
TERMS OF REFERENCE

Call for Tender – Humanitarian Access and Security (HAS) Consultancy on need basis.

HI Humanitarian Access and Security Department

1. CONTEXT

Contracting department: HQ HAS department.

Programme context: HQ HAS department is noticing a general need of HAS support to HI activities all over the world and in its different programs. To answer to some of these needs, HI HQ HAS department is deploying consultants or short-term contracts when there is no internal capacity to answer to the need (HQ HAS Flying referents or HQ HAS Advisors).

Therefore, and to be able to react in timely manner to potential specific emergencies, HI HQ HAS department would like to develop a framework contract with several consultants who would join a pool of experts that we could be deployed when needed.

2. DESCRIPTION OF THE EXPECTED SERVICE

➤ Beneficiaries: HI programs all over the world.

List of possible area of deployment:

- All HI countries of intervention:
 - Africa: Tchad; Senegal; Burkina Faso; Niger; Togo; Benin; Ethiopia; Somalia; Tunisia; Morocco; Libya; Madagascar; Central African Republic; South Sudan; Sierra Leone; Liberia; Mozambique; Kenya; Uganda; Rwanda; Republic Democratic of Congo
 - Americas: Haiti; Venezuela; Colombia; Equator; Peru; Bolivia; Honduras
 - Asia: Afghanistan; Pakistan; Inde; Nepal; Sri Lanka; Bangladesh; Myanmar; Thailand; Cambodia; Vietnam; Laos; Philippines
 - Europe: Ukraine
 - Middle East: Lebanon; Syria; Jordan; OPT; Iraq; Egypt; Yemen
- Any other country where HI is planning exploratory missions.

➤ Global and specific objectives:

Develop a pool of HAS experts within a framework contract to answer specific needs identified by HI in its area of intervention.

➤ List of requested services:

List of possible assignments (non-exhaustive):

- Coaching/ capacity building / Training
- Gap filling
- Creation/Revision of HQ or field security, policies or operational documents
- Exploratory mission / Area opening / Assessment / Humanitarian access
- Emergency

- Crisis management / Incident management
- Base closure
- Headquarters mission

3. CONSULTANT'S PROFILE

- At least 3 years of experience in humanitarian organization. Experience in Security Management is a must. Experiences in trainings and capacity building is highly appreciated. Experiences in volatile context is highly appreciated.
- Working languages (non-exhaustive): English and then Depending on the country of intervention, appreciated languages are: French, Spanish, Arabic, Russian, Ukrainian, Portuguese, Dari.
- Necessary documentations: Valid passport for at least 6 months with 3 empty pages minimum.

4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

- The consultant will be part of a pool of Humanitarian Access and Security expert consultants to be deployed based on need and availability.

5. WORK PLAN

- Once the pool of experts is finalised, upon needs for a mission, the specific Work plan will be detailed

6. REPORTING

- At the end of each mission, the following documents will be required :
 - Mission report
 - Schedule a briefing/debriefing day
 - Deliverables relating to ToRs

All mission deliverables will be subject to HI deliverables confidentiality and non-disclosure clause.

7. CONTACT PERSON

- During the performance of the service, the consultant will be required to work in liaison with Handicap International's teams, a focal point will be appointed at each mission.

Administrative and technical annexes

The offer from the consultant shall have:

- Consultant's CV
- General Offer with:
 - o Cost per Man/Day in the field
 - o Cost per Man/Day homeworking
 - o Cost per Man/Day of travel

These costs can vary depending on the areas of deployment and associated constraints. These costs can be reviewed when necessary while discussing specific missions (based on risk taken, level of constraints...)

- The consultant shall have his/her own professional laptop with all necessary professional tools and software (namely Microsoft Office).