

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

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

Posting date: 20 February 2018

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.

Under the supervision of the Director of UNRCPD, the Coordinator shall serve as the in-house expert and coordinator of all projects and activities related to peace and disarmament education. The Project Coordinator will assist in the formulation of project proposals to promote peace and disarmament education and once these are approved, he/she will serve to ensure the effective implementation of the activities envisaged under these projects.

Contract period: 1 April 2018 – 1 April, 2019

Duty Station: UNRCPD, Kathmandu, Nepal.

Application deadline: The application proposal should be submitted by either post or email by 6 March 2018 to the addresses below.

E-addresses: 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 1 March 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/>.

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:

- 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/competencies:

- Five years of relevant working experience, including in the field of education, peace and disarmament, or other related field, is required;
- Familiarity with the Asia-Pacific region is strongly desirable;
- Experience in working with the UN or other international organizations is desirable;

Language:

Complete fluency in English, oral and in writing, 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 the 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.

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.

Criteria	Weight	Max. Point
<u>Technical</u>		
Criterion A:		
<ul style="list-style-type: none"> • 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. 	<i>(Absolute requirement)</i>	<i>(Absolute requirement)</i>
Criterion B:		
<ul style="list-style-type: none"> • Five years of relevant working experience, including in the field of education, peace and disarmament, or other related field, is required; • Additional years of working experience in the above-mentioned fields is preferable; • Familiarity with the Asia-Pacific region is strongly desirable; • Experience in working with the UN or other international organizations is desirable. 	<i>(Absolute requirement)</i>	<i>(Absolute requirement)</i>
	20%	20 points
	30%	30 points
	20%	20 points
Criterion C:		
<ul style="list-style-type: none"> • Complete fluency in English, oral and in writing, and proven drafting skills. 	<i>(Absolute requirement)</i>	<i>(Absolute requirement)</i>
<u>Financial</u>		
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 candidate’s scoring at least 70% points in technical evaluation.