



ASEAN REGIONAL MINE ACTION CENTER

Call for Interest

Project:	Enhance Victim Assistance Program in the ASEAN Member States or Victim Assistance (VA) Project
Title:	National Consultant to support the Feasibility Study on Physical and Mental Need Support of Explosive Ordnance (EO) Victims in EO affected ASEAN Member States (AMS)
Contract Type:	Independent National Consultant for Lao, Burmese, Thai and Vietnamese
Duty Station:	Working Remotely
Duration:	Up to 20 days/country -- between quarter 4, 2023 and quarter 1, 2024

I. Background

The ASEAN¹ Regional Mine Action Center (ARMAC) was established as a follow-up to the ASEAN Leaders' Statement on the Establishment of an ASEAN Regional Mine Action Center adopted on 18 November 2012 and started its operation in 2017. ARMAC has mandate and functions to serve as a center of excellence to encourage efforts to address explosive ordnance (EO)² for interested ASEAN Member States (AMS). Visit ARMAC website at <https://aseanmineaction.org/> for more detail.

Having given mandate and functions and noticing the needs and a critical gap of support for the EO victims, the AMS together with the ASEAN Regional Mine Action Center (ARMAC) have initiated and are implementing the project "Enhance Victim Assistance Program in the ASEAN Member States" (VA Project). The project is funded by the Government of the Republic of Korea through ASEAN-Korea Cooperation Fund (AKCF) mechanism. Details of AKCF are available at its website: www.aseanrokfund.com.

The project comprises of five main objectives³, and one of which is to assess the needs of the victims of EO in the affected AMS for further assistance (objective 3). VA project contributes to the ASEAN Political-Security Community Blueprint 2025: B.4.5.i. *"Promote the ASEAN Regional Mine Action Center to study, document and share best practices to address humanitarian aspects of landmines and explosive remnants of war"*.

In achieving the identified objectives, the ARMAC project team is working closely with various stakeholders including government agencies, national authorities/centers, UN agencies, national and international organizations as well as local and international research/academic institutions.

¹ Association of the Southeast Asian Nations – a regional organization comprised of 10 Member States i.e. Brunei, Cambodia, Indonesia, Lao PDR, Malaysia, Myanmar, Philippines, Singapore, Thailand, and Viet Nam.

² Explosive Ordnance (EO) will be used in this document to refer to munitions including Mines, Cluster Munitions, Unexploded Ordnance, Abandoned Ordnance, Booby traps, and Other Sub-munitions/devices. For more details on the EO definition: https://www.mineactionstandards.org/fileadmin/MAS/documents/standards/Glossary_of_mine_action_terms_and_abbreviations_Ed.2_Am.10.pdf.

³ Five objective of VA project:

- (i) Objective 1: promote the establishment of victim assistance network as a regional platform for various stakeholders among ASEAN;
- (ii) Objective 2: assist the ASEAN Member States on the victim-assistance-related knowledge sharing, need/s and resource/s assessment and possibility of its mobilization;
- (iii) Objective 3: assess the needs of the victims of EO in the affected AMS for further assistance;
- (iv) Objective 4: assist the ASEAN Member States in providing psychosocial supports to the victims of EO; and
- (v) Objective 5: conduct research regarding the "Explosive Ordnance Victim Assistance Inclusive Services in Cambodia," as well as "Community Perspectives of Humanitarian Mine Action in Lao PDR and Viet Nam".

II. Scope of work and Responsibilities

This assignment will solely focus on implementing *objective 3: assess the needs of the victims of EO in the affected AMS for further assistance, in which is to **conduct the feasibility study on physical and mental need support provided to EO victims in EO affected AMS, including Lao PDR, Myanmar, Thailand and Viet Nam.*** The purpose is to assess and identify gaps of supports needed on physical and mental health of the victims, and provide recommendations in addressing those needs/gaps.

This will be implemented through a National Workshop and Field Assessment in the designated countries. ARMAC is in partnership with the focal point/institution of the focal countries and relevant stakeholders in the region and the donor country, the Republic of Korea, implementing this objective. Therefore, the consultant will collaborate closely with identified focal point institutions in order to achieve the target.

The consultant shall carry out the assigned tasks under the supervision of the VA Project Manager, at first instance, and the Executive Director, as necessary or a-case-by-case basis.

The consultant is expected to fulfill **Key Tasks and Responsibilities** as follows:

- On behalf of ARMAC-VA Project, take lead in preparing, organizing, facilitating and conducting the National Workshops and Field Assessments in Lao PDR, Myanmar, Thailand and Viet Nam (each consultant responsible for his/her own country);
- Develop relevant technical contents of the aforementioned activities;
- Take lead and facilitate relevant sessions of the National Workshops and Field Assessments in the aforementioned countries;
- Conduct Field Visits which might include focus group discussion, 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 country the consultant is located;
- Produce the assessment reports (summary report and detailed report) that include recommendations on clinical/medical-related assistance to be provided to victims of EO in the country;
- Produce Country's *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 on Enhance EO Victim Assistance in the country*; and
- Develop *concept notes and draft proposal/s for EO victim assistance* related program activities for further submission to potential donor/partner;

III. Expected Outputs and Key Deliverables

The final outputs expected from the consultant are as follows:

- Summary report of the Study outputs and outcomes of the country;
- Reports of National Workshops/Field Visits capturing individual country's situation and the recommendations on clinical/medical-related assistance for victims of EO;
- Factsheets of *Victim Assistance Country Profile in the country* i.e. victim assistance situation, needs, and available services in each EO affected AMS;

- *Guideline to Enhance Victim Assistance in the country*; and
- Concept note and draft of proposal and a tentative workplan and budget for victim assistance related program activities.
- All outputs/documents shall be written in English language.

Consultancy to commence as early as possible until the end of March 2024. The assignment key tasks and timeframe are as follows:

Key Tasks	Number of days
Prepare and Develop technical contents (concept notes, agenda, questionnaires, target groups and other related technical material) of the study and activity workplan (including consultation with ARMAC) and share with related stakeholders for inputs;	2
Consolidate the inputs and finalize the technical contents and activity workplan	1
Prepare one-day national workshop and field assessment/the feasibility study with relevant partners	2
Organize and conduct one-day national workshop and field assessment/the feasibility study with relevant partners	5
Prepare and produce first draft of: <ul style="list-style-type: none"> - The workshop and assessment notes and the reports and the revision; - Concept note of potential activities related to physical and mental/psychosocial supports and draft of proposal and a tentative workplan as well as budget; - Factsheets of <i>Victim Assistance Country Profile in the country</i>; - <i>Guideline to Enhance Victim Assistance in the country</i>; 	6
Finalize the aforementioned documents/outputs and subsequently submit ARMAC	4

IV. Working Modality

The consultant may work remotely. Any meetings and/or correspondences between ARMAC, the consultant and related stakeholders may be held virtually. In person meetings with relevant national counterparts/stakeholders may be required in each designated country or upon the request/necessity. If travel is required, the consultant is required to discuss with ARMAC-VA team and national stakeholders on the details and the significance as well as the travel costs and related arrangement.

V. Management Arrangements

The principal responsibility for managing this assignment resides with the ARMAC Permanent Secretariat. The consultant will deliver the outputs within the timeframe as specified under the *Expected Outputs, Key Deliverables and Timeframe* above.

The Permanent Secretariat will be responsible for liaising with each national consultant and focal point institute as well as relevant stakeholders as necessary to provide all relevant documents and obtain required permission. The consultant is required to closely collaborate with ARMAC on the logistic and administrative arrangement related to this assignment.

VI. Qualifications and Experience

The successful consultant who will be hired to implement the above-mentioned activities under objective 3 is required to have qualifications and experience as follows:

Qualifications:

- Be a Burmese, Lao, Thai and Vietnamese citizen;
- Minimum 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;
- At least 5 years of expertise and/or experience in mental health and psychosocial support or related fields;
- At least 5 years of relevant experience at the national and international level in conducting evaluation and assessment of institutions, programmes and projects, preferably in mine action sector or in the development field;
- At least 5 years of relevant experience in programme design/development, implementation, monitoring and evaluation and/or programme management of large organizations;
- Some experiences and capacities in both conducting research and organizing event/s in other countries/region;
- Computer skills in using office software packages such as Microsoft Word, Excel and PowerPoint and related software to support data analysis;
- Excellent English communication skills is required for this assignment,
- Sound understanding of humanitarian assistance;
- Knowledge of Mine Action sector including Pillars of Mine Action, International Mine Action Standards/Laws/Treaty/Conventions and/or other relevance i.e. regionalism and international/regional political-security cooperation and related capacity building is advantage but not required;
- Ability to deliver high accuracy/quality of works and outputs within timeline and/or under time-pressure;
- Culturally-sensitive and ability to respect diversity;

VII. Submitting Applications

Please send following required documents:

- **Cover letter** indicating the application;
- **A Financial Offer** specifying the costs (daily rate) that will be incurred throughout the consultancy;
- A copy of most **updated curriculum vitae** (CV);
- Portfolio of previous work related to the assessment or similar functionalities (if applicable);
- Copy of passport with a recent photograph.

The application can be submitted to email address: recruitment@aseanmineaction.org and cc. info@aseanmineaction.org with the subject “ARMAC-VA Project Feasibility Study in (*indicate your country of residence*)” **not later than 15 August 2023**.

Incomplete applications will not be considered. Only shortlisted candidates will be notified. For more information about ARMAC, please visit www.aseanmineaction.org.