



## STATEMENT OF WORK FOR CONSULTANCY SUPPORT

### Operations and Support Programme Office (OS-B)

Consultant - Technical Expert, Force Protection, Base Services and Admin support

CLT No. CO26129

<i>Expertise level</i>	III	<i>Duration</i> <sup>1</sup>	12 Months	<i>Duty Location</i>	SACEUR AOR and NAC approved missions locations and/or NATO countries <sup>2</sup>
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### BACKGROUND

Operations and Support Programme Office (OS) provides Logistic Support to the NATO Coalition Forces to deliver a standing capability to meet Integrated Logistics Support Services requirements during deployments, operations and training exercises. This support includes the provision of site supervision and contract monitoring when projects are under development and/or implementation.

**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 will be assigned to the OS Programme, in particular the OS-B Branch (OS-BE Project Execution Section), to perform and execute Force Protection and Base Services requirements and specialist administrative support to the different Programme sites in accordance with the customer requirements within the Area of Operations (AO).

More precisely, he/she is responsible for carrying out the following tasks and functions:

### MAIN DELIVERABLES/SCOPE OF WORK

- Assisting the development of customer Statements of Requirement (SoR) and compiling Force Protection and Base Services requirements
- Preparing Statements of Work (SoW) that fully define the material and services necessary, including technical specifications and definitions of contractual requirements, coordinating the related Requests for Proposals.
- Performing technical evaluations of commercial bids for goods and services, processing multi-layered information in order to confirm technical compliance
- Analysing contractor technical reports and test results to ensure conformity with technical and contractual requirements, and making appropriate recommendations for further action.
- Monitoring contractor performance to ensure technical conditions associated with the delivery of OS-B Force Protection and Base services are fulfilled. Recommending corrective actions as required.
- Preparing reports, database queries and statistics as required using modern office automation equipment and software in support of former, existing or proposed projects.
- Assisting the development and implementation of quality assurance (QA) and risk management (RM) activities for complex operational logistics projects.
- Providing technical assistance and insight for the maintenance of contingency projects.

<sup>1</sup> Shall not normally exceed a period of 3 consecutive months and shall under no circumstance exceed 12 consecutive months.

<sup>2</sup> Precise duty location will be specified in the contract.

- Perform other related OS-B functions as required in peacetime and any other appropriate function or baseline service assigned in times of crisis or war.

### **ADDITIONAL SUPPORT REQUIRED**

- Coordinate and submit financial reports and analyses concerning project activities.
- Providing administrative support to the NSPA Office's activities.
- Performing clerical work such as, but not limited to maintaining filing systems, managing document registration, performing proofreading and ensuring the correctness and format of outgoing correspondence.
- Participating in meetings and conferences as required, including project meetings as directed by the Head of Office, or delegated representative. Preparing, drafting, verifying and disseminating the agendas, documents, presentations, and decision sheets, as required using modern office automation equipment and software.
- Coordinating with the relevant offices NSPA personnel travel / transportation / deployment in-processing / visas / leave / travel / medals.
- Responsible for the coordination / administration and maintenance of NSPA facilities and NSPA personnel billeting.
- Acting as central focal point in the NSPA Office with regard to receiving new arrivals, visitors, performing customer service and directing them to the respective NSPA Staff member(s) and / or taking records of queries, Point of Contact details.
- Coordinating and verifying Camp Population data if required, with respective personnel branches of Customers (HQs, National Support Elements, Agencies and other entities) in order to maintain up-to-date statistics and to ensure correct billing of services.
- Gathering cost data for the compilation of budgetary forecasts in regards to the NSPA Office.
- Assisting in Supply Support and Property Accounting activities of NSPA Office.
- Acting as Main Point of Contact in regards to Security and Safety issues of the NSPA Office including but not limited to: managing badges, passes and permits for NSPA Office personnel and Visitors.
- Represents NSPA in the field to the customer, but does not commit NSPA without specific input from Capellen to anything that will change the scope of works, increase the cost of the works and/or extend the contract completion date.
- Executing other related tasks as required in peacetime and any other appropriate tasks assigned in times of crisis or war.
- If required, undertaking deployments, including duty travel, in direct support of NSPA Office.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of NSPA.

### **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- University degree or equivalent education with certification, award or diploma in electrical, electronical, I/T or equivalent disciplines.
- Experience in technical implementation and management of NATO and/or similar projects in force protection and security areas, such as: personal security vetting systems (CI interviewing and vetting), security pass and permits systems (badging, id and permits issuing for personnel and vehicles), public address systems (mass notification systems), intelligence, surveillance and reconnaissance systems (video surveillance, monitoring), physical security systems, intruder detection systems, perimeter security systems, explosives detection systems (nonintrusive scanners for staff, luggage, and vehicles), explosive and narcotic detection dogs (K9 and military working dogs), physical security (unarmed security guards and access control), under vehicle inspection systems, automatic license plates recognition systems, classified translation linguistic services, etc.
- Good knowledge on Fire Fighting/Fire Protection at military operations environment.
- Experience in complex security systems life cycle management and risk management.
- Experience in security systems vulnerabilities analysis, continuous improvement management, security systems process review and improvement implementation.

- Experience in the administration of contracts and in project management including mobilization and demobilization.
- Knowledge of Quality Assurance (QA) and Risk Management (RM) standards and policies.
- Experience with auditing to ISO family of standards.
- Experience working remotely and in austere conditions.
- NATO SECRET security clearance.

#### **ADDITIONAL QUALIFICATIONS AND EXPERIENCE**

- Experience in the supervision and management of staff within base operations support services (i.e laundry services, cleaning services, billeting services, vehicle rental services etc.) in military operations environment
- Experience in Mobilization and Demobilization activities usually associated with the provision of camp support services.
- Experience in the administration of contracts and in project management including mobilization and demobilization
- Experience in administration tasks.
- Good knowledge of information systems at end-user level with experience in using personal computers and software packages.
- Ability to express himself/herself, orally and in writing.

#### **LANGUAGE QUALIFICATIONS**

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

#### **PERSONAL CHARACTERISTICS**

- All personnel working for NSPA 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.