

## DRC

### Terms of Reference (TOR)- Annex F

# Consultancy to develop the necessary SOPs, TMPs, and associated documentation for DRC HMA organizational accreditation in Lebanon.

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## 1. Who is the Danish Refugee Council?

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The Danish Refugee Council (DRC) assists refugees and internally displaced persons across the globe: we provide emergency aid and facilitate access to rights. We work in conflict-affected areas, along displacement routes, and in the countries where refugees settle. In cooperation with local communities, we strive for responsible and durable solutions. The Danish Refugee Council was founded in Denmark in 1956 and has since grown to become an international humanitarian organization with more than 7,000 staff and 8,000 volunteers. Our vision is a dignified life for all displaced. All our efforts are based on our value compass: humanity, respect, independence and neutrality, participation, and honesty and transparency. DRC has been operating in the Middle East region for over a decade, running a combination of emergency, livelihood, protection and advocacy programs through Country Offices in Yemen, Syria, Iraq, Jordan, Lebanon, and Turkey with a Regional Office in Amman.

## 2. Purpose of the consultancy

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The Danish Refugee Council based in Lebanon seeks proposals from a consultant to develop the necessary SOPs, TMPs, and associated documentation for DRCs organizational accreditation in Lebanon.

## 3. Background

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Lebanon faces a complex explosive ordnance threat resulting from several core events:

- The Israeli Occupation (1978–2000)
- The Civil War (1975–1990)
- The Israeli Aggression in 2006
- The Spillover of Conflict from Syria (since 2011)
- The 14-Month Conflict Between Lebanon and Israel (recently concluded)

The cumulative impact of these events has left the nation widely contaminated with:

- Cluster Munition Remnants (CM)

- Landmines
- Improvised Explosive Devices (IEDs)
- Other Explosive Ordnance (EO)

Fortunately, due to good survey and an updated national Information Management System for Mine Action (IMSMA) database, the Lebanon Mine Action Centre (LMAC) has a good overview of the scale and the location of the remaining contamination.

The Lebanon Mine Action Authority (LMAA) is a legislative body established in 1998 by the Lebanese Council of Ministers to enhance and facilitate coordination among different ministries in matters relating to mine action. The Lebanon Mine Action Centre (LMAC), a part of the Lebanese Armed Forces (LAF), executes and coordinates the Lebanese National Mine Action Program (LNMAP) on behalf of Lebanon Mine Action Authority (LMAA). LMAC is staffed with army personnel assigned to the mine action program from the Lebanese Armed Forces (LAF). Civilian personnel are made available through UNDP support to cover shortfalls. The LMAC office, based in Fayadiyah, manages all humanitarian demining activities, and has established two Regional Mine Action Centers located in Nabatiyeh (RMAC-N) and Ras Baalbeck (RMAC-RB).

## 4. Objective of the consultancy

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The Danish Refugee Council (DRC) recognizes the urgent need for support in clearance operations within Lebanon and aims to contribute to addressing this critical issue. With the necessary funding, DRC intends to establish at least two Non-Technical Survey (NTS) teams and two Multi-Task Teams (MTT) to facilitate the clearance of areas contaminated with Explosive Ordnance (EO). The cleared areas are vital for various purposes, including agricultural activities, resettlement, access to essential services such as schools and hospitals, and the availability of resources like water and firewood for the most affected communities.

As part of the organizational accreditation process required to operate in Lebanon, DRC must submit Standard Operational Procedures (SOP) and Training Management Plans (TMPs), along with other necessary documentation. These documents are pivotal in ensuring the safe and effective execution of clearance operations.

This consultancy will then play a pivotal role in strengthening DRC's capacity to support mine action operations in Lebanon. By providing the necessary SOPs, TMPs, and associated documentation, DRC aims to secure organizational accreditation, thereby contributing significantly to addressing the pressing humanitarian needs resulting from anti-personnel mine contamination in the region.

## 5. Scope of work and Methodology

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The Consultant will be required to prepare a detailed methodology and work plan indicating how the objectives of the project will be achieved, and the support required from DRC.

## 6. Deliverables

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The Consultant will submit the following deliverables as mentioned below:

### Phase 1

1. Standard Operating Procedures (SOP) and Standard Working Procedures (SWP) for the following activities:<sup>1</sup>

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<sup>1</sup> DRC currently has GOPs that will support the development of Lebanon based SOPs.

- Marking of Hazardous Areas and Explosive Ordnance
  - Demining worksite safety
  - Non-technical Survey (NTS)
  - Technical Survey (TS)
  - Manual Mine Clearance
  - Battle Area Clearance (BAC)
  - Explosive Ordnance Disposal (EOD)
  - Improvised Explosive Ordnance Disposal (IEDD)
  - Quality Management
  - Training (including the training package for your upcoming training)
  - Medical support
  - Information Management
  - Any other SOP required by LMAC during the accreditation process
2. Project document, stating the intended outcomes, outputs and planned capacity and resources.<sup>2</sup>
  3. Operational organizational structure in the Lebanon in terms of functions with considerations of gender and diversity. Organigram can serve the purpose with additional explanation of the distribution of staff.
  4. Quality Management (QM) system.
  5. Information Management (IM) system.
  6. Training Management Package (TMP):<sup>3</sup>
    - Explosive Ordnance Disposal (EOD) – TMP to qualify national staff to ‘IMAS EOD L2’ as detailed in IMAS T&EP 9.30/01/2022.
    - Quality Management training to be delivered as a component of all demining courses.
    - Demining - TMP to qualify national staff to IMAS ‘Deminer’ in accordance with 9.10/01/2023
    - Team leader in accordance with T&EP 9.10/01/2023
    - Battle Area Clearance (BAC). TMP combined with Demining TMP to qualify national staff to ‘BAC Operator’ in accordance with 9.10/01/2023
    - Communications in accordance with DRC Lebanon Communications SOP and GOP – Communications training to be delivered as a component of all demining courses.
    - Medical (understood not to include specific medical protocols which is usually delivered by DRC HDP Global Medical Adviser). In accordance with DRC Lebanon Communications SOP and GOP. Medical training to be delivered as a component of all demining courses with the assistance of the DRC Global Medical Advisor.
    - Any other TMP required by LMAC during the accreditation process. (This is understood to be HMA-related TMPs not to exceed the equivalent of one additional to this TMP list, supported by an existing DRC TMP.)

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<sup>2</sup> The initial iteration of this document is in need of refinement and thorough technical review and the development of the document will be supported by the Regional HDP Coordinator for the Middle East.

<sup>3</sup> DRC has standard TMP that can support the development of Lebanon based TMPs

## Phase 2

Continuing to address and respond to LMACs requirements during submission of the above documents, including but not limited to revision, amendment, and re-writing, until all documents receive their final approval.

The Consultant will provide the documentation through email to DRC as well as through LMAC communication channels when submitting deliverables.

## **7. Duration, timeline, and payment**

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The consultant is expected to demonstrate readiness to fulfil the obligations associated with Phase 1 within an approximate two-months' timeframe, and similarly, Phase 2 within approximately two months. It is imperative to take into consideration that LMAC' responsiveness to comments may exhibit unpredictability, potentially leading to fluctuations in the timing of delivery of the requisite outputs.

Payment terms shall consist of three instalments, with the first instalment upon signing the contract. The second & last payment will be triggered upon submission of deliverables.

## **8. Proposed Composition of Team**

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Expert on (HMA), direct implementation or technical advisory capacity, in conflict related humanitarian response contexts. Strong knowledge of SOPs, TMPs with Lebanon context.

## **9. Eligibility, qualification, and experience required**

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- Minimum 7 years' previous experience in HMA programming, direct implementation, or technical advisory capacity, in conflict related humanitarian response contexts.
- University degree in social sciences or equivalent military experience.
- EOD level 3+ qualifications.
- IMAS IEDD 3+ qualifications.
- Proven track record in the formulation and use of SOPs and TMPs within HMA contexts, coupled with a comprehensive grasp of operational concepts and management.
- Strong knowledge of SOPs, TMPs and HMA operational principles.
- Understanding of INGO HMA programming and familiarity with the Lebanon and/or regional context.
- Strong knowledge on IMAS, NMAS and HMA best practices.
- Demonstrate good knowledge of innovation and technology in mine action.
- Ability to work in a multicultural context as a flexible and respectful team player.
- Strong commitment to humanitarian and protection principles, and to DRC's values.
- Desirable Quality Management experience
- Fluency in English, both written and spoken. Arabic is strongly desired but not compulsory.
- **N.B: Individual Consultants and Consultancy Firms/Companies are both eligible to apply for this consultancy.**

## 10. Technical supervision

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The selected consultant will work under the supervision of:

- Regional HDP Coordinator Middle East
- Head Quarters Senior Technical Advisors

## 11. Location and support

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This is a home-based/remote position. The Consultant will provide her/his own computer and mobile telephone.

## 12. Travel

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N/A

Signed for and on behalf of

Signed for and on behalf of

By:

By:

Name:

Name:

Title:

Title: The consultant