

**Vacancy #: 08-01-2025**

## **TERMS OF REFERENCE**

### **Liaison Officer**

#### **General Information:**

**Programmes:** UNLIREC Conventional Arms Control Programme and CARICOM IMPACS  
**Title:** Liaison Officer  
**Duty station:** Port of Spain, Trinidad & Tobago  
**Duration:** 1 year  
**Type of contract:** International Individual Contractor Agreement (IICA), full time

#### **Summary of main services to be provided:**

The Liaison Officer will act as bridge between UNLIREC and CARICOM IMPACS for substantial, strategic coordination, technical expertise, and logistical tasks to advance the implementation of the Caribbean Firearms Roadmap. The Liaison Officer will provide strategic coordination and technical expertise to support the Caribbean Firearms Roadmap process, including National Action Plans, and Monitoring and Evaluation for UNLIREC and CARICOM IMPACS.

#### **Background:**

##### **Caribbean Firearms Roadmap Initiative**

In 2020, 15 CARICOM States and the Dominican Republic formally adopted the 'Roadmap for Implementing The Caribbean Priority Actions on the Illicit Proliferation of Firearms and Ammunition across the Caribbean in a Sustainable Manner by 2030' (Caribbean Firearms Roadmap). The vision for the Roadmap is a safer Caribbean, achieved by addressing the issue of illicit proliferation of firearms and ammunition across 4 main Goals. The Roadmap serves as a guiding document for commonly agreed levels of performance at the strategic, policy and operational levels. The Roadmap takes into consideration the provisions found in the UN 2001 PoA, as well as the legal obligations stemming from the Arms Trade Treaty (ATT) and the Firearms Protocol. Its effective implementation will also contribute to the implementation of Agenda 2030 and Sustainable Development Goal 16, with a specific focus on Target 16.4 aimed at significantly reducing arms flow.

UNLIREC and its partner, CARICOM IMPACS, are the co-custodians of the Roadmap and are supporting its effective implementation in collaboration with other regional and international partners with the support of the donor community

##### **UNLIREC:**

The United Nations Regional Centre for Peace, Disarmament and Development in Latin America and the Caribbean (UNLIREC), as one of three regional Centres of the UN Office for Disarmament Affairs, 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.

##### **CARICOM IMPACS:**

The Caribbean Community (CARICOM) Implementation Agency for Crime and Security (IMPACS) was established by the 27th Meeting of the Conference of Heads of Government in July 2006, in Bird Rock, St. Kitts and Nevis, as the implementation arm of a regional architecture to manage CARICOM's action agenda on crime and security. CARICOM IMPACS is directly responsible for research, monitoring and evaluation,

analysis and preparation of background documents and reports, as well as project development and implementation of the regional Crime and Security agenda.

## **Duties and Responsibilities:**

UNLIREC intends to recruit a Liaison Officer under an individual consultancy contract, contingent upon the availability of funding. The post will be contracted by UNLIREC and embedded within its Conventional Arms Control Programme – Caribbean, reporting directly to the designated Programme Coordinator at UNLIREC. The Liaison Officer will also work in close coordination with CARICOM IMPACS and serve as a key resource to advance the implementation of the Caribbean Firearms Roadmap, reporting directly to the official designated by the Executive Director of CARICOM IMPACS.

The Liaison Officer will contribute to the joint efforts of UNLIREC and CARICOM IMPACS, providing strategic coordination, technical assistance, and logistical support across multiple workstreams related to conventional arms and ammunition control, disarmament, and regional cooperation. This includes providing technical support to Roadmap national processes, contributing to monitoring and evaluation frameworks, and strengthening coordination among implementing partners. This position will require periodic travel throughout the Caribbean.

## **The Liaison Officer will be responsible for:**

### **1. Roadmap Process lead**

- Coordinates the Caribbean Firearms Roadmap process, including supporting the organization of the annual meeting of states and regular partner meetings.
- Coordinates and liaises with Roadmap national points of contact and other relevant officials
- Coordinates and liaises with Roadmap implementing partner organizations, including ensuring the timely submission of information to the Partner platform.
- Provides support to the Monitoring and Evaluation teams of UNLIREC and CARICOM IMPACS
- Support the Mid-Term Review process for the Caribbean Firearms Roadmap

### **2. Liaison and Partnership Building**

- Acts as liaison between UNLIREC and CARICOM IMPACS to ensure sustained cooperation and collaboration on activities related to the Caribbean Firearms Roadmap.
- Participates in fact-finding and other missions to countries within assigned area of responsibility.
- Maintains contact with other sectors of the UN, CARICOM and other international and regional organizations as well as governments on coordination and policy matters, as assigned by UNLIREC and CARICOM IMPACS.
- Supports the consolidation of existing initiatives and the development of new ideas on arms control and ammunition management, in line with regional trends and priorities.

### **3. Roadmap Implementation**

- Supports Programme Coordinators and Senior Officers at UNLIREC and CARICOM IMPACS in the management and execution of multiple projects related to the Caribbean Firearms Roadmap, including the monitoring and evaluation of projects.

- Supports the organization and delivery of activities related to conventional arms control and the combat of illicit arms and ammunition trafficking.
- Assists Programme Team Lead at UNLIREC and IMPACS in identifying capacity-building and technical needs and undertaking virtual and in-person capacity-building activities at a national and sub- regional level.
- Assists UNLIREC and IMPACS Programme Coordinators in the preparation of workplans.
- Participates in the planning and organization of disarmament and arms control thematic workshops, seminars and other related meetings in the Caribbean region.

#### **4. Resource Mobilization**

- Support resource mobilization efforts at UNLIREC and IMPACS, specifically by advising on donor priorities and assisting in the preparation of project proposals
- Supports UNLIREC and IMPACS teams in undertaking research and maintains up-to-date knowledge of ongoing and future initiatives related to public security issues, national and regional needs relating to public security issues, and identifies opportunities for resource mobilization and collaboration initiatives in support of the Roadmap.
- Advises on the latest regional trends and developments in public security and provides input on issues to senior officials at UNLIREC and CARICOM IMPACS

#### **5. Draft reports, briefing materials and other related documents**

- Supports UNLIREC and IMPACS Programme Coordinators/Team leaders in the preparation of project reports in a timely manner.
- Provides research and editorial support for training material/knowledge tools relating to conventional arms control and non-proliferation issues.

#### **6. Performs other related duties as required by the Programme Coordinators and/or senior leadership at UNLIREC and CARICOM IMPACS (5%)**

#### **Work Experience**

- Minimum 5 years of professional experience in Peace, Security, Development, and/ or related field, including disarmament, arms control, non-proliferation, citizen security and/or criminal justice, is required.
- At least 3 years working experience in the Caribbean is required.
- At least 5 years of experience in public policy, political analysis, and/or project management, including planning, implementation, monitoring and evaluation is required.
- Experience in strategic partnership building and resource mobilization is desired.
- Demonstrable experience in the organization and facilitation of meetings, workshops or seminars required.
- Experience in the use of online platforms for training/learning desired.
- Working experience with the United Nations, international or regional organizations and/or national authorities is desired.
- Demonstrable experience working with law enforcement agencies, criminal justice sector or other related government institutions is desired.

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## Education

- Advanced university degree (master's degree or equivalent) in one of the following fields: international relations, political science, law, peace, development, criminal justice, management, social sciences or another relevant field required.
- Successful completion of courses related to data analytics or monitoring and evaluation is an advantage.
- Any other specialized certification relevant to the vacancy is considered an advantage.

## Languages

- Fluency in English is required.
- Knowledge of French and/or Spanish is desirable.

## Competencies

- **Professionalism**

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. Take responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.

- **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.

- **Team Work**

Works collaboratively with colleagues to achieve organizational goals. Solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others. Places team agenda before personal agenda. Supports and acts in accordance with final group decision, even when such decisions may not entirely reflect own position. Shares credit for team accomplishments and accepts joint responsibility for team shortcomings

## Additional Information

- In accordance with CARICOM IMPACS' recruitment protocols, the selected candidate will be required to fulfill the following pre-engagement conditions before a contract can be issued:
  - Successful completion of a polygraph examination; and
  - A drug screening test.

These requirements are mandatory and must be completed before the candidate can formally assume their duties.

## Technical Evaluation Criteria

|                    | Criteria                                                                                                                                                                                                                                                                                                                 | Points                    | %          |
|--------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------|
| Technical Criteria | <b>PRELIMINARY REVIEW:</b>                                                                                                                                                                                                                                                                                               | Fulfill/ Does not fulfill |            |
|                    | Verification of the required documentation: Received on time and in the correct format:                                                                                                                                                                                                                                  |                           |            |
|                    | · Signed economic proposal                                                                                                                                                                                                                                                                                               |                           |            |
|                    | · PHP form                                                                                                                                                                                                                                                                                                               |                           |            |
|                    | · Screening Questionnaire                                                                                                                                                                                                                                                                                                |                           |            |
|                    | <b>TECHNICAL CRITERIA</b>                                                                                                                                                                                                                                                                                                | <b>Points</b>             | <b>70%</b> |
|                    | <b>Technical Criteria Part A</b>                                                                                                                                                                                                                                                                                         | <b>80</b>                 |            |
|                    | <b>Education</b>                                                                                                                                                                                                                                                                                                         | <b>14</b>                 |            |
|                    | <ul style="list-style-type: none"> <li>Minimum Requirement: Advanced university degree (master's degree or equivalent) in one of the following fields: international relations, political science, law, peace, development, criminal justice, management, social sciences or another relevant field required.</li> </ul> |                           |            |
|                    | <b>Fulfill/ Does not fulfill</b>                                                                                                                                                                                                                                                                                         |                           |            |
|                    | <ul style="list-style-type: none"> <li>Successful completion of courses related to data analytics or monitoring and evaluation is an advantage.</li> </ul>                                                                                                                                                               | 7                         |            |
|                    | <ul style="list-style-type: none"> <li>Any other specialized certification relevant to the vacancy is considered an advantage.</li> </ul>                                                                                                                                                                                | 7                         |            |
|                    | <b>Languages</b>                                                                                                                                                                                                                                                                                                         | <b>6</b>                  |            |
|                    | Fluency in English is required. <i>Language proficiency will be tested during the interview.</i>                                                                                                                                                                                                                         |                           |            |
|                    | <b>Fulfill/ Does not fulfill</b>                                                                                                                                                                                                                                                                                         |                           |            |
|                    | <ul style="list-style-type: none"> <li>Knowledge of Spanish (up to 3 points)</li> </ul>                                                                                                                                                                                                                                  |                           |            |
|                    | <ul style="list-style-type: none"> <li>Knowledge of French (up to 3 points)</li> </ul>                                                                                                                                                                                                                                   |                           |            |
|                    | <b>Experience</b>                                                                                                                                                                                                                                                                                                        | <b>60</b>                 |            |
|                    | Minimum 5 years of professional experience in Peace, Security, Development, and/ or related field, including disarmament, arms control, non-proliferation, citizen security and/or criminal justice, is required                                                                                                         | <b>10</b>                 |            |
|                    | <b>Fulfill/ Does not fulfill</b>                                                                                                                                                                                                                                                                                         |                           |            |
|                    | <ul style="list-style-type: none"> <li>Up to 6 points for additional years of relevant professional experience</li> <li>Up to 4 points for Screening questionnaire response</li> </ul>                                                                                                                                   |                           |            |

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|--|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|--|
|  | <p>Minimum 3 years working experience in the Caribbean is required.</p> <p><b>Fulfill/ Does not fulfill</b></p> <ul style="list-style-type: none"> <li>Up to 5 points for additional years of relevant professional experience</li> <li>Up to 3 points for Screening questionnaire response</li> </ul>                                                                                                          | <b>8</b>  |  |
|  | <p>At least 5 years of working experience in public policy, political analysis, and/or project management, including planning, implementation, monitoring and evaluation is required.</p> <p><b>Fulfill/ Does not fulfill</b></p> <ul style="list-style-type: none"> <li>Up to 6 points for additional relevant professional experience</li> <li>Up to 4 points for Screening questionnaire response</li> </ul> | <b>10</b> |  |
|  | <p>Demonstrable experience in the organization and facilitation of meetings, workshops or seminars required.</p> <p><b>Fulfill/ Does not fulfill</b></p> <ul style="list-style-type: none"> <li>Up to 5 points for demonstrable examples of relevant experience</li> <li>Up to 3 points for Screening questionnaire response</li> </ul>                                                                         | <b>8</b>  |  |
|  | <p>Experience in strategic partnership building and resource mobilization is desired.</p> <p>Up to 9 points for relevant experience</p>                                                                                                                                                                                                                                                                         | <b>9</b>  |  |
|  | <p>Experience in the use of online platforms for training/learning desired.</p> <ul style="list-style-type: none"> <li>Up to 5 points for relevant experience</li> </ul>                                                                                                                                                                                                                                        | <b>5</b>  |  |
|  | <p>Working experience with the United Nations, I/Os, ROs and/or national authorities is desired.</p> <ul style="list-style-type: none"> <li>Up to 5 points for relevant experience.</li> </ul>                                                                                                                                                                                                                  | <b>5</b>  |  |
|  | <p>Demonstrable experience working with law enforcement agencies, criminal justice sector or other related government institutions is desired.</p> <ul style="list-style-type: none"> <li>Up to 5 points for relevant experience</li> </ul>                                                                                                                                                                     | <b>5</b>  |  |
|  | <b>Subtotal Technical Criteria A</b>                                                                                                                                                                                                                                                                                                                                                                            | <b>80</b> |  |
|  | <b>Technical Criteria Part B – Written Assessment</b>                                                                                                                                                                                                                                                                                                                                                           | <b>10</b> |  |
|  | <p><b>Written Assessment</b></p> <p>Long listed candidates will be invited to participate in a written assessment</p>                                                                                                                                                                                                                                                                                           |           |  |
|  | <b>Subtotal Technical Criteria Part A and B</b>                                                                                                                                                                                                                                                                                                                                                                 | <b>90</b> |  |
|  | <b>Technical Criteria Part C - Interview</b>                                                                                                                                                                                                                                                                                                                                                                    | <b>40</b> |  |

|  |                                                                                                                                                                                                                                                            |                   |             |
|--|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-------------|
|  | Short listed candidates will be invited to participate in an interview by a panel of 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. |                   |             |
|  | <b>Subtotal Technical Criteria (Part A, B and C)</b>                                                                                                                                                                                                       | <b>130 POINTS</b> | <b>70%</b>  |
|  | <b>Financial Proposal</b>                                                                                                                                                                                                                                  |                   | <b>30%</b>  |
|  | <b>TOTAL</b>                                                                                                                                                                                                                                               |                   | <b>100%</b> |

#### **Additional Considerations**

- Applications received after the closing date will not be considered.
- Only those candidates with a minimum score of 70% (56 points out of 80) will be selected for the written assessment.
- Only those candidates that obtain a combined score of 70% (63 points out of 90) in Technical Criteria A+B will be short-listed for interviews.
- Only shortlisted selected candidates will be contacted.

## **APPLICATION AND REQUIRED DOCUMENTS**

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, an Economic Proposal and the Screening Questionnaire no later **than 01 October 2025** to [rrhh@unlirec.org](mailto:rrhh@unlirec.org) with the reference: **Vacancy #: 08-01-25 – Liaison Officer, Caribbean Firearms Roadmap.**