



## STATEMENT OF WORK FOR CONSULTANCY SUPPORT

### SUPPORT TO OPERATIONS DIRECTORATE (O), SOUTHERN OPERATIONAL CENTRE (SOC), New Capabilities and Through-Life Support Branch

Consultant – Senior Advisor

CLT No. CO26140

<i>Expertise level</i>		<i>Duration</i> <sup>1</sup>	<i>12 Months Full Time</i>		<i>Duty Location</i>	Luxembourg and/or any other NATO location as required <sup>2</sup>
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<i>Confirmed by</i> <i>(Programme Manager, Division or Office Chief)</i>	SOC Commander		<i>Date confirmed</i>	27 March 2026
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### BACKGROUND

The Southern Operational Centre / New Capabilities and Through-Life Support Branch provides deployable engineering services to support NATO and NATO Member Nations. This support includes all management aspects of deployable equipment and facilities work for contingency operations directed by NATO Military Authorities (NMA) or Nations including Capability Packages (CPs).

**The consultant serves in a particular 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 for providing expert technical/engineering advice for NATO and national projects in the area of deployed facilities, with a focus on Mobility/Counter Mobility Engineering. More precisely, the consultant is responsible for performing/executing the following tasks:

### MAIN DELIVERABLES/SCOPE OF WORK

- Advise and assist the Project Manager for the management of NATO Security Investment Programme (NSIP) projects, Allied Command Operations (ACO) or Allied Command Transformation (ACT) projects and national projects, in the field of deployable engineering, especially related to military mobility (especially logistic bridges, either dry or floating).
- Advise and assist in developing, coordinating and maintaining NSPA operational and resource plans for the North Atlantic Council (NAC)/NMA-directed contingency operations.
- Provide technical assistance and expertise to NMA (Strategic Commands and other NATO entities) in developing project data sheets as a representative of NSPA as a Host Nation.
- Provide technical assistance for the procurement, storage, maintenance, and deployment of NATO CPs and National Projects.
- Advise and assist in architectural and engineering services for CPs and/or in support of national contingents deployed in NATO contingency operations.
- Advise and assist the Project Manager and/or the Technical Officer with the preparation and review of Statements of Work (SOW's), which fully define the materiel or services requested including definition of contractual requirements related to contingency operations and assist in the coordination of the related Requests for Proposals (RFPs).
- Monitor contractors' performance, analyse contractor technical reports and test results to evaluate performance and ensure conformity with technical and contractual requirements, and make appropriate recommendations for further action.
- Evaluate technical bidding offers.
- Analyse contractor technical reports and test results to ascertain conformity with technical and contractual requirements, and make appropriate recommendations for further action.
- Attend surveys for technical assessments for the material and services to be procured, this should also include on-site quality control and work acceptance inspections.

<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.*

- Participate in the development and implementation of a quality assurance surveillance plan.
- Coordinate and submit financial reports and analyses concerning contingency operation-related activities. Review and submit reports and analyses on NSPA support for NATO contingency operations.
- Assist in establishing appropriate logistic requirements and workload forecasts.
- Participate in meetings and conferences as required.
- The incumbent of this post may undertake deployments, including duty travel, in direct support of NAC-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.
- Represent 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.

## **ESSENTIAL QUALIFICATIONS AND EXPERIENCE**

- University degree (Bachelor or Master Degree) in civil / mechanical / military engineering.
- Experience in the administration of contracts and in project management.
- Strong background and experience in military mobility, particularly in the context of deployable temporary military logistic bridges, either dry or floating.
- Proficiency in technical report writing.
- Knowledge of Quality Assurance (QA) standards and policies.
- Good knowledge and specific experience in technical, engineering and logistics aspects of contingency operations, especially related to military mobility (bridging).
- Sound digital literacy with experience in using office automation systems and software applications, e.g. Microsoft Office Suite (Word, Excel, and PowerPoint).
- The incumbent must hold, or be able to obtain, a valid "NATO SECRET" security clearance.

## **DESIRABLE QUALIFICATIONS AND EXPERIENCE**

- N/A

## **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.

## **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.