feedback.

- Keen attention to detail and an appreciation of the importance of reporting and reflecting data accurately and succinctly.
- Outstanding time management, with the ability to prioritise tasks, work concurrently on multiple reports, and work according to tight deadlines.
- A postgraduate qualification in law or relevant social science or humanities subject.
- Experience in and a comprehensive understanding of the humanitarian and political parameters underpinning global humanitarian mine action is essential, together with knowledge of mine action stakeholders. A comprehensive understanding of disarmament law and international law is also highly desirable.

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