

Vacancy # 07-04-2023

**LONG-TERM AGREEMENT (LTA) FOR ON-CALL
Small Arms, Light Weapons and Ammunition Destruction and Stockpile Management
TECHNICAL ADVISORS**

APPLICATION DEADLINE:	15 September 2023
TYPE OF CONTRACT:	LONG TERM AGREEMENT (LTA)
LANGUAGE REQUIRED:	ENGLISH, SPANISH and/or FRENCH
STARTING DATE:	October 2023
DURATION OF CONTRACT:	3 YEARS

1. Background

The United Nations Regional Centre for Peace Disarmament and Development in Latin America and the Caribbean (UNLIREC), based in Lima, Perú, was established in 1986 by the United Nations General Assembly through resolution A/41/60 J and is one of three regional Centres of the Office of Disarmament Affairs of the United Nations Secretariat. UNLIREC is mandated to assist States in the region to implement international instruments and commitments in the field of disarmament, non-proliferation and arms control.

UNLIREC provides Latin American and Caribbean Member States with technical, legal and policy assistance to enhance their capabilities for small arms and light weapons control and ammunition management. This includes the training of law enforcement to combat illicit arms trafficking, the implementation of international agreements on conventional arms control and ammunition management, stockpile management and the destruction of obsolete or confiscated arms and ammunition, among others.

UNLIREC's assistance is provided on the basis of relevant international instruments, as well as the Modular Small-arms-control Implementation Compendium and the International Ammunition Technical Guidelines (MOSAIC and IATG). As part of this assistance, UNLIREC has identified the pressing need for increased training, the promotion of international standards and the provision of equipment in this field.

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 Technical Advisers (TAs) to provide planned and ad hoc assistance related to weapons and ammunition management to Member States. **In this regard, UNLIREC is looking for experts with technical expertise in small arms control and/or ammunition management, including destruction.**

2. Scope of work

Assignments will typically require a combination of home-based desk work and multiple field missions of varied duration to undertake technical assessments, deliver training and provide

technical assistance. Likewise, the assignments will include the delivery of virtual assistance such as online training courses, workshops and the participation in virtual gatherings and fora.

Within the framework of UNLIREC's Conventional Arms Programme, the technical advisor will be required to work on the following assignments which will include:

AREA 1: Field Work:

- Provision of training and direct technical assistance to improve SALW physical security and stockpile management capacity according to international standards;
- Provision of training and direct technical assistance to strengthen capacity to plan for and undertake the destruction of SALW, ammunition and explosives, in accordance with internationally accepted guidelines;
- Support with the provision of independent observation and oversight of weapons and ammunition destruction activities and Physical Safety and Security Management measures and armoury management, including but not limited to:
 - identification and classification of small arms and light weapons, their ammunition and explosives; provide technical knowledge on types, models, brands/makes, caliber and materials of conventional arms and their ammunition.
 - guidance on the safe, secure, effective and efficient management of stockpiles of small arms and light weapons;
 - support in development of overarching SALW control programming intended to prevent the loss and theft of small arms and light weapons from government and private security firms;
 - conduct assessment/planning visits to SALW and ammunition stockpile facilities and other types of firearms and ammunition depots/warehouses to assess PSSM practices, evaluate potential destruction sites, verify SALW and ammunition available for destruction in line with internationally accepted standards, guidelines and best practices;
 - prepare assessment/improvement reports for PSSM and/or destruction;
 - Technical assistance for the destruction of SALW and ammunition (open burning, smelting, cutting and other relevant methodologies supported);
 - assist with the integration of SOPs, procedures, and protocols related to firearms-ammunition, explosives control and management measures into national systems (including but not limited to inventory management, registers, transportation, physical safety and security of SALW stocks and facilities);
- Participate as technical experts in in-person meetings, seminars, and encounters requested by UNLIREC;
- Deliver in-person training courses, seminars and workshops on SALW and ammunition destruction;
- Deliver in-person training courses, seminars and workshops on SALW and ammunition physical safety and security management measures as well as armoury management;
- Moderate in-person meetings, encounters, and discussion forums;

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- Advise on methods and techniques for destruction and physical safety and security management measures of SALW and ammunition.

Area 2. Desk work:

- Review and edit existing UNLIREC knowledge products, as well as contribute to or create new material (training manuals, briefing papers, SOPs, protocols, etc.);
- Peer review thematic documents and papers on SALW and ammunition destruction and physical safety and security management measures;
- Create visual presentations and practical exercises;
- Provide technical assistance on SALW destruction and physical safety and security management measures;
- Develop national and regional protocols and strategies related to destruction, PSSM and armoury management;
- Develop basic and advanced best practices frameworks on SALW and ammunition destruction and SALW physical safety and security management measures;
- Prepare reports, briefings, and follow-up documentation; and
- Review Technical specifications for the procurement of tools and equipment and provide related guidance and advice as needed.

Area 3. Online work:

- Participate as technical experts in virtual meetings, seminars, and encounters requested by UNLIREC;
- Deliver virtual training courses on SALW and ammunition destruction and physical safety and security measures;
- Deliver online seminars, technical activities and workshops; and
- Moderate online meetings, encounters, and discussion forums.

The areas 1 (field work) and 2 (desk work) will be calculated on the basis of a daily rate. The area 3 (online work) will be calculated based on an hourly rate. The Technical Advisers are expected to have all required tools and working means in place to be able to perform the assignments such as laptop/PC with camera/audio, Internet, licenses to basic MS programmes (Word, Excel, PowerPoint), among others.

3. Duration of the contract

This LTA is expected to have a duration of three years. The initial contract is for one year (October 2023 – September 2024) with an option for renewal in subsequent years upon satisfactory performance evaluation.

4. Geographic requirements, Duty Station and Travel

UNLIREC seeks Technical Advisers globally. There is no duty station requirement. The Technical Advisor will be asked to deploy on missions to the Latin America and Caribbean (LAC) region and/or other world regions as appropriate during the duration of the contract. UNLIREC will cover all Consultant travel costs upon mutual agreement of dates, and according to UN

rules and regulations. In the event that assistance is required for virtual events, please note that activities will be scheduled based on the recipient State's time-zone.

5. LTA Contracting and Call-off Mechanism

The LTA to be signed will be for both a fixed daily and hourly fee for the duration of the LTA, however **UNLIREC does not guarantee that any specific quantity of services will be requested** 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 TA (ranking to be set up as per evaluation method and criteria section below). Should this TA 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 TA and so on. **UNLIREC reserves the right to contact lower ranked Technical Advisers if these individuals are physically closer to a specific assignment or have language skills required for a specific assignment. UNLIREC also reserves the right to hire individuals based on required expertise and/ experience needed for a particular assignment.**

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

Once the services are completed and have been approved by UNLIREC's Conventional Arms Programme Coordinators, the TA will send the following documentation for payment purposes: a) complete invoice indicating number of days and/or number of hours worked; b) supporting documentation (bills vouchers) for any pre-approved reimbursements if applicable; and c) copy of the UNLIREC order for the assignment.

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

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

KP2: Quality of output per-work order submitted.

KP3: Performance in field work, missions and/or online work.

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

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

UNLIREC may conduct annual performance reviews of these LTAs, which might include meeting with LTA holders and feedback from Member State clients and other relevant

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stakeholders. If the TA fails 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.

6. Competencies

6.1 Functional Competencies

- Excellent analytical and writing skills;
- 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 State representatives.

6.2 Core Competencies

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

7. Required Skills and Experience

7.1 Education

- Degree from a recognized military/police institution or academy in fields directly related to these Terms of Reference and/or University degree in Law, Security, Defense, Forensic Sciences, Criminalistics or related field is **required**.
- Advanced diploma / postgraduate studies / specialized courses /training related to the subject of the call is **a plus**.

7.2 Experience

- A minimum of eight years' experience in military, police or other similar functions with specialization in SALW and/or ammunition management is **required**.
- Demonstrated experience and engagement with the UN Modular Small Arms Control Implementation Compendium (MOSAIC), International Ammunition Technical Guidelines (IATGs), NATO, OSCE or similar processes such as IMAS or IDDR is **required**.
- Certified as an ammunition technical officer (ATO) or similar qualification from a defence/military institution is **required**.
- Demonstrated experience with physical safety and/or security management measures is **required**.

- Demonstrated familiarity with international standards for SALW and/or ammunition destruction and physical safety and security management measures is **required**.
- Minimum three years' experience as a trainer/instructor providing training to security and justice sector personnel and/or students related to the subject of the call is **required**.
- Contextual knowledge of Latin America and/or the Caribbean region is **desired**.
- Demonstrated experience in safe and secure SALW and/or ammunition destruction (planning/physical destruction/recovery, recycling and reuse) is **desirable**.
- Prior experience working as staff or consultant with UN or other international agencies is **desired**.
- Certified as an Explosive Ordnance Disposal (EOD) Technician or similar qualification is a **distinct advantage**.
- Experience providing instruction in countries other than consultant's home country is a **distinct advantage**.
- Proven record of publications, training materials, books and/or academic papers in English, French or Spanish related to SALW and/or ammunition destruction and physical safety and security management measures is **an asset**.

7.3 Languages

- Complete fluency in written and oral of at least one of the following languages is required: English, French, Spanish. Working-level proficiency in one or more of the other languages would be considered an advantage. Level of competency in respective language(s) will be tested during the interview.
- Separate LTA sub-rosters will be created for each language: English, French, Spanish. Candidates who can work in more than one language can be shortlisted for more than one roster.

8. Price Proposal and Schedule of Payments

The TA must send a financial proposal based on a daily fee and an hourly fee in US Dollars. The financial proposal must be divided into daily fees and hourly fee, one fee per each area of work to be performed as follows:

Area 1. Field work: daily fee

Area 2. Desk work: daily fee

Area 3. Online work: hourly fee

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 and/or hours 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.**

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9. Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of the Technical Advisers 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%).

The technical criteria will be divided into Technical Criteria Part A (education, language, experience and writing sample) and Technical criteria Part B (interview). Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.

Only candidates obtaining a minimum of 70% of the maximum scoring points in the Technical Evaluation (Part A and B) will be considered for the Financial Evaluation. Financial score shall be computed as a ratio of the proposal, taking into account the fees for the three areas of work to be performed, being evaluated in the lowest priced proposal received by UNLIREC for the assignment.

9.1 Interview

The interview will be carried out by a panel of at least 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. Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.

9.2 Technical Criteria for Evaluation

Applications will be evaluated on the following criteria:

	Proposal		%
Technical Criteria	PRELIMINARY REVIEW: Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> ○ Cover Letter confirming interest and availability ○ PHP form (including professional references) ○ Economic Proposal ○ Copies of relevant training certifications ○ Screening Questionnaire 	Fulfill/ Does not fulfill	
	Technical Criteria	Points	60%
	Technical Criteria Part A	70	
	Education	8	

<p>Degree from a recognized military/police institution or academy in fields directly related to these Terms of Reference and/or University degree in Law, Security, Defense, Forensic Sciences, Criminalistics or related field is required.</p> <p>Advanced diploma / postgraduate studies / specialized courses or training related to the subject of the call is a plus. (up to 8 points)</p>	<p>Y/N</p> <p>8</p>	
Languages	6	
<p>English: Fulfill/ Does not fulfill; or Spanish Fulfill/ Does not fulfill or French: Fulfill/Does not fulfill</p> <p>○ Working-level proficiency in one or more of the other languages: 2 points each language (up to 6 points)</p>	<p>Y/N</p> <p>Y/N</p> <p>Y/N</p>	
Experience	56	
<ul style="list-style-type: none"> • A minimum of eight years' experience in military, police or other similar functions with specialization in SALW <u>and/or</u> ammunition management is required. <ul style="list-style-type: none"> • <i>Up to 6 points for additional years of professional experience.</i> • Demonstrated experience and engagement with the UN Modular Small Arms Control Implementation Compendium (MOSAIC), International Ammunition Technical Guidelines (IATGs), NATO, OSCE or similar processes such as IMAS or IDDR is required. <ul style="list-style-type: none"> • <i>Up to 6 points for additional experience</i> • Certified as an ammunition technical officer (ATO) or similar qualification from a defence/military institution is required. • Demonstrated experience with physical safety <u>and/or</u> security management measures is required. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> 	<p>Y/N</p> <p>6</p> <p>Y/N</p> <p>6</p> <p>Y/N</p> <p>Y/N</p> <p>5</p>	

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	<ul style="list-style-type: none"> • Demonstrated familiarity with international standards for SALW <u>and/or</u> ammunition destruction and physical safety and security management measures is required. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Minimum three years' experience as a trainer/instructor providing training to security and justice sector personnel and/or students related to the subject of the call is required. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Contextual knowledge of Latin America and/or the Caribbean region is desired. <ul style="list-style-type: none"> • <i>Up to 4 points for additional experience</i> • Demonstrated experience in safe and secure SALW <u>and/or</u> ammunition destruction (planning/physical destruction/recovery, recycling and reuse) is desirable <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Prior experience working as staff or consultant with UN or other international agencies is desired. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Certified as an Explosive Ordnance Disposal (EOD) Technician or similar qualification is a distinct advantage. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Experience providing instruction in countries other than consultant's home country is a distinct advantage. <ul style="list-style-type: none"> • <i>Up to 5 points for additional experience</i> • Proven record of publications, training materials, books and/or academic papers in English, French or Spanish related to SALW <u>and/or</u> ammunition destruction and physical safety and security management measures is an asset. <ul style="list-style-type: none"> • <i>Up to 5 points for relevant publications</i> 	<p>Y/N</p> <p>5</p> <p>Y/N</p> <p>5</p> <p>4</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p> <p>5</p>	
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Screening Questionnaire	30	
The Screening Questionnaire receives up to a maximum of 30 points.		
Technical Criteria Part B	40	
Interview	40	
The interview will be carried out by a panel of at least 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.		
Overall score for A&B	140	70%
Financial Proposal	Points	30%
Financial Proposal	30	
Area 1. Field work (daily fee)	10	
Area 2. Desk work (daily fee)	10	
Area 3. Online work (hourly fee)	10	
TOTAL	170	

10. Documentation required:

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them **to Human Resources (rrhh@unlirec.org) no later than 15 September 2023 with reference to the Vacancy Number # 07-04-2023.**

- Cover letter confirming interest and availability;
- UN Personal History Form (PHP), including the contact details of two professional references.
- Economic Proposal
- Screening Questionnaire
- Copies of certifications or training demonstrating technical competence in related areas.

Incomplete proposals will not be considered. For any clarification regarding this assignment contact Human Resources (rrhh@unlirec.org).

Annexes

- UNDP Individual Consultant (IC) Terms and Conditions (UNLIREC undertakes all LTAs through an agreement with the United Nations Development Programme Peru Country Office)