

TERM OF REFERENCE (TOR)
FOR THE RECRUITMENT OF INDIVIDUAL CONTRACTOR (IC) GENERAL
INFORMAION

Services/Work Description: Recruitment of Three Consultants **Field Security Associates (FSAs)**
for

- Axum.
- Adi grate;
- Abi Adi;

Project/Program Title:

UNDSS- Humanitarian operation security support for Tigray Region

Post Title:

Field Security Associates (FSAs)

Consultant Level:

Level SB3;

Duty Station:

Addis Ababa

Expected Places of Travel:

Axum, Adigrat and Abi Adi, Tigray

Duration:

Six months.

Expected Start Date:

Immediately after signing the contract and/or indicate range of months the consultancy assignment is supposed to be commenced

1. BACKGROUND / PROJECT DESCRIPTION

The United Nations department of safety and Security is signing an agreement with UNOCHA to provide safety and security support of the humanitarian operation at the newly opened humanitarian hubs based in Adigrat, Abi Adi and Axum, Tigray regional state.

2. SCOPE OF THE WORK

2.1. Assists the CSA/DSA/FSCO in collecting, updating and communicating information regarding the security situation in the country:

- Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation;
- Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the CSA/SA/FSCO;

- Communicates information on security to the heads of United Nations agencies and provides host country security advice to UNDSS in the absence of the SA, as required;
- Maintains regular contacts with Security Focal Points of UN agencies;
- May be requested to provide technical assistance at SMT meetings, in the absence of the CSA/SA/FSCO.

2.2. Assists in maintaining the Security Plan, including updating staff lists:

- Helps in the preparation and review of the UN Security Plan;
- Supports actions during the implementation of the Security Plan, as required.

2.3. Assists the CSA/SA/FSCO in monitoring compliance with Security risk management processes (SRM) established for the duty station. Also assists with the compilation of data required for the SRM Self-Assessment Programme.

2.4. Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report.

2.5. Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned staff members. Conducts security briefings, as required.

2.6. Performs other security-related tasks assigned by the CSA/SA/FSCO:

- Conducts security evaluations and provides advice on security measures for the residences (Residential security measures - RSM) of UN staff, as well as on latest trends and threats to staff safety and security;
- Establishes and maintains warden system and keeps update of information related to UN offices and residences;
- Administers a pass and ID system;
- Maintains liaison with commercial companies used for UN security at offices and residences, in order to ensure the effective and efficient use of the guard force.

	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required (Indicate designation of person/Unit)

			who will review output)
I	<p>Assists the CSA/SA/FSCO in collecting, updating and communicating information regarding the security situation in the country:</p> <ul style="list-style-type: none"> ▪ Liaises and coordinates, as appropriate, with the host government security organizations and/or personnel, including national and local provincial authorities, military, and police officers, as well as non-governmental organizations and other non-State actors in the area of operation; ▪ Helps to assess the security situation at the duty station and ensures adequate gathering and verification of security information that may be required for a proper analysis of the situation by the CSA/SA/FSCO; ▪ Communicates information on security to the heads of United Nations agencies and provides host country security advice to UNDSS in the absence of the SA, as required; ▪ Maintains regular contacts with Security Focal Points of UN agencies; ▪ May be requested to provide technical assistance at SMT meetings, in the absence of the CSA/SA/FSCO. 	Throughout	Yes
2	<p>Assists in maintaining the Security Plan, including updating staff lists:</p> <ul style="list-style-type: none"> ▪ Helps in the preparation and review of the UN Security Plan; ▪ Supports actions during the implementation of the Security Plan, as required 	Throughout	Yes
3	Assists the CSA/SA/FSCO in monitoring compliance with security risk management (SRM) established for the duty station. Also assists with the compilation of data required for the SRM Self-Assessment Programme.	Throughout	Yes
4	Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report	Throughout	Yes

5	Provides support in organizing and conducting training courses on security awareness and preparedness, and providing security orientation to newly assigned staff members. Conducts security briefings, as required.	Throughout	Yes
	6. Performs other security-related tasks assigned by the CSA/SA/FSCO: <ul style="list-style-type: none"> ▪ Conducts security evaluations and provides advice on security measures for the residences (Residential Security Measures - RSM) of UN staff, as well as on latest trends and threats to staff safety and security; ▪ Establishes and maintains warden system and keeps update of information related to UN offices and residences; ▪ Administers a pass and ID system; ▪ Maintains liaison with commercial companies used for UN security at offices and residences, in order to ensure the effective and efficient use of the guard force. 	Throughout	Yes

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The Field Security Associate (FSA) works under the direction supervision of the Field Security Coordination Officer (FSCO) at the duty station and concurrently reports to the Area Security Coordinator (ASC) and to the Chief Security adviser and Deputy Security Advisors as applicable.

VI. DURATION OF THE WORK¹

- a. Expected duration of work will be Six months

VII. QUALIFICATIONS OF THE SUCCESSFUL INDIVIDUAL CONTRACTOR (IC)

a. Academic Qualifications:

- Diploma in law enforcement, security or social sciences. Substantial relevant practical experience in security or law enforcement required, preferably with a portion in the international context.
- Four years of progressively responsible experience in the field with the UN, international institute, police or military. Experience in the UN or international institute an advantage.
- Applicants must possess a valid Ethiopian driver's license and know how to drive.

b. Language Requirements:

a Fluency, good written and analytical skills in English is essential. And knowledge of the local language of the duty station is necessary. For this particular position, Tigrigna language is necessary

II. Competencies and Critical Success Factors

Corporate Competencies:

Commitment to the ideals of the United Nations Charter and the Organization's core values – Professionalism, Integrity and Respect for Diversity

Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision. Ability to work under pressure or in crisis situations. Availability to travel within the area of responsibility.

Creativity: Ability to actively seek to improve services, offer new and different options to solve problems/meet client needs, and promote and persuade others to consider new ideas

Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity

Communication: Proven and sustained communication (verbal and written) skills.

VIII. CRITERIA FOR SELECTING THE BEST OFFER

Upon the advertisement of the Procurement Notice, qualified Individual Consultant is expected to submit both the Technical and Financial Proposals. Accordingly, Individual Consultants will be evaluated based on Cumulative Analysis as per the following scenario:

- ✦ Responsive/compliant/acceptable, and
- ✦ Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals are:
 - a. Technical Criteria weight is **70%**
 - b. Financial Criteria weight is **30%**

Criteria	Weight	Max. Point
Technical Competence (based on CV and Proposal)	70%	100
▪ Criteria a. Understanding the Scope of Work (SoW); comprehensiveness of the methodology/approach; and organization & completeness of the proposal		50 pts*

▪ Criteria b. Minimum educational background as per the requirement in the ToR		20 pts*
▪ Criteria c. Proven competencies and past experience in facilitating, planning, implementation and monitoring of access to innovative and inclusive safety and Security work		20 pts *
Criteria d. Understanding of the local context, fluency in English and a working knowledge of Tigrigna and Amharic of the other language		10 pts *
Financial (Lower Offer/Offer*100)	30%	30
Total Score	Technical Score * 70% + Financial Score * 30%	

IX. PAYMENT MILESTONES AND AUTHORITY

The consultant will be paid based on the effective UN exchange rate (where applicable), and only after approving authority confirms the successful completion of each deliverable as stipulated hereunder.

The qualified consultant shall receive his/her monthly salary upon certification of the completed tasks satisfactorily, as per the following payment schedule:

Installment of Payment/ Period	Deliverables or Documents to be Delivered	Approval should be obtained	Percentage of Payment
I st Installment	Performs, under minimal supervision, the full Assists the CSA/SA/FSCO in collecting, updating and communicating information regarding the security situation in the country: etc.	yes	20%
2 nd Instalment	Ensures smooth and efficient information flow within the office; Assists in maintaining the Security Plan, including updating staff lists	yes	20%

3 rd Instalment	Performs and Assists the CSA/SA/FSCO in monitoring compliance with security risk management (SRM) established for the duty station. Also assists with the compilation of data required for the SRM Self-Assessment Programme	yes	20%
4 th Instalment	Assists in reporting security incidents affecting UN staff, offices and assets, and assists in the preparation of security reports, such as the Security Incident Report, the Security Assessments and the Quarterly Incident Report	yes	20%
5 th Instalment	Provides support in organizing and conducting training courses on security awareness and preparedness and providing security orientation to newly assigned staff members. Conducts security briefings, as required	yes	20%

X. CONFIDENTIALITY AND PROPRIETARY INTERESTS

The Individual Consultant shall not either during the term or after termination of the assignment, disclose any proprietary or confidential information related to the consultancy service without prior written consent. Proprietary interests on all materials and documents prepared by the consultants under the assignment shall become and remain properties of UNDP.