

# TERMS OF REFERENCE

## Security Assessments for regional Sanitation Programme in the Sahel

PURPOSE	The purpose of this consultancy mandate is data collection and preparation of country-specific security assessments, for a long-term sanitation program in different SAHEL countries (e.g. Burkina Faso, Chad, Mauritania and Niger).
DONOR AGENCY	Federal German Ministry for Economic Cooperation and Development (BMZ)
DATES	February - March 2023
LOCATION	Remote and in-country Travel to 4 countries, including Burkina Faso, Chad, Mauretania and Niger.
SUPERVISION	The consultant will report directly to the director of the Africa Program and BORDA HQ

### BACKGROUND

The Bremen Overseas Research & Development Association (BORDA e.V.) is an expert-NGO specialising in sanitation. For 45 years, our award-winning solutions empower people and set new standards in 25+ countries.

In West Africa, BORDA has been active in Mali since 2015. Following expressions of interest and demand in Burkina Faso, Chad, Mauritania, and Niger, BORDA is expanding its activities in the Sahel region and currently preparing a wider sanitation-centred programme with the goal of improving basic sanitation, shaping liveable and inclusive cities, and initiating circular economy, starting as of 2024. All activities are funded by the Federal German Ministry for Economic Development and Cooperation BMZ. As part of the ongoing preparatory phase (2022-2023), all above mentioned countries need to be subject to in-depth security assessments. However, only two out of four countries will be selected for above mentioned regional program and country offices will be opened up. For informed decision-making on which 2 countries to prioritize, we need advice on the security risks and implications for general INGO activities, security of local and international staff and consultants, potential threats to project infrastructure, including construction works, built sanitation systems, etc. from a political, military, societal, and religious perspective.

### SCOPE & OBJECTIVES

Geographical scope

The scope of the consultancy concentrates on the capital cities Ouagadougou, Niamey, Nouakchott, and N'Djamena. It is important to include peri-urban areas on the outskirts of the cities as well. General information on the countries' risks is expected.

The consultancy can be divided into three separate work packages:

1. Security and Risk Assessment

Gather data and produce a report outlining the security and safety risks for local and international NGO staff.

2. Decision matrix

Development of security and risk criteria and indicators to compare the risk for working in the respective countries. Identify and prioritize the major causes of both security and safety threats and identify the level of personnel's exposure to them. Display country-specific, comparable data in a decision matrix allowing for a ranking and recommendations.

3. Development of Safety & Security Guidelines/SoPs

Development of Standards of procedure to mitigate risks of staff once country offices will be set up.

The consultancy shall ensure the development of risk assessment tools, incident response plans, safeguards,

standard operating procedures, risk mitigation and crisis management plans, tools (security concept documents), focusing on above mentioned geographic scope. Further required is the development of an outline for an overall risk mitigation plan including a proposed structure for roles and responsibilities for risk management in a country office.

#### General expectations

- Identify all insecure, no-go or inaccessible areas (or activities), and events that may trigger a deterioration of the security situation
- Ensure safety and security recommendations from the assessment can be feasibly implemented
- Assess resource requirements (human, financial, material, logistic) and costs associated with the safety and security guidelines operationalization
- Collect and analyse data from a range of sources and provide contact list for obtaining ad-hoc information (such as INSO, etc.)
- Develop the Crisis Response Protocol and Incident Response Plan for conflict, violence and instability situations
- Facilitate a feedback session where assessment findings are discussed, and facilitate staff briefing in risk mitigation, safety and security procedures.

#### Methodology

The consultant(s) shall use appropriate methodologies for the assignment including among others, situation analysis, risk analysis, vulnerability scan, review of key reference documents, interviews with key stakeholders, informants and technical staff, general observations, and focus group discussions. It is advised to consult and liaise with relevant actors including the UN, local partners and the local Government to ensure the most complete assessment.

## QUALIFICATIONS OF THE CONSULTANT

The consultancy is available to individual consultants, consultant consortia and consulting firms. Applications by consulting firms strictly need to be supported by individual CVs.

#### Knowledge/Expertise

Advanced degree in international relation/peace building/security or other security related fields. Knowledge and expertise risk management, security assessments, risk mitigation planning. Substantive knowledge of safety and security policies, procedures and management tools within an international development context. Knowledge and experience of effective safeguarding practice. Knowledge about risk profiles and risk management work in conflict/fragile countries. Substantial experience of devising and implementing safety and security policies, tools and procedures. Demonstrated experience in the development of similar work in Sahel countries.

#### Experience

Practical experience in security consultancy and security contingency designs for NGOs working in fragile/conflict areas. Experience in the design and planning of risk management and security assessments. Experience in working in conflict/fragile countries on issues related to risk, security and safeguards. Extensive experience working in stressful environments and under time pressure.

- professional experience regarding the water & sanitation sectors including related risks in target countries desirable
- Oral and written fluency in French. Oral and written fluency in English or German
- Knowledge of BMZ funding guidelines desirable
- Consultant consortia: The inclusion of a national colleague/ consultant in the consultancy team is mandatory per country

## BUDGET

The total available budget for the proposed assignment is **23.500€** (incl. VAT and travel costs).

Please note: due to donor requirements we are not allowed to provide advance payments. Partial payments may only be made after the service has been rendered (milestone based)

## TIMELINE & EXPECTED DELIVERABLES

The time period to conduct the assessments is limited to **February 1st 2023 till March 15th 2023**.

The following deliverables are expected from the execution of this assignment (exact timing to be determined):

1. An inception report prior to the commencement of field work [English]

The inception report will include the proposed methodology with priority information needs, instruments that will be used (e.g. for conducting interviews, facilitating workshops, conducting desk studies, collecting field data) and proposed timetable for the entire assignment.

2. Development of criteria and indicators for decision matrix [Language: English]
3. Security & Risk Assessment report [Language: English]
4. Final Decision matrix [Language: English]
5. Well defined and user-friendly Safety & Security Guidelines [Languages: English and French]  
The Standards of Procedure should include (and this can be expanded by the consultant based on ground realities, experience and expertise):
  - a. Introduction
  - b. Policies and Responsibilities
  - c. Safety & Security Assessment Overview
  - d. Risk Assessment Processes and Risk Management Best Practices (this to include information gathering, management and dissemination)
  - e. Templates (risk assessments & mitigation measures)
  - f. Safety & Security Procedures incl. Crisis Response Protocol, Personal Safety & Security
  - g. Incident Response plan
  - h. Evacuation plan (from site and from country)

## APPLICATION PROCEDURE

Based on the ToR, interested consultants must provide the following documents:

- Proposal including work programme (max 5 pages)
- CV (CVs) showing compliance with the required qualifications
- Financial offer including detailed budget and basis of calculation (value added tax (VAT) is to be indicated separately) as well as reference to milestones
- The offer will be evaluated by using the best value for money approach (combined scoring method).

Deadline for application: **31 January 2023, 2pm local time (CEST)**

Only **electronically sent** offers are accepted.

## CONTACT AND PROGRAMME ADMINISTRATION

The contract will be administered by BORDA.

Interested parties should send applications to:

Dr. Alexander Wolf (Regional Coordinator, West Africa): [wolf@borda.org](mailto:wolf@borda.org) and

Mr. David Dietz (Regional Director Africa program), cc: [dietz@borda.org](mailto:dietz@borda.org)

For further information, please visit: [www.borda.org](http://www.borda.org)