



# ASEAN REGIONAL MINE ACTION CENTER

## POSITION DESCRIPTION (PD)

### Position Description

<b>Country:</b>	Cambodia (possibly working remotely)
<b>Office Location:</b>	Permanent Secretariat of ASEAN Regional Mine Action Center (ARMAC)
<b>Position Title:</b>	Consultant -- Feasibility Study on Physical and Mental Need Support of Explosive Ordnance (EO) Victims
<b>Reporting to:</b>	Project Manager (PM)
<b>Responsible for:</b>	Implementing the Feasibility Study on Physical and Mental Need Support of Explosive Ordnance (EO) Victims in the EO affected ASEAN Member States (AMS).

### Job Purpose

The purpose of this position is to assist ARMAC Victim Assistance (VA) Project in conducting the Feasibility Study on Physical and Mental Need Support of Explosive Ordnance (EO) Victims in EO affected ASEAN Member States (AMS). The study aims to identify gaps of support needed of EO victims on the physical and mental health and is to provide clinical/medical recommendations to address the identified gaps. This will be implemented through a series of National Workshop and Field Assessment in the focal countries. ARMAC is in partnership with the relevant stakeholders in the region and the donor country, the Republic of Korea, implementing this objective. Therefore, the consultant will collaborate closely with identified institutions in order to achieve the target.

### Key Tasks and Responsibilities

- Assist the ARMAC-VA Project in organizing and conducting the National Workshops and Field Assessments in the focal EO affected AMS, including Lao PDR, Myanmar, Thailand and Viet Nam;
- Develop the technical contents of National Workshop and Field Assessment to be conducted in the focal countries;
- Take lead and facilitate relevant sessions of the National Workshops and Field Assessments in the aforesaid AMS;
- Conduct Field Visits which include focus group discussion and meetings with medical and rehabilitation providers together with AMS focal point/institutions and related partners;
- Establish good communication with AMS focal point/institutions and/or other medical institutes/partners for the implementation of the objective;
- Collect data/information and analyse specific needs and assistance services being provided to EO victims in the foresaid countries;
- Produce the assessment reports (summary report and individual country's report) that include recommendations on clinical/medical-related assistance to be provided to the Victims;
- Produce ASEAN *Victim Assistance Country Profile sheets*, which include a brief information of victim assistance situation, need of support, and available services in the focal countries;
- Produce a *Guideline to Enhance Victim Assistance in ASEAN*; and
- Develop *concept notes and draft proposal/s for victim assistance* related program activities for further submission to potential donor/partner;

## Qualifications

<b>Education:</b>	<b>Required</b>	<b>Preferred</b>
Minimum of Master Degree or equivalent in health provision (related to mental health is preferred), Social Work, Humanities and social sciences or political sciences or other related fields	✓	
Certification on project cycle/management	✓	
Certifications on health provision or related field related capacity building i.e. trainings	✓	
<b>Experience and skills:</b>		
Minimum of 5-year experience working in mental health and psychosocial support or related fields	✓	
Minimum of 5-year experience working with Government/Public Sector, ASEAN mechanism/processes, Inter-governmental Organisation and/or Civil Society Organizations/Non-Governmental Organizations,	✓	
Minimum of 5-year experience in programme design, implementation, monitoring and evaluation	✓	
Some experiences, capacities, and resources i.e. in-house human resources to both conduct research and organize event/s in other countries/region	✓	
Excellent communication skills in English (both oral & written)	✓	
Computer skills in using office software packages such as Microsoft Word, Excel and PowerPoint and related software to support data analysis;	✓	
Knowledge of Mine Action including Pillars of Mine Action, International Mine Action Standard/Law/Treaty/Convention and/or other relevance i.e. regionalism and international/regional political-security cooperation		✓
Experience in researching in (i) victim assistance related fields i.e. medical assistance, physical rehabilitation, psychosocial support, and socio-economic integration; (ii) public health; (iii) human security; (iv) international development; and/or (v) peace and conflict resolution		✓
Some experiences in mine action and/or other relevant sector		✓
<b>Technical Competencies:</b>		
Good understanding of project cycle and relevant project/programme management tools and methodology	✓	
Good understanding of aspects of mine action and fundamental concepts of other relevant disciplines		✓
Good understanding of ASEAN mechanism/processes		✓
Sound understanding of humanitarian assistance		✓
<b>Functional Competencies:</b>		
Ability to deliver high accuracy/quality of works and outputs within timeline and/or under time-pressure		
Culturally-sensitive and ability to respect diversity		
Knowledge of Khmer, Lao, Thai or Vietnamese is advantage but not required		