



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE
ANNEX B

TO THE CONTRACT NO. 2022-12-025

TERMS OF REFERENCE

Risk and Security Agency

1. Background:

The International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization established in 1995, with member states across all continents, which aims to support sustainable democracy world-wide and assist in the development of institutions and the culture of democracy. At the interface between research, fieldwork and the donor community, IDEA provides a forum for dialogue, builds networks of experts, develops training materials and provides strategic advice at international, regional and national level, cooperating with a range of organizations.

The Institute has a global presence, and in particular our operations in the Africa and West Asia region are undergoing constant change. Some countries in the region are moving towards multi-party elections that are mostly free, fair and peaceful. However, democracy faces several considerable challenges, and in some areas, problems are resurfacing after a period of improved conditions. Problems that concern the entire region include weak political institutions, the underrepresentation of women in political life and limited media freedom.

2. Context

International IDEA is currently working in or is expecting to be working in the countries listed in Annex 1 of these terms of reference for varying periods of time. As such, the Institute will be sending expatriate staff to work alongside in-country staff and other partners in these countries on various assignments, both long and short term.

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

- Deployment: Security Monitoring for International IDEA's in-country staff;
- Deployment: Protective services.

3. Scope of Work

International IDEA is seeking a Company in Risk Consultancy to provide the following:

a. Deployment: Security threat monitoring

The company will conduct a combination of regular reporting, and ad hoc alerts following significant security incidents to support International IDEA's operations in the relevant country / countries. This will take the form of daily alerts and access to a real time online platform that contains risk and security information globally as well as:

- Regular reporting: a monitoring of the security and political environment and periodic reports throughout the duration of any specific assignment as requested by International IDEA. This will include "big picture" analyses of specific security issues in areas that are of interest to International IDEA.
- Ad hoc alerts in the event of a major security incident that could impact International IDEA's operations.

This will be a subscription or fixed fee based service

In addition, in advance of the setting up of an office or project in a specific country, a detailed security analysis with recommendations will be required and will be subject to quotation and the agreement of a service order. This service will be subject to a framework contract and will be called for when required by International IDEA

b. Deployment: Protective Services

- Security coordination and journey management for the Institute for all movements in-country with, for example:
 - One executive protection office team leader.
 - One local coordinator.
 - Soft-skin vehicles with local drivers (quantities to be confirmed in Service Orders).
 - Local service providers as necessary for provision of security services.
 - Recommendations for secure hotels and related services.
- Reconnaissance of all routes, hotels, and locations 24 hours prior to International IDEA's arrival in the relevant country / countries.
- Following the transfer from the airport to the hotel in which the staff will be accommodated:
 - A full security briefing will be conducted to cover all safety aspects of the trip – including incident management, therefore ensuring the travellers are aware of actions should any incidents take place during the visit.
 - The company will support all movements of the traveller/s throughout their time in the relevant country / countries.
 - The company should have comprehensive security, medical, and evacuation plans in place to ensure an effective response to emergency situations.
 - 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.
- Daily reporting and incident alerting.

These services will be subject to a framework contract and will be called for when required by International IDEA.

c. Training:

- Conduct basic HEAT training and other security training (as and when specified) for staff during their first visit to countries or where this is required.

These services will be subject to a framework contract and will be called for when required by International IDEA.

4. Timing and Work Plan

Routine monitoring will be the subject of a term contract payable periodically (monthly, quarterly, annually, or similar).

Other services throughout the assignment (detailed security assessments in a given location, specific in country security services, HEAT training) will be as specified by International IDEA in the service orders.

5. Qualifications

- a. Demonstrated experience in developing security-related technical tools, guidelines and systems. Qualifications and/or experience in professional security-related fields.
- b. Relevant 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. Experienced and appropriately trained staff who can carry out the work described above.

Please note that International IDEA intends to enter into:

- 1. a Term Contract – i.e., a fixed cost contract for subscription to routine monitoring services and***
- 2. a Framework Contract, against which service orders will be raised to provide specific instructions for each assignment.***

Start and end dates of the contracts may not be the same.

ANNEX 1: INDICATIVE LIST OF COUNTRIES WHERE SERVICES MAY BE REQUIRED

#	Country
1	Libya
2	Yemen
3	Iraq
4	Ethiopia
5	Sudan
6	Burkina Faso
7	Mali
8	Nigeria
9	Chad
10	Kenya
11	Mozambique
12	Tunisia
13	Sierra Leone
14	Gambia
15	Ghana
16	Bhutan
17	Fiji
18	Myanmar
19	Nepal
20	Panama
21	Paraguay
22	Peru
23	Belgium
24	Sweden
25	United States of America

Please note that the above list is not exhaustive and may change to include new areas of operation.