

TERMS OF REFERENCE

Consultant - Support for the ATT Secretariat to initiate consultations for the development of the ATT strategy

Post Title	: Consultant - Support for the ATT Secretariat to initiate consultations for the development of the ATT strategy
Duty Station	: Home-based, with possible travel
Duration	: 1 January to 31 March 2026
Payment	: The consultant's fee will be negotiated based on qualifications, location, and travel requirements, and will be consistent with the ATT Secretariat's applicable consultancy rates.
Posting Period	: 13 November – 24 November 2025
Reporting line	: Head of the Arms Trade Treaty Secretariat

Background

The Arms Trade Treaty (ATT) was adopted by the UN General Assembly to regulate the international trade in conventional arms by establishing the highest international standards and to prevent and eradicate illicit trade and diversion of conventional arms. The ATT entered into force on 24 December 2014, and contributes to international and regional peace, security and stability, reducing human suffering, and promoting cooperation, transparency and responsible action among the international community.

The Eleventh Conference of States Parties to the ATT (CSP11) endorsed the [proposal](#) submitted by the United Kingdom for the CSP11 to agree a mandate to elaborate elements of a draft 5-year strategy which should be put to a decision by no later than CSP13. In that context, the Conference requested that the ATT Secretariat issue a call for proposals before the next ATT Working Group meetings to States Parties and other stakeholders to submit objectives and priorities, as well as possible actions and performance measures which could be taken in pursuit of these objectives and priorities, considering all aspects of the Treaty, with a view to elaborating elements of a draft 5-year strategy.

Scope of the work and expected outputs / deliverables:

The consultant will provide support to the ATT Secretariat to initiate consultations for the development of the ATT strategy. Specific tasks include:

1. Design and Launch of the Call for Proposals

- a. Draft Call for Proposals text, guidance, and submission template; prepare background notes.
- b. Vet Call for Proposals internally with Secretariat; launch to ATT stakeholders (States Parties, Signatories, Observers, International and Regional Organizations, Civil Society and Industry).

2. Analyze Submissions

- a. Track submissions, acknowledge receipt, respond to queries, and maintain organized records.
- b. Review and categorize proposals by objectives, priority areas, actions, and indicators.
- c. Identify trends, recurring priorities, and innovative suggestions.
- d. Prepare analytical memo for Secretariat (for review and submission to extended ATT Bureau¹).

3. Draft Elements for first online consultation

- a. Synthesize submissions into a discussion draft.
- b. Structure draft around vision, objectives, key actions, and possible performance measures.
- c. Submit draft to Secretariat (for review and submission to extended ATT Bureau)
- d. Support the extended ATT Bureau with first online consultation in the margins of the Working Groups.

4. Draft Final Report

- a. Revise draft based on first online consultation feedback.
- b. Produce a concise final report summarizing discussions, emerging priorities, and proposed next steps for the second consultation before CSP12.

Payment modalities and deadlines:

The consultancy fee will be paid in installments upon completion of the following milestones:

- a. 20% on signing the consultancy agreement/contract
- b. 20% after launch of the call for proposals
- c. 20% on submission of the summary report
- d. 20% on submission of the draft elements for first consultation
- e. 20% on submission of final report

¹ Consisting of the ATT President and Vice Presidents, Working Group Chairs, DIF Chair, VTF Chair, and Gender Focal Points.

Required Qualifications and Experience:

Education

Advanced university (Masters) degree in international relations, political science, law, international law, or any other related fields of study in combination with 7 years of relevant experience. A first level university degree (Bachelors) in combination with a minimum of 10 years' relevant professional experience may be accepted.

Profile

The candidate should be a national of a State Party to the Arms Trade Treaty.

Experience

- a. Proven experience in strategic planning, results-based management, or policy analysis;
- b. Knowledge of international arms control, multilateral treaty processes, or ATT structures;
- c. Familiarity with ATT Working Groups and CSP processes desirable;
- d. Strong analytical, synthesis, and drafting skills;
- e. Excellent written and oral communication skills in English; working knowledge of French or Spanish is an asset.

How to Apply:

Interested candidates who meet the required qualifications are invited to submit their applications by email to recruitment@thearmstradetreaty.org with subject line "Consultant – ATT Strategy" by no later than **17:00 (Geneva time) on 24 November 2025**. Late applications will not be considered.

The application should include a two-page CV and a one-page motivation letter. Please note that only shortlisted candidates will be contacted.