Terms of Reference (TOR) for organizational Security and staff personal safety consultancy

Background:

Vi Agroforestry is a non-profit organization operating in Sweden, Kenya, Tanzania and Uganda. The organization works with smallholder farmers and their organisations to fight climate change and poverty.

The security and safety of staff is important. Vi Agroforestry has a duty of care in relation to employees and aims to prevent security risks.

It is in this regard that the organisation seeks to engage a consultant to carry out a comprehensive review and development of security policy, manuals, guidelines and training of staff to ensure the safety and security of staff and assets.

Objectives:

Based on the Vi Agroforestry’s global security plan, the main objectives of engaging a security consultant are as follows:

1. Conduct a comprehensive security review of the organization's operations, personal safety, office, travel and field security routines, and other relevant areas in the Regional office and at the Country offices.
2. Draft (where none exists) and review (where older versions exist) security procedures, and guidelines based on non-profit organisations best practices and tailored to the Vi Agroforestry’s specific needs in the Regional Office and Countries of operation.
3. Review and provide recommendations on the current security measures and make necessary improvements to enhance the overall security posture.
4. Provide training and capacity building to the staff on security awareness, risk management, emergency response, and other relevant topics.

Scope of Work:

The security consultant shall perform the following tasks:

Conduct a thorough review of the organization's existing security measures, physical security, personnel security, communication protocols, travel and accommodation arrangements, and other relevant areas.

Identify potential security gaps, vulnerabilities, and risks based on the organization's operations and the security situation in the region.
Linked to Vi Agroforestry Global security plan, develop comprehensive security procedures, and guidelines for Regional Office and Country Offices that align with the organization's mission and objectives; and are practical and feasible to implement.

Provide recommendations in implementing necessary improvements to the organization's security measures.

Provide training and capacity building sessions to the organization's staff on security awareness, risk management, emergency response, and other relevant topics.

Prepare a final security review report, including findings, recommendations, and an action plan for the organization to implement.

**Deliverables:**

The security consultant shall deliver the following:

1. Individual office (Dar es Salaam, Kampala, Kitale, Nairobi) specific security and safety procedures (SOPs) and guidelines tailored to the organization's operations and security risks, including travel, pandemics, war/uprising/demos situations.
2. Training material and capacity building sessions for the organization's staff on security awareness, risk management, emergency response, and other relevant topics.
3. Recommendations and assistance in implementing necessary improvements to the organization's security measures.
4. Final security review report, including findings, recommendations, and an action plan for the organization to implement.

*The content plan of the deliverables should be discussed prior to full development, presented in an inception report after the agreement is signed.*

**Terms of validity of the consultancy and method of payment**

The engagement of the security consultant shall be for a period of 18 working days. This will start immediately after signing of contract.

Three payments will be made as follows: 25% when signing the contract, 25% after submission of the inception report and 50% after submission of the final material deliverables and training report.

All invoices shall be paid in accordance to the procurement policies of Vi Agroforestry.

**Qualifications**

- The consultant should have a minimum of 10 years' experience in security and personal safety in non-profit organisations context.
- There must be demonstrated understanding of the security context in the countries (Kenya, Uganda, and Tanzania), including different contexts within the individual countries.
- Demonstrated ability to work in a multicultural environment and establish harmonious and effective working relationships.
- Ability to work under tight deadlines.

Application:

The consultant is expected to bid with a technical proposal and a financial proposal covering the timeline and budget.

- Share three references (with contact information) from previous clients.
- Curriculum vitae (CV) of the consultant. The CV should include details on engagements carried out by the consultant, including ongoing assignments indicating responsibilities assumed, qualifications and experience in undertaking similar assignments. If you will be working as a team of consultants, include the CV for each team member.

Submission of bids

Bids shall be sent to both the following electronic mail: procurement.roea@viagroforestry.org
- The deadline of the submission is 11th August 2023
- For more information contact: Wangu Mutua: wangu.mutua@viagroforestry.org