



OUTLINE TERMS OF REFERENCE

in connection with expressions of interest in a number of vacancies for

Consultants, Drafting International Small Arms Control Standards (ISACS)

Post title:	Consultant, Drafting International Small Arms Control Standards (ISACS)
Duty station:	Home-based (with limited travel)
Type of contract:	SSA contract with UNDP
Language required:	English
Starting date:	As soon as possible
End date:	Tbd, depending on volume of work assigned
Duration of initial contract:	Tbd, depending on volume of work assigned
Supervisor:	ISACS Project Coordinator

INTRODUCTION

On behalf of the United Nations Coordinating Action on Small Arms (CASA) mechanism, UNDP invites expressions of interest from qualified candidates for a number of consultancy positions to assist in the drafting of International Small Arms Control Standards (ISACS).

CASA has identified for development 6 *series* of standards, divided into 24 individual *modules* (see Table 1 below). Interested candidates may apply to draft as few or as many modules as they feel qualified for based on their technical and/or policy experience and expertise.

It is estimated that each module will require approximately 3-4 weeks of consultancy time to produce (2-3 weeks to produce a first draft and 1 week to incorporate feedback from an Expert Reference Group).

Details of how to apply are provided at the end of this document. More specific terms of reference, reflecting the nature and volume of work to be assigned, will be developed for each successful applicant.

CASA Project on International Small Arms Control Standards (ISACS)

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CASA Members: CTED | DESA | DPA | DPI | DPKO | OCHA | OHCHR | OSRSG/CAAC | UNDP | UNEP | UNHCR | UNICEF | UNIDIR | UNIFEM | UNODA | UNODC | WHO

BACKGROUND

The United Nations' *Coordinating Action on Small Arms* (CASA) mechanism strives to improve the UN's ability to work as one in delivering effective policy, programming and advice to Member States on curbing the uncontrolled proliferation and misuse of small arms and light weapons (SALW). Secretary-General Kofi Annan created CASA in 1998 with the task of coordinating the small arms work of numerous UN Departments, Programmes, Funds, Offices, Institutes and Committees. In his 2008 report on small arms to the UN Security Council, Secretary-General Ban Ki-moon made strengthening CASA one of his disarmament priorities.¹ CASA today unites the following 17 UN bodies active in policy development and/or programming related to SALW:

CTED	United Nations Security Council Counter-Terrorism Committee Executive Directorate
DESA	Department of Economic and Social Affairs
DPA	Department of Political Affairs
DPI	Department of Public Information
DPKO	Department of Peacekeeping Operations
OCHA	Office for the Coordination of Humanitarian Affairs
OHCHR	Office of the United Nations High Commissioner for Human Rights
OSRSG/CAAC	Office of the Special Representative of the Secretary General for Children and Armed Conflict
UNDP	United Nations Development Programme
UNEP	United Nations Environment Programme
UNHCR	United Nations High Commissioner for Refugees
UNICEF	United Nations Children's Fund
UNIDIR	United Nations Institute for Disarmament Research
UNIFEM	United Nations Development Fund for Women
UNODA	Office for Disarmament Affairs
UNODC	Office on Drugs and Crime
WHO	World Health Organization

* *CASA focal point*

In October 2007, CASA members endorsed the goal of developing a set of International Small Arms Control Standards (ISACS) along the lines of the standards already developed by the United Nations in the areas of mine action² and disarmament, demobilization and reintegration.³ The purpose of this initiative is to develop a set of internationally accepted and validated standards that will provide comprehensive guidance to practitioners and policymakers on fundamental aspects of small arms control.

CASA has established a Working Group on ISACS, co-chaired by UNODA and UNDP and comprised of interested CASA partners, to drive and oversee the development of the standards. UNDP and UNODA have also jointly appointed a coordinator to manage the project.

OBJECTIVE AND RESPONSIBILITIES

Under the supervision of the ISACS Project Coordinator, and in close consultation with an Expert Reference Group, the consultant will draft one or more ISACS modules drawn from the working outline of ISACS presented in Table 1 below.

¹ S/2008/258 of 17 April 2008, p. 14. For further information on CASA, visit www.un-casa.org.

² International Mine Action Standards - <http://www.mineactionstandards.org>

³ Integrated Disarmament, Demobilization and Reintegration Standards - <http://www.unddr.org>

Specifically, the consultant will perform the following tasks:

- Draft, in a timely manner, the ISACS modules assigned to him/her in accordance with:
 - The *Rules for the Structure and Drafting of International Standards* developed by the International Organization for Standardization (ISO)⁴ and;
 - Any additional direction provided by the ISACS Project Coordinator.
- When drafting ISACS modules, the consultant will take into account:
 - All relevant global agreements relating to SALW control;
 - All relevant standards, guidelines, best practices, model regulations, codes of conduct, etc. on SALW control that have been elaborated at the regional and sub-regional levels and;
 - The latest knowledge and expertise on SALW control at the technical and policy levels.
- Submit draft ISACS modules to an Expert Reference Group (ERG) comprising SALW control specialists from a range of backgrounds; liaise with members of the ERG to ensure timely feedback; and subsequently incorporate into draft ISACS modules relevant feedback provided by the ERG;
- Participate in a ‘Lead Author / Expert Reference Group’ workshop in June/July 2009 (venue tbd);
- Participate, when required and possible, in meetings of the CASA Working Group on ISACS;
- Report regularly to the ISACS Project Coordinator on progress made.

REQUIRED SKILLS AND EXPERIENCE

- In the areas covered by the ISACS modules applied for, demonstrable practical and theoretical understanding and expertise based on at least 7 years of practical and/or policy experience gained, preferably, in a variety of regional settings;
- Thorough understanding of the UN process on SALW control and of regional and sub-regional initiatives to develop standards, guidelines, best practices, codes of conduct, etc. related to SALW control;
- Thorough understanding of what international standards are – and what they are not (experience of drafting national, regional or international standards would be a distinct advantage);
- Demonstrable knowledge of relevant institutions and organizations (UN, international, regional and sub-regional, national, civil society and industry) working in the area of

⁴ [ISO/IEC Directives, Part 2](#) (Fifth edition, 2004).

SALW control and access to networks of experts and policy makers within these institutions and organizations.

- Clear, concise and exacting technical writing skills in English are essential.
- Demonstrable research coordination skills, analytical capacities and the ability to synthesize complex inputs into consistent and coherent documents.

HOW TO APPLY

Interested candidates are invited to submit their CV, along with a cover letter (1) indicating the modules being applied for and (2) highlighting relevant skills and experience that qualify the candidate to draft them, to the ISACS Project Coordinator at coordinator@un-casa-isacs.org.

The closing date for receipt of expressions of interest is 3 April 2009.

Table 1: Working Outline of ISACS ⁵

SERIES	MODULE
01 Introduction to ISACS	01.10 Guide to the application of ISACS
	01.20 Glossary of terms and definitions
02 Concepts, Policies and Strategies	02.10 SALW control in the context of preventing armed violence ⁶
	02.20 Overview of global, regional and sub-regional frameworks relating to SALW control
03 Legislative and Regulatory	03.10 National controls over the manufacture of SALW ⁷
	03.20 National controls over the international transfer of SALW ⁸
	03.21 National controls over the end-user and end-use of internationally transferred SALW
	03.30 National controls over the access of civilians to SALW
	03.40 National coordinating mechanisms on SALW control ⁹
04 Design and Management	04.10 Designing and implementing National Action Plans
	04.20 Designing and implementing Safer Community Plans
	04.30 Designing and implementing SALW public awareness campaigns
	04.40 Monitoring, evaluation and reporting
05 Operational Support	05.10 Conducting SALW surveys
	05.20 Stockpile management: Weapons ¹⁰
	05.21 Stockpile management: Ammunition ¹¹
	05.30 Marking and recordkeeping
	05.31 Tracing
	05.40 Collection
	05.50 Destruction: Weapons
	05.51 Destruction: Ammunition
	05.60 Border controls and law enforcement cooperation
06 Crosscutting Issues ¹²	06.10 Gender and SALW
	06.20 Children, Adolescents, Youth and SALW

⁵ For the purposes of this outline, the term ‘SALW’ encompasses small arms and light weapons, as well as their parts, components and ammunition, unless otherwise stated.

⁶ Includes an overview of the main components of a comprehensive SALW control programme.

⁷ Encompasses marking and recordkeeping at manufacture.

⁸ Encompasses national controls over brokering activities. This module will not, for the time being, provide guidance regarding criteria to be used when deciding on export authorizations, since this is the subject of a separate UN process leading towards an Arms Trade Treaty (A/RES/63/240).

⁹ Encompasses the roles and responsibilities of relevant actors.

¹⁰ Encompasses stockpile security, transport and identification of surplus.

¹¹ Encompasses stockpile security, safety, transport and identification of surplus. The development of this module will commence following the completion of a separate UN process to develop technical guidelines on managing stockpiles of conventional ammunition (A/RES/63/61).

¹² The issues covered in this series will also be integrated into all relevant ISACS modules. The purpose of having them appear again as crosscutting issues is to draw together the various threads already covered in other modules in order to provide a comprehensive understanding of these issues and to underline their relevance and importance.