

***INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE***

*ANNEX B*

*to the Contract no. 2022-12-023*

*Terms of Reference*

**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.

1. **Context**

International IDEA has its Africa and West Asia Regional Office in Addis Ababa Ethiopia where it houses several local and international staff.

The organization wishes to engage an external party to carry out the following services:

* Security Services at the office premises in Addis Ababa, Ethiopia.

1. **Scope of Work**

International IDEA is seeking a Company in Security Management to provide the following:

1. Security services

* Security guards (one to work the day shift and another to work the night shift) to cover the premises 24 hours a day, 7 days a week.
* Replacement of guard if the shift guard is unable to be at work based on the schedule of the guard’s placement.
* Assignment of a supervisor to control day to day activities besides International IDEA focal person.

1. Obligations

* The contractor has an obligation to ensure that duties are carried out professionally, efficiently, and honestly and shall therefore be responsible for any loss or damage occasioned by the assigned staff while on duty.
* The guards assigned by the contractor are deemed to be its own employees, and International IDEA bears no responsibility with regards to the administration, employment dismissal, salary/bonus, settlement of severance or service compensation entitlements and insurance coverage.
* The contractor has the responsibility to ensure that the guards are properly dressed in their personal appearance and should ensure that they wear uniform while on duty.

1. **Timing and Work Plan**

The Company providing security services should provide the mentioned services throughout the assignment as specified by International IDEA in the contract.

1. **Qualifications**
2. Demonstrated experience in providing security services with a good reputation. Qualifications and/or experience in professional security-related fields.
3. Experience in managing safety and security in Ethiopia or in countries with conflict and/or transition contexts.
4. The contractor must have passed the Ethiopian government assessment in 2020.
5. The following are the requirements for the personnel to be placed as security guards with International IDEA:

* The guards need to conduct themselves professionally and always be alert while on duty.
* The guards need to be fit and healthy, both physically and mentally.
* The guards should have no criminal records of any kind.
* The guards should be courteous and should behave in a decent manner.

***Please note that International IDEA intends to enter into a Framework Contract for a minimum of one year with possibility of extension.***