**Terms of Reference**

**Mine Action EORE Capacity Development Consultancy**

**Services/Work Description: Mine Action EORE Capacity Development Consultancy**

**Project/Programme Title: “NextGen Recovery Solutions and Human Mobility”**

**Consultancy Title: EORE Capacity Development Consultant**

**Duty Station: Azerbaijan**

**Duration:** 60 consultancy days

**Expected start date:** March 2023

1. **BACKGROUND**

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| In a recent report by Azerbaijan the Azerbaijan Campaign to Ban Landmines (AzCBL) “LANDMINES AND UNEXPLODED ORDNANCE PROBLEM IN THE REGAINED TERRITORIES OF AZERBAIJAN” The problem statement is realistically articulated.  The Mine Action Agency of the Republic of Azerbaijan (ANAMA) reported “a total of 3342 mine/UXO casualties (574 killed; 2637 injured) in Azerbaijan from early 1991 to 15 October 2022. 131 people were killed and injured by cluster munitions. From 10 November 2020 to 15 October 2022, 44 people were killed and 219 people were injured by mines and UXOs. 5 of them were injured by cluster munitions.”  According to information of the AzCBL, 266 people were injured by mines and UXO explosions between 10 November 2020 and 31 October 2022. Among them, 45 people were killed, including 35 civilians, and 221 people, including 89 civilians were injured. 2 people were killed, and 1 person was injured by cluster munitions. NOTE: The AzCBL considers it important to note that the official data on the victims of cluster munitions (131 people) covers only the incidents that occurred during the 44-days war in 2020 and aftermath. There is no information on the victims of the cluster munitions explosions that occurred between 1991-1994 and aftermath.  On average Azerbaijan suffers approximately 2 new casualties per month and this is in area that is currently lightly habited and pending the return of more than 600,000 formerly displaced people.  Azerbaijan does have a well-developed and structured system for the care and support of people with disabilities. In a recent joint ICRC/ANAMA workshop (2/12/22), various issues related to victim support were explored.  Civilian victims of mines and ERW are generally absorbed into the state structures and are generally treated through the state rescue, medical and society systems. Victim Assistance is an integral part of the humanitarian mine action philosophy and is a designated pillar supported with specific IMAS. As such the role of ANAMA as the national mine action body has a role to play. |

1. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

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| Under the supervision of the UNDP Strategic Advisor, the consultant will support ANAMA in the development of a cohesive five-year **Explosive Ordnance Risk Education (EORE) strategy** based on realistic needs and gap analysis. The final aim will be to ensure that ANAMA has an action plan to meet its obligations regarding EORE and that the activity is included as an integral part of mine action planning.  **Outputs**  The overarching aim of this intervention is to assist ANAMA with EORE expertise to assist ANAMA to ensure there is a functional EORE strategy in place that integrates and supports a wider national strategy to ensure that EORE is an integrated part of the national EO risk management planning, defines the resource requirements both at the institutional level, sets out the mechanism for coordination and sets out the national standard and requirements. UNDP proposes to further strengthen ANAMA’s EORE Institutional capacity, do an immediate needs and gap analysis. That will focus on the following thematic areas:  * Assess the EORE activities to date. * Review ANAMA’s current plans, policies, and procedures suitable and robust enough to meet the challenges defined in both the Presidential Decree and the “The Great Return” plan. * Are the EORE systems and standards in line with IMAS and International best practices and being applied by all implementing agencies? * Is there a sufficiently robust coordination mechanism to optimize resources, ensure consistency in messaging. * Is the current capacity sufficiently resourced to achieve the objectives. * Develop a strategy that includes, the coordination mechanism, national standards and requirements, quality * management, information management, needs and resource requirements. |

1. **Expected Outputs and deliverables**

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| Specific Outputs to be achieved (60 days) Deliverable 1: Review of EORE and Recommendations Report   * Consultant EORE SME to provide (40 workdays) * Needs and Recommendations report   Deliverable 2: Draft Strategy Document   * Draft ANAMA EORE strategy linked to the state instruments (20 days)   Workshop and Presentation of Results (To be agreed with ANAMA)  The consultant will provide a work plan that outlines a schedule of work to achieve the required outputs within 60 working days. |

1. **Institutional arrangements/reporting lines**

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| He/she will work from the national offices for at least 30 days of the consultancy period. A workspace will be provided with the UNDP Mine Action Team. The deliverables will be agreed as achieved by the ANAMA Deputy Chairman. |

1. **Experience and qualifications**

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| **Qualifications/special skills**  Academic Qualifications:   * Master's degree in related fields such as international relations, social welfare, disability inclusion, gender studies, development studies, social science, international development or verifiable experience   **Experience:**   * Minimum 10 years of relevant work experience in mine action, risk education, strategic planning, resilience building, and/or national capacity building * Proven records of similar research work, encompassing various research methodologies, data analysis, and consultation * Experience in strategic policy analysis and drafting policy guidance on the related field is required * Capacity to work in multicultural settings with interdisciplinary teams; consensus and team-building skills are also required * Advanced knowledge and experiences on local ownership and capacity building in fragile or complex set up will be an asset * Strong analytical skills |

1. **Payment Modality**

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| Payment to the individual contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the Strategic Advisor and the Programme Manager.   * 60% on acceptance of deliverable 1 * 40% on acceptance of deliverable 2   At least 30 days of the consultancy are expected to be undertaken within the National offices.  Payment to the individual contractor will be made based on the actual number of days worked, deliverables accepted and upon certification of satisfactory completion by the beneficiary management (ANAMA) and UNDP MA Strategic Advisor. The all-inclusive fee shall include all costs related to travel to join duty station/return. The consultant should take into consideration that the service fee/the offer should be all-inclusive of service fee, Daily Subsistence Allowance (DSAs) for in-country full consultancy days, accommodation and communication costs and other related expenses. Further information regarding DSA: [DSA guidelines](https://popp.undp.org/_layouts/15/WopiFrame.aspx?sourcedoc=/UNDP_POPP_DOCUMENT_LIBRARY/Public/Admin%20Service_Duty%20Travel_Daily%20Subsistence%20Allowance%20(DSA).docx&action=default) / [DSA rate](https://icsc.un.org/). |