



Terms of Reference

IC/PNG/053-2022 Consultancy for a Humanitarian Advisory Team Project – Security Coordination Officer for Highlands Humanitarian Hub

Location:	Mt. Hagen
Type of Contract:	Individual Contract (National)
Project:	Humanitarian Advisory Team Project
Languages Required:	English
Starting Date:	15 September 2022
Duration of Contract:	5 months

Background and Context

Between May and July 2022, violence escalated in parts of the Highlands region. The presence of security personnel in the conflict-affected areas is limited, tensions remain high, and outbreaks of new violence could continue at least through the end of the August. The areas believed to have the greatest humanitarian needs are Porgera, Laiagam, and Kompiam districts in Enga province; Magarima district in Hela province; and Nipa district in Southern Highlands province.

The National Disaster Centre Director has requested the UN Resident Coordinator and the Disaster Management Team to coordinate international and non-governmental assistance for the humanitarian response. He also requested the Police Commissioner, who is coordinating election-related security in the Highlands, that a humanitarian corridor be established to allow for the safe delivery of essential relief goods and services. The Commissioner has identified a coordinating focal point but acknowledges that security forces are limited in capacity.

To address these critical needs, a multisectoral humanitarian response is required in five districts– across camp coordination and camp management, shelter, and non-food items (CCCM/Shelter/NFI); water, sanitation, and hygiene (WASH); protection, especially gender-based violence (GBV) and child protection (CP); food security; education; and health, including sexual and reproductive health.

The Highlands Humanitarian Hub, based in Mt Hagen, has been activated for the local coordination of this response. Its current membership includes the Highlands provincial disaster coordinators, faith-based and non-governmental organizations, and private sector entities operating in the Highlands region. For this response, CARE and Baptist Union are facilitating overall coordination of the hub.



Objectives

Under the supervision of the Humanitarian Coordination Specialist, provide security support for humanitarian assistance operations in the Highlands provinces of Enga, Hela, and Southern Highlands. Provide security assessment, preparation of security documentation, liaison with local authorities and support implementation of security management measures and other security arrangements for crisis readiness and response in the Highlands region, based in Mt Hagen.

Scope

Under the overall supervision of Humanitarian Coordination Specialist, the Security Coordination Officer is expected to:

1. Security Operations: assist in the coordination and provision of security support for the Highlands Humanitarian Hub.
2. Security Planning, Standard Operating Procedures (SOPs): prepare and maintain all security planning documents in accordance with the Security Policy Manual, Security Management Operations Manual, SOPs and directives
3. Security Risk Management: assist in the Security Risk Management (SRM) process, conduct security surveys
4. Staff Lists /Warden System: establish and maintain, in cooperation with all member organisations, updated staff lists, including visiting missions and consultants; establish separate warden systems for international and national personnel
5. Security Clearance System: assist in establishing and managing an external and internal security clearance system (depending on authorisation)
6. Crisis Management and Incident Response: assist in crisis management and incident response; respond to all security related incidents involving staff, including medical evacuations; support hostage incident management
7. Security Communications System (SCS): assist all organisations in the establishment and maintenance of a functioning SCS; supervising a security operations centre (SOC) and conducting routine radio checks, where applicable
8. Premises Security: assist organisations in developing and implementing premises security measures, including access control, safe haven construction, vehicular stand-off distance; selection/supervision of guards; fire safety and building evacuation, operational procedures, periodical drills and exercises
9. Security Reporting: compile reports for the Humanitarian Coordination Specialist on security developments; immediately report all significant security incidents to the Humanitarian Coordination Specialist.
10. Arrests and Detentions: provide support to staff and affected family members; liaise with host country officials as directed by the Humanitarian Coordination Specialist.
11. Investigations: upon instruction of the Humanitarian Coordination Specialist, conduct initial fact finding related to significant security incidents, e.g., death of a staff /family member under suspicious and/or unclear circumstances
12. Training: provide security training to wardens and personnel.



13. Collaboration with INGOs and IOs: collaborate with INGOs/IOs in accordance with the Saving Lives Together (SLT) Framework and SLT Implementation Guidelines.
14. Handover/Debrief: in the end of the security mission, conduct comprehensive handover and debriefing to the Humanitarian Coordination Specialist. Written handover notes to be submitted to the SA at least 5 working days prior to departure. Provide a mission report within 15 days following mission completion.

Key deliverables and schedule of payment

The contract will be for a total of 5 months from 15 September 2022 to 15 February 2023 and will result in the following deliverables:

Activity	Deliverables	Outcomes/Indicators
Security coordination with local governments and stakeholders	<ul style="list-style-type: none"> • With provincial police commanders, Western Command, implementing partners, and other stakeholders, develop and refine a common security strategy and process • Gather and share information with local government and stakeholders relevant to the overall goal of delivering assistance to where it is needed • Coordinate security requirements for the safe delivery of relief items and aid workers with local government and stakeholders • Build and maintain relationships with local government, power brokers for humanitarian access • Support the Area Security Management Team (ASMT) • Monitor the implementation of decisions, security coordination and enhanced humanitarian response 	<ul style="list-style-type: none"> • A common security coordination strategy and process is developed and agreed to • 5 monthly reports on security coordination and support
Security information reporting, analysis,	<ul style="list-style-type: none"> • Collect and process all incoming security threats/risks, 	<ul style="list-style-type: none"> • 22 weekly security situation



Activity	Deliverables	Outcomes/Indicators
information sharing with DMT, government partners, implementing partners	<p>incidents with local sources</p> <ul style="list-style-type: none"> Track incidents in target districts and provide analysis Share information in coherent and consistent format with implementing partners, DMT, DSS, and other stakeholders Liaise with implementing partners operationally as required Issue security advice as required 	<p>analysis reports issued</p> <ul style="list-style-type: none"> Any other assessments/briefings as needed Briefings at regular and ad hoc DMT meetings and other key stakeholders as required

Key milestones or deliverables	Due Date	Payment Percentage	Review and Approvals
Delivery of a common security strategy and process, monthly report, 4 weekly security situation analysis reports, any other briefing documents	15 October	20%	Humanitarian Coordination Specialist
Delivery of monthly report, 4 weekly security situation analysis reports, any other briefing documents	15 November	20%	Humanitarian Coordination Specialist
Delivery of monthly report, 4 weekly security situation analysis reports, any other briefing documents	15 December	20%	Humanitarian Coordination Specialist
Delivery of monthly report, 4 weekly security situation analysis reports, any other briefing documents	15 January	20%	Humanitarian Coordination Specialist
Delivery of final report, monthly report, 4 weekly security situation analysis reports, any other briefing documents	15 February	20%	Humanitarian Coordination Specialist
		100%	

Institutional arrangements

The work will be undertaken over a period of September 2022 to January 2023 by the



Security Coordination Officer. The contractor will work closely with the Highlands Humanitarian Hub and particularly the Logistics Coordination Officer and the responding organizations to ensure effective coordination and prioritization of activities.

Resources provided

The consultant may be required to work remotely and to conduct planned travel. The HAT project will be responsible also for providing office space (as needed), laptop, phone, and travel-related expenses.

Duration of the assignment

The duration of the assignment is from 15 September 2022 to 31 January 2023.

Duty station

The duty station for this assignment is Mt Hagen. Travel within the Highlands provinces of Enga, Hela, and Southern Highlands, as well as to Port Moresby will be required.

Education

- A first-level university degree (bachelor's degree or equivalent degree) OR equivalent police or military training is required. A high school diploma in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree.

Experience

- Minimum 6 years in the field of security in the Military Police or similar background
- Communicate fluently both written and orally in the English language
- Has the ability to read understand and provide analytical assessments of any security situation
- Be able to establish and maintain good rapport with security interlocutors in a standalone environment
- Has had a secondary level or higher education; formal police or military training is a plus.
- Be able to work in a standalone environment without close supervision
- Have a valid national driving license
- Can work together with colleagues from different cultural backgrounds without prejudice
- Experience in diplomatic security, protection, and intelligence considered an asset
- Prior experience with the UN system or an international NGO is desirable

Language requirements

- Fluency in English is required, knowledge of local languages is desirable and preferred.
- Knowledge of Tok Pisin and/or dialects spoken in Enga, Hela, and Southern Highlands would be an asset.

Corporate competencies

- Proven coordination, advocacy, and strategic engagement/negotiation skills, including donor relations.



- Analytical and problem-solving skills of a high order, including the ability to formulate recommendations and advice senior management on tackling difficult scenarios.
- Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and treats all people fairly without fear or favor

Functional competencies

- Excellent oral, written, and presentation skills in English
- High level planning, organizational and time management skills, including flexibility, attention to detail and the ability to work under pressure to meet challenging deadlines
- Ability to quickly adapt to change, and to remain calm under pressure
- Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment

Technical evaluation criteria

Cumulative analysis

The proposals will be evaluated using the cumulative analysis method with a split 70% technical and 30% financial scoring. The proposal with the highest cumulative scoring will be awarded the contract. Applications will be evaluated technically, and points are attributed based on how well the proposal meets the requirements of the Terms of Reference using the guidelines detailed in the table below:

When using this weighted scoring method, the award of the contract may be made to the individual consultant whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable, and
 - b) b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation.
- Technical Criteria weighting; 70%
 - Financial Criteria weighting; 30%

Only candidates obtaining a minimum of 49 points in the Technical Evaluation would be considered for the Financial Evaluation. Interviews may be conducted as part of technical assessment for shortlisted proposals.



Criteria	Points	Percentage
Qualification		10%
<ul style="list-style-type: none"> A first-level university degree (bachelor's degree or equivalent degree) OR equivalent police or military training is required. A high school diploma in combination with two additional years of qualifying experience may be accepted in lieu of the advanced university degree. 	10	
Experience		40%
<ul style="list-style-type: none"> At least 5 years progressively responsible professional experience working in safety and security. 	20	
<ul style="list-style-type: none"> At least 3 years' experience working with NGOs, civil society organizations, UN agencies, or development partners 	20	
Competencies		20%
<ul style="list-style-type: none"> Proven coordination, advocacy and strategic engagement/negotiation skills, including donor relations. 	5	
<ul style="list-style-type: none"> A good understanding of information management (including data flows, protection and analysis), as well as qualitative and quantitative data collection methods. 	5	
<ul style="list-style-type: none"> Leadership qualities, including the ability to make sound judgment, meet challenges constructively and creatively 	2	
<ul style="list-style-type: none"> Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability; and Treats all people fairly without fear or favor. 	2	
<ul style="list-style-type: none"> Excellent oral, written and presentation skills in English; 	2	
<ul style="list-style-type: none"> Ability to quickly adapt to change, and to remain calm under pressure; and 	2	
<ul style="list-style-type: none"> Proven cross-cultural communication and the ability to function effectively in an international, multicultural environment. 	2	
Technical Criteria		70%
**If necessary interviews shall also be conducted as part of the technical evaluation to ascertain best value for money.		
Financial Criteria		30%
Total		100%

Documents to be included when submitting Consultancy Proposals

The following documents may be requested:

- Duly executed **Letter of Confirmation of Interest and Availability** using the template provided by UNDP, which can be accessed from this [UNP PNG Procurement page](#)



- b) **Brief description** of why the individual considers him/herself as the most suitable for the assignment, and a methodology, if applicable, on how they will approach and complete the assignment. A methodology is recommended for intellectual services, but may be omitted for support services;
- c) **P11/ Updated CV**
- d) Financial Proposal that indicates the all-inclusive fixed total contract price, supported by a breakdown of costs, as per template provided. If an Offeror is employed by an organization/company/institution, and he/she expects his/her employer to charge a management fee in the process of releasing him/her to UNDP under Reimbursable Loan Agreement (RLA), the Offeror must stipulate that arrangement at this point, and ensure that all such costs are duly incorporated in the financial proposal submitted to UNDP.

Lump-sum contracts

The financial proposal shall specify a total lump-sum amount, and payment terms around specific and measurable (qualitative and quantitative) deliverables (i.e. whether payments fall in instalments or upon completion of the entire contract). Payments are based upon output, i.e. upon delivery of the services specified in the TOR. In order to assist the requesting unit in the comparison of financial proposals, the financial proposal will include a breakdown of this lump-sum amount (including travel, living expenses, and number of anticipated working days).

Travel

Duty travel both within the area of operations and occasionally to Port Moresby will be required as agreed to with the Humanitarian Coordination Specialist.

Please be aware that current UN policy does not permit unvaccinated personnel to travel.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or will result in disqualification of proposal.

Submission Instructions

Completed proposals should be submitted to procurement.png@undp.org **no later than 04th of September 2022.** For any clarification regarding this assignment please write to procurement.pg@undp.org.

Please be guided by the instructions provided in this document above while preparing your submission.

Incomplete proposals and failure to comply with proposal submission instruction will not be considered or may result in disqualification of proposal.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Note:



Applications without i) financial offer, ii) P11 form and iii) Documents mentioned under Technical Proposal will NOT be considered for evaluation.

Financial proposal should be on provided format (i.e Annex 3-OFFEROR'S LETTER TO UNDP);

Firms are not eligible for this consultancy assignment (open only for national individual consultants).

Incomplete application will not be considered, it will be disqualified automatically.

Please complete the Statement of Health form and submit along with proposal

ANNEXES:

ANNEX 1_ TERMS OF REFERENCE

ANNEX 2 - INDIVIDUAL CONSULTANT GENERAL TERMS AND CONDITIONS

ANNEX 3- FINANCIAL PROPOSAL TEMPLATE

ANNEX 4 – P11 ICs FORM

Interested individual consultants must submit the following documents/information to demonstrate their qualifications. Please group them into one (1) single PDF document as the application only allows to upload maximum one document

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Approved by:

Name: Edward Vrkic
Designation: Deputy Resident Representative
Organization: UNDP PNG CO
Date: 19 September 2022