

Vacancy # 05-01-2024

**LONG-TERM AGREEMENT (LTA) FOR ON-CALL GENDER SPECIALIST
(CRIMINAL LAW AND CRIMINAL JUSTICE SYSTEMS | WOMEN, PEACE AND SECURITY AGENDA)**

APPLICATION DEADLINE:	09 June 2024
TYPE OF CONTRACT:	LONG TERM AGREEMENT (LTA)
LANGUAGE REQUIRED:	ENGLISH AND/ OR SPANISH AND/ OR FRENCH
STARTING DATE:	July 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), 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.

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 security and justice sector training to combat illicit trafficking in firearms and ammunition, as well as legal and policy reforms. As part of this assistance, UNLIREC has identified the pressing need for increased training, standards, equipment and human resource capacity in the field of firearms and ammunition evidence management, and firearms-related criminal investigations in order to reduce impunity in cases of illicit arms trafficking and armed violence.

UNLIREC has implemented technical programming previously, including technical tools and training materials aimed at strengthening thorough management of the chain of custody in firearms-related crime scene investigations. UNLIREC technical assistance is designed to build internal national capacities and regional capacities to continue implementing armed violence reduction strategies.

Alarming femicide rates in Latin America and the Caribbean has put violence against women at the forefront of the political agenda of several States and International Organizations, hence the need to integrate gender considerations into criminal investigations from both technical and legal perspective, Including the crime scene management. Upcoming UNLIREC assistance builds upon existing tools and capacity-building materials and expands its scope to support gender-mainstreamed policies, programmes and actions in the fight against small-arms trafficking and misuse, in line with the Women, Peace and Security agenda.

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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 Gender Specialists (GS) to provide planned and ad hoc assistance to Member States.

3. 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 could include:

Area 1. Field work:

- Assist with the integration of SOPs, procedures, and protocols related to firearms-related criminal investigations and both crime scene and small arms and ammunition evidence management into national systems;
- Provide technical assistance to support national and local authorities in addressing crime scene management and investigation procedures;
- Participate as technical experts in in-person meetings, seminars, and encounters requested by UNLIREC;
- Deliver in-person training courses on Crimes Scene Investigation and Firearms and Ammunition Evidence Management and other related UNLIREC courses;
- Deliver in-person training courses on Firearms investigations from a Gender Perspective;
- Deliver in person seminars, technical activities and workshops, including on the convergence of disarmament and arms control with the Women, Peace and Security agenda; and
- Moderate in-person meetings, encounters, and discussion forums, including on the convergence of disarmament and arms control with the Women, Peace and Security agenda.

Area 2. Desk work:

- Review and edit existing UNLIREC knowledge products, as well as contribute or create new material;
- Peer review thematic documents and papers on firearms-related evidence management and criminal investigation techniques;
- Create visual presentations and practical exercises;

- Provide technical assistance on firearms-related criminal investigations, including both crime scene and small arms and ammunition evidence management;
- Develop regional and international forensic and crime scene information sharing protocols and strategies;
- Develop basic and advanced best practices frameworks on evidence management and criminal investigation techniques;
- Prepare national baseline assessments on evidence management and criminal investigation techniques other related baseline assessments.
- Research and development of documents which identifies good practices in Latin America and the Caribbean on integrating arms control in efforts which respond to and prevent armed gender-based violence / violence against women; research and development of materials and documents on topics of interest related to arms control and gender equality (e.g. masculinities and arms control; armed violence against LGBTIQ+ community; military/police responses to GBV/VAW); and
- Prepare reports, briefings, and follow-up documentation;

Area 3. Online work:

- Participate as technical experts in on-line meetings, seminars, and encounters requested by UNLIREC;
- Deliver on-line training courses on Crimes Scene Investigation and Firearms and Ammunition Evidence Management and other related UNLIREC courses;
- Deliver on-line training courses on Firearms investigations from a Gender Perspective;
- Deliver on-line seminars, technical activities and workshops, including on the convergence of disarmament and arms control with the Women, Peace and Security agenda; and
- Moderate on-line meetings, encounters, and discussion forums, including on the convergence of disarmament and arms control with the Women, Peace and Security agenda.

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. The area 3 (online work) will be calculated based on an hourly rate. The Gender Specialists 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.

4. Duration of the contract

This LTA is expected to have a duration of three years. The initial contract is for one year (July 2024 – July 2025) with an option for renewal in subsequent years upon satisfactory performance evaluation.

5. Geographic requirements, Duty Station and Travel

UNLIREC seeks LTAs 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 Gender Specialist (GS) (ranking to be set up as per evaluation method and criteria section below). Should this GS 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 GS and so on. **UNLIREC reserves the right to contact lower ranked GS 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 GS would have to confirm their availability for the assignment. Upon review of the same, UNLIREC will send the GS 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 supervisor, the GS 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; c) copy of the UNLIREC order for the assignment and d) upload the consultant information into the corresponding ERP (e.g. Quantum or others).

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

KP1: Responsiveness: GS 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.

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KP4: Communication and Reporting: GS 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 GS 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;
- 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, Forensic Sciences, Criminalistics, Gender studies or related subjects is mandatory.
- Advanced diploma/postgraduate studies/specialized courses related to the subject of the call a plus.

8.2 Experience

- Minimum six years of academic research and/or field experience working on *either* of the two:
 1. criminal sciences and/or criminal investigation techniques, in particular, firearms-related crime scene management and handling of firearms and ammunition as evidence.
 2. gender equality, Women, Peace and Security agenda and/or masculinities.

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- Proven record of publications, books and/or academic papers in Spanish, English or French a plus;
- Minimum four years of experience providing instruction/trainings to national authorities, and/or students related to the subject of the call (experience providing instruction in countries other than consultant's home country a distinct advantage);
- Minimum four years of experience integrating gender perspectives into criminal investigations processes, including both crime scene and evidence management and/or working on issues related to gender equality, Women, Peace and Security agenda and/or masculinities;
- Previous experience working with the United Nations or other international or regional organizations desired; and
- Previous experience in the arms control and/or public security a plus.

8.3 Languages

- Complete written and oral fluency in at least one of the below languages is required:
 - English;
 - Spanish;
 - French;
- Fluency in more than one language would be a distinct **advantage**;
- At least one of the Gender Specialist 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.
- **Language competency will be tested during the selection process.**

9. Price Proposal and Schedule of Payments

The GS 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.**

10. Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of GS 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.

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10.2 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"> ○ PHP form (including professional references) ○ Economic Proposal ○ Copies of relevant training certifications ○ Screening Questionnaire 	Fulfill/ Does not fulfill	
	Technical Criteria	Points	70%
	Technical Criteria (PART A)	70	
	Education	15	
	University degree in Law, Forensic Sciences, Criminalistics or related field with further specialization on crime scene investigation and evidence management or Diploma from a recognized military/police institution or academy in fields directly related to these Terms of Reference .	Y/N	
	Fulfill/ Does not fulfill	15	
	Relevant Master's Degree/postgraduate studies: <i>up to 5 points</i> . Specialized courses related to firearms-related criminal investigations, crime scene investigation, small arms and ammunition evidence management, gender studies, Women, Peace and Security, masculinities: <i>2 points per additional studies up to a maximum of 10 points</i>		
	Languages	6	
	English: Fulfill/ Does not fulfill; or Spanish: Fulfill/ Does not fulfill French: Fulfill/ Does not fulfill <ul style="list-style-type: none"> ○ Working-level proficiency in another language (up to 6 points) 	Y/N Y/N Y/N 6	
	Experience	29	
Minimum six years of academic research and/or field experience in either of the two: <ol style="list-style-type: none"> 1. criminal sciences and or/criminal investigation techniques, in particular firearms-related crime scene management and handling of firearms and ammunition as evidence. 2. gender equality, Women, Peace and Security agenda and/or masculinities. 	Y/N 11		
Fulfill/ Does not fulfill <ul style="list-style-type: none"> ○ More than 6 years and up to 8 years of professional experience: 6 points 			

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<ul style="list-style-type: none"> o More than 8 years and up to 10 years of professional experience: 8 points o More than 10 years of professional experience: 9 points o Proven record of publications, books and/or academic papers in Spanish, English or French: 2 points 		
<p>Minimum four years of experience providing instruction/trainings to national authorities and/or students related to the subject on call.</p> <p>Fulfill/ Does not fulfill</p> <ul style="list-style-type: none"> o More than 4 years and up to 6 years of experience providing instruction: 6 points o More than 6 years and up to 8 years of experience providing instruction: 7 points o Experience providing instruction in countries other than consultant's home country a distinct advantage: 2 points 	Y/N 9	
<p>Minimum four years of experience integrating gender perspectives into criminal investigations processes, including both crime scene and evidence management. and/or working on issues related to gender equality, Women, Peace and Security agenda and/or masculinities.</p> <p>Fulfill/ Does not fulfill</p> <ul style="list-style-type: none"> o More than 4 years and up to 6 years of experience: 4 points o More than 6 years and up to 8 years of experience: 5 points 	Y/N 5	
Previous experience working with the United Nations or other international or regional organizations desired: 2 points	2	
Previous experience in arms control and/or public security a plus.	2	
Screening Questionnaire	20	
The Screening Questionnaire receives up to a maximum of 20 points.	20	
SUBTOTAL: TECHNICAL CRITERIA PART A	70	
Technical Criteria Part B	30	
Interview	30	
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.	30	
SUBTOTAL: TECHNICAL CRITERIA PART A & PART B	100	70%
Financial Proposal	Points	30%
Financial Proposal	30	
Area 1. Field work (daily fee)		
Area 2. Desk work (daily fee)		
Area 3. Online work (hourly fee)		
TOTAL	130	100%

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11. Applications and 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 **9 June 20224 with reference to the Vacancy Number # 05-01-2024**.

- a) Cover letter confirming interest and availability;
- b) UN Personal History Form (PHP), including the contact details of two professional references;
- c) Economic Proposal;
- d) Screening Questionnaire;
- e) 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)

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