Instructions for Submission of Offers

Arms Trade Treaty-Subject Matter Expert Consultant: Plan, Facilitate and Report on Regional Workshop to support Arms Trade Treaty Compliance in Belize

MAG's Vision is a safe future for women, men and children affected by violence, conflict and insecurity. People will live in communities where their rights are upheld, with dignity and choice and free from fear from mines, explosive remnants of war (ERW) and any negative impacts of small arms and light weapons and ammunition.

MAG's Mission is to save lives and build safer futures. We will use our core skills and distinctive competence to save lives through the removal and destruction of surplus and unserviceable ammunition and explosives, and reduce any negative impacts and threats of small arms, light weapons and ammunition on people and communities. How we do this is as important as what we do – we work primarily with and for communities, for us 'it's all about people'.

MAG's Values. Our values come to life through our actions, every day. How we act has an impact on others. As someone who works at MAG, you can help to create a positive culture by demonstrating our values through your own behaviour and actions. Everyone has a role to play in shaping our culture. Everyone should understand our values and is encouraged to think how they are relevant to their individual role.

DETERMINED - we work with purpose

EXPERT - through excellence and expertise we build trust

INTEGRITY - we strive to do the right thing

COMPASSION - people come first in everything we do

INCLUSIVE - we are inclusive, and we value diversity

INSTRUCTIONS FOR PREPARATION AND SUBMISSION OF PROPOSALS

Presentation of Proposal: Bidders are invited to submit their proposal to the specifications listed in the paragraph *"DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS"* of the Terms of reference, and name the files as following:

1. Resume
2. Brief technical proposal
3. Evidence of successful workshops
4. Financial proposal

In accordance with our commitment to reducing our carbon footprint, MAG invites bidders to submit their proposals electronically via email. The email address is: humanresources@maginternational.org

The language of the proposal is English. Please return files in PDF format. All documents shall be signed by an authorised signatory of the bidder. Offers not including these formats and specifications may be rejected.

Requests for clarification at the proposal stage only must be received by email to nikita.mohammed@maginternational.org by 3rd January 2024 and must be marked: *"Consultant name" Request for Clarification to MAG Caribbean "RFP 23 Caribbean 01_ATTConsultant".*

Bidders are requested not to contact MAG during the proposal assessment period, unless through the formal questioning mechanism outlined above. Responses to requests for clarification shall be relayed to all bidders on or before 10/01/24.

All prices shall be expressed in USD and be free of VAT. Suppliers must hold prices firm for a period of 2 months.

Proposals received after the closing date will not be considered, unless in MAG's sole opinion there are exceptional circumstances that justify a delay. The opening of the proposals is not public.

Deadline for submission of complete offer is: 12th January 2024 at 19:00 AST