

**TERMS OF REFERENCE FOR AN INTERNATIONAL CONSULTANT FOR THE  
EVALUATION OF THE UNITED NATIONS STANDING ADVISORY COMMITTEE  
ON SECURITY QUESTIONS IN CENTRAL AFRICA**

<b>Location:</b>	Home-based with possible travels to Central Africa
<b>Application deadline :</b>	8 February 2017
<b>Required thematic and technical expertise:</b>	Political, governance and security; evaluation of regional security institutions
<b>Type of contract:</b>	Individual contract
<b>Level of the post:</b>	International consultant
<b>Languages required:</b>	French and English
<b>Starting date:</b>	26 February 2017
<b>Expected duration of assignment:</b>	40 working days

**I. Background**

1. In 1986, Cameroon, on behalf of the Member States of the Economic Community of Central African States (ECCAS), requested the assistance of the United Nations to promote confidence-building measures in order to prevent conflicts and sustain peace in Central Africa. The request resulted in the creation of the United Nations Standing Advisory Committee on Security Questions in Central Africa (UNSAC) by the Secretary-General pursuant to General Assembly resolution 46/37B in 1992. A yearly resolution has since been adopted by the General Assembly on UNSAC activities, on the basis of a yearly Secretary-General's report.

2. The Committee has served as a useful platform to bring together representatives from Central African States and observers, including the ECCAS Secretariat, and has fostered a shared understanding of peace and security issues. In 2009, the previous Secretariat of the Committee, the United Nations Regional Centre for Peace and Disarmament in Africa (UNREC) conducted an assessment of the mandate and main achievements of UNSAC. In 2011, the United Nations Regional Office for Central Africa (UNOCA) took over the Secretariat functions for UNSAC. Nonetheless, UNREC has remained a statutory participant in the UNSAC meetings.

3. While the Committee has somewhat changed its working methods since its inception nearly 25 years ago, there has been little progress in revitalizing its work and increasing its effectiveness. As a result, Committee members have agreed that they would benefit from an evaluation in this regard. During its 43<sup>rd</sup> meeting in Sao Tome and Principe from 28 November to 1 December 2016, the Committee requested that such an evaluation be undertaken ahead of its next meeting, scheduled for mid-2017 in Yaoundé, Cameroon. The Committee also requested UNOCA to support the conduct of the evaluation. This would be the first evaluation under the new Secretariat.

4. The evaluation will aim to enhance the relevance and impact of the work of the Committee. It will assess the working methods and effectiveness of the Committee in order to recommend adjustments where necessary. The evaluation will be broadly focused on the substantive and operational aspects of the Committee. More specifically, the evaluation will look into the statutory

meetings, including frequency, length, agenda, participation, proceedings, outcome and implementation of recommendations and funding. The evaluation would also look into activities between statutory meetings, contributions to the UNSAC Trust Fund, the relationship with ECCAS, in particular the Council for Peace and Security in Central Africa (COPAX), and other areas deemed relevant by stakeholders. The evaluation will seek to gauge the Committee's willingness to expand its work to assess and respond to the impact of economic, social and environmental challenges on security in the sub-region. Finally, it will look at ways to further integrate conflict prevention, human rights and gender aspects throughout the Committee's activities.

## **II. Duties and responsibilities**

5. The consultant will conduct a desk/literature review of UNSAC in order to design an evaluation questionnaire in French and English, in close consultation with UNOCA and the Department of Political Affairs (DPA). Using the questionnaire, the consultant would undertake remote consultations (telephone, skype, email) with stakeholders, including UNSAC Member States, UNOCA, ECCAS Secretariat, DPA, as well as UNSAC observers (the United Nations Regional Centre for Peace and Disarmament in Africa, the United Nations Office on Drugs and Crime, UN WOMEN, the United Nations Centre for Human Rights and Democracy in Central Africa, and the peacekeeping missions in Central African Republic (MINUSCA) and the Democratic Republic of the Congo (MONUSCO), to evaluate the Committee's working methods and assess possible options to enhance its effectiveness.

6. As a result of the consultations, the consultant would draft an interim report, in French, including findings and recommendations. Relevant stakeholders (UNSAC Member States, ECCAS Secretariat, UNOCA and DPA) would meet and discuss the interim report at a workshop facilitated by the consultant and organized by UNOCA, to agree on the recommendations. These recommendations would be included in a final report, also in French, drafted by the consultant to be presented at the 44<sup>th</sup> meeting for UNSAC Member States' consideration and endorsement.

## **III. Expected outputs**

7. The consultant will deliver: i) an interim report in French upon completion of the desk/literature review, the drafting of the evaluation questionnaire and the conduct of remote consultations; and ii) a final report in French containing recommendations from the workshop with relevant stakeholders. She/he will present the interim report at a workshop that she/he will facilitate, as well as the final report at the 44<sup>th</sup> UNSAC meeting.

## **IV. Timeline**

8. The final report should be submitted to DPA and UNOCA by 12 May 2017. The consultant would work for a total amount of 40 working days (2 months), and start no later than early March. The working days would be distributed as follows:

- Literature review and drafting of the questionnaire: 10 days
- Remote consultations: 10 days

- Drafting of interim report: 5 days
- Workshop: 4 days, including travel time
- Drafting of final report: 5 days
- UNSAC meeting: 6 days, including travel time

## **V. Experience**

9. The consultant should have:

- A minimum of ten (10) years of experience in international relations, diplomacy or similar area, preferably in both national government and inter-governmental organizations.
- Substantive work experience in, and knowledge of, Central Africa and regional organizations.
- Experience in the conduct of evaluation exercises, including multi-stakeholder consultations.

10. The consultant should have fluency spoken and written French, and an excellent command of spoken and written English.

## **VI. Values and skills**

11. The consultant should demonstrate:

- Ethics and integrity;
- Cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Ability to work in a multicultural environment;
- Capacity for analytical thinking and ability to quickly grasp and synthesize information;
- Strong written and verbal communication skills;
- Ability to comply with deadlines;
- Strong report writing skills in French and English.

## **VII. Application instructions**

12. The following documents should be sent by email no later than 8 February 2017 to [solis@un.org](mailto:solis@un.org), with copy to [sultanq@un.org](mailto:sultanq@un.org) , [jai@un.org](mailto:jai@un.org) and [means@un.org](mailto:means@un.org):

- A cover letter in French with a short description of relevant experience and skills; and
- A resume or Personal History form (P11) in English, indicating all relevant past experience, as well as the contact details (email and telephone number) of at least three (3) professional references.