



LIS Operational Protocol P01 v 3 – Advance Survey Mission (ASM) Requirements

1.0 Purpose

1.1 The purpose of this protocol is to lay out guidelines for the successful conduct of the advance survey mission for an LIS.

2.0 Overview

2.1 An advance survey mission must take place before the start of each SAC-implemented survey. It is only undertaken when SAC is confident of general donor support, and is often conducted upon the specific request of the UN Mine Action Service as a result of a UN inter-agency mine action assessment. The ASM establishes the context for a survey by identifying contacts, information, constraints and special issues that affect survey execution. By identifying costs and logistics, SAC planning staff are more capable of establishing funding requirements and project design. The primary output of the ASM is a draft country LIS plan, which serves as the principal document for approaching donors for specific commitments.

3.0 Responsibilities

3.1 SAC is responsible for contracting an advance survey mission and defining terms of reference.

3.2 The advance survey mission is responsible for carrying out its mandate according to the guidelines of this protocol.

3.3 The team leader is responsible for producing the draft country LIS plan and a report outlining the required information according the guidelines below, as well as identifying issues and constraints.

4.0 Definitions

4.1 ASM: Advance Survey Mission; SAC mission to a mine/UXO-affected country for a preliminary problem assessment leading to a survey proposal.

4.2 Country LIS Plan: Three-part document describing the plan of action for a landmine impact survey in a specified country. The three parts consist of a project narrative, a budget and a timeline.

4.3 Gazetteer: Geographical database of provinces, districts, and communities and their administrative codes.

5.0 Instructions

5.1 ASM Composition

5.1.1 ASM will consist of two people, at least one of whom should be a SAC staff member or consultant.

5.2 Institutional Visits and Contacts with Stakeholders

5.2.1 ASM will visit the national mine action authority upon entering the country to establish clearly that the ASM, and the landmine impact survey as a whole, will only function with the support, cooperation and authority of the government's mine action institutions.

5.2.2 ASM will convene a meeting of all mine action NGOs operating in the country to brief them on the LIS concept, procedures and outputs. ASM will convene similar meetings with the donor community and with UN agencies involved in mine action.

5.2.3 ASM should identify national technical resources in the government and academic community that could serve as resources for the LIS.

5.2.4 ASM should collect contact information from stakeholders at these meetings [**cf. 8.1**], as well as Government / UN / NGO directories and other materials useful for contacting stakeholders.

5.3 Country Information

5.3.1 ASM will gather information on the history of conflicts in the country, including the regions affected and when mines were used or UXO scattered. ASM will gather available information on the country's internal administrative boundaries, collect a gazetteer if one is available, and gather topographic maps of the country (1:50,000 – 1:250,000 scale).

5.3.2 ASM should identify to the greatest extent possible which provinces, districts and communities may be contaminated, and gather existing mine action information.

5.3.3 ASM will provide a description of the physical operating environment, including anything that is likely to have serious impact on LIS operations.

5.3.4 ASM will gather the costs and availability of all goods and services used by an LIS, and any other information that has budgetary implications.

5.4 ASM Report

5.4.1 The team leader will submit a draft country LIS plan -- with a project narrative, a budget and a timeline – within ten working days of mission completion.

5.4.2 The team leader will submit, at his / her discretion, a supplementary report that includes major constraints and confidential assessments on the future of LIS operations in the country.

6.0 Rationale / Background

6.1 None

7.0 Materials

7.1 None

8.0 Attachments

[NB: These are documents from different surveys, reports or old protocols that have been attached to this protocol in case they are found useful, interesting or relevant. They are purely optional reading.]

8.1 ASM Information guidelines

8.2 Project Document Template

8.3 Budget Template

8.4 Timeline Template

9.0 Related Protocols and Advisories

9.1 None

10.0 References

10.1 P01 – Advance Survey Mission is executed before the generic timeline starts.

11.0 Revisions

11.1 Originally written by VVAF 99 05 21

11.2 Edited by Dann Naseemullah 03 01 21

Attachments

1. ASM information guidelines

Part I: Institutional Information

Briefly provide the following:

National Mine Action Counter-Parts, Implementing Organizations and Ministries.

- General description of host nation national mine action structure (or structures);
- Contact information of key contact person;
- Assessment of willingness and capacity to support a Landmine Impact Survey conducted in the target country.

United Nations Organizations Active in Mine Action.

- General description of the UN mine action program in the country, indicating agency responsibilities and structure;
- Contact information of key contact persons;
- Contact information for agency headquarters/desk officers;
- Assessment of willingness and capacity to support a Landmine Impact Survey conducted in the target country.

Non-governmental Organizations Active in Mine Action

- General description of those NGOs involved in mine action in the country;
- Contact information of key contact persons;
- Contact information for agency headquarters/desk officers;
- Assessment of willingness and capacity to support a Landmine Impact Survey conducted in the target country.

Government, UN or NGO organizations Able to Provide Data to the Survey.

- Contact information for key contacts;
- Indicate the type, amount, quality, and format of data that can be provided.
-

Embassies and Key donors.

- Contact information for key contacts.

Other Expert Informants. (*The Advance Survey Team may come across certain individuals, such as former combatants, that might possess exceptionally valuable insight into the nature of contamination in the country.*)

- Contact information;
- Indicate what type of “expert” information each person can provide.

- A. Commercial Organizations Active in Mine Action, Development, Mapping or Other Survey Concentration Areas.
- Contact information;
 - Indicate what type of activity or information each organization could provide.

Part II: Country Information

Briefly outline the following:

Historical Summary of Minelaying Activities

- Brief history of conflict(s) that have taken place in the country, indicating region, date, and active players;
- If possible, from historical data indicate the tactics used to lay mine/UXOs by parties in the conflict;

Also, if possible indicate what types of mine/UXOs were used.

Country Organization Minefield Contamination

- General description of the internal administrative boundaries and organization of the country outlining states, districts, provinces townships, etc.;
- Whether there are gazetteers available, either in paper or electronic formats;
- If a gazetteer does not exist, what would it to create one;
- The smallest administrative unit;
- The lowest level in the administrative hierarchy at which boundary maps are available.

Suspected Hazard Areas Information

- Indicate to the greatest detail possible those communities suspected of mine contamination.

Existing Minefield Information. (*Indicate the location, quality, coverage, and custodian of the items listed below. Attach copies if available.*)

- Maps (hard or digital copies, scale and relief, color separates, scanning, plotting, map reference);
- Databases;
- Incident/victim data;
- Other.

Part III: Operational Information

Briefly outline the following:

Description of the Physical Operating Environment (*The Advance Survey Mission should describe all physical conditions and/or constraints that will impact upon the conduct of the Survey*).

- Terrain;
- Weather (temperature, rain, seasons, wind);
- Modes of travel (road, rail, boat, plane);
- Inaccessible areas;
- Health hazards such as disease, dangerous animals, water, heat.

Security

- General conditions in the country to indicate war-zones, no-go areas, criminal threats, etc.;
- Type and role of security forces present;
- Outline standing operating procedures of the UN and NGOs present in the country.

Part IV: Budgetary Information

Briefly outline the following:

Facilities and Accommodations (*Indicate whether the following resources are available in-country, by locality, cost, security, and suitability*).

- Hotels;
- Restaurants;
- Apartments (to rent);
- Houses (to rent);
- Office space;
- Shared space with NGOs and/or national authorities.
-

Human Resources and Services (*Indicate availability, contact information, normal method of payment, and normal amount of payment*).

- Trained Economist and/or Social Scientist;
- Field Editors;
- Interviewers;
- Translators/Interpreters;
- Data Processors;
- Computer Technicians;
- Guards;
- Drivers;
- Cooks;
- Provide normal UN and NGO salary scales for local staff recruitment.

Goods and Services (*Indicate availability (in-country or exported), capacity, location, contact, and cost for the items listed below*).

- Vehicles, to both buy and rent;

- Computers;
- Fax Machines;
- Photocopiers;
- Telephones;
- Printing services;
- E-mail services;
- Internet access and capacity;
- Translation services.

Emergency Facilities (*Assess availability, capacity, and cost of the items listed below, and provide contact information*).

- Hospitals (*Indicate the normal method of payment*);
- Evacuation;
- Police.

Operating Expenses (*indicating costs*)

- Electricity;
- Telephone;
- Heating/cooling;
- Fuel costs;
- Food costs;
- Provide UN and NGO DSA payment schedules;

Internal Travel (*Indicate availability, safety, cost, and contact information. For aircraft indicate what international carriers fly into the country, and provide schedule and contact information.*)

- Road;
- Rail;
- Plane;
- Boat.

NGO Legal Requirements (*Indicate legal requirements with which SAC must comply in order to exist, operate and hire staff within the country*).

- Registration requirements, methods and costs;
- Employment laws for expatriate and local staff;
- Government authorization;
- Taxes;
- Visas;
- Insurance Requirements (personnel, property, vehicle).

Entry and Customs

- Point(s) of entry and contact information;
- Taxes and duties;
- Customs regulations;
- Capacities.

Banking Facilities. A credible international bank where Survey operational funds may be safely transferred and all Survey transactions conducted in measure of security and privacy is essential.

- Bank names, locations, contact numbers;
- Account types;
- Commission fees;
- Transaction fees;
- Interest;
- NGO laws or facilities;
- Transfer facilities;
- Electronic/facsimile capacity.

Part V: Supporting Documentation

The Advance Survey Mission will provide the additional items mentioned below, when available, as part of the Mission Report. Substitutions and additions that provide similar or better information should also be submitted to SAC.

- UN System telephone book;
- NGO community telephone book;
- Government telephone directory;
- Latest UNDP Country Development Report;
- FAO land use and land cover reports and/or maps;
- Country road map (The team should make annotations of known inaccuracies);
- Maps of major cities and towns;
- Existing minefield maps (hardcopy and digital, if available);
- Any reports covering existing mine action programs;
- Mine action databases (if they exist);
- Blank registration forms;
- Bank account information and registration forms;
- Airplane, train and boat schedules;
- Internet service providers;
- Rental service brochures;
- Hotel brochures;
- UN security advisory;
- NGO security procedures;
- Radio callsigns and procedures (if centralized UN or NGO net);
- UN pay scales and DSA rates for international, local and NGO IPs.

2.0 Project Document Template

SUMMARY PAGE

Project Title :
Location :
Duration : months
Dates :
Total Budget : US\$ million

Immediate Objective : .

Outputs :

Impact Statement :

Implementing Agency : Survey Action Center

Executing Agencies :

Contact Person : Bob Eaton, Survey Action Center, Washington, DC
Date Submitted :

[TITLE]

The Survey Action Center requests \$x,xxx,xxx to

SECTION ONE – BACKGROUND AND PROBLEM STATEMENT describes the background and defines the problem in the current situation.

SECTION TWO –THE SOLUTION presents the solution along with objectives, outputs and activities for which funding are requested.

SECTION THREE –IMPLEMENTATION details the institutional arrangements.

SECTION FOUR – CONSTRAINTS AND RISKS outlines the operational problems and risks in implementing this particular project.

SECTION FIVE – MONITORING, EVALUATION AND AUDIT covers quality control and quality assurance issues.

SECTION SIX – BUDGET presents a detailed budget for funding being requested.

SECTION SEVEN – TIMELINE provides timelines for the outputs and activities in Section Two.

Background and Problem Statement

Background

During the past sixty years, combatants in a variety of conflicts have increasingly used anti-personnel landmines to depopulate communities, deny access to roads, bridges, and airports, defend borders, create no-mans lands, and to cripple local economies.

In the late-1980's the international community began the struggle to systematically address the landmine/UXO problem. In the last twelve years, after the commencement of the first large-scale mine action program in Afghanistan, major programs have begun or are ongoing in Cambodia, Angola, Mozambique, Ethiopia, Bosnia and Herzegovina, northern Iraq, Croatia, and numerous other mine/UXO contaminated lands. Landmines and unexploded ordnance [UXO] are a problem in as many as ninety nations around the globe¹.

Effective planning and prioritization have been hindered in most mine/UXO-affected countries due to lack of complete and reliable data regarding the scope of contamination and impact of landmines and UXO upon communities.

¹ Landmine/UXO Monitor Report 2002: Executive Summary, p24.

In 1998, in order to address this deficiency, the international community mandated the establishment of the Survey Working Group [SWG], consisting of the most significant mine action non-governmental organizations [NGOs] and international organizations, to facilitate conducting Landmine Impact Surveys in the countries most affected by landmines. The SWG established the Survey Action Center [SAC] as its executing agency, developed international standards for impact surveys and implemented surveys in Chad, Thailand, Yemen, Cambodia and Mozambique. For more details refer to Annex 1: Landmine Impact Survey Initiative.

Problem Statement

Proposed Solution

General Plan

Goal, Objectives and Outputs

The project goal is to

The following are the objectives and outputs of the project. Activities associated with outputs are listed in the attached timeline. “D” represents the first day of the Timeline, which is proposed to be .

OBJECTIVE ONE –

Output One –

Output Two –

Output Three –

Output Four –

Output Five –

OBJECTIVE TWO –

Output Six –

Output Seven –

Output Eight –

OBJECTIVE THREE –

Output Nine –

Output Ten –

Output Eleven –

Output Twelve –

OBJECTIVE FOUR –

Output Thirteen –

Output Fourteen –

Output Fifteen –

Expected Situation at the end of the Project

Implementation

Institutional Arrangements

XXX

YYY

ZZZ

Operations

XXX

TRAINING

DATA CONTROL

QUALITY ASSURANCE

SCALE AND RATE OF OPERATIONS

‡ Mined areas by province.

Angola
Number of Mine/UXOd

STAFF

EQUIPMENT

Quality Assurance

A unique element of this survey is that at the conclusion of the work, SAC will submit the survey results to the United Nations Survey Certification Committee. Quality Assurance Certification Reports, prepared by a United Nations Quality Assurance Monitor [QAM] assigned to the survey, and survey activity reports and quality assurance missions by SAC, will furnish the Certification Committee with the data needed to examine/UXO the final product for clarity, accuracy and usefulness. The Certification Committee will certify that the survey work meets the international guidelines established by the Survey Working Group.

Beneficiaries

A wide variety of organizations involved in mine/UXO action in Angola, to include residents of mine/UXO affected communities, national authorities, international donors, the United Nations and the NGO community are expected to benefit from the information gained from the impact survey to assist in their planning and allocation of resources. Information is the key to both efficiency and effectiveness.

MINE/UXO-AFFECTED COMMUNITIES

As a result of a standardized and certified Landmine/UXO Impact Survey, it is expected that increased and longer term funding will be made available from the donor community, which will be able to be targeted in the areas of greatest need. Therefore, the primary beneficiaries of this initiative will be the communities and individuals; the men, women and children that are most affected by landmine/UXOs. The identification of their plight through the survey process will result in more timely and appropriate responses to the mine/UXO problem.

DONORS

A properly conducted Landmine/UXO Impact Survey will allow donors – both bilateral and multilateral – to focus scarce resources to maximum effect. Donors will be able to monitor progress toward specified goals.

UNITED NATIONS AGENCIES

UNOCHA coordinates humanitarian aid in Angola including the preparation of funding appeals. They have offices in every province and have been designated as the UN contact in the provinces for mine/UXO action. The survey will

UNDP promotes national ownership, responsibility, leadership and effective coordination in their efforts to review and strengthen the existing coordination

mechanisms to develop a national mine/UXO action programme. UNDP will provide support to the capacity building of CNIDAH and its database personnel.

Special Considerations

GENDER AND DISABILITY

A fundamental output of the project is to identify the impact of landmine/UXOs upon affected communities without discriminating against the gender or age of individuals. In addition, the recruitment of national staff to fill a variety of positions within the survey team will be undertaken with due consideration given to the issue of gender and disability.

ENVIRONMENT

There are no special considerations considered with regard to environmental concerns.

Constraints & Risks

Constraints

Constraints are those conditions that exist at the start of the project that make delivery of outputs and achievement of objectives difficult.

WEATHER CONDITIONS

Weather conditions will restrict access to areas of the country during the rainy season. Poor roads and general access throughout the country will impact operational plans. The 10-month data collection period has taken into consideration the rainy season and its effect on the survey.

Risks

While constraints are conditions that pertain at the outset and only hamper the project, risks are those conditions that may arise during the project and hamper or prohibit delivery of outputs.

SECURITY SITUATION

The conflict in Angola ended with unexpected suddenness. The guns fell silent quickly. Nevertheless, as the country opens up and people are able to move throughout each province there will be an increased risk in landmine/UXO incidents, thefts and robberies.

INCORRECT PLANNING ASSUMPTIONS

By its nature, an impact survey is a process of discovering the unknown. Certain critical planning assumptions have been made in the preparation of this document related to

the number of affected communities, rate of survey progress, operational costs and access to contaminated areas. While these assumptions have been made with the best available knowledge, including a SAC-led 2-week advance survey mission, more will be known once the actual survey operations commence. To mitigate against this risk, the SAC team in conjunction with its implementing partners will conduct extensive research during the first few months, as well as use the built-in mechanisms of the survey process, such as the pre-test and pilot survey, operational review and preliminary data analysis to continually refine and update both operational plans and associated budgets.

Monitoring, Evaluation and Audit

Monitoring

To facilitate monitoring, the program has been broken down into a series of objectives, outputs and activities with timeframes attached to each activity. Each objective is accomplished with the successful production of the subsidiary outputs. All outputs are quantified to ease monitoring.

Every output has associated activities. Thus, at any stage of the operation, appropriate activities may be identified and checked against staffing levels and budget requirements. The activities listed under the outputs have timelines attached against which to check the progress of the program.

A quality assurance monitor will be assigned to the project and report directly to UNDP.

The implementing partners are expected to submit weekly and monthly reports outlining the progress of the survey to SAC and SAC staff will make regular field visits to verify outputs.

Audit

The audit will be in accordance with the general framework agreement between donors and SAC.

Evaluation

Any additional evaluation will be at the discretion, design and expense of the donor. SAC will extend full cooperation and facilities to the evaluation team.

Reporting

Survey progress will be reported through a mid-term and a survey final report. These reports will include budget and timeline status.

Timelines

Detailed timelines are attached for the objectives, outputs and activities of the proposed project.

Budget

The attached budget is based upon the best available cost and operational information as of November 2002, and produced using a cautious set of assumptions relating to the number of impacted communities, operational progress rates and operating costs.

List of Annexes

Annex 1: SAC Background

Annex 2:

Annex 3:

Annex 4:

Annex 5:

Annex 6:

2. Budget Template

[MS Excel file attached]

3. Timeline Template

[MS Project file attached]