

Vacancy: 09-01-2025

**Terms of Reference
Regional Project Coordinator
UNSGM**

General Information

Project: Promoting UNSGM in Latin America and the Caribbean region
Title: UNSGM Regional coordinator for the Latin America and the Caribbean region
Type of contract: Consultant
Duty station: Lima, Peru
Duration: 12 months with the possibility of renewal for the duration of the project

Background

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as the operational arm of the United Nations Office for Disarmament Affairs (UNODA), is mandated to provide substantive support for the initiatives and other activities of the Member States of the Latin American and the Caribbean region for the implementation of measures for peace and disarmament, and for the promotion of economic and social development.

The United Nations Secretary-General's Mechanism for Investigation of Alleged Use of Chemical and Biological Weapons (UNSGM), established by the General Assembly in 1987 through resolution 42/37C, is currently the only tool for an international investigation of the alleged use of biological weapons. UNODA is entrusted by the Secretary-General as the custodian of the Mechanism, and in this capacity, conducts a range of activities to ensure the operational readiness of the mechanism.

As per the Guidelines and Procedures for the UNSGM (A/44/561), UN Member States nominate qualified experts, expert consultants and analytical laboratories to the roster, which could be called up to participate in an UNSGM investigation when activated by the UN Secretary-General upon requests by UN Member States. Currently, over 600 qualified experts, over 100 expert consultants and close to 100 analytical laboratories are nominated to the roster.

There is currently a significant under-representation of experts and laboratories nominated by Latin America and the Caribbean region (GRULAC) on the UNSGM rosters. Only 47 qualified experts (7% of the roster), 10 expert consultants (7%) and one laboratory (1%) are nominated by them. The integrity and credibility of the UNSGM rests on a geographically and technically diverse pool of experts and laboratories from which UNODA can select for training activities and the UN Secretary-General can choose from for an actual investigation.

A UNSGM regional coordinator will undertake a concerted effort to strengthen UNSGM support in Latin America and the Caribbean regions, with the objective of increasing the number of nominations for the UNSGM roster. The regional coordinator, based in Lima, Peru,

will leverage existing networks and partnerships at UNLIREC resulting from its longstanding support to BWC and the implementation of UN Security Council resolution 1540 (2004) in the region.

Duties and Responsibilities:

For the specific purpose above UNLIREC intends to recruit one UNSGM regional coordinator, contingent upon funding availability. The position will be based at UNLIREC in Lima, Peru.

In order to redress the issue of significant under-representation of experts and laboratories nominated by States from Latin America and the Caribbean (GRULAC) on the UNSGM rosters, the new UNSGM regional coordinator will:

- Raise awareness among policymakers and other national stakeholders, e.g., from relevant ministries, about the UNSGM in the region, through the organization of regional or subregional workshops, prioritizing in countries with more advanced biological research and production infrastructure;
- Identify and participate in relevant national, regional and sub-regional meetings and conferences to raise awareness about the UNSGM with relevant experts and laboratory focal points;
- Promote the nomination of National Point of Contacts for the UNSGM through participation in the bilateral assistance visits conducted by BWC-Implementation Support Unit, as appropriate, and reaching out to the relevant technical counterparts;
- Support States in the region in identifying suitable experts and laboratories;
- Support the implementation of the activities related to BWC
- Establish and maintain contacts with potential partners to seek collaboration in the activities mentioned above, such as the Organization of American States, the Pan-American Health Organization (PAHO), the World Organisation for Animal Health (WOAH, formerly OIE), International Federation of Biosafety Associations (IFBA), and CARICOM.
- Participate in the planning and organization and delivery of activities related to disarmament and non-proliferation.
- Support team in undertaking research and maintains up-to-date knowledge of tools and events relating to disarmament and non-proliferation, in general, and strengthening the UNSGM in Latin America and the Caribbean in particular.
- Advise on the latest regional trends and developments in the area of disarmament and non-proliferation and provide inputs on issues to senior management at UNLIREC.
- Gather, select and analyse information contained in communications and publications received from different sources, including academic and the press.
- Draft reports, briefing materials and other related documents
- Supports in the monitoring of the contribution agreements and deadlines for narrative/financial reports; prepare project narrative/financial reports in a timely manner
- Provide research and editorial support for training material/knowledge tools relating to disarmament and non-proliferation issues
- The consultant 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.

- Perform other related duties as required by the Director (5%)

Qualifications and experience

Education

Advanced university degree (Master's or equivalent) in political science, international relations, international economics, law, public administration or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Experience

- A minimum of three years of progressively responsible experience in multilateral disarmament and non-proliferation, international relations or international law, including extensive experience in technical aspects of non-proliferation of weapons of mass destruction is required.
- Demonstrable experience in drafting reports and policy documents is required;
- Demonstrable experience in effectively working and liaising with government officials and inter-institutional bodies is required;
- Experience in facilitating workshops/trainings is required;
- Relevant professional experience working in the Latin American and Caribbean region is desirable.
- Work experience in the UN system or international or regional organizations is desirable.

Languages

For the position advertised, fluency in English and Spanish (written and spoken) is required. Working knowledge of a third language, in particular Portuguese, is an advantage.

Core Competencies

- ***Professionalism***

Knowledge and international experience in disarmament, non-proliferation and arms control issues. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

- ***Planning and organizing***

Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently.

- ***Communications***

Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match the audience; demonstrates openness in sharing information and keeping people informed.

Additional Considerations

- Applications received after the closing date will not be considered.
- Only those candidates with a minimum score of 70% (24.5 points out of 70) in Technical Criteria A will be selected for the written assessment.
- Only those candidates that obtain a combined score of 70% (56 points out of 80) in Technical Criteria A+B (written assessment) will be short-listed for interviews.
- Only those candidates that are short-listed for interviews will be notified.
- All travel will be covered by UNLIREC according to UN rules and regulations.
- Travel days associated with the consultancy will not be paid.

Application:

- Qualified candidates who are interested in the above position are invited to submit their application, in English, attaching a UN Personal History Form, with contact details of two professional references, **no later than 9 october 2025**

To: rrhh@unlirec.org

Subject: Vacancy Announcement – “Vacancy #09-01-2025”

Criteria for Evaluation

Applications will be evaluated on the following criteria:

Criteria	Points	%
PRELIMINARY REVIEW:	Fulfill/ Does not fulfill	
Verification of the required documentation on time and correct format:		
· Signed economic proposal		
· PHP form (signed)		
TECHNICAL CRITERIA	Points	70%
Technical Criteria Part A – Desk review applications	35	
Education	5	
Advanced university degree (Master's or equivalent) in political science, international relations, international economics, law, public administration or related fields is required. A first-level degree (Bachelor's degree or equivalent) in the specified fields of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree. Fulfill / Does not fulfill (eliminated)		
• Additional relevant post-graduate studies (courses or certifications) is a plus. (up to 5 points)	5	
Languages	4	
For the position advertised, fluency in English and Spanish (written and spoken) <u>is required</u> . <i>Language proficiency will be tested during the interview.</i> Fulfill / Does not fulfill (eliminated)		
• Working knowledge of a third language, in particular French or Portuguese, is an advantage. • Per additional language: Beginner (1 point), intermediate (1.5 points), advanced (2 points). Maximum of 4 points.	4	
Experience	26	
A minimum of three years of progressively responsible experience in multilateral disarmament and non-proliferation, international relations or international law, including extensive experience in technical aspects of non-proliferation of weapons of mass destruction <u>is required</u> . Fulfill/ Does not fulfill (eliminated)		
• Up to 3 points for additional years of relevant professional experience in multilateral disarmament and non-proliferation, international relations or international law, including extensive experience in technical aspects of non-proliferation of weapons of mass destruction.	3	

<ul style="list-style-type: none"> Demonstrable experience in drafting reports and policy documents <u>is required</u>; Fulfill (5 points)/ Does not fulfill (eliminated) 	5	
<ul style="list-style-type: none"> Demonstrable experience in effectively working and liaising with government officials and inter-institutional bodies <u>is required</u>; Fulfill (5 points)/ Does not fulfill (eliminated) 	5	
<ul style="list-style-type: none"> Experience in facilitating workshops/trainings <u>is required</u>; Fulfill (5 points)/ Does not fulfill (eliminated) 	5	
<ul style="list-style-type: none"> Relevant professional experience working in the Latin American and Caribbean region is desirable. (1 point per year, up to 4 points) 	4	
<ul style="list-style-type: none"> Work experience in the UN system or international or regional organizations is desirable. (1 point per year, up to 4 points) 	4	
Technical Criteria Part B – Written Test and Interview	85	
Short-listed candidates will be invited to participate in a written test and subsequently interviewed by a panel of 3 people.	Written test: 45	
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.	Interview: 40	
Subtotal Technical Criteria (Part A and B)	120 POINTS	70%
Financial Proposal		30%
TOTAL		100%