



INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 07 July 2015

Country: Serbia

Description of the assignment: Junior Research Consultant

Project name: Strengthening of Regional Cooperation on Gender Mainstreaming in Security Sector Reform in the Western Balkans

Period of assignment/services: 24 August – 24 March 2015

Proposal should be submitted at the following address: <http://www.rs.undp.org/serbia/en/home.html> under section "Jobs" no later than **20th July 2015**.

Any request for clarification must be sent by standard electronic communication to the e-mail **vacancy.rs@undp.org**. The procuring UNDP entity will respond by standard electronic mail and will send response, including an explanation of the query without identifying the source of inquiry, to all consultants.

1. BACKGROUND

a. Purpose

To conduct research and analysis on small arms and light weapons and gender equality in security sector reform.

b. Objective

To assist the SEESAC Team in the implementation of the programme portfolio.

2. SCOPE OF WORK, RESPONSIBILITIES AND DESCRIPTION OF THE PROPOSED ANALYTICAL WORK

Scope of work:

The following deliverables will be required from the Consultant:

Desk research (of resources in English and French) and a five-page brief on SALW and ammunition management programming in Africa with identified opportunities for expansion of SEESAC's programming	24 September 2015
Desk research (of resources in English and French) and a five-page brief on gender in security sector reform related topics in Africa with identified opportunities for	24 October 2015

expansion of SEESAC's programming	
Updated Regional Arms Law Compendium at SEESAC's website Secure Area based on research of arms transfers legislation in the SEE region	24 November 2015
Finalized Brokering Database at SEESAC Secure Area based on research of arms transfers legislation in the SEE region	24 December 2015
Desk research and a five-page brief identifying parallels between violent extremism and firearms	24 January 2016
Updated Regional Arms Law Compendium at SEESAC's website Secure Area based on research of arms transfers legislation in the region	24 February 2016
Working materials for the Physical Security and Stockpile Management Courses prepared (1 regional and 1 national course, for up to 25 participants); invitation letters, the agenda, list of participants, evaluation forms drafted; minutes finalized; locations to be determined (if travel will be envisaged (Western Balkans), expenses will be covered by SEESAC)	24 March 2016

The Junior Research Consultant will deliver monthly reports to the SEESAC Coordinator within 30 days after the start of the contract and every subsequent month. Payments will be approved and disbursed following the receipt and approval of the reports. All outputs will need to be approved by the SEESAC Coordinator.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

Qualifications

- A first degree in a relevant area (Political and Social Science, Law, Administration). Advanced degree would be an asset
- Experience in conducting research and analysis on security sector reform topics
- Experience working in South East Europe on security sector reform topics/other areas relevant to the SEESAC portfolio
- Proficiency in English, knowledge of French an advantage

Competencies

- Strong research and writing skills
- Proficient in using computer/internet tools
- Ability to work in Microsoft Outlook and Excel
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Excellent organizational skills and attention to detail

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Application Procedure

Qualified and interested candidates are asked to submit their applications via UNDP Web site: [UNDP in Serbia](#) under section "Jobs" no later than **20th July 2015**.

The application should include:

- P11 (only PDF will be accepted) containing e-mail contacts of at least three referees (section 26 & 29). P11

may be downloaded at: <http://www.undp.org.rs/download/ic/P11.doc>.

- Offeror's Letter (only PDF will be accepted) confirming Interest and availability for the Individual Contractor (IC) Assignment. Can be downloaded from the following link: <http://www.undp.org.rs/download/ic/Confirmation.docx>.
- The Offeror's letter must also include an explanation why you are the most suitable for the work
- Example of written work in English

5. FINANCIAL PROPOSAL

Lump sum contracts

The financial proposal shall specify a total lump sum amount for all the deliverables in **USD currency**, and equal payments will be done based on monthly reports that will be submitted to SEESAC Coordinator. The first report is to be submitted within 30 days after the start of the contract and the remaining reports every subsequent month. Payments will be approved and disbursed following the receipt and approval of the report by the SEESAC Coordinator. In case travel will be required with the aim to complete any of the deliverables, the expenses will be covered by SEESAC.

In order to assist the requesting unit in the comparison of financial proposals, please include in the financial proposal a breakdown of the lump sum as per output in the Terms of Reference.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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:

- responsive/compliant/acceptable, and
- 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 point would be considered for the Financial Evaluation

Criteria	Weight	Max. Point
<u>Technical</u>		<i>70 points</i>
• <i>Criteria A</i>	A first degree in a relevant area (Political and Social Science, Law, Administration). Advanced degree would be an asset.	<i>15 points</i>
• <i>Criteria B</i>	Experience in conducting research and analysis on security sector reform topics	<i>20 points</i>
• <i>Criteria C</i>	Experience working in South East Europe on security sector reform topics/other areas relevant to the SEESAC portfolio	<i>20 points</i>
• <i>Criteria D</i>	Proficiency in English, knowledge of French an advantage	<i>15 points</i>
<u>Financial</u>		<i>30 points</i>

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- GENERAL CONDITIONS OF CONTRACTS FOR THE SERVICES OF INDIVIDUAL CONTRACTORS could be found at the following link: <http://www.rs.undp.org/download/General Conditions IC.docx>.