

Terms of Reference (ToR)

Security Consultant to review and update ChildFund PNG's existing Security and Procedures Manual to ensure fit for purpose and tailored to ChildFund's operation in PNG.

Introduction & Background

ChildFund Papua New Guinea is the representative office of ChildFund Australia – an independent international development organisation that works to reduce poverty for children in developing communities.

ChildFund Australia is a member of the ChildFund Alliance – a global network of 12 organisations which assists almost 23 million children and their families in 70 countries. ChildFund Australia is a registered charity, a member of the Australian Council for International Development, and fully accredited by the Department of Foreign Affairs and Trade which manages the Australian Government's overseas aid program.

ChildFund began work in Papua New Guinea in 1994 and works in partnership to create community and systems change which enables vulnerable children and young people, in all their diversity, to assert and realise their rights.

ChildFund PNG operates primarily in the Central and National Capital District, with satellite operations extending to several provinces, including Oro (Northern), Milne Bay, East New Britain, West Sepik, the Highlands region, and the Autonomous Region of Bougainville (AROB).

ChildFund is seeking the services of a qualified security consultant to review and update its existing Security and Procedure Manual to ensure fit for purpose and tailored to ChildFund's operations in PNG. The purpose of this manual and operating procedures is to establish clear protocols and guidelines to enhance the safety and security of personnel, assets, and operations in various provinces and locations where we operate.

Objectives

The primary objectives of this assignment are as follows:

- To conduct a thorough assessment of the CFPNG security risks and vulnerabilities.
- To review and update existing Security and Procedures Manual to ensure fit for purpose and aligned with best practices that are tailored to CFPNG needs in the PNG Context.
- To provide training to relevant personnel on the implementation of security protocols outlined in the manual.
- To ensure the manual complies with CFPNG key policies and aligns with the country relevant legal and regulatory requirements.

Scope of Work

The scope of work for the security consultant includes, but is not limited to, the following:

- Conduct a comprehensive security risk assessment, including an analysis of potential threats and vulnerabilities faced by the organisation. This will include a detailed assessment of existing security systems, infrastructure, personnel resourcing, and provision of recommendations for mitigating risks and enhancing security measures including surveillance and emergency response systems and mechanisms.
 - With the above in mind, review and update the Security and Procedure Manual to ensure identified risks are appropriately mitigated.
 - Conduct training sessions for relevant personnel on the implementation of security protocols outlined in the manual. Consideration of frequency of training and update/review of manual.
 - Appropriate consideration in protocols around operating model where staff members are in isolated locations without a CFPNG office presence.
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- Ensure the manual complies with relevant legal and regulatory requirements, including international standards for development organisations.
- Review and update safety and security briefing and orientation guidelines for visitors and new international staff in line with the overall CFPNG security manual.

Deliverables

	Deliverable	Expected Results
1	Security Risk Assessment	Identification of potential threats and vulnerabilities
2	Security and Procedure Manual	Updated manual outlining security protocols and procedures tailored and considerate of CFPNG context.
3	Recommendations for Security Infrastructure	Detailed recommendations for the establishment of security measures and infrastructure including personnel requirements
4	Review and make recommendations on a security incident reporting framework and templates	Establishment of an effective reporting mechanism alongside user-friendly security incident templates
5	Creation of security assessment tools	Improved comprehension of appropriate tools for assessing and conducting security evaluations in new locations
6	safety and security briefing and orientation guidelines	Reviewed and updated living document for briefing visitors, consultants, and international staff in accordance with CFPNG's overall security guidelines
7	Training Sessions	Enhanced understanding and implementation of security protocols by relevant personnel
8	Compliance Review	Confirmation of compliance with relevant legal and regulatory requirements
9	Consideration of appropriate security protocols for individual staff in isolated locations.	Inclusion of recommended protocols in updated security manual.

Key Details:

Timeline	The expected timeline for the completion of the above deliverables is four (4) working weeks from the contract commencement date, with regular updates shared and discussed with ChildFund management team.
Qualifications and Expertise	<ol style="list-style-type: none"> 1. Extensive experience in security risk assessment and management, preferably in the context of international humanitarian organisations. 2. In-depth knowledge of international best practices and standards related to security in humanitarian operations. 3. Familiarity with relevant legal and regulatory requirements of Papua New Guinea. 4. Experience working in PNG in a similar assignment would be preferred.
Proposal Submission	Interested consultants are invited to submit a detailed proposal outlining their approach, methodology, timeline, and budget to procurement@childfund.org.pg

Evaluation Criteria

Proposals will be evaluated based on the consultant's qualifications and expertise, proposed methodology, alignment with the organisation's needs, and budget considerations.

Contractual Arrangements

The selected consultant will enter into a contractual agreement with the organisation outlining the terms and conditions of the consultancy.

Child Safeguarding:

The successful applicant will be required to comply with ChildFund Child Safeguarding Policy and Procedures and to sign the Code of Conduct. If the consultant will be having direct contact with children or having access to children's personal information, a Criminal Background Check must also be carried out.

Preventing Sexual Exploitation, Abuse and Harassment (PSEAH):

The successful applicant will be required to comply with ChildFund PSEAH policy and sign the ChildFund Code of Conduct.

Counter-Terrorism:

ChildFund acknowledges its obligation under the Papua New Guinea and Australian laws relating to counter-terrorism. In order to meet its obligation, the consultant's name will be reviewed through internal counter terrorism checks.

Acknowledgment and disclaimer:

ChildFund, its Board and staff make no express or implied representation or warranty as to the currency, reliability or completeness of the information contained in this TOR. Nothing in this TOR should be construed to give rise to any contractual obligations or rights, expressed or implied, by the issue of this TOR or the submission of an EOI in response to it. No contract will be created until a formal written contract is executed between ChildFund and a selected consultant.

Conclusion

The successful completion of this consultancy will significantly enhance CFPNG ability to mitigate security risks and ensure the safety and security of its personnel, assets, and operations in diverse operational context.
