

INGO Forum
TERMS OF REFERENCE (TOR)
Advanced Safety and Security Management Workshop

Advanced Safety and Security Management training	
Background	<p>The present workshop targets the INGO Forum staff who hold the following positions: area managers, security focal points, country directors or deputies responsible for operations (wether international or national staff). It aims to further develop the practical skills and understanding required to provide appropriate management and decision making process taking into consideration the environment of a conflict area. The specific objective is to build the capacities and equip the attendees with essential knowledge and skills on how to mainstream security and safety in all phases of a project’s cycle.</p> <p>The workshop will be directly contextualized to the Libyan context and include discussion, facilitated by the provider on risks analysis and trends for predefined areas of Libya, as well as mitigation measures and contingency planning.</p>
Objective of the assignment	<p>The workshop facilitator is a consulting company providing services to the selected staff members in the form of capacity-building, consultations and workshops. The scope of the workshop will be to address the weaknesses and gaps in the knowledge as well as facilitating brainstorming and discussion on the following: risk analysis, security risk management, duty of care, context analysis and respective documents and policies.</p>
Scope of the work	<ol style="list-style-type: none"> 1. Design a workshop curriculum based on the common practices in the field but highly contextualized to Libya provide the materials, among these, Power point presentations, workshop exercises, tools/resources, handouts for attendees, etc. 2. Before the delivery of the workshop modules, submit a draft version of the modules to INGO Forum for feedback 3. Ensure that training/ workshop components and activities are implemented as outlined in the proposal in accordance with ACTED and INGO Forum’s policies and regulations 4. Ensure all activities are delivered on time 5. Conduct evaluation on trainees/ attendees to ensure that the information and activities reach their goal. 6. Accurately provide training/ workshop reports. 7. Maintain ongoing communication with INGO Forum’s Coordinator regarding progress and challenges;

Key deliverable	The consultant(s) is/ are expected to ensure the following: 1.Designed a training/ workshop curriculum, material and agenda to be delivered to the trainees/ attendees based on the on the results of the capacity survey conducted by INGO Forum 2.Provide suitable venues and all approved materials for the training 3.Deliver training sessions for all trainees 4.Report about the training/ workshop, one per organization, to describe the trainees'/ attendees performance, and how these could be improved.
Timeframe	This assignment is for both International and National Consultants and is for a period of 2 working day , on 20 th and 21 st of February.
Location	The training and briefings will take place in Tunis, Tunisia.
Support provided by the INGO Forum (ACTED) to the Expert	The Libya INGO Forum for team will provide support in coordinating with the beneficiaries.
Language	All materials/ reports are to be written in English.

Name & Position of Bidder's authorized representative _____

Authorized signature _____