

TERMS OF REFERENCE

Consultancy: Staff Safety and Security Consultant

Location: Ouagadougou-based with regional travel (West Africa + Ethiopia)

Duration: 60–90 days (July–September 2025)

Reports to: Director of Programmes

Application Deadline: July 15th, 2025



1. Background

Tree Aid is an international development organisation supporting communities across the drylands of Africa to unlock the potential of trees for sustainable development, climate resilience, and livelihoods. Operating across Burkina Faso, Mali, Niger, Ghana, and Ethiopia, Tree Aid's work requires robust safety and security systems to protect staff, assets, and operations in diverse and evolving contexts.

To support an organisational transition and evolving risk landscape, Tree Aid seeks a short-term consultant to serve as Interim Manager for Staff Safety and Security, responsible for reinforcing regional safety systems, updating policies, and providing strategic and operational oversight during the assignment period.

2. Objective of the Assignment

To ensure the safety and security of Tree Aid personnel, assets, and operations across West Africa and Ethiopia by:

- Leading the coherent implementation and improvement of security management tools and policies.
- Providing immediate technical guidance and capacity strengthening to Country Office teams.
- Acting as the central focal point for security risk monitoring, coordination, and incident response.

3. Scope of Work

The consultant will work closely with the Director of Programmes, Country Directors, and key operational staff to deliver the following:

A. Strategy & Documentation

- Review and update Tree Aid's global Safety & Security Policy and country-level Security Management Plans (SMPs).
- Develop and roll out the organisation's Security Management Framework (SMF), including SOPs, contingency plans, journey management systems, and risk registers.
- Provide brief guidance notes or technical annexes to support adoption of tools across Country Offices.

B. Operational & Technical Support

- Conduct threat and risk assessments for Country Offices, especially in Burkina Faso, Niger, and Mali.
- Ensure functional incident reporting and escalation procedures are in place.
- Support implementation of Journey Management Plans and oversee quality and consistency of guard service providers and site-level SOPs.
- Coordinate monthly risk review discussions and facilitate real-time adjustments to security posture.

C. Training & Capacity Building

- Deliver orientation sessions and security briefings to staff, senior leaders, and consultants.
- Design short training modules and job aids tailored to field realities (e.g. field movement SOPs, contingency planning, crisis response).
- Advise on staff preparedness, including drills or simulations if feasible.

D. Intelligence, Monitoring & Crisis Support

- Monitor regional threats and provide weekly risk summaries to the Director of Programmes.
- Act as focal point for security incident support and documentation during assignment period.
- Conduct post-incident debriefs and recommend corrective actions.

E. Representation & Coordination

- Liaise with key external security networks (INSO, UN DSS, peer NGOs) to stay abreast of threats and opportunities for coordination.
- Represent Tree Aid in relevant forums or working groups when delegated.

4. Deliverables

Deliverable	Deadline
Updated Safety & Security Policy and Security Management Framework (SMF)	Within 30 days
Country-specific Security Risk Assessments and updated Security Management Plans (SMPs)	Within 45 days
Summary report of capacity-building activities delivered (briefings/trainings)	Ongoing; final summary by day 75
Weekly security update reports submitted to Director of Programmes	Every 7 days
Final consultancy report with recommendations and handover pack	By day 90

5. Profile of the Consultant

Essential:

- At least 10 years of relevant experience in international safety and security management.

- Strong understanding of humanitarian and development operating environments in the Sahel and Horn of Africa.
- Demonstrated ability to develop practical security frameworks and deliver capacity-building in high-risk settings.
- Ethical leadership in multicultural teams under pressure.
- Fluent in both English and French.
- Available for immediate mobilisation in July 2025.

Desirable:

- Previous work experience with dispersed NGO teams and in advisory or interim roles.
 - Familiarity with INSO, ICRC protocols, and regional security analysis tools.
 - Experience developing scalable security tools and assurance frameworks.
 - Strong interpersonal and negotiation skills to build trust across varied stakeholders.
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6. Logistics and Travel

- The consultant is expected to be based in Ouagadougou, with travel to other Tree Aid locations (including Burkina Faso field sites, Niger, Mali, Ghana, and Ethiopia) as needed and feasible.
- Tree Aid will cover reasonable travel and accommodation costs in line with organisational policies.