

**Vacancy: 04-03-2025**

**Terms of Reference**  
**Consultancy Services - Firearm and Toolmark Examiner (Ballistics Expert)**  
**Conventional Arms Programme-Caribbean**

**1. General Information**

Application Deadline:	<b>30 May 2025</b>
Type of contract:	Individual contract
Language Required:	English
Programme:	Conventional Arms Programme-Caribbean
Title:	Firearm and Toolmark Examiner (Technical Advisor)
Duty Station:	Home based with travel to Latin America and the Caribbean
Duration:	7-month period, June to December 2025 (with possibility of renewal)

**1. Background:**

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 is one of three regional Centres of the Office of Disarmament Affairs of the United Nations Secretariat. UNLIREC is mandated to assist States in the region to implement international instruments and commitments in the field of disarmament, non-proliferation and arms control.

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 with technical assistance to improve capabilities for small arms control, including security and justice sector training to combat illicit trafficking in firearms and ammunition, as well as legal and policy reforms. As part of this assistance, UNLIREC has identified the pressing need for increased training, standards, equipment and human resource capacity in the field of firearm and toolmark examination, firearms identification and classification, firearms and ammunition evidence management, and firearms-related criminal investigations to reduce impunity in cases of illicit arms trafficking and armed violence, in the Caribbean.

UNLIREC has implemented technical programming previously with assistance designed to build internal national capacities and regional capacities.

**2. Objective**

UNLIREC intends to recruit one **Firearm and Toolmark Examiner (Technical Adviser)**, contingent upon funding availability, to support the implementation of a firearm examiner training programme for up to 11 Firearm Examiner Trainees from Antigua and Barbuda and Saint Kitts and Nevis and another Caribbean State, including training on inter alia Firearm and Toolmark Examination; Firearms and Ammunition Identification and Classification; Bullet and Cartridge Case Examinations; Comparison Microscopy; Evidence Management and firearm related criminal investigations.

### 3. Duties and Responsibilities

Under the supervision of the Caribbean Programme, the consultant will be responsible for:

- Revision of technical capacity of the Firearm Examiner Trainees.
- Design and deliver firearm examiner training inclusive of online and in person activities, practical exercises, written exercises and reports for trainees
- Revision and editing of existing UNLIREC forensic ballistics technical materials and training manual
- Creation of presentations and practical exercises.
- Remote technical assistance/instruction for, inter alia, online seminars
- Prepare reports and follow-up documentation prior to and after training activities missions
- Integration of forensic ballistics SOPs into national systems.

### 4. Scope of work: Deliverables and Output

<b>Deliverables/outputs</b>	<b><u>Estimated</u> deliverable due dates</b>
<u>Deliverable 1:</u> <ul style="list-style-type: none"> <li>• (A) Create a Training Plan Outline for Antigua and Barbuda and St Kitts and Nevis, to include webinars, field missions, student entry evaluation, follow up assessments and other items below.</li> <li>• (B) Develop Webinars/Recordings and material on: (1) History of Firearm and Toolmark Identification, (2) Historical Development of Firearms and Ammunition and (3) Examination of Fired Ammunition Components. Includes reading assignments, written exercises with comprehensive review, practical exercises with comprehensive review, and written examination.</li> </ul>	<p>Estimate Start date June 1, 2025.</p> <p>Estimated Deliverable date June 20, 2025</p>
<u>Deliverable 2:</u> <ul style="list-style-type: none"> <li>• Develop Webinars/Recordings and material on: Tool Manufacture and Subclass Characteristics: Includes reading assignments, written exercises with comprehensive review, practical exercises with comprehensive review, written examination and paper based Practical exercises. to trainees in St Kitts and Nevis and Antigua and Barbuda</li> <li>• Deliverable includes all online sessions, reading and written assignments, review and feedback of assignments</li> </ul>	<p>Estimated Deliverable date July 15, 2025</p>
<u>Deliverable 3:</u> <ul style="list-style-type: none"> <li>• Develop Webinars/Recordings and material on: Comparative Pattern Analysis Theory. Includes reading assignments, written exercises with comprehensive review, practical exercises with comprehensive review, and written examination.</li> <li>• Deliverable includes all online sessions, reading and written assignments, review and feedback of assignments</li> </ul>	<p>Estimated Deliverable date August 10, 2025</p>
<u>Deliverable 4:</u> <ul style="list-style-type: none"> <li>• Develop Webinars/Recordings and material on: Cartridge case examination and comparisons. Includes reading assignments, written exercises with</li> </ul>	<p>Estimated Deliverable date September 25, 2025</p>

comprehensive review, practical exercises with comprehensive review, and written examination.	
<u>Deliverable 5:</u> <ul style="list-style-type: none"> <li>Field Training Mission to include Laboratory based comparison microscopy, follow up assessments and review of exercises.</li> </ul>	Estimated Deliverable date October 6, 2025
<u>Deliverable 6:</u> <ul style="list-style-type: none"> <li>Develop Webinars/Recordings and material on: Bullet examination and comparisons: Includes reading assignments, written exercises with comprehensive review, practical exercises with comprehensive review, and written examination.</li> </ul>	Estimated Deliverable date October 27, 2025
<u>Deliverable 7:</u> <ul style="list-style-type: none"> <li>Field Training Mission to include laboratory-based comparison microscopy with test fires.</li> </ul>	Estimated Deliverable date November 30, 2025
<u>Deliverable 8:</u> <ul style="list-style-type: none"> <li>Follow-up assessment and review of written and practical exercises. exercises would take place over two additional months (<i>it is expected that participants would be placed in teams of 2, and each team would spend 200 hours on the comparison microscope over the course of two months</i>)</li> </ul>	Estimated Deliverable date December 30, 2025

## 4. Working Arrangements

### 4.1. Institutional Arrangements

- Duty station: Home Base with travel to the Caribbean as required.
- The consultant will report to UNLIREC's Programme Coordinator and Advisers.
- Feedback on deliverables will be provided by Advisers as required.
- The consultant's programme of work will involve engaging in consultations with the UNLIREC teams, key stakeholders, and relevant groups to fulfil the scope of work.
- The consultant must have their own workspace, comparison microscope and computer equipment to undertake this consultancy.
- All travel will be covered by UNLIREC according to UN rules and regulations.**
- Travel days associated with the consultancy will not be paid.**

### 4.2. Duration of work

- The anticipated start date is 1 June 2025
- The consultant is expected to be engaged for a 7-month period during June-December.

## 5. Qualifications and Experience

### Education

- Required:** Degree in Natural Sciences OR in a degree directly related to these Terms of Reference OR qualification from a recognized military/police institution or academy;
- Additional training or specialization in areas within forensic ballistics desired
- Professional Membership of a Firearm and Toolmark Body, desired

### Experience

- Minimum ten years of experience in forensic ballistics in a Forensic Science Laboratory;

- Experience with Quality Management and Accreditation in the field of forensics a distinct advantage.
- Minimum ten years of practical experience in the preparation and submission of forensic ballistic evidential reports for judicial and legal processes;
- Minimum of ten years' Experience as teacher/instructor, providing instruction to firearm examiners, firearm examiner trainees and/or other forensic laboratory personnel in the topics identified.
- Proven experience training firearm examiners in the Caribbean, a distinct advantage
- Previous experience providing consultancy services in the field of forensic ballistics to United Nations or other international organizations, desirable
- Work experience in Latin America and the Caribbean desirable;

### ***Languages***

- Complete fluency in written and oral English.

## **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

## **Basic competencies**

### ***Communication***

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

### ***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

### **7. Schedule of Payments**

Payment for deliverables will be made upon submission of invoices and approval of deliverables. Payment usually takes 5-7 consecutive working days to be processed.

### **8. Application Documentation required**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications and send them to Human Resources ([rrhh@unlirec.org](mailto:rrhh@unlirec.org)) no later than **09 May 2025**.

- **PHP form (including professional references).**
- **Screening questionnaire.**
- **Economic proposal**
- **Technical Proposal:** outline of methodological proposal for the proposed training
- **Writing Sample:** A writing sample should be provided that demonstrates ability to produce, review and edit reports
- **Copies of relevant Academic/Education/Training Certificates**

*Incomplete proposals will not be considered.* For any clarification regarding this assignment contact Human Resources ([rrhh@unlirec.org](mailto:rrhh@unlirec.org))

### **9. Evaluation Method and Criteria**

Individual consultants will be evaluated based on the Cumulative Analysis methodology. The ranking of the Consultant 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 weights (Technical 70%, Financial 30%).

The technical criteria will be divided into Technical Criteria Part A (education, language, experience, Screening Questionnaire and Technical Proposal: outline of methodological proposal for the proposed training) and Technical criteria Part B (interview). Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.

*Only candidates obtaining a minimum of 70% of the maximum scoring points in the Technical Evaluation (Part A and B) will be considered for the Financial Evaluation.* Financial score shall be computed as a ratio of the proposal, taking into account the fees for the work to be performed, being evaluated in the lowest priced proposal received by UNLIREC for the assignment.

## 9.1 Interview

The interview will be carried out by a panel of at least 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. *Only candidates with at least 70% of the maximum scoring points in the Technical Criteria Part A will be selected for an interview.*

## 9.2. Technical Criteria for Evaluation Technical criteria A&B (Maximum 70% of evaluation)

Applications will be evaluated on the following criteria:

	PROPOSAL		
<b>TECHNICAL CRITERIA</b>	<b>PRELIMINARY REVIEW:</b> Verification of the required documentation on time and correct format: <ul style="list-style-type: none"> <li>• PHP form (including professional references).</li> <li>• Screening questionnaire.</li> <li>• Economic proposal</li> <li>• Technical Proposal: outline of methodological proposal for the proposed training</li> <li>• Writing Sample</li> <li>• Copies of relevant Academic/Education/Training Certificates</li> </ul>	<b>Fulfill/ Does not fulfill</b>	<b>70%</b>
	<b>TECHNICAL CRITERIA</b>	<b>POINTS</b>	
	<b>Technical Criteria -- Part A</b>		
	<b>Education</b>	<b>20</b>	
	Degree in Natural Sciences OR in a degree directly related to these Terms of Reference OR qualification from a recognized military/police institution or academy;	<b>Fulfill/ Does not fulfill</b>	
	Additional training or specialization in areas within forensic ballistics desired - Up to 10 additional points	10	
	Professional Membership of a Firearm and Toolmark Body, desired - Up to 10 additional points	10	
	<b>Experience</b>	<b>60</b>	
	Minimum ten years of experience in forensic ballistics in a Forensic Science Laboratory; Additional years of experience: up to 10 points	<b>Fulfill/ Does not fulfill</b> <b>10</b>	
	Experience with Quality Management and Accreditation in the field of forensics, a distinct advantage.	<b>10</b>	

	- Up to 10 additional points		
	Minimum ten years of practical experience in the preparation and submission of forensic ballistic evidential reports for judicial and legal processes. - Additional years of experience: up to 10 points	<b>Fulfill/ Does not fulfill</b>  <b>10</b>	
	Minimum ten years' experience as teacher/instructor, providing instruction to firearm examiners, firearm examiner trainees and/or other forensic laboratory personnel in the topics identified. - Additional years of experience: up to 10 points	<b>Fulfill/ Does not fulfill</b>  10	
	Proven experience training firearm examiners in the Caribbean, a distinct advantage	10	
	Previous experience providing consultancy services in the field of forensic ballistics to United Nations or other international organizations, desirable	5	
	Work experience in Latin America and the Caribbean desirable;	5	
	<b>Languages</b>	-	
	Complete fluency in written and oral English;	<b>Fulfill/ Does not fulfill</b>	
	<b>Writing Sample (Required)</b>	<b>10</b>	
	A writing sample should be provided that demonstrates ability to produce, review and edit reports	10	
	<b>Screening Questionnaire (Required)</b>	<b>10</b>	
	All candidates must complete a screening questionnaire	10	
	<b>Technical Proposal (Required)</b>	<b>10</b>	
	Technical Proposal: outline of methodological proposal for the proposed training	10	
	<b>Technical Criteria Part B</b>	<b>20</b>	
	<b>Interview</b>	<b>20</b>	
	The interview will be carried out by a panel of at least 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>20</b>	
	<b>Overall score for A&amp;B</b>	<b>120</b>	<b>70%</b>
	<b>Financial Proposal</b>	<b>30</b>	<b>30%</b>
	<b>TOTAL</b>	<b>150</b>	<b>100%</b>