

<p style="text-align: center;">THE NATO CONSULTANT TERMS OF REFERENCE</p>
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1. Science for Peace Projects address a broad spectrum of scientific and technological disciplines. For some of the SfP projects, the evaluation of the Project Plans and the follow-up of the approved Project require the involvement of outside experts. If this is the case, NATO would assign a NATO Consultants whose role would be to:
 - (a) advise NATO, through the SfP Programme Office, on the merits of the Project; and,
 - (b) assist the Project Co-Directors and their teams in the development and execution of the Project.
2. These dual responsibilities need not be in conflict. It would be expected that the Consultant is open, candid and objective in his dealings with the Project and to show a mentor's interest in the individuals and their problems. In addition, all written communications by the Consultant were to be sent to Project Co-Directors and to the SfP Programme Director at NATO Headquarters.
3. The Consultant shall:
 - (a) be a recognised expert in the science and/or technology pertinent to the Project. He/she should have access, when needed, to specialists who may be asked for advice;
 - (b) have experience in the organisation and management of applied R&D projects;
 - (c) actively promote the interest and participation in the Project by those entities that will use the project results;
 - (d) have a fluent command of the spoken English or French languages. Reports must be prepared in either English or French;
 - (d) assist the Project Co-Directors in preparing the Project Plan and in presenting the Plan to the NATO Expert Panel;
 - (f) review, and comment to the SfP Programme Director, on the content of the Project's progress and financial reports which are due every 6 months;
 - (g) be available to meet with the Project Co-Directors at least once per year, preferably on the occasion of the project co-ordination meeting which takes place in one of the Partner countries. After such visit the Consultant will complete the standard SfP Mission Evaluation Report and send it to the SfP Programme Office;
 - (h) assist the Project Co-Director(s) in identifying the needs for training abroad of Project personnel and assist in arranging training at his/her institute or other qualified centres in the NATO countries;
 - (i) advise the Project Co-Director(s) on the evaluation of competitive tenders for the purchase of major equipment;
 - (j) on occasion, visit the laboratories and facilities of the institutions collaborating in the Project;
 - (k) undertake special activities as mutually agreed.
4. NATO would pay travel expenses of the Consultant in accordance with NATO regulations and fixed per diem rates, plus a fee or honorarium as mutually agreed and specified in a contract between the Consultant and NATO. Such costs would be paid directly by NATO from a separate budget and would therefore not effect the Project budget.