



Request for Proposals (RfP) for: Design and production of Mine Action Review's annual 2026 reports

Norwegian People's Aid (NPA) invites proposals from qualified bidders for the provision of services to design and produce Mine Action Review's annual *Clearing Cluster Munition Remnants 2026* and *Clearing the Mines 2026* reports.

Please see the separate **Terms of Reference (ToR)** for details of the Scope of Services for the required design and production of the reports and for the required timeframe.

1. About Norwegian People's Aid and the Mine Action Review project

Norwegian People's Aid (NPA) is a Norwegian humanitarian and development non-governmental organization (NGO), with global operations. NPA was founded in 1939 as the labour movement's humanitarian solidarity organisation. Our vision is Solidarity in Action, and we aim to improve people's living conditions and to create societies that are more just and more democratic. We have around 17,000 members in Norway and 3,000 employees working in 36 other countries around the world.

NPA's core areas are International Development, Humanitarian Assistance, Humanitarian Mine Action and Disarmament, First Aid and Rescue Services and International Solidarity, Anti-Racism & Inclusion. In all our interventions, we work continuously to reduce our climate- and environmental impact.

Mine Action Review (www.mineactionreview.org) is an independent project, administrated and published by NPA. Mine Action Review conducts the primary research and analysis on landmine and cluster munition remnant contamination, survey, and clearance worldwide.

2. Instructions and deadline for submitting a proposal

Instruction

The bidder should submit **two separate documents***, as follows:

- 1) A technical proposal demonstrating that it can deliver the required outputs detailed in the ToR.
- 2) A financial proposal documenting the total cost (excluding VAT) for delivering the two reports detailed in the ToR.

* Please note that failure to provide the technical proposal and the financial proposal as two separate documents will result in disqualification of the application.

Deadline and submission of proposals

The proposal shall be sent via email to tenders@npaid.org with the following text in the subject line «Mine Action Review_Request for Proposals» **no later than Wednesday 24 June 2026**.

- All documents must be in standard PDF format.
- As instructed above, please submit the technical proposal and the financial proposal as two separate attachments: one demonstrating that you can meet the technical requirements for the required outputs and the other containing the total cost.
- Proposals arriving after the deadline will not be considered.
- The proposal shall be valid for 30 days after the Request for Proposal deadline.
- Costs related to the development of the proposal will not be refunded.
- All correspondence and documents relating to the proposal must be written in English.

3. Evaluation criteria and procedure

Proposals will be evaluated after the deadline by NPA's opening and evaluation committee.

NPA will score the **non-price (technical) evaluation** of the proposals on the following criteria:

- Relevant design experience producing similar high quality reports: 70%
- Timeliness and ability to deliver to the fixed timelines specified: 30%

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

4. Additional information

NPA is seeking to establish a long-term agreement (LTA) with the successful design agency, initially for a two-year period with the possibility to extend annually for a further three years. Any work commissioned under the LTA would be agreed between NPA and the design agency on an annual basis.

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

Before you submit your proposal, we kindly ask you to carefully read NPA's [Code of Conduct](#), [Ethical Standards](#), and [Anti-Corruption Policy](#). If you are the selected design agency, you will be asked for written acceptance of these documents.