Terms of Reference: 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

Situational Analysis and Context

The Caribbean comprises nations and islands off the coast of the USA and Central and South America, which millions of people visit yearly as a highly sought-after tourist destination. However, violent deaths occur in this region at three times the global average and while the Caribbean is inhabited by less than 1% of the world's population, it has 23% of all recorded homicides. In more than 75% of all these homicides, ffirearms are used, also causing injuries and disability. Availability of firearms is closely linked to organised crime, interacting with narcotics trafficking and gang violence that afflict communities, break social cohesion and hamper sustainable development. The geographic nature of a largely island region facilitates the illicit circulation of weapons between countries. Additionally, weapons and ammunition are known to be diverted from state-held stockpiles across the world, with the Caribbean being no exception to this increasing proliferation within and to the region.

In the face of these challenging circumstances and the major threat posed by weapons to the peace, security, and stability of the Caribbean, regional cooperation is a critical element of the response and action has already been taken and initiatives launched to address the problem. In 2022, CARICOM IMPACS and the Mines Advisory Group signed a memorandum of understanding to support CARICOM member states with weapons and ammunition management in line with Goal 4 of the Caribbean Firearms Roadmap to reduce the risk of diversion of firearms and ammunition to organized crime.

In 2022 and through to 2023, CARICOM IMPACS and MAG conducted technical assessments in Trinidad & Tobago, Guyana, Belize, the Bahamas, St Lucia, and Suriname and these assessments have generated clear and tangible recommendations for direct interventions to address identified physical security and stockpile management needs. During the assessment and in consultation with key stakeholders in Belize, one of the key themes that emerged is the country's capacity challenges to meet all reporting and compliance requirements for international arms treaties most notably the Arms Trade Treaty. Belize became a state party to the ATT in 2015 and submitted an initial report on ATT obligations in 2019. This report provides evidence that there are certain areas where specific interventions could result in stronger compliance including the need for a national control list.

In addition to being a State Party to the ATT, Belize has already demonstrated political will towards combatting the proliferation and use of illicit weapons through its membership and introduction of a range of international and domestic political and legal frameworks, including the Inter-American Convention against the Illicit Manufacture of and Trafficking in Firearms, Ammunition, Explosives, and Other Related Materials [CIFTA] (1998), Belize's Firearms Act (2000) and Amendment (2008), the UN Programme of Action to Prevent, Combat and Eradicate the Illicit Trade in Small Arms and Light Weapons [PoA] (2001), Belize's National Action Plan on Firearms (NAP) and Caribbean Roadmap (2020), and Belize's National Crime Fighting Strategy (2021).

Purpose

To support Belize in its efforts to combat the illicit trafficking and proliferation of firearms fuelling armed violence, CARICOM IMPACS and MAG will deliver a four-day workshop on Arms Trade Treaty compliance to women and men from the Belize Security and Defence Forces (SDF), with support from regional and international experts including logistical support from the Belize National Police Headquarters. A small number of participants will also be invited from other states across the region to participate in knowledge sharing and learning.

The workshop on ATT compliance will enhance the knowledge and capacity of the personnel primarily involved in implementing the Treaty in Belize, meaning that the state is better equipped to comply with the treaty successfully. Post-workshop, the state authorities will be supported to develop a national action plan including control list and to report on the implementation of such a plan thus ensuring that political will is embedded in concrete activities and that capacity is developed at the state level resulting in sustainable national capacities. These activities will ultimately contribute towards achieving SDG 16 (Peace, Justice and Strong Institutions), which highlights the illicit flow of arms as a key barrier towards peaceful societies.

The MAG team in partnership with CARICOM IMPACS is therefore seeking the services of an individual consultant to finalise the content, workshop agenda, develop training materials and facilitate learning sessions at this workshop with the logistical support of colleagues from Belize and MAG. The overall focus of the workshop will be to refresh SDF staff on the treaty itself and how compliance can best be achieved. This will include a general overview of the ATT and its scope, including the relevant articles (primarily Articles 1-5, 8-11 and 12.)

Project's Direct Objectives

- Improve knowledge and skills of 20 personnel (including at least 30% women) from Belize state authorities including the Belize Police Department, Belize Defence Force, Customs and the Belize Coast Guard
- Development of ATT national action plan
- Production of national control list and import and transhipment controls
- Strengthen knowledge sharing with regional partners

- Strengthened awareness of adherence to the Arms Trade Treaty and improved understanding of the reporting requirements and state obligations

Project's Indirect Objectives

- Implementation of import and transhipment controls
- Boost capacity of women working with the Security and Defence Forces
- Greater trust and confidence in the Belize security forces including the Belize Police Headquarters

Consultant's Specific Responsibilities

To support the Belize government to ensure adherence with the Arms Trade Treaty, the Consultant will undertake the following tasks:

a) Meet with national focal points and other key national stakeholders to finalise the tailored workshop and supporting training materials in collaboration with regional and international experts.
b) Develop interactive presentations and practical exercises within the training outline and create a cohesive workshop package
c) Facilitate sessions at the workshop which will last for four days
d) Prepare a brief workshop report identifying challenges, constraints and lessons learned from the workshop
e) Post- workshop, and with support from Belize, MAG and CARICOM IMPACS, produce a summary document which will outline the discussion and highlight the key recommendations. This will serve as an action plan for Belize's development of a national control list and will be shared with the ATT Secretariat.

Timeframe/Duration

No.	Deliverable	Payment Milestone	Timeline
1	Finalised work plan following meetings with key focal points including state representatives	5%	1 week
2	Produce detailed content following review of draft outline including schedule, finalised agenda, assessment and training support materials	20%	1 week
4	Implementation of workshop	25%	4 days
5	Workshop Report	25%	3 days
6	Prepare summary document with recommendations and action plan for national authorities to implement	25%	3 days

Contract Manager

This contract will be managed by the Regional Programme Manager-Caribbean.

Requirements

The Consultant must present with the following requisite qualifications and competencies:

- Significant experience in capacity strengthening and training provision
- Demonstrable knowledge and expertise in the Arms Trade Treaty (including ATT certification) and other relevant international treaties
- Demonstrable knowledge of the Caribbean region and Belize context
- Experience facilitating a similar workshop in other contexts is desirable

DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

Interested parties must submit the following documents/information to demonstrate their qualifications:

- Resume/CV: Resume/CV shall include Contact Information, Education/Qualification, Employment Records /Experience inclusive of two references contact information (name, email address and phone number)
- Brief Technical Proposal (workplan and approach) outlining how the consultant will approach and complete the assignment
- Evidence of successful workshops
- Financial Proposal: Please complete the Financial Proposal Form template attached, to express your price offer for the services required. All prices shall be quoted in USD dollars (USD)

DEADLINE FOR RECEIPT OF OFFERS - Friday 12th January 2024

EXPECTED START DATE FOR SUCCESSFUL CANDIDATE - Monday 29th January 2024

EXPECTED DATES OF WORKSHOP - Tuesday 27th February to Friday 1st March 2024