



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

OPERATIONS SERVICES PROGRAMME OFFICE (OS), Operational Energy Branch,

Consultant – Technical Expert

CLT No. CO26112

Expertise level III | *Duration*¹ 6 Months | *Duty Location* Luxembourg

BACKGROUND

The Operations Services Programme Office (OS) Operational Energy Branch provides in-theatre fuel support to the NATO Coalition Forces for KFOR, Global Fuel Services (GFS), Deterrence and Defence of the Euro-Atlantic Area (DDA), and Global Access Services (GAS) including Fuel and Flight line services. Due to recent changes, the work scope of this section has increased substantially requiring additional on-side work force to carry over the tasks entrusted by NATO and the NATO Nations. Consultant Technical Expert is required to provide on-site or remote support to the Operational Energy Branch.

The consultant serves in an advisory and/or technical capacity for work not provided for by the establishment approved for the Agency.

SUMMARY

The consultant is responsible to the Branch Chief, Section Chief, Head of Office, or delegated representative for performing/executing his/her duties. More precisely, he/she is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Prepare and review Statements of Work (SOW's) which fully define the material or services requested, including definition of technical contractual requirements and coordinate the related Requests for Proposals (RFPs).
- Analyse contractor technical reports and test results to ensure conformity with technical and contractual requirements and propose corrective actions and/or make recommendations for further actions as required.
- Provide technical expertise in support of the operational planning and logistics implementation plan.
- Participate in site and pre-award surveys for technical assessments for the material and services to be procured, including on-site quality control and work acceptance inspections.
- Participate in developing and implementing a quality-assurance-surveillance-plan.
- Coordinate and submit reports and analyses in support of existing or proposed projects.
- Prepare correspondence, presentations, reports, database queries and statistics as required using modern office automation equipment and software.
- Participate in meetings and conferences as required.
- Required to undertake deployments, including duty travel, in direct support of approved operations/missions.
- Perform other related functions as required in peacetime and any other appropriate functions assigned in times of crisis or war.
- Provide specialist expertise in support of NATO and national in-theatre operations in or Capellen as required.

¹ *Shall not normally exceed a period of 3 consecutive months and shall under no circumstance exceed 12 consecutive months.*

- Represent NSPA to the customer, but do not commit NSPA without specific input from the Branch Chief to anything that will:
 - Change the scope of works,
 - Increase the cost of the works,
 - Extend the contract completion date.
- Monitor and coordinate theatre level Petroleum, Oils and Lubricants (POL) operations including snap and/or surprise checks of the fuel provider's facilities and random quality checks in the fuels laboratory and the fuels.
- Provide information required for the provisioning and delivery of POL products.
- Assess POL related capabilities, cognizant of constraints of contractors.
- Assist in the drafting of POL-related Fragmentary Orders (FRAGOs), Warning Orders, Operations Orders, and Standard Operating Procedures.
- Draft POL related sections of report/minutes.
- Verify the correctness of invoices for further processing.
- Provide technical information and advise the NSPA Operational Energy Branch on POL/Energy related issues.
- Utilize Industry provided software to manage fuel.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- Completed Secondary School or equivalent education (e.g. high school or general education diploma) or industrial education training.
- A minimum of 5 years demonstrable experience in a petroleum logistic or management operation preferably in a military environment.
- Experience in the administration of contracts and in project management.
- Knowledge of quality assurance standards and policies.
- Knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Good knowledge of one of the two official NATO languages and working knowledge of the other.
- National military training in POL management or demonstrable equivalent.
- Recent experience in operational fuel management.
- An understanding of NATO fuels governance and policy-making bodies would be beneficial.
- Recent operational tours/assignments would be beneficial.
- A valid driving license.
- The Incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

LANGUAGE QUALIFICATIONS

- NATO's two official languages are English and French. The work of this consultancy is mainly conducted in English, therefore fluency in that language is essential and beginner knowledge of French is desirable.

PERSONAL CHARACTERISTICS

- All NSPA personnel are expected to conduct themselves in accordance with the current NATO Code of Conduct agreed by the North Atlantic Council (NAC), and thus display the core values of integrity, impartiality, loyalty, accountability, and professionalism.