

TERMS OF REFERENCE

Title	Consultancy services to support the implementation of the Fellowship Training Programme on Small Arms and Light Weapons Control in the Africa Region, including field training activities in Togo and Benin
Organization	UNODA
Type of Contract	Consultant, Field based (in person)
Contract Duration	02 June 2025 – 30 November 2025
Payment types	Based on deliverables

Context

In December 2022, pursuant to General Assembly resolution A/RES/77/71, United Nations Member States decided to establish a standing, dedicated fellowship training programme on small arms and light weapons (SALW) control. The objective is to strengthen the technical and practical knowledge and expertise of government officials directly responsible for implementing the Programme of Action (PoA) and the International Tracing Instrument (ITI), particularly in developing countries.

Beginning in 2025, the fellowship programme will be held annually. The 2025 edition will run for three weeks and will include fifteen fellows per region. This consultancy will support the delivery of the fellowship training programme in the Africa region.

The illicit proliferation and misuse of SALW and their ammunition remain critical security challenges in Africa. In response, the SALW Fellowship training programme in Africa aims to build the capacity of relevant stakeholders, enhance knowledge-sharing, and promote effective arms control measures. To support the delivery of this initiative, a consultant will be engaged to provide expert support, including the design, organization, and facilitation of field training activities in Togo and Benin.

The overall objective of the consultancy is to support the implementation of the SALW Fellowship Training Programme in Africa by providing technical expertise, training facilitation, coordination support, and monitoring and evaluation, with a specific focus on training activities in Togo and Benin.

The consultancy is expected to commence on 2 June 2025 and conclude on 1 December 2025, with the possibility of extension.

Under the supervision of the UNREC Director and UNODA-CAB Programme Officer, the consultant will be responsible for the following tasks:

- Support the design and development of training modules and materials tailored to the specific needs of the SALW Fellowship participants in the Africa region.

- Facilitate capacity-building sessions on SALW control, focusing on legal frameworks, best practices, and practical measures for arms control.
- Liaise with SALW fellowship participants as needed
- Plan, coordinate and conduct training activities in Togo and Benin, ensuring effective engagement with national authorities, security forces, and civil society organizations.
- Contribute to the monitoring and evaluation of training outcomes and provide recommendations to refine and improve programme content and delivery.
- Draft detailed reports on the training activities, including lessons learned and policy recommendations. Conduct monitoring and evaluation activities during and after the training.

The consultant is expected to deliver the following:

2 June 2025	<ul style="list-style-type: none"> • Input to online and in-person training modules and materials tailored for SALW Fellowship participants in the Africa region.
1 August 2025	<ul style="list-style-type: none"> • Detailed work plan for the field training activities in Togo and Benin.
20 October – 7 November 2025	<ul style="list-style-type: none"> • Coordination of the in-person training activities. • Facilitation of at least two training sessions in each country. • Monitoring and evaluation activities. • Comprehensive report on the training sessions, including participant feedback, key findings, recommendations and lessons learned.
30 November 2025	<ul style="list-style-type: none"> • Final consultancy report summarizing achievements, challenges, and strategic recommendations for future activities. • Proposed booklet publication summarizing the process and including the briefing paper, key reference documents and key outcomes of the regional meeting for editing, layout and publication. • The publication will be in digital format and possibly in print depending on resource availability.

QUALIFICATIONS

Education

- Advanced university degree (Masters's degree or equivalent) in political science, international relations, law, humanitarian affairs, business administration/management or related field.

Experience:

- Minimum of 5 years of relevant work experience in conventional weapons and ammunition control, including at the regional and sub-regional levels, is required.
- Prior experience in research and analysis on conventional weapons and ammunition control in Africa, including at the regional and sub-regional level, is required.
- Proven record of analytical, research, writing and communication skills is required.
- Experience in supporting multilateral processes on conventional arms control is desired.

- Familiarity with international and regional arms control instruments is desired.
- Knowledge of technical aspects of UN PoA is required.
- Proven expertise in delivering capacity building and training programs on SALW control.

Language

English and French are the working languages of the United Nations Secretariat. For the consultancy advertised, fluency in English and French is required. Knowledge of another official United Nations language is desirable.

Application

Official travel will likely be required. If so, the related expenses will be covered by the office in line with the rules and regulations of the United Nations.

For further information on the SALW Fellowship and terms of reference, please contact Ms. Passa Kabiya, Disarmament Project Assistant, UNREC, oda-contact.unrec@un.org. with copy to passa.kabiya@un.org.