

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE

Date: 14 March 2019

Country: Libya

Description of the assignment: Security Guards Team Leader 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): One (01)

Proposal should be submitted by email to tenders.ly@undp.org no later than 21 March 2019, 15.00 hours Tripoli, Libya time, ref. www.greenwichmeantime.com.

Any request for clarification must be sent in writing, or by standard electronic communication to the address or e-mail indicated above. UNDP Libya Procurement Unit will respond in writing or by standard electronic mail and will send written copies of the response, including an explanation of the query without identifying the source of inquiry, to all consultants who express their interest.

1. BACKGROUND

The UN entities in Libya are expected to open its UN Hub in Benghazi. UN entities in Benghazi intend to recruit individual contractors to perform the job of the Security Guards Team Lead and Security Guards at the UN Hub in Benghazi, Libya.

The Security Guards will 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. SCOPE OF WORK, RESPONSIBILITIES

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

The Security Guards Team Leader is responsible to maintain all times the physical security presence of Security Guards at all access control posts at UN Hub Benghazi entrance and exit points and to serve as the first line of physical protection of UN Hub for safety and security of UN staff against any attack and protect UN property against any destruction or theft. He/she supervise other security guards and establish their schedule and daily task table.

He/She will work only during the morning shift on a daily basis.

The Security Guards Team Leader supervises the Security Guards team directly and reports on daily to the FSCO Benghazi.

The daytime shift Team Leader shall report to the FSCO on all administrative, attendance and logistics related to Security Guards matters and refer all operation/disciplinary issues directly to the FSCO or his/her delegated international security officer.

The Security Guards Team Leader's duties and responsibilities consist but not limited to:

- To conduct physical vehicle checks on entry/exit and search all UN and private vehicles entering UN Hub installations including inspection by undercarriage mirrors, and to ensure that all UN property is accompanied by established "Security Gate Pass Forms".
- To physically deny entry of all unauthorized persons/vehicles to UN Hub premises and prevent all unauthorized persons/vehicles with arms/explosives and lethal weapons from entering UN Hub compounds.
- To conduct preventive foot patrols and identify hazards or intruders to UN Hub premises. To include sensitive areas patrols of VIP and other offices containing confidential or hazardous material and to check that all offices' doors and windows are secured.
- To take immediate action during a fire incident by providing assistance to staff and attempt extinguishing the fire by using fires extinguishers, calling the fire brigade, and informing and assisting the Fire Unit on request.
- To ensure that all individuals attempting to enter UN Hub premises are properly identified by UN picture ID card, and to provide to visitors and temporary contractors visitor passes in consistent with the established SOP procedures.
- To search all visitors/contractors for hazardous materials or weapons/explosives when entering UN Hub premises; Screen bulky belongings of visitors through X-Ray machines for hazardous

materials.

- To provide security escorts for visitors to staff offices as directed or under special circumstances.
- To function as receptionist and to ensure that during the tour of duty all assigned security and communications equipment is functional and maintained in good order: To function as the first point of contact on 24/7 radio watch duties for emergency calls on accidents/incidents.
- To assist team members at duty start and brief them on the discharge of their duties, ensure the smooth transition of the duty change between the team members.
- To ensure that all Security Guards on duty are properly equipped with working tools (radios, patrol sheets, pens, notebooks, required uniform parts, copies of daily post breaks rosters, etc.)
- To maintain radio contact with his/her team and to function as a link between the Administrative team leader and the FSCO.
- To discuss work related issues, suggestions, complaint of team members and to address it to relevant peers.
- To arrange Security Guards team leave plan and submit it on demand to the FSCO.
- To be the focal point/point of contact for his/her team members and to forward sick and other absence reports to the FSCO.
- To maintain records of all team members' performance and to inform FSCO immediately on encountered problems.
- To provide guidance to team members on all operational aspects of Security Guards.

3. REQUIREMENTS FOR EXPERIENCE AND QUALIFICATIONS

I. Academic Qualifications:

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

II. Years of 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.

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

4. DOCUMENTS TO BE INCLUDED WHEN SUBMITTING THE PROPOSALS.

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

1. Letter of Interest explaining why they are the most suitable for the work.
2. Financial proposal
3. P11 and Personal CV including past experience in similar projects and 3 references

5. FINANCIAL PROPOSAL

Lump sum contract

A financial proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs.

6. EVALUATION

Individual consultants will be evaluated based on the following methodologies:

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1. Lowest price and technically compliant offer

When using this method, the award of a contract should be made to the individual consultant whose offer has been evaluated and determined as both:

a) responsive/compliant/acceptable, and

b) offering the lowest price/cost

“responsive/compliant/acceptable” can be defined as fully meeting the TOR provided.

Incomplete applications will not be considered

Only qualified candidates will be contacted.

ANNEX

ANNEX 1- TERMS OF REFERENCES (TOR)

ANNEX 2- INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS