

TERMS OF REFERENCE

Caribbean Firearms Destruction and Stockpile Management Project Project Implementation Support Services Advisor

Based in Lima, Perú¹

General Information:

Project: Firearms Destruction and Stockpile Management Project:
Caribbean Region
Title: Advisor
Duration: 1 year (with possibility of extension)
Type of contract: Individual Contract - IC

Summary of main functions: a) Coordinate, plan and oversee implementation of UNLIREC firearms destruction and stockpile management activities, and b) Provide administrative and logistical support to technical expert consultants hired to undertake technical assistance; and c) Lead oversight and verification activities related to UNLIREC assistance.

Background:

Acting as the regional arm in the field of the UN Office for Disarmament Affairs (UNODA) In September 2009, UNLIREC launched Phase I of the Firearms Destruction and Stockpile Management (FD&SM) Assistance Package for the Caribbean Region funded by the US Department of State's Office for Weapons Removal and Abatement (US-OWRA). Through this Assistance Package UNLIREC provided technical assistance and capacity-building to the law enforcement community on the development firearms destruction and stockpile management national action plans in nine Caribbean States (Antigua & Barbuda, Bahamas, Belize, Dominican Republic, Grenada, Jamaica, St. Lucia, St. Vincent and the Grenadines, and Trinidad and Tobago).

Phase II of the FD&SM Assistance Package will commence in mid-year 2011 in order to implement the national action plans. The national action plans include the provision of basic equipment for weapons destruction and stockpile management, training for weapons and ammunition destruction, the introduction of internationally-validated Standard Operating Procedures and independent verification and oversight of activities. The FD&SM Advisor will work under the supervision of UNLIREC's Public Security Programme Coordinator and collaborate with other consultants and advisors responsible for law enforcement training to combat illicit firearms trafficking in the Caribbean.

¹ Alternative base of operations may be taken into consideration for an exceptional candidate.

Tasks to be implemented between 1 July 2011 – 30 June 2012:

Under the supervision of UN-LiREC's Public Security Coordinator:

1. Manage relationships with mid and high-level government officials.
2. Organize and verify the delivery of firearms destruction and stockpile management equipment to eight Caribbean governments.
3. Organize and verify the adoption of firearms destruction and stockpile management Standard Operating Procedures by eight Caribbean governments ;
4. Monitor technical advisors providing training and assistance for destruction of ammunition in three Caribbean countries.
5. Train and develop a network of regional and national institutions to observe and verify destruction and stockpile management activities.
6. Provide instructions to UNLiREC administrative assistant for planning expenditures related to logistics, travel and other project expenses;
7. Provide additional support, as requested, to support implementation of UN-LiREC's Caribbean programming activities in areas of law enforcement training.
8. Undertake donor reporting as required..

Responsibilities of UN-LiREC

1. Provide FD&SM Advisor with materials, technical guidance and support;
2. Facilitate initial contacts with member states, consultants and institutional partners;
3. Provide project budget in order to coordinate activities;
4. Create a supporting team environment for consultancy implementation within UN-LiREC headquarters;
5. Provide computer, telephone and office space for Advisor during contract period;
6. Provide Advisor with return transportation from home country to Lima, with appropriate residency documentation (as applicable); and
7. Provide airfare and daily subsistence allowances for business travel.

Consultant profile:

Essential

- Bachelor's degree in business, management, law, public policy, law enforcement or other field relevant to public security (*Master's preferred*).
- Five years work experience in one or more of the following areas: law enforcement, armed forces, maritime, customs, international diplomacy, development cooperation, project management or procurement.
- Five years work experience in the English-speaking Caribbean. Native fluency in professional written and spoken English.
- Spanish-language ability – at minimum the ability to hold a simple conversation and answer basic e-mail correspondence.
- Demonstrated experience in a) organizing complex activities; b) coordinating with high and mid-level government officials c) formulating work plans and d) making public presentations.
- Experience in the usage of computers and office software packages (MS Word, Excel, etc) and knowledge of spreadsheet and database packages.

Preferred (candidate with these additional qualities will have an added advantage)

- Demonstrated experience and/or knowledge in fields of small arms control or security sector reform.
- Prior experience working as staff or consultant with UN or other international agencies.
- Advanced-level fluency in written and spoken Spanish.
- Experience in Spanish-speaking Latin America and the Caribbean.

Application:

Regime of Payment for Fees:

- The contract signed is a special service agreement (SSA) and does not involve any fees in advance at the beginning of the consultancy.

Additional information:

- Qualified candidates who are interested in the above position are invited to submit their application in English by completing a UN Personal History (P11) with contact details for two professional references no later than 10 June 2011.

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Subject: Vacancy Announcement – “Caribbean Project Implementation Support Services Advisor”