
LONG-TERM AGREEMENT (LTA) FOR ON-CALL FORENSIC BALLISTICS TECHNICAL ADVISERS

APPLICATION DEADLINE:	26 MARCH 2018
TYPE OF CONTRACT:	LONG TERM AGREEMENT (LTA)
LANGUAGE REQUIRED:	ENGLISH (For English speaking States) and/or SPANISH (For Spanish speaking States) ¹
STARTING DATE:	1 MAY 2018
DURATION OF CONTRACT:	UP TO 3 YEARS

1. Background

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC) has been providing Latin American and Caribbean Member States with technical assistance to improve capabilities for small arms control, including law enforcement training to combat illicit trafficking, legal reforms, stockpile management and the destruction of obsolete and confiscated weapons and ammunition. UNLIREC previously identified the pressing need for increased training, standards, equipment and human resource capacity in the field of forensic ballistics to reduce impunity in cases of illicit trafficking and criminal armed violence. Consequently, since 2015, UNLIREC has been implementing forensic ballistic technical programming, including undertaking national baseline assessments, delivering training on operational forensic ballistics, supporting the integration of written standard operating procedures (SOPs) into national forensic ballistics frameworks and providing basic equipment to improve the security of facilities that store firearms and ammunition evidence.

In recent years, the international donor community has been providing select Latin American and Caribbean governments with sophisticated ballistic imaging equipment to improve national criminal investigative capacities, as well as enable ballistic information sharing between States to address the transnational aspects of illicit arms trafficking and related criminal networks. UNLIREC technical assistance is designed to build internal national capacities and regional capacities to implement forensic ballistics strategies in States that have ballistic information systems, as well as those that do not. The next phase of UNLIREC forensic ballistic technical assistance builds upon existing technical tools, procedures and training materials.

2. Duties and Responsibilities

The overall objective to set up these On Call Long Term Agreement (LTA) contracts is to facilitate and expedite the process by which UNLIREC contracts and deploys Forensic

¹ At least one of the Forensic Ballistics Technical Advisers placed on LTA must be a Spanish speaker. If such an individual is not among the top five scorers, the highest-ranking Spanish speaker will replace the lowest-ranking English-only speaker granted that they meet the minimum Technical Score required.

Ballistics Technical Advisers (FBTAs) to provide planned and ad hoc assistance to Member States. These assignments will typically require a combination of home-based desk work and multiple field missions of up to two weeks at a time to undertake technical assessments, deliver training and provide technical assistance.

3. Scope of work

The scope of work will vary depending upon each assignment but would include one or more of the following deliverables:

Area 1- Desk work

- Revision and editing of existing UNLIREC forensic ballistics technical materials, as well as contribute to the creation of new material, including standard protocols and procedures;
- Peer review thematic documents and papers;
- Create presentations and practical exercises;
- Provide remote technical assistance for, inter alia, online seminars as well as implementation monitoring of recommendations/plans
- Prepare reports, briefings, and follow-up documentation prior to and after missions
- Revision of Technical Specifications for Procurement of equipment/materials

Area 2: Field Work

- Forensic ballistics capability assessments and analysis
- Executive seminars/roundtables for institutional clients of forensic ballistics;
- Operational forensic ballistics training courses;
- Integration of forensic ballistics SOPs into national systems;
- Development and Integration of Open Case Files for forensic ballistic units
- Technical assistance to support national authorities in addressing casework management and forensic ballistic testing backlogs;
- Development of regional and international forensic information sharing protocols and strategies;
- Ad hoc expert testimony related to the use of forensic ballistic evidence in judicial proceedings.

After completion of each assignment an invoice must be presented detailing days worked and area of activity performed on each day.

4. Duration of the contract

This LTA is expected to have a duration of three years. The initial contract for one year (May 2018 – April 2019) with an option for renewal in subsequent years upon satisfactory performance evaluation.

5. Geographic requirements, Duty Station and Travel

UNLIREC seeks FBTAs globally. There is no duty station requirement. Consultants will be asked to deploy on missions to the Latin America and Caribbean (LAC) region as appropriate during the duration of the contract.

6. LTA Contracting and Call-off Mechanism

The LTA to be signed will be for a fixed daily fee for the duration of the project, however UNLIREC does not guarantee that any specific quantity of services will be purchased during the term of the LTA as this will depend on forthcoming and evolving requirements. Once the LTA is signed, if there is a specific assignment, the UNLIREC focal point would contact the top-ranking FBTA (ranking to be set up as per evaluation method and criteria section below). Should this FBTA not be available for the assignment (because he/she is engaged by UNLIREC in concurrent assignments or for other reasons), UNLIREC will contact the second ranked FBTA and so on. UNLIREC also reserves the right to contact lower ranked FBTAs if these individuals are physically closer to a specific assignment or have language skills required for a specific assignment. At least one of the Forensic Ballistics Technical Advisers placed on LTA must be a Spanish speaker.

Upon receipt of this communication, the FBTA would have to confirm their availability for the assignment. Upon review of the same, UNLIREC will send the FBTA a written communication confirming the requirement in the form of a work order or purchase order sent by e-mail. The order will include details on the location of the assignment, number of days to be worked and other practical details. Price in the order will be based on daily fees included in the LTA contract. After the work order has been sent, no further costs would be reimbursed by UNLIREC (increased number of work days) in the absence of prior written authorization by UNLIREC.

Once the services are completed and have been approved by UNLIREC's Public Security Project Adviser, the FBTA will send the following documentation for payment purposes: a) complete invoice indicating number of days worked; b) supporting documentation (bills vouchers) for any pre-approved reimbursements if applicable; and c) copy of the UNLIREC order for the assignment. Note: UNLIREC and the FBTA may agree to pay all outstanding invoices on a periodic basis (e.g. monthly).

UNLIREC will regularly monitor the performance of these LTA holders, based on the following Key Performance Indicators (KPI):

KP1: Responsiveness: FBTAs should respond and confirm their availability for an assignment within 2 days of UNLIREC's notification communication.

KP2: Quality of output pre-work order submitted.

KP3: Performance in field work and missions.

KP4: Communication and Reporting: FBTAs should communicate and provide written reports and other products according to agreed timelines.

KP5: Accuracy of invoice payment documentation (correct quantities of days, unit prices, etc.).

UNLIREC would conduct biannual performance review of these LTAS, which might include meeting with the LTA holders and feedback form Member State clients and other relevant stakeholders. If the FBTAs fail to meet UNLIREC's performance requirements detailed above, s/he will receive in first instance, a communication requesting an improvement in performance. Continued failure to meet performance requirements may result in termination of the LTA.

7. Competencies

7.1 Functional Competencies

- Demonstrated accuracy and attention to detail;
- Ability to be flexible and respond to changes as part of review and feedback processes;
- Ability to communicate in diverse formats including public speaking engagements, classroom instruction and one on one interactions with government officials; and
- Strong interpersonal skills and the ability to work well with diverse and multicultural supervisors, staff and Member States representatives.

7.2 Core Competencies

- Demonstrates integrity and ethical standards;
- Positive and constructive attitudes toward work;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Strong personal commitment to gender equality and human rights.

8. Required Skills and Experience

8.1 Education

- Undergraduate University degree in Natural or Social Science
- Advanced University degree or post graduate studies in forensic science with specialization in ballistics an added advantage
- Additional training or specialization in areas within forensic ballistics desired

8.2 Experience

- Minimum ten years of experience in forensic ballistics in a Forensic Science Laboratory; Experience with Quality Management and Accreditation in the field of forensics a distinct advantage.
- Minimum ten years of practical experience in the preparation and submission of ballistic forensic evidential reports for judicial and legal processes;
- Documented experience in providing instruction to firearms examiners and/or other forensic laboratory personnel (experience in countries other than consultant's home country a distinct advantage);
- Proven ability to produce, review and edit reports and technical instructions on substantive issues with strict attention to deadlines;
- Previous experience providing consultancy services in field of forensic ballistics to United Nations or other international organizations - (experience providing advice to other States would be a plus).

8.3 Languages

- Complete fluency in written and oral English; or
- Complete fluency in written and oral Spanish ²

Competency in **at least one** of the above languages is required.

9. Price Proposal and Schedule of Payments

Consultant must send a financial proposal based on a Daily Fee in US Dollars. The financial proposal must be divided into two daily fees, one fee per each area of work to be performed. Note: The daily fees, attuned to the areas of work to be performed, will be the basis for UNLIREC to calculate rates below one day duration. Half-day rates will be 50% of daily fee. For contract purposes a half day of work is considered 4 hours. Payment will be made upon receipt of invoice per assignment, specifying effective days of work and products delivered including the area of work, and satisfactory completion of the task. Travel days associated with the consultancy will not be paid.

10. Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of FBTAs shall be made based on proposals that are a) responsive/compliant/acceptable; and b) having received the highest score out of a set of weighted technical criteria and financial criteria as per below weightages (Technical 70%, Financial 30%).

^{2 2} At least one of the Forensic Ballistics Technical Advisers placed on LTA must be a Spanish speaker. If such an individual is not among the top five scorers, the highest-ranking Spanish speaker will replace the lowest-ranking English-only speaker granted that they meet the minimum Technical Score required.

The technical criteria will be divided into Technical Criteria Part A (education, language, experience, and writing sample) and Technical criteria Part B (interview). Only the top scoring candidates from the Technical Criteria Part A will be selected for an interview.

Financial score shall be computed as a ratio of the proposal, taking into account the fees for the two areas of work to be performed, being evaluated in the lowest priced proposal received by UNLIREC for the assignment. Only candidates obtaining a minimum of 55 points in the Technical Evaluation (Part A and B) will be considered for the Financial Evaluation.

10.1 Interview

The interview will be carried out by a panel of 3 people. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate.

10.2 Technical Criteria for Evaluation (Maximum 70% of evaluation, not counting bonus points)

Applications will be evaluated on the following criteria:

	Criteria		%	Details
Technical Criteria	PRELIMINARY REVIEW: Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> • P11 form • Writing sample • Letter of interest confirming interest and availability 	Fulfill/ Does not fulfill	70%	
	Technical Criteria	Points		
	Technical Criteria Part A	60		
	Education	10		
	University degree in Natural or Social science; Fulfill/ Does not fulfill Advanced University degree / postgraduate studies: 6 points <ul style="list-style-type: none"> ○ Additional training/specialized courses related to the subject of the call: 2 points per additional studies up to a maximum of 4 points 	Y/N 10		
	Languages	2		
	English: Fulfill/ Does not fulfill or Spanish: Fulfill/ Does not fulfill <ul style="list-style-type: none"> ○ Working-level proficiency in both Spanish and English: 1 point ○ Portuguese or French working-level proficiency: 1 point 	Y/N Y/N 2		
	Experience	48		
	Minimum ten years of experience in forensic ballistics in an advanced Forensic Science Laboratory: Fulfill/ Does not fulfill <ul style="list-style-type: none"> ○ More than 10 years and up to 14 years of professional experience: 4 points ○ More than 14 years and up to 16 years of professional experience: 6 points ○ More than 15 years of professional experience: 8 points ○ Experience with Quality Management and Accreditation in the field of forensics a distinct advantage: 2 points 	Y/N 10		
	Minimum ten years of practical experience in the preparation and submission of ballistic forensic evidential reports for judicial and legal processes: Fulfill/ Does not fulfill <ul style="list-style-type: none"> ○ More than 10 years and up to 12 years of experience: 4 points ○ More than 12 years and up to 14 years of experience: 6 points 	Y/N 8		

	Criteria		%	Details
	<ul style="list-style-type: none"> More than 15 years of experience: 8 points 			
	<p>Documented experience in providing instruction to firearms examiners and/or other forensic laboratory personnel: Fulfill/ Does not fulfill</p> <ul style="list-style-type: none"> Up to 4 years of experience providing instruction: 2 points More than 4 years and up to 6 years providing instruction: 4 points More than 6 years providing instruction: 6 points Experience in countries other than consultant's home country a distinct advantage: 2 points Experience in the Caribbean region: 2 points 	Y/N 10		
	<p>Proven ability to produce, review and edit reports and technical instructions on substantive issues with strict attention to deadlines: Fulfill/ Does not fulfill</p> <ul style="list-style-type: none"> Up to 4 years of proven experience: 2 points More than 4 years and up to 6 years proven experience: 4 points More than 6 years proven experience: 8 points 	Y/N 8		
	<p>Previous experience providing consultancy services in field of forensic ballistics to United Nations or other international organization: Fulfill/ Does not fulfill</p> <ul style="list-style-type: none"> Experience providing advice to other States would be a plus: 2 points 	Y/N 2		
	<p>The writing Sample, in either Spanish or English, related to the subject of the call, will be evaluated qualitatively by a Project Advisor. Writing samples can receive up to a maximum of 10 points.</p>	10		
	Technical Criteria Part B	40		
	Interview	40		
	<p>The interview will be carried out by a panel of 3 people. Each question will have a maximum score, which will be evaluated qualitatively by each member of the panel in relation to the performance of the candidate.</p>	40		
Financial Criteria	Financial Proposal	Points	30%	
	Financial Proposal	100		
	<p>Area 1. Desk work; lowest priced proposal: 50 points</p> <ul style="list-style-type: none"> Organized in a grading order from lowest priced proposal to highest priced proposal, each candidate will subsequently receive 2 points less than the candidate ranked immediately ahead. 	50		
	<p>Area 2. Field work; lowest priced proposal: 40 points</p> <ul style="list-style-type: none"> Organized in a grading order from lowest priced proposal to highest priced proposal, each candidate will subsequently 	50		



	Criteria		%	Details
	receive 2 points less than the candidate ranked immediately ahead.			
	TOTAL		100%	

11. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to (rrhh@unlirec.org) no later than 26 March 2018.

- a) Brief letter confirming interest and availability;
- b) UN Personal History Form (P11), including the contact details for at least three references;
- c) Relevant writing sample (academic paper/research/standards or procedures developed/reports) in English or Spanish.

Incomplete proposals will not be considered. For any clarification regarding this assignment contact Ms. Quinnelle-Marie Kangalee (kangalee@unlirec.org)