

Terms of Reference (ToR) for Safety and Security Services

1. Introduction

The International Water Management Institute (IWMI), WorldFish, and the International Rice Research Institute (IRRI) are CGIAR centers that conduct research, often in remote and high-risk regions, including areas in Africa, Asia, the Middle East and the Pacific Islands. Currently, these centers collaborate with International SOS for services such as Travel Security, Travel Tracking, and Emergency Evacuations. However, there are gaps in our safety and security management where we have not currently engaged International SOS, which must be filled to ensure the protection of staff, scientists, and researchers during field operations.

We would also like to align the Policies and practices of our Safety and Security Services across the 3 Centers as much as possible through this work.

This ToR invites qualified security service providers to submit proposals to address these gaps and offer comprehensive safety and security solutions.

2. Objectives

The main objective is to identify a security service provider capable of delivering a full range of safety and security services that complement the existing services from International SOS. This includes:

- Security risk assessments.
- Security planning.
- On-ground support in high-risk regions.
- Development and implementation of safety and security procedures and training programs.

3. Scope of Work

The selected service provider will be responsible for delivering the following key services:

3.1 Comprehensive Security and Safety Risk Assessment

- Conduct risk assessments for each center, identifying specific risks related to operations in high-risk areas, including Palestine, Iraq, Sudan, Bangladesh and other unstable regions.
- Provide a detailed analysis and recommendations for risk mitigation tailored to each center's unique environment.
- Provide risk assessment and risk mitigation support for the Centers where required for high risk travel requests.

3.2 Development of a Simplified Manual for Safety and Security Policies and Procedures

- Create user-friendly safety and security procedure policies, procedures and/or manuals, making them practical for staff frequently traveling to remote and high-risk areas.
- Standardize procedures across all centers, allowing for location-specific adjustments based on operational threats.
- Align with and further develop travel authorization procedures, based on risk assessment and risk mitigation processes
- Ensure organizational wide safety and security procedures are clear on crisis management approaches

3.3 Security Planning and Preparedness for Priority Countries

- Develop Security Risk Assessments (SRA) and Country Security Plans (CSP) for high-priority countries, including an assessment of potential incidents and contingency planning.
- Implement regular security reporting protocols, with frequency based on the risk level of each country.
- Establish an incident reporting system to track security breaches and near misses.

3.4 Security Training Programs

- Design and deliver basic and intermediate security training for staff, including pre-travel briefings, field security practices, crisis management, and personal security awareness.
- Provide online and in-person training modules, especially for scientists and researchers working in field environments (both staff travelling international and also domestic travellers).
- Offer ongoing mentorship to enhance internal security management skills.

3.5 On-Ground Security Support (When Required)

- Provide on-ground security support in high-risk regions, offering local security advisors, real-time intelligence, and emergency response coordination.
- Deploy embedded security advisors as needed to support teams working in complex environments.

3.6 Development of a Fit-for-Purpose Health & Safety Manual

- Develop customized Health & Safety Manuals for each center (IWMI, WorldFish, IRRI) which can apply across each Centers global operations, aligning them with the unique operational contexts of each organization and enabling alignment across the 3 Centers where appropriate.
- The manual should include:
 - Safety protocols and procedures.
 - Risk management guidelines.
 - Emergency response procedures.

- Compliance with local regulations and global standards.
- Best practices for ensuring a safe working environment.

4. Deliverables

The service provider is expected to deliver the following:

1. Detailed Security and Safety Risk Assessment Reports for each center.
2. Simplified Safety and Security Procedures Manual.
3. Security Risk Assessments (SRA) and Country Security Plans (CSP) for priority countries.
4. Security Training Programs and training materials.
5. On-ground security advisory and support services as and when needed
6. Customized Health & Safety Policies, Procedures and Manuals for each center.
7. Monitoring and evaluation reports on the implementation of safety and security measures.

5. Proposal Requirements

Interested service providers should submit a proposal that includes:

- Company profile, relevant experience, and qualifications.
- Methodology and work plan addressing the ToR requirements.
- Team composition, including qualifications of key personnel.
- References from similar past engagements.
- A financial proposal with a detailed cost breakdown.

6. Evaluation Criteria

Proposals will be evaluated based on:

- Relevant experience and past performance, including qualifications and experience of the proposed team (33%).
- Technical approach and methodology (33%).
- Qualifications and experience of the proposed team (33%).