

# Terms of reference (ToR) for the procurement of services up to the value of EUR 20,000

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## General information

### ***Brief information on the project***

As a country with great ecological and cultural diversity, Ethiopia forms part of two out of the 35 biodiversity hotspots of global significance. Ethiopia is also one of the Vavilov centre of crop origin. Recognizing these facts Ethiopia has 14% of its land dedicated for protected areas. Nevertheless, it loses annually 40,000 ha of forests, 800.000 ha of woodland and 18 tons of fertile soil per ha of land, due to rapid degradation of its natural environment.

The GIZ Biodiversity and Forestry Programme (BFP), in its second phase, is determined to improve the effectiveness of the federal, regional and local institutions for the management of biodiversity and forest resources of the country with due emphasis of benefiting the communities at grassroot level. The program is aiming to support the formulation of policy, legal and institutional framework, and to introduce and promote new technics and approaches which will help to create conducive environment for the conversation of degraded forests and landscapes into productive, forested and more ecological valuable and climate resilient landscapes. Forest tree seed is a key input that determines the success of any forest landscape restoration activity. Consequently, the program is collaborating with government partners to increase the use of seeds from known sources for seedling production both in government and private nurseries.

## ***Context***

In our day to day work, there is a need of security services for the safety and security of staff member, asset, premises and operations. BFP recognizes this necessity and hereby intends to engage a security service provider company for the aforesaid services at its Project Office located in Addis Ababa Kasanchis area, Hisham Complex Building. The potential company will be responsible to provide security services at the said project office.

## ***Period of assignment***

GIZ-BFP shall hire the contractor for the anticipated contract term, from August 1,2021 to December 31,2021 with a high probability of extension.

## ***Description of Assignment***

The details of the assignment are as follows:

**Address:** Addis Ababa Kasanchis area Hisham Complex Building office of 3<sup>rd</sup> floor and parking lot.

**Service Time:** 07 working days and 24 hours.

**Required amount:** 7 security guards i.e. 3 for guarding the floor on a shift basis and 4 for guarding the parking lot

## ***Place and general description of work***

The contractor shall provide the following work/service at GIZ-BFP office found around Kazanchis, hisham building 3rd floor and parking lot.

The security personnel to be assigned for 3<sup>rd</sup> floor will be deployed at the main entrance of the project office and will perform regular security surveillance. They will closely monitor if any visitor comes to meet the staff, inform the concerned staff member and conduct screening of the visitor accordingly. Verification of identification, visitor control and other access control issues i.e. screening of personnel as well as packages will also be done by them.

## **Tender requirements**

### ***1. Qualifications of proposed company***

The general requirements of the potential company to provide security services are as follows:

1. The security company must be registered / licensed and have in possession of all required legal permits for provision of unarmed security services.
2. All personnel deployed by the security company for performance of work within the scope of the contractual agreement should be fully qualified as Security Guards, in accordance with all relevant laws of government of Ethiopia.
3. A well-reputed, experienced and professional security services company having the work experience with large multinationals, international organizations and foreign diplomatic missions.
4. The company must have efficient and effective logistic and communication supports and facilities.
5. 'Security Personnel' shall be properly trained and well fitted to perform security services.
6. 'Security Personnel' shall be uniformed and wear appropriate identification badges as approved.
7. All 'Security Personnel' must be the employees of the security company (not temporary contracted personnel).
8. The Potential Company will 'Inspect the Guard Posts' a minimum of once daily and immediately implement any observable measures for improvement.
9. All security personnel should be in appropriate physical and mental state to be able to deliver the best possible services of the contract. The security guard company will have to ensure proper rotation of the duties as needed.
10. The security service provider will have to maintain a pool of additional guards to cover for the absence of regular guards due to leave, sickness or other reasons.
11. Potential 'Security Guard Company' must have a systematic reporting procedure on current risk/ threat analysis including any other factors/ situation having effect on safety and security of the personnel and office.
12. All security personnel must be issued with appropriate identification card by the office which is to be kept visible always.
13. 'Security Personnel' will ensure that all visitors coming inside office premises to visit/meet any staff are respectfully searched as per set access control guideline irrespective of their identity.
14. In case of any stranger/visitor, Security Guard Company with the help of security personnel on duty will behave polite, listen carefully to their requests and inform that their requests are going to be forwarded to appropriate official. They will try to keep them in lobby, won't allow to enter in any other area of the office and will follow instruction received from authorized officer.

15. 'Security Supervisor/Guard' shall in no case allow entry into the premises any visitor who does not have an appointment. In case the intended staff cannot be contacted, access will not be granted unless requested by any staff inside the office.
16. In case of fire, the security personnel on duty of the potential 'Security Guard Company' will identify the place of fire and use nearest fire extinguisher of the floor to extinguish fire if possible. At the same time, request people near the scene to leave for safe area and close the area. In case the fire is beyond his control, the Security Supervisor will contact the authorized supervisor of the office to notify about the incident to announce building evacuation and appropriate action is taken by the office. They will also check if anybody is there around the scene and request them to leave the area and inform Fire Brigade for assistance.
17. The potential 'Security Guard Company' is to ensure that the post order is written clearly and is readily available in the post. Guards must know, understand and implement the post order.
18. The potential 'Security Guard Company' shall have meetings on monthly, quarterly basis and as and when required with the authorized officer to discuss issues and for decisions on important issues.
19. The potential 'Security Guard Company' will have to understand clearly and convey to the Security Supervisor when they receive all regular operational instructions directly in writing or verbally on ad-hoc basis, on urgent issues or in case of emergency from the authorized officer.
20. The potential 'Security Guard Company' must employ adequately trained person (i.e. training on security duty, security equipment handling, incident management, firefighting, first aid, and others) as needed and training for newly joined staff must also be catered for.
21. The potential 'Security Guard Company' will be responsible for the safe custody and maintenance of equipment that are assigned to them for managing security of the office.
22. The potential 'Security Guard Company' will have to perform any other duties assigned by the authorized officer which forms part of security management.

## **2. Requirement of Guard Force and Duties & Responsibilities**

- Age: Between 20 to 50 years.
- Qualification: Higher Secondary school Certificate as minimum qualification.
- Communication Skill: Able to understand and speak Amharic fluently and moderate English.
- Behavior and Conduct: Should be polite, well-groomed and well mannered.

- Training and Skill: Basic security training and job-related training including access Controls.
- Experience: Minimum 3 (three) years job experience with the contractor.

### ***3. Points to state on the technical document***

#### **Regarding the organisation**

1. Experience with multinational and international organisations
2. Experience and qualification of the management team with their year of experience
3. Company's management technique to ensure delivery of quality service
4. Trainings provided to personnel of your company
5. Number of permanent employees

#### **Regarding the proposed staffs**

1. Level of education and exposure to military system
2. Interaction with international organisation environment
3. Ability of team interaction
4. Exposure to major towns
5. Language skills
6. Assessment of code of conduct