



Terms of Reference / Scope of Service

NPA Peru Programme calls for proposals for the design and implementation of trainings on Conventional Weapons Management in Perú

1 . Introduction

In the framework of the “*Strategic Plan for Management of Small Arms, Ammunition and Explosives of the Defence Sector*” of the Peruvian Ministry of Defence of Peru-MoD and the project “*Capacity development for Weapons and Ammunition Management to prevent unplanned explosions at munition sites in Peru*”, implemented by Norwegian People’s Aid-NPA and funded by the Office of Weapons Removal and Abatement in the U.S. State Department’s Bureau of Political-Military Affairs -PM/WRA

NPA Peru was requested to provide trainings for the CCAM- Conventional Arms and Ammunition Training Centre of the Defence Sector, which will benefit military personnel from the three Armed Institutions of Peru (Army, Air Force and Navy), as well as military personnel from neighbouring countries and-eventually- personnel of the National Police of Peru.

These ToR refer to specific trainings as detailed in the section below, for which the consultant will focus on technical aspects and to ensure quality control throughout the delivery of the trainings.

2 . Objective and outputs

The consultancy aims to design, implement and support the evaluation of training courses on conventional weapons management, complying with the delivery of the following outputs

OUTPUT 1:

- **Training design**, which includes training management plans and training materials of the following programmes

1.1 Introduction to Conventional Weapons Management (approx. 10 hours divided into appropriate number of modules, including duration of each module. Modality: virtual, through NPA’s self-paced e-learning platform)

1.2 Basic Programme in Conventional Weapons Management (80 periods of 45 minutes each.)

1.3 Advanced Programme in Conventional Weapons Management (40 periods of 45 minutes each)



Specifications on Output 1:

- ✓ Relevant case studies and group exercises will be incorporated throughout the Basic and Advances trainings
- ✓ Each training programme will include an initial, intermediate, and final evaluation of the students. The final evaluation for the **Basic** Conventional Weapon Management **Programme** will assess participants' operational skills and decision-making capabilities through a simulated scenario, ensuring their ability to apply learned concepts in real-world situations. Meanwhile, the **Advanced** Conventional Weapon Management **Program** will conclude with a performance-based evaluation of strategic decision-making, requiring participants to develop and present a comprehensive weapon management and audit plan, demonstrating their proficiency in high-level planning and oversight.

OUTPUT 2:

- **Training delivery of the Basic Programme in Conventional Weapons Management**

Specifications on Output 2:

- ✓ **2 editions of the Basic Programme** in Conventional Weapons Management to be delivered in July and November 2025, respectively (exact dates to be confirmed at a later stage).
- ✓ Each edition consists of 80 periods of 45 minutes each, to be developed during 10 days.. Each edition will have around 25 students.
- ✓ At the end of each edition, the consultant will provide a final report including lessons learnt and recommendations.

OUTPUT 3:

- **Training delivery of the Advanced Programme in Conventional Weapon Management**

The details of the delivery of this programme will be confirmed at a later stage; the programme will be likely delivered in 2026.



3. Specifications on the content of the trainings

Introduction to Conventional Weapons Management. It provides a foundational understanding of the technique, principles, and best practices related to the management of conventional weapons. It will cover the most relevant and key topics of fundamental weapon management. By completing this module, trainees will gain essential theoretical knowledge, ensuring they are well-prepared to engage effectively in the subsequent Basic Conventional Weapons Management Course.

Basic Programme in Conventional Weapons Management Provides foundational knowledge of the MOSAIC system, international arms control standards and treaties. Develops practical skills in storage, maintenance, and inventory management while training military personnel in logistics, transport, and security. Incorporates gender and human rights considerations.

Advanced Programme in Conventional Weapon Management Expands on MOSAIC principles with a focus on strategic decision-making, policy supervision, and international coordination. Strengthens oversight of advanced control measures and risk reduction. Trains participants in designing and auditing high-level ammunition management systems, handling complex logistics, and integrating ethics, transparency, and human rights.

4. Additional information

-The training management plans and training materials will be provided in English language, unless the consultant is able to provide them in Spanish (preferred option). NPA Peru will be in charge of the translation to Spanish language

- NPA will provide one inbound/outbound flight from/to home place/Lima-Perú for each training delivered. NPA will also provide accommodation and per diem, according to the following NPA rates:

- Accommodation rate: not exceeding 90 USD/day, includes breakfast

-Per diem rate: 46 USD/day

-The trainings will be delivered in English language, unless the consultant is able to deliver them in Spanish (preferred option). NPA Peru will provide one or more interpreter(s) for the interpretation from English to Spanish.

- During each training, NPA will be in charge of the transportation from/to Lima airport/hotel and from/to hotel/ location of the trainings, as well as of all logistics coordination.



- Alongside the whole consultancy, NPA Peru Project Manager (Santiago Ocampo) and NPA Peru Technical Advisor (Saidul Bhuiyan) will be NPA's focal points for supervision, coordination as well technical and logistics support.

5. Submission of proposals

Technical and commercial proposals should be submitted **COB 21st March 2025** to the following recipient:

frasca105@npaid.org (Francesca Scardeoni, NPA Peru Country Director)

When drafting the proposal, please take into consideration the following timeline:

Task	Deadline
Delivery of output 1.1 (Introduction training materials)	30.04.2025
Delivery of output 1.2 (Basic training materials and TMP)	31.05.2025
Delivery of output 1.3 (Advanced training materials and TMP)	30.06.2025
Delivery of output 2.1 (Basic programme first edition)	July 2025
Delivery of output 2.2 (Basic programme second edition)	November 2025
Delivery of output 2.3 (Advanced programme)	TBC

Please note that the consultancy is subjected to the results of the foreign assistance review, which NPA expects to receive at the end of April 2025 as latest.