



STATEMENT OF WORK FOR CONSULTANCY SUPPORT GENERAL AND COOPERATIVE SERVICES PROGRAMME *Product Management Section*

Consultant – Senior Environmental Specialist Consultant
CLT CO26143
(HM allocates CLT# which is different from SRR#)

Expertise level | **Duration**¹ 12 months
90 days **Duty Location**² Capellen, LUX

BACKGROUND

This consultancy support is initiated due to the increasing number of regulatory compliance requirements coming to the Product Management Section emanating from the LB Programme, customers and nations and COMMIT Support Partnership members that require specific areas of advice and cannot be supported with the existing NSPA staff availability. These requirements demand specialised environmental expertise and cross-functional advisory support that cannot be fully accommodated with the existing NSPA staff availability.

The consultancy support is intended to strengthen LB Programme's capability to ensure compliance with applicable environmental regulations, sustainability objectives, energy and climate policies, and environmental risk management standards across a broad range of complex projects.

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 General Supply and Services Branch for providing senior-level environmental and sustainability advisory services in support of strategic and operational projects managed by the Product Management Section. The consultant will contribute environmental expertise to multidisciplinary engineering, infrastructure, logistics, procurement, and operational support activities, ensuring that environmental considerations are effectively integrated throughout project planning, implementation, acquisition, and lifecycle management activities.

The role requires a polyvalent professional capable of supporting multiple technical domains, coordinating with internal and external stakeholders, and providing sound environmental and sustainability advice in complex multinational environments.

MAIN DELIVERABLES/SCOPE OF WORK

- Undertaking technical investigations and documentation research required for the preparation and finalisation of the Statements of Work (SOWs) for the above-mentioned projects, including supporting analyses and environmental considerations.
- Conducting environmental assessments, environmental impact analyses, compliance reviews, and risk evaluations in accordance with NATO standards, host nation regulations, and international environmental requirements.
- Assisting the Section Chief in technical evaluations, acceptance testing, and providing environmental and technical input necessary for the finalisation of contracts.
- Maintaining close liaison with the concerned parties for the coordination of activities involving national elements and contractor(s).

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

² Precise duty location will be specified in the contract.

NATO UNCLASSIFIED

- Advising and Assisting in project management functions for designated projects, including time and resource planning aspects, as well as administrative control and technical direction of the overall project, including contractual services.
- Assisting in the implementation, monitoring and continuous improvement of ISO 14001 Environmental Management Systems (EMS), associated procedures, environmental policies, compliance processes, and reporting mechanisms.
- Supporting environmental compliance activities related to waste management, pollution prevention, hazardous materials handling, environmental permitting, sustainability requirements, and green procurement initiatives.
- Attending meetings as directed.
- Performing TDY visits with contractor(s), customers, and other locations as necessary, as directed.
- Preparing correspondence, reports, database queries and statistics as required, using modern office automation equipment and software.
- In the event of crisis or war the incumbent will, subject to the agreement of his/her national authorities, remain in the service of the Agency.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- University degree in Environmental Engineering, Environmental Sciences, Sustainability Management, Chemical Engineering, or a related discipline.
- At least 10 years of professional experience in environmental management, regulatory compliance, environmental impact assessment, waste management, pollution prevention, and the development and management of environmental or sustainability-related projects, including requirements development, systems engineering support activities, acquisition, implementation, operation, and maintenance.
- Demonstrated knowledge and practical experience in ISO 14001 Environmental Management System (EMS), including implementation, monitoring, auditing, compliance control, and coordination with internal and external stakeholders.
- Demonstrated knowledge of EU and international environmental legislation, regulations, permitting framework, and industry best practices related to environmental protection, pollution prevention, waste management and green procurement framework.
- Experience working in multidisciplinary and multinational environments involving governmental, military, industrial, or international stakeholders.
- Proficiency in writing technical documents and correspondence in the English language
- Proficiency with Microsoft Office applications and project management tools.
- A "NATO SECRET" security clearance.

LANGUAGE QUALIFICATIONS (e.g. select as appropriate or modify as required)

- 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.

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.