

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Consultant for UNRCPD's IATG Project

Posting date: 2 October 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 the field of conventional arms control, particularly small arms and light weapons (SALW).

Within this programme area, the Consultant will assist with the organization of three sub-regional trainings aimed at supporting States in Central, South-East and South Asia to raise awareness of the UN SaferGuard Programme and to strengthen their implementation of the International Ammunition Technical Guidelines (IATG). All three meetings are scheduled between the period of 7-16 November 2018 in Kathmandu, Nepal.

The main function of the Project Support Consultant is to: (1) support UNRCPD/UNODA in organization of the trainings, liaising and coordinating with the Governments of Central, South and South-East Asian States; (2) to provide IT support and assistance to IATG trainers during the events; (3) and to execute logistical and administrative tasks. In addition, the Consultant will support the Centre's outreach efforts, assist with IT tasks, and aide in other areas of need on an ad-hoc basis.

Contract period: 23 October – 22 December, 2018

Duty Station: UNRCPD, Kathmandu, Nepal.

Application deadline: The application proposal should be submitted by either post or email by 15 October 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 10 October 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. Deliverables

The Consultant will carry out the following tasks under the supervision of the Director (or Deputy Director):

- Mainly support, coordinate and execution of the tasks necessary for the preparation and organization of the three sub-regional trainings in Kathmandu, including liaising with UNODA/CAB/RDB, the international participants and IATG trainers on logistical/administrative work related to the securing of the meeting venue, travel and related logistics, accommodation for participants;
- Working-level liaison with and IT support of the IATG experts, international participants, and officials from CAB during the trainings;
- Preparation of the UNRCPD contribution to the concluding report of the project, web announcement and post-event story for the UNRCPD outreach materials.

The consultant will additionally ...

- 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.).

Other related tasks as 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 the usual 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. 30 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"> • University degree (Bachelor’s degree or equivalent) in field of international relations, political science or other relevant social science is required. 	(Absolute requirement)	(Absolute requirement)
Criterion B: <ul style="list-style-type: none"> • Minimum two years of professional experience in organizing and coordinating events in the field of arms control and disarmament and travel logistics, including experience in inter-governmental organizations with such tasks, is required; • Work experience with the United Nations is desirable; • Minimum one year of full-time work experience on peace, security, arms control and disarmament issues is desirable; • Professional familiarity with UNODA is highly desirable; 	(Absolute requirement) 10% 25% 25%	(Absolute requirement) 10 points 25 points 25 points
Criterion C: <ul style="list-style-type: none"> • Significant experience in use of computers, office software and other IT related equipment is preferable; • Experience with maintenance/amendments of websites etc is desirable. 	5% 5%	10 points 5 points
Criterion D: <ul style="list-style-type: none"> • Complete fluency in English, oral and in writing, is required. 	(Absolute requirement)	(Absolute requirement)
<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 candidate’s scoring at least 30 points in technical evaluation.