

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### International Consultant for UNRCPD's Project on Peace and Disarmament Education

Posting date: 18 December 2017

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#### **Description of the assignment:**

The United Nations Regional Centre for Peace and Disarmament in Asia and the Pacific (UNRCPD) has three main programme areas, one of which is peace and disarmament education (P&DE). Within this programme area, UNRCPD continues to carry out educational programmes aimed at promoting positive attitudes with respect to peace, security and disarmament in line with the mandate of the Office for Disarmament Affairs. Building upon the successful implementation of a project with the Ministry of Education of Nepal, UNRCPD is planning to replicate this project in other States of the South-Asian sub-region. In this connection, UNRCPD seeks the services of a Project Coordinator Consultant to assist with developing project proposals (and later implement these projects) to promote P&DE in States in South Asia.

Under the supervision of the Director of UNRCPD, the Consultant shall serve as the in-house expert and coordinator of all project activities related to disarmament education. The Consultant will conduct an assessment of the needs of and requests for assistance from countries in South Asia in the area of P&DE, including through liaising with the respective government institutions, relevant United Nations partners, academia and NGOs, as appropriate. This may require the Consultant to undertake travels to some countries of the South-Asian region, if necessary. Based on the assessment, the Consultant will assist in the formulation of project proposals to promote P&DE. (Once these project proposals are approved, the project will enter its next phase, where a continued consultancy effort will again be needed to ensure the effective implementation of the activities envisaged under these projects). The objective is to assist the beneficiary countries integrate key P&DE elements in their national education and training programmes. The Consultant is mainly expected to accomplish the following tasks:

- **Research, assessment and report**  
Conduct a research and assessment of the needs and requests of South Asian States in the area of P&DE. Furthermore, prepare a further report that summarizes the outcomes of the above-mentioned assessment and that contains recommendations concerning in what countries and for what national institutions the P&DE project activities would be relevant, as well as the specific focus of such possible future activities.
- **Contacts**  
Establish and maintain working contacts with respective national ministries, agencies and other governmental institutions, relevant United Nations partners, academia and NGOs that may be involved in the P&DE project activities.

- **Project proposals**  
Based on the above-mentioned report, assist in developing detailed project proposals on the provision of assistance by UNRCPD to South-Asian States in the area of P&DE.
- **Outreach**  
Contribute to UNRCPD's outreach effort, including by producing relevant materials, related to promoting P&DE.

In addition, the Consultant is also expected to:

- Assist with other of the Centre's P&DE activities as relevant, and implement other related tasks as required.

**Contract period:** From 1 February 2018 to 31 January 2019.

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

**Application deadline:** The application proposal should be submitted by either post or email by 5 January 2018 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, 4<sup>th</sup> floor  
Lagankhel, Lalitpur  
Kathmandu  
Nepal

Any request for clarification must be sent by e-mail to the above addresses and received by 27 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/>.

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**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

### Qualifications:

- **Education:** Advanced university degree (Master's degree or equivalent) in social or political science, pedagogy, international relations, including disarmament and arms control, or related areas, is required.

### Experience:

- At least four years of relevant working experience, including in the field of education, peace and disarmament, or other, is preferred;
- Familiarity with the region of South Asia is desirable;
- Experience in working with the UN or other international organizations;
- Fluency in written and oral English and proven drafting skills.

## 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:

- a. Applicants of 62 years or more require full medical examination and statement of fitness to work to engage in the consultancy.
- b. 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).
- c. Due to sheer number of applicants, UNRCPD will contact only competitively selected applicants. However, applicants can send inquiries to [info@unrcpd.org](mailto:info@unrcpd.org) and/or [aruna.shrestha@unrcpd.org](mailto:aruna.shrestha@unrcpd.org).

#### 4. EVALUATION

Individual consultant applicants will be evaluated based on the following methodology:

##### Cumulative analysis

*When using this weighted scoring method, the award of the contract should be made to the individual consultant whose offer has been evaluated and determined as:*

- a) responsive/compliant/acceptable, and*
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.*

*\* Technical Criteria weight; 70%*

*\* Financial Criteria weight; 30%*

*Only candidates obtaining a minimum of 49 points in the technical evaluation would be considered for the Financial Evaluation.*

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<b>Criterion A:</b> Advanced university degree (Master's degree or equivalent) in social or political science, pedagogy, international relations, including disarmament and arms control, or related areas, is required.	(Absolute requirement)	(Absolute requirement)
<b>Criterion B:</b> <ul style="list-style-type: none"> <li>At least two years of relevant working experience, including in the field of education, peace and disarmament, or other;</li> <li>Four years or more of relevant working experience, including in the field of education, peace and disarmament, or other;</li> <li>Familiarity with the region of South Asia is desirable.</li> </ul>	(Absolute requirement)  30%  10%	(Absolute requirement)  30 points  10%
<b>Criterion C:</b> <ul style="list-style-type: none"> <li>Experience in working with the UN or other international organizations.</li> </ul>	30%	30 points
<b>Criterion D:</b> <ul style="list-style-type: none"> <li>Fluency in written and oral English and proven drafting skills.</li> </ul>	(Absolute requirement)	(Absolute requirement)
<b><u>Financial</u></b>		
Lowest financial proposal	30%	30 points

**Contract will be awarded to the technically qualified consultant who obtains the highest combined score (financial and technical).** The points for the Financial Proposal will be allocated as per the following formula:  $\frac{\text{Lowest Bid Offered*}}{\text{Bid of the Consultant}} \times 30$

\* "Lowest Bid Offered" refers to the lowest price offered by Offers scoring at least 70% points in technical evaluation.