

## INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

### National Consultant for UNRCPD's Project on The Fissile Material Cut-off Treaty

Posting date: 13 February 2018

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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 the field of non-proliferation of weapons of mass destruction (WMD). Within this programme area, UNRCPD in collaboration with ODA's Geneva Branch will implement a project related to facilitating dialogue in support for the high-level fissile material cut-off treaty (FMCT) expert preparatory group (EPG) consultative process. The high-level FMCT EPG will be a practical contribution to nuclear disarmament and non-proliferation efforts. The Consultant will assist with the organization of the regional meeting of States and intergovernmental organizations in South-East Asia scheduled for Bangkok on 29-30 March 2018.

Under the supervision of the Director of UNRCPD, the Consultant shall support UNRCPD in liaising and coordinating with the Governments of South-East Asian States, execute the organization of the FMCT meeting, particularly the logistical and administrative tasks, and prepare required reports afterwards. In addition, the Consultant will support the Centre's outreach efforts, and aide in other areas of need on an ad-hoc basis.

**Contract period:** 1 March – 30 April, 2018

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

**Application deadline:** The application proposal should be submitted by either post or email by 21 February 2018 to the addresses below.

**E-addresses:** [info@unrcpd.org](mailto:info@unrcpd.org) and/or [aruna.shrestha@unrcpd.org](mailto: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 19 February 2018. 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 and in the Terms of Reference (attached to the webpage)

## **2. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS**

### **Qualifications**

Education:

- University degree (i.e. Bachelor degree or equivalent) in field of international relations, political science or other relevant social science is required;

Experience:

- Minimum six months of professional experience in an inter-governmental organization;
- Full-time work experience on peace, security, arms control and disarmament issues including professional experience with organizing one or more international disarmament-related events is strongly desirable;
- Professional familiarity with UNODA activities relating to disarmament and non-proliferation at the regional level, in particular Asia and the Pacific, is highly desirable;
- Experience with maintenance/amendments of websites etc is desirable.

Language: Complete fluency in English, oral and in writing is required.

### 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 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 weighting 70%, and Financial Criteria 30%). Only candidates with min. 49 points in technical evaluation are considered for the financial evaluation.

<b>Criteria</b>	<b>Weight</b>	<b>Max. Point</b>
<b><u>Technical</u></b>		
<b>Criterion A:</b>		
<ul style="list-style-type: none"> <li>● University degree (i.e. Bachelor degree or equivalent) in the field of international relations, political science or other relevant social science is required;</li> </ul>	(Absolute requirement)	(Absolute requirement)
<b>Criterion B:</b>		
<ul style="list-style-type: none"> <li>● Minimum six months of professional experience in an inter-governmental organization</li> <li>● Full-time work experience on peace, security, arms control and disarmament issues including professional experience with organizing one or more international disarmament-related events is strongly desirable</li> <li>● Professional familiarity with UNODA activities relating to disarmament and non-proliferation at the regional level, in particular Asia and the Pacific, is highly desirable</li> </ul>	(Absolute requirement)  25%	(Absolute requirement)  25 points
<ul style="list-style-type: none"> <li>● Professional familiarity with UNODA activities relating to disarmament and non-proliferation at the regional level, in particular Asia and the Pacific, is highly desirable</li> </ul>	40%	40 points
<b>Criterion C:</b>		
<ul style="list-style-type: none"> <li>● Experience with maintenance/amendments of websites etc is desirable</li> </ul>	5%	5 points
<b>Criterion D:</b>		
<ul style="list-style-type: none"> <li>● Complete fluency in English, oral and writing is required.</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 the applicant scoring at least 70% points in technical evaluation.