



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE
ANNEX B

TO THE CONTRACT NO. 2022-06-015

TERMS OF REFERENCE

Security monitoring and protective services agency

1. Background:

The International Institute for Democracy and Electoral Assistance ('International IDEA') and the European Union have entered into an agreement to implement a project to support Libya's House of Representatives ('HoR'). The proposed Action seeks to support the HoR's Secretariat General (the 'Diwan') through the following outputs:

- Enhanced Research Capacity of the Diwan;
- Enhanced Capacity of the Diwan's organization, management, and administration functions;
- Enhanced capacity of Diwan staff to support the HoR's legislative functions;
- Enhanced capacity of Diwan staff to support the HoR's oversight functions;
- Enhanced capacity of Diwan staff to support the HoR's representation and citizen engagement functions;
- Advisory services provided on issues of Libyan and international law; and
- Enhanced Diwan collaboration with other parliaments for the purposes of capacity development and knowledge-sharing.

Through these outputs, the aim is for the Diwan to become better equipped to help strengthen the effectiveness of the HoR. That enhanced capacity will in turn help (i) improve the accountability of democratic institutions in Libya such as the HoR, as well as (ii) allow the HoR to exercise its legislative, oversight, and representation functions such that it can become transparent, inclusive, responsive, and accountable to Libyan citizens. The achievement of these objectives will contribute to the Action's overall goal: to foster a functioning, rights-based, participatory, and representative democracy in Libya.

2. Context

International IDEA started the project in Libya in June 2022 in which a number of local staff will be placed currently in Benghazi over a period of 33 months to support governance and capacity building and work alongside Libya's Diwan. International IDEA will be sending a number of expatriate staff (from 2 to 4 international staff for a duration of 10 -13 days per month throughout 33 months to Benghazi, Tobruk, Tripoli or any other city as the context and the work with the HoR will require in support of this project.

Given the fast-changing political context, which poses a number of security risks, International IDEA requires:

- Deployment: Security threat Monitoring for International IDEA's in-country staff.
- Deployment: Project Safety and Security Plan.
- Deployment: Journey Management Planning.
- Deployment: Protective services.
- Deployment: HEAT Training.

3. Scope of Work

International IDEA is seeking a security agency/company to provide the following:

a. Deployment: Security threat monitoring

Throughout International IDEA's operations in Libya, the company will conduct a combination of regular reporting, and ad hoc alerts following significant security incidents to support International IDEA's operations in Libya.

- Regular reporting: a monitoring of the security and political environment in Libya and monthly reports throughout the three-year duration of International IDEA's project cycle
- Ad hoc alerts in the event of a major security incident in Libya that could impact International IDEA's operations.

b. Deployment: Project Safety and Security Plan

- The PSSP should contain policies, procedures, and guidance required to mitigate the project's safety and security risks.

c. Deployment: Journey Management Planning

- Reconnaissance of all routes, hotels, and business visit locations 24 hours prior to International IDEA's arrival in Libya.
- Prepare a travel plan that includes the safest mode of travel, routes, and safe havens along routes.
- The company should have comprehensive security, medical, and evacuation plans in place to ensure an effective response to emergency situations.

d. Deployment: Protective Services

- Security coordination and journey management for IDEA staff for all movements in-country with:
 - One executive protection office team leader;
 - One Libyan coordinator; and
 - Two soft-skin vehicles with Libyan drivers.

- Following the transfer from the airport of Benghazi to the hotel in which the staff will be accommodated (In Benghazi, Tobruk, Tripoli, or any other city as the context and the work with the HoR will require in support of this project),
 - A full security briefing will be conducted to cover all safety aspects of the trip – including incident management, therefore ensuring the travelers are aware of actions should any incidents take place during the visit.
 - The company will support all movements of the traveler throughout their time in Benghazi (or the cities mentioned above).
 - On departure, the company will accompany the staff to the airport and remain on standby until the confirmation of flight take-off.
- Operations management support will include:
 - Tracking and monitoring of vehicles from the operations room;
 - Coordination of emergency response;
 - Crisis management;
 - Evacuation support; and
 - Daily reporting and incident alerting.
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- e. Training:
 - Conduct basic HEAT training for Libya project staff during their first visit to Libya.

4. Timing and Work Plan

The Company should provide the mentioned services throughout the implementation of the project from September 2022 to May 2025.

5. Qualifications

- a. Demonstrated experience working on the ground in Libya (e.g., has offices, staff, and an operation room), with strong connections, access, and relations in Libya.
- b. Experience in managing safety and security in countries in conflict and/or transition contexts.
- c. Previous experience working with diplomatic missions or international organizations.
- d. Adequate experience in developing security-related plans, technical tools, guidelines, and systems.
- e. Experienced staff (team leader, Libyan coordinator, Libyan drivers) with minimum needed assets and equipment (as mentioned in 3.d).