

Terms of Reference

Reference: Travel Security Training (in English)

Project: Democracy needs Civic Education – a Civic Education Platform for Iraq (027 CE)

1. Purpose: Elbarlament is recruiting a consultant/company (hereafter: the service provider) to provide a two-day travel security training and security related advisory services. The service provider will be assigned to develop and implement a comprehensive security training programme for the project team of elbarlament's project "Democracy needs Civic Education – a Civic Education Platform for Iraq". The training program aims to prepare the participants to handle various critical situations they may encounter during missions abroad.

The service provider will sign a service contract with elbarlament e.V., intended to take effect in November 2023. The training shall be implemented in the second half of November or the first half of December 2023.

2. Background: Elbarlament is a non-profit organisation supporting peacebuilding and democracy with a special focus on empowering women and youth. We follow a unique approach that integrates conflict sensitivity, cultural awareness, and intersectionality. Elbarlament cooperates with parliaments, governments, civil society actors and international institutions, implementing projects and delivering consulting services in German, English, French and Arabic. Our international and multilingual team is based in Berlin, Cologne, and Erbil (Iraq). More information about elbarlament is available at www.elbarlament.org.

Elbarlament is currently implementing the project "Democracy needs Civic Education – a Civic Education Platform for Iraq". The project, which is financed by the German Federal Foreign Office, aims to provide and promote civic education in Iraq. Therefore, the project team is travelling frequently to rural and urban areas across Iraq, including the Kurdish Region of Iraq (KRI).

Elbarlament is committed to ensuring the safety and security of its employees while on missions abroad. This training program shall equip the project staff with the necessary skills and knowledge to address challenging situations, including but not limited to road blockages, demonstrations, encounters with security/military personnel, and other safety-related concerns.

3. Objectives and expected results: The service provider will have the following tasks:

- a) Advising the management of elbarlament regarding security risk management within the Civic Education project.
 - Reviewing and adaptation of the existing security concept of elbarlament, including the emergency contacts form and other existing security-related procedures and tools
 - Establishing a telephone cascade and advising on other measures for risk mitigation
- b) Providing security training in-person in elbarlament's office in Berlin (Moabit) as follows:
 - Training objective: To provide the participants with the skills to navigate and respond to different situations they may encounter during missions abroad.
 - To enhance their situational awareness and decision-making abilities.
- To this effect, the training program shall cover the following technical areas:
 - Situational Analysis: Employees will be trained to assess various scenarios, such as road blockages, demonstrations, and encounters with security or military personnel, and make informed decisions on how to proceed (potential threat assessment)
 - Risk Mitigation: The training will include strategies to minimise risks and ensure personal safety during missions, including behaviour in emergency and crisis situations (self-protection)
 - Country-Specific Security: Addressing security-related issues that are particularly relevant in Iraq and/or the MENA region.
 - If possible in the proposed time frame, parts of the following could be included:
 - Dealing with confidential information;

- Coping with stress and trauma;
- Basic first aid in the field
- Strategies for avoiding and surviving hostage situations

The training will be conducted in English.

The estimated total number of working days for this assignment is five days (including two days for preparations, two days for the training and one day for reviewing elbarlament's security concept and providing advice on how to improve the security concept and related processes and tools.

4. Remuneration: The remuneration for this assignment is to be based on a working day rate (including all applicable taxes). The service provider is required to provide time sheets by the end of the assignment.

Travel costs within the assignment will be covered by elbarlament after approval by elbarlament and submission of invoices by the service provider.

5. Qualifications: The service provider will have the following qualifications:

- At least a Bachelor in conflict management or a comparable academic degree
- At least eight years of working experience in the field of security risk management
- Theoretical and practical background in security risk management
- Proven experience in conducting travel security training, HEAT training as well as first aid training in field missions
- At least two years work experience in conflict areas
- Fluent in English and German.

6. Application and selection: Candidates are invited to submit the application documents detailed below, which as a whole constitute the application package. Incomplete applications will not be considered.

- A short cover letter, describing the overall interest in this assignment;

- A technical offer, including a concept note of the training and CV/s of the consultant/s
- A financial offer that states the professional fees for the services

8. Deadline and selection modalities: Interested candidates/companies are invited to submit the application documents by email in one PDF file by 10 November 2023 to Mr. Philipp Salomo (salomo@elbarlament.org), copying recruitment@elbarlament.org.