

TERMS OF REFERENCE

Service provision for safety & security consultancy on HI Ukraine programme

1. CONTEXT

Sponsoring Department: Ukraine Programme - Security Department

Programme context: Tense security situation since October 2022 due to the Ukrainian army's counter-offensive in the areas formerly controlled by the Russian army. With winter approaching, the conditions for intervention will be even more difficult and the belligerents will do everything they can to take advantage of this situation to make conditions on the ground more difficult (power cuts on the electricity network due to the destruction of energy sources in particular).

The programme, which has been responding to the emergency situation caused by the Russo-Ukrainian war for 7 months, is operating in 3 bases (Kiyv, Dnipro, Chernivtsy) and 2 sub-bases (Lviv and Vinnitsya) with a team of around 200 people, including 46 expatriates. The organisation chart of the security team is in place, but not all positions are filled, particularly the positions of HASM Atlas (expat) and HASM East (national), which are in great need at a time of rising tension.

Explanation of the assignment: The consultant will be responsible for working on programme specific deliverables to meet the action plan put in place by the department.

2. DESCRIPTION OF THE EXPECTED SERVICE

Beneficiary(ies) : Ukraine Programme

Global and specific objectives:

Global:

In collaboration with the HASM and DP, to strengthen the security and operational structure of HI's Ukraine programme with a dedicated support to HI Ukrainian Security department.

Specific:

- Finalization of contingency plans for west and Kyiv area
- Training of SMT teams in each base on the contingency plan and their roles (west, Kyiv and east)
- In collaboration with the HASM and DP, establish a grid of indicators to monitor the evolution of the context and to react as best as possible in case of need.
- Design of a protocol to frame the work of the air alert monitoring unit. This protocol should define the different indicators they have to follow in case of security monitoring and in case of air alert, the scale of risks and alerts associated, the different steps they have to follow in case the alert becomes concrete and our team has to react, the focal points they should be contacting (security focal points and coordination teams as well as back-ups) in order to launch the sheltering procedure.

- Training of the Air Alert monitoring unit (4 staffs newly recruited) on the implementation of the protocol.

- Carry out, in conjunction with the security team, documented assessments of the ATLAS Logistics intervention zones in order to facilitate movements in these intervention zones.

- Training of HI Ukrainian team on the new tracking protocol and solution as well as making sure the security team is implementing it

Services required:

- Contingency plan for West and Kyiv are finalized and shared with coordination team.

- In conjunction with the security team and DP, trainings of the SMT in West, Dnipro and Kyiv on the implementation of the associated contingency plan are done.

- Drafting of Air alert monitoring unit working protocol as well as training of this team

- Drafting and provision of a security indicator-monitoring tool to track the Ukrainian security context.

- Based on the number of assessments carried out prior to the consultant's services and the number of assessments carried out during the consultant's services, the production of a sheet documenting the assessments carried out for the Atlas intervention areas.

- Training of HI Ukrainian team on the new tracking protocol and refresher is done to the security team

- Expected results and indicators to receive and validate the results obtained:
 - o Contingency plan for West and Kyiv are finalized and shared with coordination team.

 - o Training on the implementation of the contingency plan was carried out with the SMT team in Dnipro, Kyiv and in Vinitsia.

 - o A protocol to frame the work of the Air Alert monitoring unit is proposed to the HI coordination team

 - o A specific training to the air alert monitoring team has been done

 - o In collaboration with the HASM and DP, a tool for monitoring relevant security context indicators is prepared and submitted to HI.

 - o Based on the number of assessments carried out prior to the consultant's services and the number of assessments carried out during the consultant's

services, the production of a documents detailing the assessments carried out for the Atlas intervention areas are prepared.

- A full training has been done toward the full team in Ukraine to implement the new tracking protocol as well as refresher done to the security team.

3. CONSULTANT'S PROFILE

Have a degree in security management or have experience in security management.
Have at least 3 years experience in the humanitarian sector and 5 years in security management
Experience in emergency missions in an unstable security context
Have a good command of team management and experience in capacity building
Be rigorous, autonomous and patient
Be committed and versatile
Ability to work in a multidisciplinary and multicultural team
Have a good command of computer tools
Excellent communication skills (oral and written).

It is important to highlight that more than one consultant can do this consultancy and work on the different deliverables during the duration of the consultancy.

4. DURATION AND PLACE OF PERFORMANCE OF THE SERVICE

Start date: Corresponds to the date of departure to Ukraine, i.e. around 15 January.

End date of the mission: Corresponds to the date of return to France, i.e. around 6 March.

These dates are subject to modification due to the evolution of the context in Ukraine and the dynamic of the current conflict. The consultancy's date and duration will then be adapted to these elements.

Schedule and number of days of the mission by the consultant (specify if a briefing and a debriefing are planned at the headquarters or elsewhere): the number of days of mission corresponds to the number of days spent on the place of execution of the mission, including weekends and holidays, + the days necessary for briefings, debriefing, report.

It is important to highlight that more than one consultant can do this consultancy and work on the different deliverables during the duration of the consultancy.

5. WORK PLAN

- Based on the proposed schedule included in these Terms of Reference, the consultant should establish a work plan for the completion of the service
- The work plan should give a clear description of how the consultant intends to approach the activities necessary to the service's completion
- The plan should indicate the rate of progress and/or level of completion of the service, including criteria and indicators for checking that it is proceeding as planned.

6. REPORT

Content (plan), in English, in Word document format, around the different themes addressed during the service and to describe the progress made following the service.
To be submitted no later than 15/03/2023

7. CONTACT PERSON

As part of the service, the consultant will work with Handicap International's teams, in particular Mr German Garcia as HI Ukraine Humanitarian Access and security Manager Programme, Mrs Marie-Cécile TOURNIER as Programm Director and Mr Victor EVERAERE as Head Quarters' Safety Referent.