



## SECURITY MANAGEMENT & ADVISORY SERVICES CONSULTANCY

### 1.0 The AECF

The AECF (Africa Enterprise Challenge Fund) is a development institution which supports early and growth-stage businesses to innovate, create jobs, leverage investments and markets in an effort to create resilience and sustainable incomes in rural and marginalized communities in Africa. AECF's strategy is focused on the agribusiness and renewable energy sectors with increased support to climate-smart technologies deepened focus on gender, youth, and employment, aimed at attaining the institution's vision of 'A Prosperous and Enterprising Rural Africa'.

### 2.0 Objective

AECF seeks to engage a security consultant to support its operations in Africa. While some services will be provided on a full-time or ad hoc basis, the security provider must be available and respond 24/7 to any incident or emergency and have the capability to potentially evacuate AECF staff if directed by AECF. The AECF currently has 55 employees around three offices in Nairobi, Abidjan and Dar es Salaam. At any point, the majority of this staff are travelling around Africa in some of the countries where AECF works which include Somalia, Sudan, Liberia, Mali, DRC among others.

### 3.0 Scope of Work

The Scope of Services shall include:

- a) **Security Assessment;** Review the operational and internal context of the AECF and its various programmes and provide a security assessment report;
- b) **Develop country-specific security plans;** Security documents should target specific end-users by being relevant, informative, and realistically addressing their needs, concerns, issues, and usage;
- c) **Security Management, & Movement Satellite Tracking;** The firm or individual will provide a liaison officer who will work with the admin team. He/she will be the operational interface with AECF and be available for operational planning and other tasks including mission planning, route selection based upon risk assessment, provision of area and location security assessments as well as movement tracking;
- d) **Intelligence Reporting Weekly/Incident based Intelligence Briefing;** The security provider will submit a written Daily/Weekly/Monthly Intelligence Briefing, covering recent incidents and trends. The information must be specific and applicable to the area of operation;
- e) **Incident Reporting;** Incident and serious incident reports must be shared in a timely and professional manner, in a formal written framework. The provider will be responsible for conducting follow-up investigations where applicable.
- f) **Evacuation Capability;** It is a requirement for the security provider on a need basis be able to extract all AECF employees from the country using either land or air assets. As part of the proposal, please



create an evacuation plan that meets this requirement in an effective and efficient manner and provide the configuration and estimate pricing. Security providers are advised to use their understanding of the security situation and potential threats to develop the concept. The security provider will be responsible for developing a detailed Emergency Evacuation Plan that documents the flowchart of actions to be taken in the event of an emergency, with multiple evacuation routing options. AECF will work with the security provider to coordinate regarding AECF’s emergency procedures.

- g) **Ad Hoc Mobile Security Services;** AECF may require additional mobile security services on an ad hoc basis. The security provider must have enough assets to be able to provide additional teams with notice of 72 hours. The standards and equipment for ad hoc services must be in line with the dedicated services and listed above. AECF has the right to inspect and reject any non-conforming services. Nonconforming services will not be paid for.
- h) **Training and staff and stakeholders’ capacity building;** Training is a critical part of providing AECF with quality services. Preparing employees to operate safely in challenging environments is of paramount importance; On a need basis train AECF employees in security risks and threats presented by their activities or when they are required to undertake a specific mission assignment. It also includes ensuring that employees receive security training as appropriate to the roles and responsibilities that come with their jobs. This will all be provided and paid for on a need basis.

#### 4.0 Deliverables

Output/Deliverables	Timeline
a) <b>Develop country-specific security plans;</b> Security documents should target specific end-users by being relevant, informative, and realistically addressing their needs, concerns, issues, and usage;	Need Basis
b) <b>Intelligence Reporting Daily Intelligence Briefing:</b> Submit appropriate written fortnight and/or incident-based Intelligence Briefing, covering recent incidents and trends. The information must be specific and applicable to the area of operation; Incident Reporting: Incident and serious incident reports must be shared in a timely and professional manner, in a formal written framework.	Bi-Weekly
c) <b>Security Management, &amp; Movement Satellite Tracking;</b> The firm or individual will provide a liaison officer who will work with the admin team. He/she will be the operational interface with AECF and be available for operational planning and other tasks including mission planning, route selection based upon risk assessment, provision of area and location security assessments as well as movement tracking;	Need Basis



<p>d) <b>Ad Hoc Mobile Security Services;</b> AECF may require additional mobile security services on an ad hoc basis. The security provider must have sufficient assets to be able to provide additional teams with notice of 72 hours, this may include the following;</p> <ul style="list-style-type: none"> <li>• Armoured vehicles</li> <li>• Personnel</li> <li>• Soft-skin vehicles</li> <li>• Airport pickups; the cars must have permission to enter straight to the terminal, access to the meet &amp; greet point does not suffice</li> </ul> <p>The standards and equipment for ad hoc services must be in line with the dedicated services and listed above. AECF has the right to inspect and reject</p>	<p>Need Basis</p>
<p>e) Training, staff, and stakeholders’ capacity building on a need basis. Preparing employees to operate safely in challenging environments is of paramount importance; Train AECF employees in security risks and threats presented by their activities. This includes ensuring that employees receive security training as appropriate to the roles and responsibilities that come with their jobs, broadly focusing on the following general areas of training:</p> <ul style="list-style-type: none"> <li>• development for managers; To build capacity for decision making to analyse threats;</li> <li>• development of AECF employees; To train employees in the security risks and threats presented by their activities. This includes ensuring that employees receive security training as appropriate to the roles and responsibilities that come with their jobs;</li> <li>• security training for security employees;</li> <li>• adapted security training for specific situations or groups.</li> <li>• In accordance with other agreed inter-agency standards and AECF’s organization-specific requirements, the organization will continue to prioritize the other relevant security professional development for employees.</li> </ul>	<p>Need Basis</p>

**5.0 Duration of Service.**

One (1) year

**6.0 Reporting.**

The Consultant will be accountable to the Head of Human Resource & Administration.



## 7.0 Evaluation Criteria.

The following criteria will be used for the evaluation:

No.	Criteria for Assessment	Marks
<b>1</b>	<b>a) Understanding of the terms of reference</b>	<b>10</b>
	Explanation of the background to the sector and description of the problem to be solved	5
	Understanding of what AECF is expecting from the work	5
<b>2</b>	<b>b) Methodology and work plan</b>	<b>15</b>
	Relevance of the methodology proposed to the needs of the assignment	10
	Adequacy of the work plan, including key deliverables and capacity to deliver within a realistic timeline based on the consultancy days designated for the task	5
<b>3</b>	<b>c) Technical experience of staff offered</b>	<b>25</b>
	Relevant tertiary level qualification and years of professional experience	3
	Registration and other relevant statutory documents	2
	Evidence of similar previous experience in the last 10 years including reference list indicating the scope and magnitude of similar assignments;	10
	Evidence of working in Security context in Africa and other fragile areas like Somalia, Sudan and Mali	10
<b>4</b>	<b>d) Financial Proposal</b> Clarity, relevance, reality to market of value/value for money of cost for the assignment (inclusive of any applicable tax	<b>30</b>
	<b>Total Score</b>	<b>80</b>

### Note:

In deciding the final selection of qualified bidder, the technical quality of the proposal will be given a weighting of 70% based on the evaluation criteria above. Only the financial proposal of those bidders who qualify technically will be opened. The financial proposal will be allocated a weighting of 30% and the proposals will be ranked in terms of total points scored.

## 8.0 Costs

Proposed consultancy costs and other related costs for this exercise must be fixed, must be VAT inclusive and should be quoted in US dollars. A detailed schedule of the cost including an explanation of the services included as well as excluded should be provided.



## 9.0 Proposal submission

Interested and qualified (individual or institutional) consultants are invited to submit their proposal(s) comprising the following:

- a) An understanding of the consultancy requirements.
- b) Methodology and work plan for performing the assignment.
- c) Detailed reference list indicating the scope and magnitude of similar assignments.
- d) Relevant services undertaken in the past five (5) years.
- e) At least 3 recommendation letters from previous clients.
- f) Registration and other relevant statutory documents (this applies to Institutional consultants).
- g) Financial proposal showing clearly the budgeted cost for the work to be conducted by the consultant under the scope of work above.

## 10.0 Qualifications

- a) Advanced university degree with a focus on security risk management and/or relevant would be military, police or security qualifications at the equivalent of an advanced university degree. A combination of relevant academic qualifications and extensive experience may be accepted in lieu of the advanced university degree.
- b) Incumbent must have a clear understanding of United Nations security policies and procedures with at least 10 years of relevant and progressive security, risk, and crisis management experience, both national and international providing security-related services. Minimum five years' field experience in emergency countries is a requirement. Proven supervisory and leadership capabilities also required. Experience in crisis center management and early warning/threat analysis an asset.
- c) Demonstrated ability to produce clear, succinct policy and communication materials. Experience working on websites a plus.
- d) Excellent written and oral communication skills in English required.
- e) Ability to work independently and respond to feedback in a timely and professional manner.
- f) Excellent organizational skills, attention to detail, and ability to contribute to a team.
- g) Demonstrated capacity to deliver in the timeframe outlined.
- h) Fluency in written, spoken English.

### **Annexure 1:**

Financial Proposal Format:

Your financial Proposal need not follow the below format but should include all cost facets listed below:



	<b>Proposal Should Cover all countries in Africa with Priority over fragile areas like Somalia</b>			
	<b>Retainer Services</b>	<b>Deliverable</b>	<b>No of Days</b>	<b>Costs (USD)</b>
<b>Before Mission</b>	<b>Information Management (Retainer Services)</b> -Intelligence reporting and analysis -Forecasting and Scenario mapping -Threat and Security assessment -Security Alerts and Advisories <b>Country-Specific Pre-Arrival Brief</b> -Security plans and briefings <b>Pre-Mortem Mission Reports</b>	AECF staff are well updated (daily) on security matters in Africa	<b>Monthly</b>	
<b>During Mission (Fragile area-specific i.e. Somalia)</b>	<b>Travel arrangements, Security Provision and coordination for field visit:(Need Basis)</b> -Tactical and logistics Security Support i.e. armoured vehicles etc -In-country Journey Management i.e. tracking and monitoring services etc -Response Services -Support with local authority liaison	AECF staff are well received at the airport, transported, connected and coordinated with recipient agents. Additional needs include: -B6 hire -Additional security -Secure Accommodation and meeting room facilities	<b>Need basis</b>	
<b>After Mission</b>	<b>Possible Extraction (Need Basis)</b> -Crisis Management -Ad hoc Mobile security services -Medevac Services/Evacuation <b>Mission Post-Mortem Reports</b>	Identify vetted and reliable warden focal points; AECF staff evacuated from threat area to nearest safe heaven or airport and put on a flight	<b>Need Basis</b>	



		back to Nairobi. -Prepare post evacuation report. report		
<b>Training</b>	-Crisis Management Training -First Aid/Trauma Training	AECF staff well trained on -Security plans -Crisis management -First aid -Trauma survival skills	<b>Need Basis</b>	

AECF invites all qualified consultants to send a proposal to [procurement@aecfafrica.org](mailto:procurement@aecfafrica.org), clearly marked “**Security Management & Advisory Services Consultancy**” to be received no later than **27<sup>th</sup> August 2019** by 5.00 pm East Africa Time (GMT+3) addressed to The AECF, Procurement Department.

#### 11.0 Disclaimer

AECF reserves the right to determine the structure of the process, number of short-listed participants, the right to withdraw from the proposal process, the right to change this timetable at any time without notice and reserves the right to withdraw this tender at any time, without prior notice and without liability to compensate and/or reimburse any party.