

NOTICE DE SELECTION POUR CONSULTANT

COUNTRY	TOGO
TITLE OF THE POSITION :	Individual Consultant Disarmament Expert
MISSION SUBJECT	Technical assistance to African beneficiary countries on Security Council Resolution 1540 (2004)
Duration:	3 month
Estimated commencement of the contract :	July 1st 2019

The application form must be sent by e-mail to procurement.tg@undp.org with a copy to with the subject line "UNREC /1540/015/2019".

The application must include the following elements:

- 1- A cover letter detailing the candidate's abilities;
- 2- An update curriculum vitae including 2 to 3 references with their phone and e-mail;
- 3- A P11 form duly completed and signed;

The deadline for submitting applications is **June 21st 2019 at 12.00**

I. Background :

The United Nations Security Council Resolution 1540(2004) identifies the proliferation of nuclear, chemical and biological weapons and their means of delivery as a treat to international peace and security. This resolution, adopted under Chapter VII of the UN Charter, imposes binding obligations on all States to prevent the proliferation of such weapons of mass destructions and their means of delivery but also on non-state actors, including by establishing appropriate legislation and domestic controls over related materials, and establishes appropriate domestic controls over related materials to prevent their illicit trafficking. It also encourages enhanced international cooperation in this regard.

UNODA through its Weapons of Mass Destruction (WMD) Branch and its Regional Center for Peace and Disarmament in Africa (UNREC), in close cooperation with the 1540 Security Council Committee established pursuant to Res. 1540(2004), have been providing assistance to African Member States to implement UNSCR 1540, as well as comply with international instruments on non-proliferation of weapons of mass destruction.

It is envisaged to recruit a consultant to support UNODA action for the continuation of provision of required assistance to African Member States in the areas covered by UNSCR 1540 (2004) .

II. Objectives

Under the direct supervision of the Deputy Director and the overall guidance of the Director of the United Nations Regional Centre for Peace and Disarmament in Africa (UNREC), the Consultant will support the Centre in the effective planning, implementation, monitoring & evaluation and reporting on UNSCR 1540 related activities, including the implementation of the project entitled “**Technical assistance to African non-reporting States under the United Nations Security Council Resolution 1540(2004)**”. The consultant will take part in research and analytical work related to UNREC’s mandate as defined by United Nations General Assembly Resolution 40/151 G.

The Consultant will:

- Develop an approach to sensitize national officials and raise awareness among national stakeholders;
- Support the planning and organization of regional and national workshops on reporting under United Nations Security Resolution 1540 (2004) as well as preparatory missions, other related

- meetings and follow-up missions, and possible country visits to the region by 1540 Committee experts;
- Prepare all required substantive and administrative documentation for the workshops, including relevant reports, briefing material, background documents, talking points and correspondence;
 - Conduct substantive research on reporting on United Nations Security Resolution 1540 (2004) by African Member States;
 - Provide support to Member States to
 - Set- up national 1540 inter-ministerial committees
 - undertake legislative review of existing regulations related to weapons of mass destruction in the country;
 - draft requests for assistance for country visits and 1540 committee country visits
 - draft, finalize and submit national reports, national control lists and voluntary national action plan to be submitted;
 - Contribute to the drafting of projects' monitoring and evaluation; compiling cumulative lessons learned, including providing feedback on these issues for donor reports;
 - Using open source material, monitor national and regional level political, institutional and policy developments related to the non-proliferation of WMD in Africa and provide expertise to the UNREC Director and personnel accordingly;
 - Liaise with UNODA 1540 support team at UN Headquarters on operational aspects of the implementation of related projects;
 - Liaise regularly with counterparts in the African Union Commission on all UNSCR 1540 related issues
 - Contribute to the drafting of narrative and financial donor reports;
 - Provide substantive, technical and logistical support, particularly for the organization of 1540 related meetings and events;
- Perform any other related duty as instructed.

III. Expected Results/OUTPUTS

By end of 2020, it is expected that:

- at least 3 Regional workshops on SCR 1540 have been successfully held;
- at least 7 national workshops on SCR 1540 have been successfully held;
- substantive documentation for the workshops (briefing material, background documents, talking points and reports) have been prepared and validated in a timely manner;
- missions to African Member States by the SCR 1540 Committee have been substantively supported from UNREC;
- UNREC Director and relevant personnel have been adequately kept up to date regarding development related to the non-proliferation of WMD in the context of UNSCR 1540 (2004) in Africa.

1. METHODOLOGY

The mission will be conducted following a participatory and pro-active approach in the organization of the workshops as well as the sharing of information.

2. QUALIFICATIONS/REQUIREMENTS

The following qualifications/requirements are expected from the consultant:

- Advanced university degree (Master's degree or equivalent) in law, international relations, social or political science, disarmament, peace and security or related areas. Relevant specialization/training in disarmament and non-proliferation is an asset;
- Five years of qualifying experience may be accepted in lieu of an advanced university degree.
- At least three years of practical experience on weapons of mass destruction issues.
- At least one year of cumulative working experience on security and political issues in Africa.

- At least six month of professional experience engaging high level diplomatic/government officials.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Demonstrates excellent oral and written communication skills;
- Ability to plan and manage projects;
- Ability to work as a part of a team and under stringent time constraints;
- Displays strong analytical capabilities;
- Ability to build and strengthen effective partnerships with Member States, UN agencies and main constituents, advocate effectively and communicate sensitively across different constituencies;
- Demonstrates openness to change and ability to manage complexities;
- Prior work experience with the UN would be an asset;
- Some prior work experience with security sector reform issues and related matters would be an asset.

3. DURATION

The consultant will be hired for an initial period of three months, from July to September 2019. The contract may be extended beyond September 2019, subject to satisfactory performance and availability of financial resources.

4. WORKING LANGUAGE

Excellent knowledge of English and/or French and good working knowledge of the other is required; knowledge of Portuguese would be an asset.

5. EVALUATION - PRINCIPAUX CRITÈRES DE SÉLECTION

a) Technical evaluation

Criteria	Sub-criteria	NOTE
Education :	University degree (Master's degree or equivalent) in law, international relations, political or social science, disarmament, peace and security or a related field. Relevant specialization / training in disarmament and non-proliferation is an asset.	20
Experience :	Five years of qualifying professional experience may be accepted in lieu of a postgraduate degree. At least three years of practical experience in the field of weapons of mass destruction. At least one year of cumulative professional experience in the field of security and political issues in Africa. At least six months of professional experience in relations with high-level diplomatic / government representatives. Experience working with the United Nations would be an asset	20
	Professional experience with security sector reform issues and related issues would be an asset.	20
S/TOTAL		60
Technical offer	Adequacy of the proposed methodology in relation to the TDRs (understanding of the TDRs, detailed description of the different components)	40
TOTAL		100

Will be considered qualified, the technical proposals that will get at least 70 points out of 100; this technical score will be weighted at 70%.

b. Financial Evaluation

The consultant makes his / her financial proposal according to the Cost Table. He must propose a lump sum and present in the Cost Table a breakdown of this lump sum. In a second step of the evaluation process, financial envelopes will be opened and financial offers compared; a financial score will be calculated for each proposal on the basis of the formula:

$$\text{Financial score } A = [(the \text{ lowest financial offer}) / \text{financial offer of } A] \times 30$$

The financial score will be weighted at 30%.

c. Award of the contract

The consultant with the highest cumulative grade (Technical proposal (70%) + Financial proposal (30%)) will be selected for the contract.

Required documents for the Offer:

To demonstrate their qualifications, candidates will be required to submit an offer that will include the following documents:

<u>Document</u>	<u>Description</u>	<u>Forme</u>
Technical offer	Training and professional experiences (attach copies of diplomas)	Curriculum Vitae or P11 (annexe 3)
	Evidence of achievement of similar mission	Certificate of completion
	Methodological note demonstrating the understanding of the ToRs with a detailed description of the different components and a mission execution schedule	
Financial offer	Fill the template	Costs template (Annex 2)

N.B. : Applicants are required to inquire about the General Conditions of Individual Contracts (Appendix 1).

ANNEXES

Annexe 1 - General Conditions of Individual Contracts

Annexe 2- Costs Template

Annexe 3 – P11 (SC & IC)

Annexe 4- Type of contract