

**Vacancy #07-02-2024**

**LONG-TERM AGREEMENT (LTA)  
FOR ON-CALL TECHNICAL ADVISERS IN CONVENTIONAL WEAPONS-INCLUDING  
SALWs, AMMUNITION AND EXPLOSIVE IDENTIFICATION AND CONTROL**

APPLICATION DEADLINE:	7 August 2024
TYPE OF CONTRACT:	LONG TERM AGREEMENT (LTA)
LANGUAGE REQUIRED:	ENGLISH OR SPANISH OR FRENCH
STARTING DATE:	October 2024
DURATION OF CONTRACT:	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 SALWs control, including security and justice sector training to combat illicit trafficking in SALWs and ammunition, as well as legal and policy reforms. As part of this assistance, UNLIREC has identified the need for increased training, standards, equipment and human resource capacity in the field of SALWs and ammunition identification, interdiction, management and control including marking and tracing measures in order to prevent and reduce illicit arms trafficking and armed violence.

UNLIREC has implemented technical programming previously, including tools and training materials aimed at strengthening thorough identification, interdiction and management and control measures to prevent illicit trafficking and/or misuse of SALWs, ammunition and explosives. UNLIREC technical assistance is designed to build internal national capacities and regional capacities to continue implementing robust prevention and reduction measures to combat illicit activities.

### **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 Technical Advisers (TAs) 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 one week at a time 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.

### **3. Scope of work**

Within the framework of UNLIREC's Conventional Arms Programme, the technical advisor will be required to work on the following assignments which will include work related to identification and classification of conventional weapons, including, their ammunition and related explosives, marking and tracing of SALWs and ammunition and other arms control

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

#### Area 1. Field work:

- Provide technical instruction on identification and categorization of conventional arms, their ammunition and improvised explosive devices
- Provide technical knowledge on types, models, brands/makes, caliber, and materials of conventional arms and their ammunition;
- Provide technical instruction on definition and classification of hazardous materials and their compatibility groups
- Deliver training and advise on methods and techniques for tracing and marking SALWs and ammunition, including marking demonstrations with the tools provided by UNLIREC.
- Provide technical assistance to support national and local authorities in interception and investigation procedures related to SALW trafficking, misuse or other related events;
- Assist with the integration of SOPs, procedures, and protocols related to Conventional weapons and SALWs control and management measures into national systems;
- Participate as technical experts in in-person meetings, seminars, and encounters requested by UNLIREC;
- Deliver in-person training courses, technical seminars and workshops on illicit trafficking, identification, investigation (trafficking, misuse, diversion), and Xray image interpretation and the interception/detection of concealed SALWs, ammunition and/or explosives and other SALWs related UNLIREC courses;
- Moderate in-person meetings, encounters, and discussion forums.

#### 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 SALWs-related control and management measures;
- Create visual presentations and practical exercises;
- Provide technical assistance on SALWs, ammunition and explosives control and management including but not limited to marking, tracing, identification and interception measures;
- Develop and advise on tracing and marking protocols for SALWs and ammunition;
- Develop regional and international investigation and interception information sharing protocols and strategies;
- Develop basic and advanced best practices frameworks on SALWs, ammunition and explosive control and management techniques;
- Prepare reports, briefings, and follow-up documentation; Provision of adhoc technical advice on SALWs, ammunition and IEDs as required by the programme team.

#### Geographical coverage / Cobertura geográfica

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### Area 3. Online work:

- Participate as technical experts in virtual meetings, seminars, and encounters requested by UNLIREC;
- Deliver virtual training courses on illicit trafficking, SALWs and ammunition identification, firearm-related investigations and Xray image interpretation and the interception/detection of concealed SALWSALWs, ammunition and/or explosives.
- Deliver online seminars, technical activities and workshops;
- Moderate online meetings, encounters, and discussion forums.

The scope of work will vary depending upon each assignment.

The areas 1 (field work) and 2 (desk work) will be calculated based on a daily rate. Area 3 (online work) will be calculated based on an hourly rate. The Technical Advisers are expected to have all the 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.

#### **4. Duration of the contract**

This LTA is expected to have a duration of three years.

#### **5. Geographic requirements, Duty Station and Travel**

UNLIREC seeks TAs globally. There is no duty station requirement. Consultants 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 directly cover all Consultant travel costs upon mutual agreement of dates, and according to UN rules and regulations.

#### **6. 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. The 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

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further costs will 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 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.

## 7. Competencies

### 7.1 Functional Competencies

- Excellent analytical and writing skills demonstrating complete fluency in English and/or Spanish;
- 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.

### 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

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

### 8.2 Experience

- Minimum eight years of field experience, academic research and/or training in the application of criminal sciences, (forensics, investigations, law enforcement) and/criminal justice involving SALWs and ammunition **is required**.
- Demonstrated knowledge and familiarity of SALWs, ammunition and explosives international instruments, standards and guidelines **is required**.
- Minimum four 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**;
  - Experience providing instruction in countries other than consultant's home country a distinct advantage;
- Proven record of publications, training materials, books and/or academic papers in Spanish or English related to SALWs management and control measures would be an asset;
- Experience with Xray image interpretation and the detection of concealed SALWs, ammunition and/or explosives desired;
- Certification in explosives/IED detection an advantage;
- Work experience in Latin America and the Caribbean is an asset;
- Previous experience in the field of SALWs-related identification and controls to the United Nations or other international organizations desired.

### 8.3 Languages

- Complete fluency in written and oral English; or
- Complete fluency in written and oral Spanish; or
- Complete fluency in written and oral French;
- Competency in at least one of the above languages is required. This will be tested during the interview;
- Fluency in two or more languages would be a distinct **advantage**;

## 9. 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

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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.**

## 10. 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 weights (Technical 70%, Financial 30%).

The technical criteria will be divided into Technical Criteria Part A (education, language, experience, and Screening Questionnaire) 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.

### 10.1 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.

### 10.2 Technical Criteria for Evaluation Technical criteria A&B (Maximum 70% of evaluation)

Applications will be evaluated on the following criteria:

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

<b>Education</b>	<b>11</b>	
<ul style="list-style-type: none"> <li>University degree in Law, Security, Defense, Forensic Sciences, Criminalistics or related field; and/or a recognized qualification from a military/police institution or academy in fields directly related to these Terms of Reference. <b>Fulfill/ Does not fulfill</b></li> <li>Advanced diploma / postgraduate studies related to the subject of the call a <b>plus. Up to 5 points</b></li> <li>Additional training/specialized courses related to the subject of the call: <b>Up to 6 points</b></li> </ul>	Y/N  5 6	
<b>Languages</b>	<b>6</b>	
<p>English: <b>Fulfill/ Does not fulfill; or</b> Spanish: <b>Fulfill/ Does not fulfill; or</b> French: <b>Fulfill/Does not fulfill</b></p> <ul style="list-style-type: none"> <li>Working-level proficiency in another language: Up to 3 points each language (max 6 points)</li> </ul>	Y/N Y/N Y/N	
<b>Experience</b>	<b>33</b>	
<ul style="list-style-type: none"> <li>Minimum eight years of field experience, academic research and/or training in the application of criminal sciences, (forensics, investigations, law enforcement) and/criminal justice involving SALWs and ammunition <b>is required.</b></li> <li>Demonstrated knowledge and familiarity of SALWs, ammunition and explosives international instruments, standards and guidelines <b>is required.</b></li> <li>Minimum four years' experience as a trainer/instructor providing training to security and justice sector personnel and/or students related to the subject of the call <b>is required;</b> <ul style="list-style-type: none"> <li>Experience providing instruction in countries other than consultant's home country a distinct advantage-<b>up to 5 points;</b></li> </ul> </li> <li>Proven record of publications, training materials, books and/or academic papers in Spanish or English related to SALWs management and control measures would be an <b>asset up to 5 points;</b></li> <li>Experience with Xray image interpretation and the detection of concealed SALWs,</li> </ul>	Y/N  Y/N  Y/N  5 5 5	

ammunition and/or explosives desired <b>-up to 5 points.</b>		
• Certification in explosives/IED detection an advantage <b>-up to 6 points.</b>	6	
• Work experience in Latin America and the Caribbean is an asset- <b>up to 6 points.</b>	6	
• Previous experience in the field of SALWs-related identification and controls to the United Nations or other international organizations desired. <b>-up to 6 points.</b>	6	
<b>Screening Questionnaire</b>	<b>10</b>	
All candidates must complete a screening questionnaire	10	
<b>Technical Criteria Part B</b>	<b>40</b>	
<b>Interview</b>	<b>40</b>	
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.	<b>40</b>	
<b>Overall score for A&amp;B</b>	<b>100</b>	<b>70%</b>
<b>Financial Proposal</b>	<b>Points</b>	<b>30%</b>
<b>Financial Proposal</b>	<b>30</b>	
Area 1. Field work (daily fee)		
Area 2. Desk work (daily fee)		
Area 3. Online work (hourly fee)		
<b>TOTAL</b>		

## 11. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Human Resources ([rrhh@unlirec.org](mailto:rrhh@unlirec.org)) no later than 7 August 2024.

- PHP form (including professional references)
- Economic Proposal
- Copies of relevant training certifications
- Screening Questionnaire



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

Annexes

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

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