**Terms of reference to support the development of National Mine Action Standard (NMAS) on Victim Assistance (VA) in Lao PDR**

1. **Presentation of the mission**

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| --- | --- |
| **Title of the assignment** | Support the  development of national mine action standard on on Victim Assistance (VA) in Lao PDR |
| **Objective of the mission:** | Support the integration of VA through the operationalization of IMAS 13.10 |
| **Proposed duration of the mission:** | 15 days  - in 2021 (period to be confirmed with governmental partners) |
| **Location of the mission:** | Vientiane, Lao PDR – **(Homeworking possible due to travel restrictions)** |
| **ToR last updated:** | 25/08/2021 |

1. **Presentation of the context**
2. **Advocacy Context**

Victim Assistance (VA) became part of a multilateral treaty in 1997 with the adoption of the Anti-Personnel Mine Ban Convention, APMBC. Over the following years, VA provisions were included in the Convention on Certain Conventional Weapons, CCW (amended in 2001) and the Convention on Cluster Munitions, CCM (2008). Additionally, the 2008 Convention on the Rights of Persons with Disabilities, CRPD, provides an overarching framework to implement VA when making disability inclusion efforts.

**VA is one of the five pillars of mine action**. Its implementation demands so-called specific efforts by the HMA sector as well as a long-term and broader multi-sectorial endeavor. The vast majority of VA, including emergency and on-going medical care, rehabilitation, psychological and social support, facilitation of access to education and economic inclusion should be delivered according to norms and standards that exist within, for example, the health, rehabilitation, disability, education, employment, social protection and rural development sectors. Thus, meeting the short, medium and long-term needs of women, girls, boys and men who have been injured by explosive ordnances (EO) and addressing the needs of affected families and communities requires an integrated approach. While the mine action sector has an important role to play, the ultimate responsibility to provide services for direct and indirect EO victims rests with state entities such as ministries responsible for health, social affairs, education, labor and social protection.

Humanity & Inclusion (HI) is committed to calling on EO affected countries to adopt the appropriate legal and policy framework to address the needs and protect the rights of victims by promoting the integrated approach to victim assistance whose two imperatives are: **i) supporting the mine action sector in undertaking specific victim assistance efforts** (such as gather information about victims and their needs, refer victims and provide information on the referral systems available, to include survivors in all matters that affect them, to monitor the multi-sector efforts to address the needs of victims), and **ii) multi-sector engagement by non-mine action actors that reach people critically injured by EO, survivors and people otherwise impacted by EO contamination**.

The project aims at **building a favorable policy environment to (i) strengthen the mine action sector in undertaking specific victim assistance efforts and (ii) support national and international disarmament related advocacy through evidence-sharing and testimonies**

1. **Country Context**

**I**n its initial report on the CRPD submitted in 2017, Lao PDR stated, “*War with foreign aggressors has taken its toll on the lives and assets of the multiethnic people and had a heavy impact of the farmland and mountainous forest land used for foraging. 25% of the country is littered with unexploded ordnance (UXO). Between 1964 and 2008, a total of 50,000 people have fallen victim to UXO, of whom 30,000 died and 20,000 survived, 13,500 becoming disabled. These victims included women and children. The repercussions of the war, especially these UXO, have become a major obstacle for the Lao people and socio-economic development and constitute a cause underlying the underdevelopment and poverty of the Lao multiethnic people*.”

The National Regulating Authority (NRA) expressed their willingness to revise the National Mine Action Standards (NMAS) and to draft the first version of the NMAS on VA in line with the international standards in 2021. HI will provide a technical support to NRA during this development process.

1. **Presentation of the project**

1. **Why this project?**

The project primarily aims at strengthening the role of the mine action sector in undertaking specific VA efforts, including its role in liaising with non-mine action sectors to effectively integrate VA into broader frameworks in Laos.  With this goal in mind, HI will support the drafting and adoption of a national standard on victim assistance to answer the needs and promote the rights of EO victims at country level. A series of workshops will target the mine action sector that should play a supportive role in assisting states as they develop the relevant, long-term national systems, procedures and processes required to support EO victims in an age, gender and disability-inclusive manner.

1. **Objectives**

1. **General objectives**

Strengthen the role of the mine action sector in Laos in undertaking specific VA efforts.

1. **Specific objectives**

Support NRA in developing a NMAS on VA in Laos based on the new IMAS 13.10.

1. **Target audience**

The workshop will be open for staff of the national mine action authority and relevant ministries, survivors’ organizations, mine action operators, key service providers (public, private and non-governmental), as well as 2/3 donors and EO survivors.

1. **Methodology**

The overall process will be underpinned by the following steps:

* Identifying key stakeholders and their roles, plus other interested parties. This includes the NRA, Ministry of Labor and Social Welfare, other governmental departments, implementing partners, civil society organisations such as survivor organisations, women’s and persons with disabilities’ organisations;
* Meet with different stakeholders to identify what aspects of IMAS 13.10 are applicable to them and possible to implement and how.
* Appointing a NRA focal point to coordinate and oversee the development of the NMAS;
* Launch the NMAS development process during a first consultative national workshop.
* Participate in technical working groups (TWG) which consists of key individuals who are likely to be involved with drafting the VA NMAS;
* Identifying and agreeing on the content to be stated in the NMAS, in priority order;
* Identifying or engaging people or organizations to draft the NMAS on VA;
* Undertaking the drafting process;
* Instituting a review mechanism to check the entire Laos NMAS draft and to reach a common agreement;
* Issuing the VA NMAS in a draft form for a trial period of approximately 6 to 12 months.
* Reviewing, finalizing and issuing the first formal edition of the VA NMAS.
* Setting up an ongoing management and review mechanism for the VA NMAS.

1. **Presentation of the consultant’s mission**

1. **Overall objective of the expert mission**

The consultant will ensure organization (methodology and material finalization; coordination with relevant HI departments and programs) and execution – **either in person or online** – (according to the COVID19 situation) of national workshops and meetings with EO affected countries to operationalize IMAS 13.10 into national standards.

The consultant will i) Identify the most suitable methodology to support the NRA to develop the NMAS on VA strengthen the Mine Action Sector role in VA in Laos, ii) produce workshop material, iii) identify suitable follow up mechanisms and iv) deliver the workshops.

1. *Identify the most suitable methodology to strengthen the Mine Action Sector on VA*

In joint coordination with the AIR (Advocacy Unit) and AVR (Armed Violence Reduction) teams as well as HI Laos the consultant will assess the degree to which HI, the national mine action authorities and operators are compliant with IMAS on VA and identify and gathergood practices.  S/he will assess several ways of providing technical assistance to strengthen the role of the mine action sector on VA and will identify the most suitable methodology that could be tailored to different national contexts.

1. *Produce workshop material*

The consultant will develop workshop material in order to foster a reflection on how the mine action sector can (improve):

* Gather information about victims and their needs (if not existing already)
* Assess if relevant services already exist in the country, provide information and refer them to the government body that is charged with providing the type of support that EO victims require.
* Facilitate inclusion of persons with disabilities, including EO survivors, families and communities affected by EO and their views in the development of relevant national legislation and policy decisions, if already existing. (to be translated into English for familiarization and discussion).
* Take into consideration situations of vulnerability arising from disability, age and gender as well as other diversity factors in order to address the needs and protect the rights of individuals and communities affected by EO in an inclusive and non-discriminatory way.
* In the event of virtual or hybrid workshop, the consultant must propose adequate user-friendly sessions and tools to facilitate exchanges of information (to be discussed with HI and NRA)

1. **Ethics**

The workshop is implemented in accordance with HI’s ethical principles. We will ensure that high ethical and rigorous standards are maintained, by following HI’s principles for ethical management of data:

* Guarantee the security of subjects, partners and teams,
* Ensure a person or community-centered approach,
* Obtain subjects’ free and informed consent,
* Ensure the security of personal and/or sensitive data at all stages of the activity,
* Ensure the expertise of the teams involved and the scientific validity of the activity,
* Obtain authorization from the relevant authorities

1. **Disability, Age, Gender - Intersectional approach**

The ethical principle of non-discrimination underlies all of HI’s work. It is at the very heart of the organization’s engagement alongside persons with disabilities and other vulnerable persons/persons at risk and in support of equal opportunities. All activities are underpinned by a commitment to equal access to services for all; we therefore fully recognize the importance of adapting our intervention methods to each specific context, with systematic attention given to disability, gender and age but also other diversity factors. The organization respects the cultural values, and adapts its methodologies accordingly; seeking innovative ways to mainstream gender in all project activities.

1. **Expected outputs**

Based on the technical proposal, and in collaboration with the Disarmament and Protection of Civilians Advocacy Officer, the Disarmament and Protection of Civilians Advocacy Manager, the Policy Lead on Armed Violence Reduction, and HI Laos, the consultant will produce:

**2021-2022**

1. On the basis of the available literacy mentioned  below and a stakeholders mapping, an analysis of the environment in Laos;
2. A methodology document. This document will outline the key elements of the workshop and TWGs to develop a NMAS on VA on the basis of IMAS 13.10 at national level. It will contain a minima:

* an introduction specifying the workshop context, providing a brief situational analysis of the role of the mine action sector in engaging in specific VA efforts in the country, the purpose of the workshop; presentation of the objectives (general) & session specific objectives); presentation of IMAS 13.10 and the advantages of its operationalization.
* Presentation of the detailed methodological framework: workshop design, selection of participants, proposition on whether to organize one workshop lasting several days or a series of workshops, training methodology.

1. **Concept note** outlining key aspects of the workshops to share with NRA.
2. Workshop material: Agenda, slides/ppt presentation, description of working group sessions, useful documents/background readings. Workshop material should be easily tailored to the national context. The consultant will also present a budget plan related to the organization of the workshop. If virtual/hybrid workshop, the consultant must propose a plan with interactive tools, and adequate dissemination of materials – as well as possible interpretation system.
3. Support program in liaising and working with NRA by participating in #meetings
4. **Delivery of the workshop in Laos**(physical or hybrid/virtual according to COVID19 situation)
5. Propose possible **follow-up mechanisms and planning for next steps (2022-2023)** after the first year. A plan identifying who can best support this activity in the long run, and how [following-up workshops / punctual technical support / involvement of EO survivors in the process / exchanges with neighboring countries]

All along the project, AIR will seek a continuous exchange with program and the consultants to support advocacy at in-country and international level as well as collect evidence and testimonies on VA.

At the completion of the mission, AIR will draft an advocacy briefing (5/8 pages) with clear recommendations and advocacy messages related to the role of the mine action sector in supporting an integrated approach to VA through VA specific efforts. Key recommendations will be discussed with AVR, and HI Laos.

1. **Deliverables and timeline (Tentative)**

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| --- | --- | --- | --- | --- |
|  | **Deliverables** | **Recipients** | **Dissemination** | **Delivery deadlines** |
| **Technical Documents relative to the workshop implementation** | | | | |
| 1. | Analysis of the environment in Laos **(1 day)** using available information | AIR, AVR, HI Laos | Internal | End of Sept. 2021 |
| 2. | Methodology document **(3 day) +**AIR/ AVR preparation / consultation | AIR, AVR, HI Laos | Internal | End of Sept. 2021 |
| 3. | Concept note of the workshop **(1 day)** | AIR, AVR, HI Laos, NRA | External | End of Sept. 2021 |
| 4. | Workshop material & Preparation  **(3 days**) budget estimate | AIR, AVR, HI Laos, NRA | External | End of Oct. 2021 |
| 5. | # Consultative Meetings with national authorities / relevant partners  **(3 days)** | NRA & other | External | End of Oct. 2021 |
| 6. | 1st workshop (LAOS)  **(3 days)** | External beneficiaries | External | Tentative:  Nov. 2021 |
| 7. | Identification of a follow up mechanism + final report/planning **(1 day)** | AIR, AVR, HI Laos | Internal | End of Nov. 2021 |

*\*The consultant accepts that Humanity & Inclusion may reproduce the methodological proposal and use the tools developed for the workshop in other contexts or projects\*.*

1. **Mechanisms for communication and monitoring between the consultant and Humanity & Inclusion**

The Disarmament and Protection of Civilians Officer will follow up the whole process to ensure that the methodology is consistent throughout the project. A final evaluation will be conducted focusing on overall achievements of objectives, key recommendations for ensuring continuity, lessons learned.

The project will be co-led by a focal point per each department program mobilized: AIR, AVR, HI LAOS.

1. **Requested profile**

1. **Requested profile**

A consultant or a team of consultants with expertise on IMAS and victim assistance in EO affected countries

1. **Expertise**

 Mandatory:

* Minimum Diploma Master’s degree: Peace, Conflict Management; Political Science; Anthropology; Social Sciences; Disability and Community Rehabilitation, Law; Diplomacy and International relations; Information and Technology or equivalent;
* Knowledge of the UXO sector in Lao PDR;
* At least 2 years of experience in documenting good practices, demonstrated ability in conducting applied research, training, seminars and workshops;
* Demonstrated ability to design and facilitate participatory workshops;
* Demonstrated experience to work in a cross-cultural environment;
* Excellent written and oral communication skills through a proven record of successful interaction with individuals from a diverse array of backgrounds, including government officials, women, people with disabilities, CSOs, etc.
* IT skills - MS Office applications (Excel, Word and Power Point)
* Knowledge working language ​​(written & oral): English mandatory / knowledge of Lao as an asset
* Understanding and adherence to HI’s values and ethics.

1. **Bibliography**

HI has documented the importance of providing victim assistance over the past years: 

* [An Integrated Approach to Victim Assistance in Cambodia & the role of Australia as supporting state victim assistance integrated approach](https://blog.hi.org/wp-content/uploads/2018/11/Study2018_Cambodia_forWEB.pdf), 2018
* [Guidance on an Integrated Approach to Victim Assistance, by states for states,](https://blog.hi.org/wp-content/uploads/2019/01/VA-Guidance-2016.pdf) 2016
* [How to implement victim assistance obligations?](https://blog.hi.org/wp-content/uploads/2020/01/VA_Factsheets_All_EN.pdf) Factsheets
* IMAS 13.10

Other relevant resources:

* New [IASC guidelines](https://interagencystandingcommittee.org/system/files/2019-11/IASC%20Guidelines%20on%20the%20Inclusion%20of%20Persons%20with%20Disabilities%20in%20Humanitarian%20Action%2C%202019.pdf) on the inclusion of persons with disabilities;
* [IMAS on VA](https://www.mineactionstandards.org/en/standards/document-detail/?tx_imas_document%5Bdocument%5D=296&tx_imas_document%5Baction%5D=show&tx_imas_document%5Bcontroller%5D=Document&cHash=7c2b7e6d5baaad35679a388042c4d607);
* Anti-Personnel Mine Ban Convention;
* Oslo Action Plan;
* Convention on Cluster Munition;
* Lausanne Action Plan (available end of 2020);
* Convention on the Rights of Persons with Disabilities;
* ICBL – CMC Policy Paper on victim assistance (once it will be available);
* GICHD, [The role of mine action in victim assistance](https://www.gichd.org/fileadmin/GICHD-resources/rec-documents/Role_MA_in_VA.pdf), 2002.

1. **APPLICATION PROCEDURES**

Candidates should submit the following information with their application:

1. Brief cover letter
2. Curriculum vitae of consultant (or team of consultants)
3. Capability statement and a list of previous assignments, highlighting those that focus on similar project evaluations. Please include two references and mention earliest availability to start the mission.
4. One example of relevant similar work.
5. A short proposal of the detailed methodology in accordance with the terms of reference
6. A tentative work plan and time schedule precising the deliverables.
7. A budget breakdown for the consultancy including all costs;

Completed applications should be sent by email to: [t.Sikounnavong@hi.org](mailto:t.Sikounnavong@hi.org)

Please indicate “**Application for National Standard VA Support**” in the email’s subject.

Deadline for applications: **19th of September 2021**.