

## **TERMS OF REFERENCE**

<b>Title</b>	Liaison Assistant -Individual Contractor Study on the management of conventional weapons and ammunition and the prevention of violent extremism in West Africa’
<b>Organization</b>	ODA ODDHR RDB CPDA
<b>Type of Contract</b>	Liaison Assistant -Individual Contractor- field based
<b>Contract Duration</b>	01 November 2025- 28 February 2026
<b>Payment types</b>	Based on deliverables

### **Context**

UNREC is the only United Nations regional entity specialized in disarmament and non-proliferation in the African region. Its main function is to support Member States in translating decisions, instruments, and commitments in the field of disarmament and non-proliferation into action at national, subregional, and regional levels.

Due to the specific nature of security issues in Africa, the Centre places an emphasis on activities linked to the illicit trade in SALW and supports Member States in meeting their disarmament and non-proliferation commitments and obligations. The Centre provides support to African Member States and intergovernmental organizations in these activities. It strengthens their capacity and provides technical, legal, and substantive assistance necessary to achieve sustainable peace and security.

The PVE II project, entitled “*Study on the Management of Conventional Weapons and Ammunition and the Prevention of Violent Extremism in West Africa*,” is a joint UNIDIR–UNREC project funded by Switzerland. The study focuses on the intersection between preventing violent extremism (PVE) and weapons and ammunition management (WAM). It aims to provide a detailed assessment of existing and potential PVE–WAM integration in West Africa at the levels of frameworks (normative, policy, and strategic), institutional structures, and implementation practices. It is expected to serve as a practical reference for States in strengthening PVE–WAM intersections, to contribute to national and regional communities of practice, and to support the elaboration of guidelines by regional and continental organizations. The study will be conducted in partnership with UNIDIR, the Swiss Federal Department of Foreign Affairs (FDFA), and the UN Regional Centre for Peace and Disarmament in Africa (UNREC). It responds to a recommendation from a regional seminar on PVE and WAM in West Africa, held in Lomé in December 2023, organized by UNIDIR, FDFA, and UNREC (henceforth “the partners”).

The consultancy is expected to commence on 1 November.

Under the supervision of the UNREC Director the Individual contractor will be responsible for the following tasks:

**The Individual Contractor is expected to deliver the following:**

- Assist in preparatory activities (meetings, training, participant identification, etc.) for the PVE II project; attend meetings, prepare minutes, and monitor follow-up activities. Draft specific responses to a wide range of correspondence and other communications to rostered experts; use specialized wording to process a variety of large and complex documents and reports. Provide technical and specific support with the transmission of files, addresses, contacts, and other useful information for the institutional functioning of the Centre and the effective pursuit of its activities. Effectively and systematically transmit tools, as well as individual and professional databases established within the Centre's service. Initiate and provide induction for new personnel taking charge of the Centre's institutional portfolios.
- Serve as a liaison on the PVE project vis-à-vis other stakeholders and carry out a quality control function for outgoing documents; proofread and edit texts for adherence to format, grammar, punctuation, and style.
- Answer staff, consultant, intern, expert, and participant queries and forward them to the PVE II project management as needed. Respond to complex information requests and inquiries (e.g., requests requiring file searches). Assist in the preparation of presentation materials using appropriate technology or software.
- Maintain calendars and schedules for project activities related to the PVE II project; monitor changes and communicate relevant information to appropriate experts and participants. Process incoming correspondence and materials and prepare routine correspondence on administrative matters for beneficiary countries. Perform a variety of administrative duties (e.g., leave recording, scheduling meetings and appointments). Create and confirm attendee and participant lists for the Centre and provide logistical support for travel and accommodation in preparation for the two workshop weeks scheduled for 2025. Maintain both paper and electronic files and databases for the work unit.
- Perform other related duties as assigned.

#### Calendar and summary of the delivery

1-25 November 2025	<ul style="list-style-type: none"> <li>Assist in the preparatory activities (meetings, training, participants identification etc.) for the PVE II project.</li> </ul>
26-27 November 2025	<ul style="list-style-type: none"> <li>Serve as liaison on the PVE project vis-à-vis other stakeholders and carry out quality control function for outgoing documents and take part in the organization of the workshop.</li> </ul>
December 2025-January 2026	<ul style="list-style-type: none"> <li>Maintain calendar/schedules on project activities related to the PVE II Project; monitor changes and communicate relevant information to appropriate experts/participants during and after the workshop</li> </ul>
01-28 February 2026	<ul style="list-style-type: none"> <li>Assist with the drafting of the report and clearance of commitments related to the participants, vendors, consultants and other stakeholders.</li> </ul>

### I. Expected Outputs, measurable results of the consultancy

The below results are expected of the Individual Contractor:

- Handles projects and institutional portfolios for new custodians.
- Effectively tracks, monitors, and provides quality control of key deliverables and research survey results; effectively organizes and manages records and data, and discreetly handles confidential materials and matters related to the PVE project.
- Appropriately applies relevant policies, guidelines, procedures, and processes, and provides related guidance to the appropriate appointee.
- Establishes effective working relationships with internal and external contacts at all levels to advance the PVE II project. UNREC's regular personnel are provided with the requisite coaching to achieve the above-mentioned personal and team objectives.

### III. Responsibilities

- Provides direct assistance to the PVE II senior consultant responsible for the project implementation.
- Maintains liaison with the Executive Office and with senior UNIDIR officials in other units regarding on-going programmes and other administrative matters; monitors processes and schedules related to the unit's outputs, products, tasks, etc.
- Ensures smooth and efficient information flow within the PVE II project and related Centre activities; prepares and processes confidential information on decision making; assists in the development of office standard operating procedure.

- Researches, compiles and summarizes background materials for use in preparation of reports, briefs, speeches, etc.
- Assists in the coordination of service-wide activities (PVE preparatory meetings, training, etc.), special projects and events.
- Orients participants to relevant administrative procedures and practices and provides general assistance to other office support staff, as required; may coordinate the work of office support staff in providing meetings servicing/administrative support to various sessions of commissions and other bodies.
- Attends meetings, prepares minutes, monitors follow-up activities related to the PVE
- Perform other duties as required.

#### **IV. REPORTING AND EVALUATION**

- The individual contractor is under the supervision of the Director of UNREC and will submit report to him for clearance
- Evaluation: Monthly evaluations upon delivery of services. One Final evaluation to be completed upon completion of the consultancy term.

#### **V. TERMS OF PAYMENT**

Monthly payment installments upon successful delivery of outputs. Total remuneration payment amounts of **US\$6,000.00**, to be paid in four (4) instalments of **US\$1,500** after service delivery is rendered.

#### **VI. QUALIFICATIONS AND EXPERIENCES**

**Education:** For this individual contractor a high school diploma or equivalent is required.

**Experience:** A minimum of three (3) years of experience in general office support or related area is required. Prior working experience with the United Nations or similar international organization is desirable.

**Language:** Fluency in both English and French language is required. Knowledge of another official United Nations language is desirable.

#### **Application**

Please send your application (PHP/P11) to [oda-contact.unrec@un.org](mailto:oda-contact.unrec@un.org) with copy to [jean-marie.mawumekou@un.org](mailto:jean-marie.mawumekou@un.org)

Deadline: ...20.10.2025 at 12:00 Lome time.....

For further information on the SALW Fellowship and terms of reference, please contact [jean-marie.mawumekou@un.org](mailto:jean-marie.mawumekou@un.org) .....