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 (including all target states for this project) 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. As part of this assistance, UNLIREC provides both systematic long-term and ad hoc assistance to States for implementing international standards for enhanced stockpile management of small arms, light weapons and ammunition holdings including the destruction of obsolete, surplus and confiscated weapons and ammunition. Increasingly, UNLIREC is requested by States to help integrate stockpile management standards into private security regulation frameworks. All UNLIREC assistance is developed taking into account the UN International Small Arms Control Standards (ISACS) and UN International Ammunition Technical Guidelines (IATG).

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 Stockpile Management & Destruction Technical Advisers (SM&D 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 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:

- Review, edit and update existing UNLIREC stockpile management and destruction technical materials, as well as contribute to the creation of new material;
- Undertake assessments of national capacities for stockpile management and destruction;
- Train government officials to safely dispose of small arms, light weapons and their ammunition;
- Plan and oversee small arms, light weapons and their ammunition destruction operations;
- Support implementation of stockpile management improvement and action plans;
- Contribute to stockpile management and destruction components of armoury management courses;
- Advise Member States on technical strategies for weapons and ammunition marking; and
- Provide technical instructions on conventional weapons and ammunition identification in UNLIREC training courses as required.

4. Duration of the contract

This LTA is expected to have a duration of three years. The initial contract for one year (March 2015 – February 2016) with an option for renewal in subsequent years upon satisfactory performance evaluation.

5. Geographic requirements, Duty Station and Travel

UNLIREC seeks SM&D TAs 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. UNLIREC will cover directly all Consultant travel costs to and/or the LAC region upon mutual agreement of dates, and according to UN rules and regulations.

6. LTA Contracting and Call-off Mechanism

The LTA to be signed (with up to 3 SM&D TAs) will be for a fixed daily fee for the duration of the contract, 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 SM&D TA (ranking to be set up as per evaluation method and criteria section below). Should this SM&D 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 SM&D TA and so on. UNLIREC also reserves the right to contact lower ranked SM&D TA if these individuals are physically closer to a specific assignment or have language skills required for a specific assignment.

Upon receipt of this communication, the SM&D TA would have to confirm their availability for the assignment. Upon review of the same, UNLIREC will send the SM&D TA 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 Programme Coordinator, the SM&D TA 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 SM&D TA may agree to pay consolidated invoices for multiple products on a periodic basis of mutual agreement.

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

KP1: Responsiveness: SM&D TAs 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: Accuracy of invoice payment documentation (correct quantities of days, unit prices, etc.).
KP4: Communication and Reporting: SM&D TAs should communicate and provide written reports and other products according to agreed timelines.

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 SM&D TAs 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

- Excellent analytical and writing skills demonstrating complete fluency in both Spanish and English;
- 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

- Graduate of a recognized military or police academy or institution.

8.2 Experience

- Minimum ten years experience military or police experience;
- Minimum ten years weapons and ammunition control experience, experience with ISACS and/or IATG preferred;
- Minimum three years work experience in Latin America;
- Proven ability to produce, review and edit reports and technical instructions on substantive issues with strict attention to deadlines; and
- Previous experience providing consultancy services to United Nations or other international organizations, experience with UN Office for Disarmament Affairs and/or its regional centres preferred.

8.3 Languages

- Complete fluency in written and oral Spanish and English; and
- Language skills in Portuguese, French or Dutch a distinct advantage.
9. Price Proposal and Schedule of Payments

Only individuals who have met the minimum technical criteria detailed below will be invited to submit a financial proposal. Note: This daily fee will be the basis for UNLIREC to calculate rates below one day duration. Half-day rates will be 50% of daily fee. Travel days associated with consultancy will also be paid at 50% of daily fee. For contract purposes a half day of work is considered 4 hours.

10. Evaluation Method and Criteria

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of SM&D TAs 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 80%, Financial 20%).

Financial score shall be computed as a ratio of the proposal being evaluated in the lowest priced proposal received by UNLIREC for the assignment. It is anticipated that UNLIREC will sign LTA agreements with a maximum of three (3) SM&D TAs according to the cumulative analysis methodology.

10.1 Technical Criteria for Evaluation (Maximum 100 points, not counting bonus points)

Applications will be evaluated on the following criteria:

- Education: Graduate of a recognized military or police academy or institution (10 pts);
- Minimum ten years experience military or police experience (10 pts);
- Minimum ten years weapons and ammunition control experience, experience with ISACS and/or IATG preferred (25 pts);
- Minimum three years work experience in Latin America (10 pts);
- Sample of technical writing skills related to stockpile management and destruction (10 pts);
- Prior working experience with United Nations or other international organizations, UNODA preferred (15 pts); and
- Bilingual in Spanish and English (20 pts)

Only candidates obtaining a minimum of 55 points will be considered for the Financial Evaluation.

UNLIREC may choose to contract Spanish-only or English-only TAs on a case by case basis if technical qualifications are exemplary. However, all else held equal non-bilingual candidates will be at a disadvantage vis-à-vis bilingual candidates.
11. Documentation required

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Cecilia Morales (morales@unlirec.org) with copy to William Godnick (godnick@unlirec.org) no later than 30 January 2015.

a) Brief letter of interest confirming interest and availability;
b) UN Personal History Form (P11), including the contact details for at least three references;
c) Relevant writing sample.

Incomplete proposals will not be considered. For any clarification regarding this assignment contact Cecilia Morales (morales@unlirec.org).

Annexes
- UN Personal History Form (P11)
- UNDP Individual Consultant (IC) Terms and Conditions (UNLIREC undertakes all LTA through an agreement with the United Nation Development Programme Peru Country Office)