

Security Training Consultancy Terms of Reference

Programme	IPPF AWRO /Humanitarian
Location:	Lebanon, Syria, Jordan, Palestine, Tunisia (for Yemen and Sudan)
Proposed Start Date	ASAP
Duration:	One month including 3 days Face to Face training

Background

The Arab region, as well as the member associations of the International Planned Parenthood Federation, are witnessing diversity and intensity in the crises that threaten them, from theft, looting, and isolated operations that threaten its normal and regular functioning, to armed conflict and wars that claim the lives of thousands, and natural disasters and climate change that is aggravating the existent dire situation.

Therefore, good planning for the response and good management of the crisis will reduce the risks, whether to the associations and their employees or to the beneficiaries of their services. Robust safety and security policies, procedures and systems are essential in operating within this environment.

In early 2024, the IPPF security team conducted several S&S sessions for different AWRO MAs. This was an opportunity to discuss the importance of individual profiles, safety & security risk management, communication protocols and contingency planning. This culminated with the training in Tunis in early April 2024. Yet, this needs to be updated for each MA and prioritised by Board members

AWRO has selected priority countries concerning the humanitarian situation affected by armed conflicts; MAs are categorised into two pillars:

Pillar one (to be delivered before 31st Dec 24): Sudan, Palestine, Yemen

Pillar Two (in the Q1 of 2025): Syria, Lebanon and Jordan

Consultancy Overview

Updating current safety policies, systems, and procedures against the environment and Developing Security SOPs for the MAs will ensure that capacities within the team meet the threat and risk environment and operational activity. The updated documents will be an official document adopted by each board member of each selected MA (to be endorsed internally between IPPF AWRO and MAs)

Review and update the existent Safety and Security and contingency plans where necessary.

Reviewing and updating risk assessment and defining mitigation measures adopted by each MA.

To make better use of time, the above document development should be initiated beforehand of the face-to-face (FtF) training and drafted by MAs (documents should be provided in Arabic to ease MA work)

FtF training for 3 days with MA key staff to finalise the development of the related document and the revision of the existing document (Safety and Security and contingency plans).

Country-onsite training will be conducted for the MA in Syria, Lebanon, Jordan, and Palestine, while Yemen and Sudan training will be conducted in Tunisia.

Consultancy Objectives

To review and roll out safety policies and procedures while embedding a culture of safety within all areas of MA SRH humanitarian programming in (Sudan, Palestine, Yemen, Syria, Lebanon and Jordan). Provide standard documentation and systems that can be rolled out and adapted to wider contexts within the MAs and the region.

Work Streams

- Review current safety documentation systems (if available)
- Review and update existing safety and security contingency plans
- Conduct site-specific safety assessments for Member Associate (MA) program area (for Syria, Jordan, Lebanon and Palestine)
- Develop Standard Operational Procedures for the MAs in line with good practices and use established processes, forms, and templates (if available),
- Develop and train a format for conducting daily staff security briefings.
- Train and mentor field team to represent MA inter-agency security meetings,
- Develop a key information and resource stream, leveraging the contact list, and train and mentor the field team to use and maintain it.

Key Deliverables

- Support MAs in creating their SOPs for security. The minimal content of each MA document should include :
 1. Fulfilling duty care
 2. Developing a framework
 3. Governance and accountability
 4. Policy and Principles
 5. Operations and Programmes
 6. Travel Management and support
 7. Awareness and capacity building
 8. Incident Monitoring
 9. Crisis Management
 10. Security collaboration and networks
 11. Compliance and effectiveness monitoring
 12. Supporting resources

Time Frame

- Sudan , Palestine and Yemen _ Quarter 4/2024
- Lebanon, Syria, Jordan, _ Quarter 1/2025

Selection Criteria

Organisational Profile and Proficiency Required.
<p>Essential: The successful Consultancy firm/individual must specialise in providing risk management consultancy services to humanitarian and or development organisations in high-threat and risk locations. Provide evidence of a proven track record in meeting the core objectives of assisting management and staff in the understanding of working safety and security policies, procedures, and guidance while delivering humanitarian objectives. The consultancy services provider has a proven record demonstrating a deep understanding of the Arab world context, specifically within the Middle East. Finally, the successful firm/individual must be able to deploy at short notice.</p> <p>Desirable: Have offices/staff based within Arab World region Have Arabic-speaking staff .</p>
Language Requirements
<ul style="list-style-type: none"> • English • Arabic (Highly Desirable)