

Terms of Reference (ToR)

Scope of services for the design and production of Mine Action Review's annual 2026 reports

1. Overview of the Mine Action Review project

Administrated and published by Norwegian People's Aid (NPA), as an independent project, Mine Action Review conducts the primary research and analysis on landmine and cluster munition remnant contamination, survey, and clearance worldwide, with a view to monitoring and furthering full implementation of the clearance obligations of the Anti-personnel Mine Ban Convention (APMBC) and the Convention on Cluster Munitions (CCM).

Mine Action Review produces two annual reports, *Clearing Cluster Munition Remnants* and *Clearing the Mines*, which provide information on contamination and progress in clearance for every state and territory affected by anti-personnel mines and/or cluster munition remnants, in addition to analysis/scoring of national mine action programme performance and recommendations for States Parties to the APMBC and CCM. Each of the two annual reports includes the following sections: Key Findings, Overview, Country Reports (for States Parties, non-signatories, and other areas), Annex, and Glossary.

The reports are made available on the Mine Action Review website (www.MineActionReview.org) and may, depending on requirements, also need to be professionally printed.

2. Description of required outputs

Mine Action Review requires a design agency to design and layout our two annual 2006 reports.

2.1 Design and production of the *Clearing Cluster Munition Remnants 2026* report

The successful design agency will design and produce this year's *Cluster Munition Remnants 2026*, using content supplied (in Word format) by Mine Action Review.

Length of report: Approximately 292 laid out pages (estimate based on last year's report)

Design and page layout: The 2026 report will follow the *same design* and layout as last year's [Clearing Cluster Munition Remnants 2025](#) report, but with a different colour palette.

The colour palette of the report is changed each year, for previous year's reports please see: <http://www.mineactionreview.org/documents-and-reports>.

The colour scheme for this year's report will be decided and agreed in collaboration with Mine Action Review. Only the colour scheme will change. The design and layout style of the report will remain the same as last year's report.

New content for this year's 2026 report will be provided in Word format.

Design and setting of the *Clearing Cluster Munition Remnants 2026* report includes designing the new colour palette; updating of the contamination map on the inside cover; updating of the contents page; layout of the key findings and overview sections; layout of all country reports (including the Key

data sections and required tables); layout of the annex, and glossary sections. It also requires creating electronic hyperlinks for all web addresses throughout the document (almost entirely in the footnotes of each country report). The PDF format should allow for use of the search functionality for key words, throughout the document and for navigation/jump links to the country reports from the contents page.

Format of final files: The *Clearing Cluster Munition Remnants 2026* report will be delivered by the design agency, to Mine Action Review, in a PDF format as two files: a PDF file for uploading to the website and a high-resolution PDF file.

Mine Action Review will also require a print ready file of the report (with print margins, bleeds etc.).

Checks: The proposal should allow for the design agency to check that all content in the PDF file of the laid out report, correctly matches the Word content provided.

Amendments: The proposal should allow for two sets of amendments to the report requested by Mine Action Review (excluding any corrections to content/layout notified and required due to any content/layout errors made by the design agency).

2.2 Design and production of the *Clearing the Mines 2026* report

The successful design agency will design and produce this year's *Clearing the Mines 2026*, using content supplied (in Word format) by Mine Action Review.

Length of report: Approximately 660 laid out pages (estimate based on last year's report)

Design and page layout: The 2026 report will follow the *same design* and layout as last year's [Clearing the Mines 2025](#) report, but with a different colour palette.

The colour palette of the report is changed each year, for previous year's reports please see: <http://www.mineactionreview.org/documents-and-reports>.

The colour scheme for this year's report will be decided and agreed in collaboration with Mine Action Review. Only the colour scheme will change. The design and layout style of the report will remain the same as last year's report.

New content for this year's 2026 report will be provided in Word format.

Design and setting of the *Clearing the Mines 2026* report includes designing the new colour palette; updating of the contamination map on the inside cover; updating of the contents page; layout of the key findings and overview sections; layout of all country reports (including the Key data sections and required tables); layout of the annex, and glossary sections. It also requires creating electronic hyperlinks for all web addresses throughout the document (almost entirely in the footnotes of each country report). The PDF format should allow for use of the search functionality for key words, throughout the document and for navigation/jump links to the country reports from the contents page.

Format of final files: The *Clearing the Mines 2026* report will be delivered by the design agency, to Mine Action Review, in a PDF format as two files: a PDF file for uploading to the website and a high-resolution PDF file.

Mine Action Review will also require a print ready file of the report (with print margins, bleeds etc.).

Checks: The proposal should allow for the design agency to check that all content in the PDF file of the laid out report, correctly matches the Word content provided.

Amendments: The proposal should allow for two sets of amendments to the report requested by Mine Action Review (excluding any corrections to content/layout notified and required due to any content/layout errors made by the design agency).

3. Required timeline/schedule:

3.1. Clearing Cluster Munition Remnants 2026 report

The colour palette and design of the *Clearing Cluster Munition Remnants 2026* report will be discussed and agreed between the design agency and Mine Action Review, in advance of the start of the layout process.

Thursday 6 August 2026: The content for the *Clearing Cluster Munition Remnants 2026* report (in Word format) will be provided to the design agency. The country reports will be provided first and the Key Findings, Overview, Annex, and Glossary at a slightly later date.

Thursday 27 August 2026: The finalised laid out final *Clearing Cluster Munition Remnants 2026* report (signed off, and including any required amendments and corrections requested by Mine Action Review) will be provided by the design agency to Mine Action Review.

3.2. Clearing the Mines 2026 report

The colour palette and design of the *Clearing the Mines 2026* report will be discussed and agreed between the design agency and Mine Action Review, in advance of the start of the layout process.

Thursday 14 October 2026: The content for the *Clearing the Mines 2026* report (in Word format) will be provided to the design agency. The country reports will be provided first and the Key Findings, Overview, Annex, and Glossary at a slightly later date.

Wednesday 11 November 2026: The finalised laid out final *Clearing the Mines 2026* report (signed off, and including any required amendments and corrections requested by Mine Action Review) will be provided by the design agency to Mine Action Review.