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Request for Proposal - Security Audit Consultancy Services

Tree Aid, an organization committed to promoting environmental sustainability and community development, is seeking proposals from qualified and experienced security consultants to conduct a comprehensive security audit.

This audit will encompass the control environment, risk assessment, policies, and practices across our organizational units, with a primary focus on the Burkina Faso office. Additionally, oversight of other African offices, including Ethiopia, Mali, Niger, Ghana, and Senegal, will be a crucial aspect of the assessment.

Guiding principles:

Tree Aid seeks to gain assurance on its security protocols to enable sustainable growth in an ever-changing context.

The audit process will reflect a comprehensive approach that takes into account a diversity of perspectives involving Tree Aid Senior Leadership Team and staff members, as well as the review of records.
The assessment will inform and guide future security measures, and be based on lessons learnt and best practices and a focus on four main elements:
1) Looking back to learn from the implementation of the current protocols
2) Looking at Tree Aid's major strengths and weaknesses
3) Benchmarcking Tree Aid practices within the third sector and the private sector
3) Looking forward where Tree Aid needs to focus to increase safety while continuing to operate in volatile areas.

Objective:

The primary objective of this security audit is to evaluate the Tree Aid control environment, including risk assessment, policies, and controls. Furthermore, the assessment will extend to practices carried out by heads of units, country managers, country directors, directors, and security officers. The outcomes sought include a gap analysis in the control environment and practices specific to each office. Recommendations at both a granular and strategic level are expected to address identified gaps, ensuring alignment with local security levels.

Scope of Work:

The scope of the security audit will cover all employees within the organization, with a specific focus on the Burkina Faso office. Additionally, the audit will include oversight of other African offices, namely Ethiopia, Mali, Niger, Ghana, and Senegal. The selected consultant/consulting firm will be required to examine and assess the current security practices in place at each location.

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The proposed timeframe for this security audit will take place between February 2024 and April 2024. The selected consultant/consulting firm should ensure that the audit is conducted efficiently within this period, delivering timely and actionable insights.

The proposed timeline is as follows but it can be amended based on the exact team needs.

	Objectives	Key deliverables
Week 1	Launch and information gathering process	Review records - Security and Safety policy review (10pages) - Risk assessment (2pages) - Weekly security briefs (under 10pages) - Field trip authorisation form - Any other relevant record required. Carry out remote interviews: - Program officer - West Africa Programs Directors - UK Programs Director - Head of Programs UK - CEO - Any other relevant staff member
Week 2	Analysis and report writing	1. Analyze data gathered and write analysis about potential and suggested strategies and recommendations 2. Submit draft of report to the project contact team for initial feedback and review 3. Finalize the report

Over the course of the two weeks, you will work closely with the Head of Risk & Compliance and the Director of Programs to gather all necessary data, context, and background knowledge. They will connect you with relevant departments to ensure the project's successful completion.

Interested consultants or consulting firms are invited to submit their proposals by February 16th, 2024. The proposal should include the following elements:

1. Detailed methodology for conducting the security audit.
2. Relevant experience and qualifications of the consulting team, highlighting expertise in security audits for international non-profit organizations.
3. Proposed timeline and milestones.
4. Budget estimate, including all associated costs.
5. Three professional references from organizations with similar security audit requirements.

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Registered office: Brunswick Court, Brunswick Square, Bristol, BS2 8PE. Printed on 100% recycled paper.

Proposals should be submitted electronically to ines.elghdab@treeaid.org by February 16th, 2024.

The selection of the consultant/consulting firm will be based on the following criteria:

- Demonstrated experience in conducting security audits for international non-profit organizations.
- Understanding of the specific challenges and security considerations within the regions covered by Tree Aid.
- Qualifications and expertise of the consulting team.
- Cost-effectiveness of the proposed budget.

Tree Aid reserves the right to reject any or all proposals received.

Thank you for your interest in supporting Tree Aid's mission. We look forward to receiving your proposal.

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