

## Terms of Reference

<b>Required:</b>	Consultant Security Assessment and Development Security Concept
<b>Place of Assignment:</b>	Northern Kurdistan Region Iraq
<b>Duration of Assignment:</b>	according to suggested workplan
<b>Closing Date:</b>	as soon as possible

### I. Introduction and Context

Malteser International (MI), the worldwide relief agency of the Order of Malta for humanitarian aid, works in more than 20 countries in Africa, Asia and the Americas for people in need, regardless of their religion, origin or political affiliation. Its mission is to provide emergency relief as well as to implement rehabilitation measures and to facilitate the link between emergency relief and sustainable development. Christian values and the humanitarian principles of impartiality and independence form the basis of its work in the following areas: Relief, Reconstruction & Rehabilitation; Health & Nutrition; Water, Sanitation & Hygiene (WASH); Livelihood & Social Programs and Disaster Risk Reduction.

Malteser International has been operational in Kurdistan Region of Iraq (KRI), since August 2014, providing emergency relief for the affected population including Internally Displaced People (IDP), refugees and host community by implementing primary health care programs.

In addition, Malteser International plans to implement a Cash for Work Project (CfW) for the IDP population in four camps from June to December 2016. The project strives towards stabilization of the livelihoods and improvement of the health situation of families in four IDP camps in the Dohuk Governorate by offering trainings and cash for work for unskilled female community mobilizers.

### II. Objectives of the security assessment

To improve the safety and security conditions for Malteser International staff and operations in Iraq.

Specific Objectives:

1. Assess and review the current safety and security setting for Malteser International staff as well as offices in Dohuk and Erbil, as well as project locations
2. Consider within the recommendations and concepts the Malteser International program portfolio and setting such as support to Primary Health Centers and Cash for Work Program, as well as a potential extension of Malteser International portfolio to newly accessible areas and areas of possible return of IDPs in central Iraq
3. Develop a safety and security concept for Malteser International in Iraq, in alignment with local requirements, including consideration of Malteser International visitors to Iraq
4. Develop ToRs and requirements for a local security advisor in Iraq

5. Assess training needs of expat and local staff concerning safety and security
6. Develop specific location evacuation plans according to the assessment results
7. Provide recommendations to Malteser International Head Quarters based in Germany for suitable backing of safety and security for Malteser in Iraq

### **III. Methodology**

1. Review safety and security documents related to Malteser International operations in Iraq
2. Conduct interviews with senior management staff at project locations as well as Malteser International Head Quarters based in Germany
3. Conduct a field assessment within the Northern Kurdistan Region Iraq, including Malteser International offices in Dohuk and Erbil and respective project sites
4. Meet Security Managers from other (I)NGOs present in the Northern Kurdistan Region Iraq and local security authorities, if possible

### **IV. Reporting**

The report will be two-fold and as such will be based upon the two elements as follows:

1. Debriefing of relevant project staff in Iraq based on preliminary findings and recommendations
2. Debriefing of program manager Iraq/ HQ based on preliminary findings and recommendations
3. A Malteser International Iraq Safety and Security Concept will be prepared within 2 weeks following the assignment, reflecting the following components:
  - a.) Safety and security assessment results, recommendations and capacity building needs.
  - b.) Malteser International Iraq Safety and Security Guidelines, including consideration of Malteser International visitors to Iraq
  - c.) Malteser International Iraq Location Evacuation Plan (Dohuk and Erbil)
  - d.) Job description of a Malteser International Security Focal Point Iraq.
  - e.) Recommendations to Head Quarters in order to provide relevant safety and security support for Malteser International operations in Iraq.

### **V. Planning and timeframe**

Planned consultancy: as soon as a suitable consultant can be identified and the timeframe is agreed upon.

Submission of Final Report: 4 weeks following the field visit.

Submission of a draft Malteser International Iraq Safety and Security Concept within 2 weeks following the field assessment; finalisation of the document at least 4 weeks after the assignment, taking Malteser International's comments into consideration.

### **VI. Logistics**

1. Malteser International will take care of and cover for all travel arrangements and expenditures (flight to Erbil, transport to Dohuk, local transport and accommodation).
2. Malteser International together with local partners will be responsible to organize appointments with stakeholders, as recommended and aligned with the Consultant.
3. Malteser International will make sure that translation is available with all meetings.
4. The Consultant will be responsible for insurance coverage and all necessary equipment (e.g. computer) as well as communication costs.

## **VII. Qualifications**

- Solid qualification and NGO expertise in safety and security related operations
- Relevant working experience in the Middle East, preferably in Iraq and the Northern Kurdish Region Iraq
- Fluency in English (written and spoken); Arabic and or Kurdish would be a strong asset;
- Professionalism – Excellent skills in information collection and analysis procedures with a view to recognizing potential threats and dangers
- Planning and organizing – Excellent planning and organizational skills including the production of policy and procedure papers supporting project operations in the country of operations
- Communication – Ability to provide instructions clearly and concisely both orally and in writing. A high sense of discretion and integrity when dealing with sensitive information
- Judgment and Decision Making – High degree of responsibility, initiative, alertness, physical fitness, emotional stability, the ability to prioritize a heavy work load and to delegate accordingly. Demonstrates sound judgment in security operation and information management skills
- Client Orientation – Professional attitude and the ability to build successful working relationships. Demonstrate an integrated approach and attitude through normal work activities and a thorough understanding of our clients' needs in the country of operation
- Technology Awareness – High standard of computer literacy and an excellent knowledge of security information related liaison and analysis

## **VIII. Requirements for the presentation of offers**

The offer will be a compilation of the following documents:

1. Narrative Offer including description of methodology and work plan
2. Financial Offer
3. Information on previous experiences including CV and references
4. Information on availability for the assignment

If you are interested in this position, please apply online at <http://goo.gl/w4tKH7>.

Kindly submit your offers until **June 20<sup>th</sup>, 2016**.