

Vacancy: 2019-08-01

**Terms of Reference
Technical Officer
Conventional Arms Programme**

1. General Information

Project:	Conventional Arms Programme
Title:	Consultant – Technical Specialist
Type of contract:	Individual contract
Duty station:	Home based in Lima (Perú) with travel to Latin America and the Caribbean
Duration:	Up to 12 months with possibilities of renewal

2. Context

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 depends on the Regional Disarmament Branch of the Office of Disarmament Affairs of the United Nations Secretariat. UNLIREC is mandated to provide technical and programmatic support to the initiatives and other activities of Member States of the region for the implementation of measures in favor of peace, arms control and disarmament.

UNLIREC provides technical assistance to the member states of Latin America and the Caribbean to strengthen their capacities for the control of conventional arms, including the training of law enforcement to combat illicit arms trafficking, the implementation of international agreements on conventional arms trade control, stockpile management and destruction of obsolete and confiscated arms and ammunition, among others. UNLIREC's assistance is provided on the basis of international instruments for disarmament and arms control, as well as the Modular Compendium for the Implementation of Small Arms Control and International Technical Standards on Ammunition (MOSAIC and IATG).

3. Objective

Provide UNLIREC with technical support for the implementation of activities related to:

- Identification and classification of conventional arms, small arms and light weapons, their ammunition and explosives
- Physical security and stockpile management;
- Arms and ammunition destruction process; and
- Marking of arms and ammunition.

4. Responsibilities

Under the supervision of the Director of UNLIREC, with the support of the Programme Coordinators, provide technical assistance and accompany the implementation of the Center's activities within the framework of different projects in the field of conventional arms. Activities will vary depending on each project and may include one or more of the following tasks:

Identification and classification of conventional arms, small arms and light weapons, their ammunition and explosives

- Provide technical instruction on identification and categorization of conventional arms and their ammunitions;
- Provide technical knowledge on types, models, brands, caliber, and conventional arms materials and their ammunition;
- Provide technical instruction on definition and classification of hazardous materials and their compatibility groups

Physical security and stockpile management

- Provide instruction about international standards on physical security and stockpile management.
- Review and update technical materials regarding stockpile management of firearms and ammunitions, as well as contribute to the creation of new material (Informative Technical Notes, Standardized Operating Procedures);
- Conduct assessments of national capacities for the management of stockpiles of firearms and ammunition, including recommendations on improvement of processes and acquisition of equipment and materials;
- Carry out evaluations and diagnoses of arms and ammunition storages, both of national institutions (Armed Forces, Police, Judicial Authority), and private entities (private security companies);
- Support the implementation of action plans and improvement of stockpile management.

Arms and ammunition destruction process

- Provide instruction on international standards regarding firearms and ammunition destruction;
- Review and update teaching materials regarding firearms and ammunition destruction;
- Train officials in the process of firearms and ammunition destruction;
- Plan, accompany, develop and supervise operations for the safe destruction of firearms and ammunition in line with international standards.

Marking of firearms and ammunition

- Provide instruction on methods and techniques for marking firearms and ammunition;
- Develop marking protocols for firearms and ammunition;
- Make marking demonstrations with the tools provided by UNLIREC.

5. Qualifications and experience

Education

- Engineer/specialist in War Material/War equipment and/or specialist in Deactivation of Explosives Artifacts with university degree or degree of a recognized military/police institution or academy; and/or
- University studies in security and defense, strategic, political or legal studies or other issues directly related to these Terms of Reference;
- Demonstrated knowledge and familiarity of international standards and guidelines on arms and ammunition control (MOSAIC and IATG), as well as the United Nations Register of Conventional Weapons (UNROCA).

Experience

- Minimum 10 years of experience in the police, military or other similar functions related to arms management such as:
 - Physical security and stockpile management;
 - Destruction of firearms and ammunition;
 - Ammunition management
- Experience as a teacher /instructor desired;
- Work experience in Latin America and the Caribbean will be valued;
Work experience with the United Nations System or other International Organizations will be valued.

Languages

- Complete fluency in Spanish and/or in written and oral English;
- In case of fluency in Spanish, advance knowledge of English would be desired.
- Fluency in written and oral Portuguese a distinct advantage.

6. Core values

Integrity

- Demonstrate the values of the United Nations
- Act without consideration of personal gain
- Resist undue political pressure
- Stand by decisions in the organization's interest
- Do not abuse power or authority

Professionalism

- Show pride in his work and achievements
- Demonstrate professional competence
- Be conscientious and efficient in meeting commitments
- Be motivated by professional rather than personal concerns
- Show persistence when challenges present
- Remain calm in stressful situations

Respect for diversity

- Work effectively with people from all backgrounds
- Treat all people with dignity and respect
- Treat men and women equally
- Show respect for diverse points of view
- Examine own biases and behaviors
- Do not discriminate against any individual or group

7. Basic competencies

Communication

- Speak and write clearly
- Listen to others and respond appropriately
- Bidirectional communication
Appropriate language, tone and style
- Exchange information

Team work

- Work collaboratively with colleagues
- Request input by genuinely valuing others' ideas
- Place the team's agenda ahead of his/her own
- Support the group decisions
- Share credit, joint responsibility for shortcomings

Planning and organization

- Develop clear goals that are consistent with agreed strategies
- Identify priority activities and adjust as required
- Allocate appropriate time and resources for completing work
- Foresee risk and prepare for contingencies
- Monitor and adjust plans as necessary
- Use time efficiently

Accountability

- Take ownership of responsibilities and honor commitments
- Deliver outputs within prescribed time, cost and quality
- Operate in compliance with guidelines
- Support subordinates, provide oversight and take responsibility for delegated assignments
- Take responsibility for shortcomings

8. Economic proposal

Interested candidates must submit the following documentation:

- a) P11 format
- b) Contact details of two professional references
- c) Economic Proposal

Items a) and b) will constitute 70% of the evaluation of candidates and the economic offer (item c) will constitute 30% of the evaluation.

Shortlisted candidates will be invited to take a written test and an interview.

Interested candidates must submit the requested documentation no later than **September 30, 2019**, to the email rrhh@unlirec.org with the reference: Technical Officer 2019-08-01.

9. Additional considerations

- Offers and proposals will not be received after the closing date of the process.
- Only pre-selected candidates will be contacted.
- The participation of female candidates is encouraged.

10. Technical Evaluation Criteria

The applications received will be evaluated according to the following criteria:

	TECHNICAL PROPOSAL		70%	Applicant's information
TECHNICAL CRITERIA	PRELIMINARY REVIEW: Delivery of the required documentation on time and in form: <ul style="list-style-type: none"> • Form P11 signed • Professional references • Economic proposal signed 	COMPLY / DOES NOT COMPLY		
	Education	20		
	Engineer/specialist in War Material/War equipment and/or specialist in Deactivation of Explosives Artifacts with university degree or degree0 of a recognized military/police institution or academy; and/or	Comply / Does not comply		
	University studies in security and defense, strategic, political or legal studies or other issues directly related to these Terms of Reference;			
	Demonstrated knowledge and familiarity of international standards and guidelines on arms and ammunition control (MOSAIC and IATG), as well as the United Nations Register of Conventional Weapons (UNROCA).			
	Additional studies on disarmament or other related topics (5 additional points for each relevant training / course up to a maximum of 20 points)	20		
	Experience	50		
	Minimum 10 years of experience in police, military or other similar functions related to arms management such as: <ul style="list-style-type: none"> • Physical security and stockpile management; • Destruction of firearms and ammunition; • Ammunition management 	Comply / Does not comply		
	More than 10 years of professional experience. An additional point will be given for each additional year up to a maximum of 10 additional points	10		
	Experience as a teacher / instructor desired	15		
	Relevant work experience in more than one country in Latin America and the Caribbean (3 additional points). If you have relevant experience in more than three countries in the region, 10 additional points would be given.	10		
	Work experience within the United Nations System, 10 additional points; experience with other international agencies, 5 additional points.	15		
	Languages	20		
	Complete fluency in Spanish and/or in written and oral English;	Comply / Does not comply		
	In case of fluency in Spanish, advance knowledge of English would be desired.	15		
	Fluency in written and oral Portuguese a distinct advantage	5		
	References	10		
Public sector	5			
International cooperation	5			
	Economic Proposal		30%	
	TOTAL		100 %	