



STATEMENT OF WORK FOR CONSULTANCY SUPPORT

AGS and UAS Programme, Requirements and Portfolio Management Office

Consultant – Requirements Administrator and Data Manager

CLT No. CO26151

Expertise level: II Duration ¹ 12 months | Duty Location Capellen

BACKGROUND

The incumbent is responsible to the LQ Requirements and Portfolio Manager.

The programme is responsible for Allied Ground Surveillance (NATO RQ-4D), MQ-9 International Cooperation Partnership and Unmanned Aerial Systems (UAS) Partnership (Multiple Nano to Tactical sized platforms) and intends to use the Dynamic Object Oriented Requirements System (DOORS) vers 9.6 to database all requirements specifications and management.

The AGS, MQ9 and UAS Programme accounts for many changes to the related requirements specifications across the affected entities.

The DOORS database requires re-initialization to account for these and new platforms in the portfolio since 2017. The consultant will enable finalization of the Requirement Management Tool Configuration and keep requirements up to date as per bi-weekly progress meetings (Modules, Requirement Attributes, Importing existing data, providing user trainings).

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 act as the Project Officer to the DOORS Re-Initialization Project for the whole AGS and UAS Programme.

He/she is responsible for performing/executing the following tasks:

MAIN DELIVERABLES/SCOPE OF WORK

- Liaise with IT for the installation of the tool, if required;
- Update: Add all existing requirements specifications; Manage AGS Requirement Backlog in Doors; Update Requirement Backlog for AGS, MIC-P and UAS as per bi-weekly coordination meetings and Technical Officer's and Requirement Management Team inputs
- Create all agreed attributes for AGS, MIC-P and UAS and also modules;
- Setup and Test the Established Repositories and also Export/Import Functionalities
- Deliver Training and Awareness Sessions for the related Technical Officers as directed by the LQ Requirements and Portfolio Manager.
- Provide support to the end user if they have difficulties in using the tool
- Report: provide monthly reports on the progress against the plan above.

ESSENTIAL QUALIFICATIONS AND EXPERIENCE

- University degree in engineering or a diploma in a related technical field.
- Experience: two (2) years relevant working experience as a DOORS administrator.
- Experience with SHAREPOINT and Product Data Management Tools
- Excellent written and oral communication skills in English.

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

DESIRABLE QUALIFICATIONS

- Experience in the NATO AGS or National Aviation or UAS Programmes (Requirements Management).

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 and **working 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.