**INDIVIDUAL CONSULTANT PROCUREMENT NOTICE**

**International Consultant for Small-Arms-Control Project at UNRCPD**

Date: 13 December 2017

**Description of the assignment**:

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| The United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD) has three main programme areas, one of which is the field of conventional arms control, particularly small arms and light weapons (SALW). Within this programme area, the Project Support Consultant will assist with the organization of the regional meeting aiming at supporting States and intergovernmental orga­ni­zations in Southeast and South Asia prepare for the Third United Nations Review Conference on the Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons in All Its Aspects (PoA RevCon3), scheduled for Bangkok, Thailand, in March 2018.The Consultant's function is to support, coorodiinate and execute the organization of the meeting, particularly the logistical and admninistrative tasks. In addition, the Consultant will support the Centre’s outreach effort, assit with IT tasks, and aide in other areas of need on an ad-hoc basis. The Consultant will work in collaboration with staff at UNRCPD and at its Headquarters, under the supervision of UNRCPD’s Director (and/or Deputy Director). The Consultant is mainly expected to accomplish the following tasks:* Support, coordination and execution of the tasks necessary for the preparation and organiza­tion of the PoA RevCon3 meeting in Bangkok (described above), particularly logistical/admini­strative work related to: the securing of the meeting venue; travel and related logistics; accom­modation for participants; working-level liaison with international experts and participants, UN ESCAP, the host country, UNDP, and officials at RDB/CAB at the UNODA HQ etc.; contribution to the concluding report of the meeting; web announcement etc.

In addition, the Consultant is also expected to:* Develop UNRCPD’s quarterly Newsletter and Factsheet and perform other outreach activities;
* Provide IT support and assistance to UNRCPD staff (incl. the set-up, updating and maintenance of devices, computers and other IT electronics, as well as organizing and facilitating Centre’s video conferences etc).
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**Contract period:** From 8 January 2018 to 8 April 2018.

**Duty Station**: UNRCPD, Kathmandu, Nepal.

**Application deadline:** The application proposal should be submitted by either post or email by

21 December 2017 to the addresses below.

**E-address(es)**

info@unrcpd.org and/or aruna.shrestha@unrcpd.org

**Postal address**

United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD)

KSK Building, 4th floor

Lagankhel, Lalitpur

Kathmandu

Nepal

Any request for clarification must be sent by e-mail to the above addresses and received by

17 December 2017. UNRCPD will reply in writing, without identifying the source of inquiry, to all consultants by email or via bulletin published on its website at <http://unrcpd.org/about/jobs/>.

1. **SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED WORK**

As described above or in the Terms of Reference (attached to the webpage)

**2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

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| **Qualifications:*** **Education:** University degree (Bachelor’s degree or equivalent) in the field of international relations, political science or other relevant social science is required.

**Experience:** * Minimum two years of professional experience in organizing and coordinating events in the field of arms control and disarmament and travel logistics, including experience at inter-governmental organizations with such tasks;
* Work experience with the United Nations Secretariat;
* Minimum one year of full-time work experience on peace, security, arms control and disa­rmament issues;
* Professional familiarity with UNODA is highly desirable;
* Significant experience in use of computers, office software and other IT;
* Experience with maintenance/amendments of websites etc.

Language: Complete fluency in English, oral and in writing. |

**3. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSAL**

**Interested individual prospective consultants must submit the following documents/information as their application proposal:**

* **Cover letter**

Cover letter with a brief presentation of your interest for the consultancy and an explanation of your suitability for the work;

* **Financial proposal**

Financial proposal indicating a lump sum consultancy fee for the deliverables as per the Terms of Reference (attached to the webpage);

* **P11 Form**

A filled-out P11 Form (attached to the webpage), including with past experience in similar projects and at least three references.

**Note:**

1. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
2. The candidate has to be an independent consultant (if the candidate is engaged with any organi­zation, the organization employing the candidate will be issued with a Reimbursable Loan Agreement (RLA) to release the employee for the consultancy with UNRCPD).
3. Due to sheer number of applicants, UNRCPD will contact only competitively selected applicants. However, applicants can send inquiries to info@unrcpd.org and/or aruna.shrestha@unrcpd.org.