



TERMS OF REFERENCES (TOR)

For Individual Consultant (National)

Country:	Libya
Description of the assignment:	Security Guard for the UN Hub in Benghazi
Type of Appointment:	Individual Consultant (National)
Period of assignment:	06 months with the possibility of extension based on the needs and performance
Number of Position(s):	Three (03)

1. BACKGROUND

The UN entities in Libya are expected to open its UN Hub in Benghazi. UN entities in Benghazi intend to recruit three (03) individual contractors to perform the job of the Security Guards at the UN Hub in Benghazi, Libya.

This capacity is to maintain 24/7 physical security presence inside the UN premises in Benghazi and to control/operate access posts at UN Hub entrances and exit points and for manning the middle and inner ring of the UN Hub after the perimeter. This is essential to ensure the safety and security of the premises of the Hub, staff and assets.

This capacity will be recruited by UNDP on behalf of the UNSMIL/UNCT operating in Benghazi. UNDP's role is limited to hiring only, with no engagement on the overall management and supervision of the Security Guards.

UNDSS FSCO Benghazi will supervise the work of the Security Guards on behalf of the operating UN entities in the Hub.

Induction training, management and supervision of the day-to-day job of this capacity rest in the hands of the UNDSS Libya.

This position through the extra cost-shared budget that is funded and administered by the operating UN entities in Benghazi.



The contract may be extended subject to availability of funds, satisfactory performance and continuing need for the post.

Female candidates are encouraged to apply.

2. MAJOR TASKS AND DELIVERABLES

Under the direct supervision of the UN FSCO Benghazi, through the Team Leader and the International Security Duty Officer as indicated in this term of reference., the incumbent will undertake the below tasks;

1. Access Control.

Security Guards will be unarmed and tasked to prevent unauthorized personnel or vehicles entry into the UN Hub in Benghazi controlled areas.

There will be employee/visitor entrances or points of entry. At each point of entry, Security Guards shall maintain an official register for non-UN personnel visiting UN Hub in Benghazi for official or social purposes, supported by a Visitors' Pass System provided by the UN entities operating in Benghazi.

Security Guards must maintain pedestrian and/or vehicular traffic records at selected posts. Any violations are to be immediately reported to FSCO Benghazi or his/her delegate.

a) Shifts: Security Guards are expected to provide services throughout the contract period on 24/7 basis including national and/or UN holidays. The service shall be provided in two shifts [12/24 system] – 07-19 (12 h) day shift, 19-07 (12 h) night shift. Sequence is: day shift, next day night shift, and then day-off. The daytime shift is comprised of three: a Team Leader, a Male and a Female Security Guards.

Security Guards shall report for duty, attired in uniform as applicable, to assume duties and relieve guards whose tour of duty is ending. Security Guards due to be relieved must stay at their post until their relief arrives. Security Guards, upon their arrival for duty must conduct inspection of their post and receive complete briefings from guards on duty.

b) Motor Vehicles: Security Guards shall enforce the policies established by UN Benghazi and per the area SRM, to promote the safe operation of motor vehicles. These policies are made available in the UNSMIL Driver's Handbook, and violations are to be immediately reported to the FSCO or his/her delegate. Security Guards shall be authorized to direct traffic at or in the immediate vicinity of a point of entry, if such a necessity arises.



must screen all vehicles entering the compound. In order to perform this task efficiently, it is imperative that Security Guards assigned at the gate for access control for vehicles, he/she shall perform the following tasks:

- Vehicles seeking entry to UN Hub premises must be stopped outside the main gate near the perimeter;
- The identity of its passengers must be verified and non-UN staff treated as visitor. Only UN vehicles will be allowed entry to the premises. Security section will issue a separate list of authorization for non-UN vehicles permitted to enter the compound;
- Traffic at the main gate should be handled in an orderly manner to maintain smooth flow of traffic and prevent accident;
- Security Guards will enforce all traffic rules within the compounds. Will also ensure that vehicles are parked only in the designated areas;
- Conduct vehicle searching per the UN pertinent SOPs for all vehicle entering the compound. Conduct periodical physical searches in vehicles leaving the premises;
- Issue and retrieve visitors pass;
- Ensure that the removal of UN property will be only permitted upon presentation of a properly signed Property pass;
- Maintain a log book of vehicles and pedestrians entering/exiting the compound.

c) ID Cards: Ensure that all UN staff wear ID cards visibly while on premises and show UN ID card on demand of security personnel. Security Guards must ensure that visitors or unauthorized personnel are not allowed to enter UN Hub premises without authorization from the Security Officer, except when accompanied by UN staff member who would sign for their entrance in the log book. Visitors are to be registered and provided with a visitor ID.

d) X-RAY and Walk-Through: Security Guards to operate both & Ensure that all UN staff and authorized visitors' entry the pedestrian gate, to pass the walk-through and to have their luggage scanned by the X-Ray machine. Any suspicious of unauthorized or forbidden items detected must be confiscated at the pedestrian gate and report immediately to FSCO for further action.

e) CCTV system: Monitor and maintain surveillance of the CCTV system 24/7 and especially at night to observe and react to any suspicious movements on or around UN Hub premises in Benghazi. Maintain a log of all observations.

f) Radio Duty: Ensure that the Security Radio Base station is operated 24/7 by Security Guards and used in the proper way as described in the SOP. Conduct daily radio checks with personnel noting all deficiencies and informing relevant supervisors. Ensure that Radio Calls are logged in a log book showing the caller and the message of the call, time of the call and destination, and any other relevant information.



2. Patrol Duties.

Security Guards will perform regular scheduled foot patrols in Benghazi UN Hub, monitor compound fence lines and protect UN-Owned Equipment (UNOE), as preventive measures guarding against all hazards including but not limited to fire, water leaks, damaged or unsecured electrical cables etc. and to check and report if offices were left unsecured.

It is the duty of the Team Leader of Security Guards to ensure that patrols are regularly and correctly carried out.

- a) To carry out daily foot patrols in the areas designated to them and make internal checks. External checks of fences of the perimeter of the compound. Conducting the patrols on regular and varying basis.
- b) Observe the condition of lights, electrical and other building equipment, and report any failure occur after the working hours.
- c) Keep spare keys for offices. Maintain a log book regarding the issuance of keys.
- d) Notify their supervisor as soon as possible concerning any unusual event and report all incidents (thefts, fire, breach of UN rules) to the International Security Officer on duty. When a situation appears to be suspicious or too difficult to handle alone, guards should seek assistance from International Security Officers on duty.
- e) Ensures that Friends, family and idlers are not allowed to dwell in or around the facility

3. Fire Safety

- a) Security Guards should be trained for their pre-deployment to identify potentially unsafe conditions, such as fire or explosive hazards and to take necessary action to protect occupants of the Benghazi UN Hub premises, including prompt notification to UN Security of any such observations.
- b) Upon detection of fire in any UNSMIL/Benghazi installation or vehicle, Security Guards shall ensure that the occupants of the compound are immediately alerted, the incident reported to FSCO, and take immediate action to bring the situation under control.
- c) Security Guards should be able to use the “in-house” fire-fighting equipment and are aware of the actions necessary to minimize damage and expedite fire-fighting assistance, as required. The in-house fire-fighting equipment currently consists of ABC fire extinguishers and other available firefighting resources.
- f) Participate in fire drills when scheduled to ensure that they are familiar with the fire evacuation plan and execution thereof.

4. Response to Security Incidents/Emergencies

- a) Respond appropriately to events such as security alerts, panic alarms, probable criminal acts, civil demonstrations, and altercations occurring within the UN property.



b) Respond to life threatening situations such as medical alerts, fire alarms, suspected or actual crimes against persons and other related situations occurring on UN property. This shall include:

- Ensuring that all the appropriate alarms are sounded and building occupants alerted in the event of an emergency
- Assisting in safe evacuation and protection of all occupants from buildings and premises
- Assisting in coordinating communications and notifications among Benghazi' UN Hub Radio Room, staff, law enforcement personnel outside the perimeter, and other emergency response elements, as required, in the event of an emergency
- Ensure that all reports and other documents, e.g. Incident Reports, Log books, are written clearly, legibly accurately and contain enough details as prescribed in the relevant UN SOPs.

3. EDUCATION

High/Secondary School education, or police or military background.

4. QUALIFICATION AND EXPERIENCE

A minimum of 3 years of professional experience in providing security services, including experience working in a police, military or other governmental, private or international organization security service.

Proven work experience as a Security Guard with an international organization or Embassy is an asset.

Knowledge of Windows and MS Office applications.

Previous experience with: Video Surveillance equipment, Technical protection equipment, Radio and other Telecommunication Equipment is an asset.

Relevant training and professional accreditation in areas such as field security and information security is considered an asset.

Driving license is an advantage.

5. REQUIRED COMPETENCES

Strong analytical skills.

Planning and organization.



Team work.

6. LANGUAGES

Language Requirements: Working knowledge of the English language (oral) is required.

7. DURATION OF ASSIGNMENT

06 (six) months with the possibility of extension.

8. DELIVERABLES

Payment will be made monthly based on the report on the works/activities performed and submission of work timesheet certified by the supervisor.