



TERMS OF REFERENCE FOR: COUNTRY OFFICE SAFETY AND SECURITY FOCAL PERSON (CO-SSFP)

Date:	22/03/2021			
Supervisor	CARE Kenya Country Director			
Technical Support Leads	Deputy Regional Security Manager and Regional Security Manager-Africa			
Period of Deployment	From:	1 st April 2021	To:	30 th June 2021
Region	ECSA			
Duty station	Nairobi			
Travel	CARE Field Offices: Dadaab, Marsabit, Mandera, Garissa, Western			

PURPOSE

- The purpose of the deployment is to oversee the safety and security function for CARE Kenya while recruitment of a permanent staff is completed.
- The incumbent will work at all levels of CARE Kenya to strengthen S&S management documentation, implementation, practice, training, communication, and S&S culture.
- The CO- Safety and Security Focal Person will also be responsible for implementing the activities associated with the Transition and Integration Implementation Plan within the deadlines provided.
- S/He will support the Country Office (CO) review of the security structure and supervise CO Safety and Security staff, assist with the recruitment process and support the induction of the permanent Safety and Security Manager once they are onboard.
- S/He will be based in Nairobi, Kenya with possible travel to field offices, if required and will report directly to the Country Director (CD) for daily operations with technical support from the Deputy Regional Security Manager (DRSM) East Central & Southern Africa (ECSA) and the Regional Security Manager.
- The CO- Safety and Security Focal Person is a member of the Senior Management Team (SMT) and Crisis Management Team (CMT).

CONTEXT

- Kenya is politically stable. The tension occasioned by the 2017 general election was calmed down by the “handshake” in March 2018. Lately, calls for constitutional amendments and the war against corruption dominate the political scene. The security situation throughout Kenya is continuously monitored.
- Decades of conflict and violence in Somalia have influenced Kenya’s center as well as its periphery. Yet, indicators of a spillover effect are primarily experienced in the north-eastern counties due to their geography, ethnic proximity, and refugee influx. The instability in Somalia, the porous border, and population movements have caused the formerly known North Eastern Province (NEP) to face continuous insecurity. The area is one of the most chronically insecure zones of the country, characterized by high volatility through periodic outbursts of inter-communal violence, as well as attacks by Al-Shabaab. We have projects in the region in Garissa and Mandera Counties.
- Security restrictions and violent incidents have resulted in a challenging operational environment for NGOs, leading to the relocation of several non-local NGO staff as well as contributing to shrinking humanitarian space. Due to recent terrorist attacks by Al-Shabaab, many non-local teachers and health workers have refused to return to the area, leaving behind large gaps in the health, education, and nutrition sectors.
- Social cohesion is relatively favorable. Kenyans are actively engaged in economic activities. Despite allegations of corruption, the economy remains very stable. Industrial disputes often lead to public demonstrations and protests especially within the city of Nairobi and other major towns in Kenya. The major effects of these incidents are disruption of road traffic and minor violence leading to police intervention.

- Care Kenya works in the Northeastern region which is associated with the terror attacks (Al Shabaab militia) primarily targeting security forces, humanitarian aid workers, and health workers.
- In Marsabit County, the most in-security challenge is road banditry attacks, cattle rustling, and ethical violence
- In the western region, the security challenge is traffic road accidents, political tension, and general criminality including gender-based violence.

ACTIVITIES AND OUTPUTS

Key Activities

Phase 1: CARE Kenya Transition and Integration Activities:

- Revisit and verify newly completed/updated Nairobi and regional Safety and Security Risk Assessments (SSRA) (Dadaab, Garissa, Laisamis, Mandera, Western Region). Convert into CARE USA template and write a brief narrative to highlight differences and link them together to provide whole of country picture (involve CD). Clarify Risk Ratings
- Revisit Standard Operating Procedures, facilities, and vehicles to confirm operational (equipment) safety and security deficiencies and gaps and verify adequate coverage in a revised FY21 budget.
- Update Visitors Safety and Security Briefing based on SSRAs and make minor adjustments to format/template for CARE USA e.g. include Gender and Diversity as a category. Update all contact details.
- In coordination with CARE CSU RiskReady: Carry out a full staff security training needs assessment by formally identifying what security training has been completed by each staff member and when and determining what training needs they might have
- Develop and cost a comprehensive staff S&S training action plan based on the training needs assessment and include in FY21 and FY22 budgets
- Draft/edit standardized CARE ToR for field based Safety and Security Focal Persons (SSFPs) and help identify most suitable staff to take on SSFP responsibilities. Add to staff member PD/JD.
- Rewrite Safety & Security Management Plan (SSMP) based on new SSRAs in CUSA approved template.
- Set up SMS blaster system and WhatsApp backup for all Regional Management Unit (RMU) and CO staff after evaluating the system used in the past
- Conduct a Crisis and Incident Management Team (CIMT) simulation training.
- Review existing security arrangements and protocols between RMU and CO, make recommendations ensure each unit is coordinated and complimentary.

Phase 1 Outputs: *Transition and integration activities within the first month of the consultancy:*

- Revised national and regional SSRAs with updated risk ratings, SOPs and visitor's safety and security briefings and report on CIMT simulation training
- Updated Safety & Security Management Plan (SSMP) based on SSRAs in CUSA templates
- Staff training needs assessment documented complete with prioritized budget and schedule of training for different staff cadres
- SMS blaster system set up, tested and validated and hosted within CO and RMU with focal points and clear handover plans during staff transition; and included in document on coordination arrangements between CO and RMU, signed by CD and RD.

Phase 2: Serve as Safety & Security Focal Person for the Country Office.

Security Management

- Reports to the CD to ensure staff and operational safety and security and is a member of the Country Steering Committee
- Promotes the development of a security culture
- Supervises guards/security service provider in the Country Office (CO)
- Provides support in respect of safety & security to the CD and liaises with the Horn of Africa and RSM in respect of all key functions.
- Guide the Assistant SSFP in completing incident reports in CARE USA SSIMS system
- Monitor that the Assistant SSFP has conducted regular visit to every office compound and residence premises for ensuring that all safety kits, tools and appliances are in place, stocks are replenished on time before they run out of stock or being expired.
- Other related tasks as directed by the CD or RSM.

Security Information Collection and Communication:

- Supports the CSC in collecting, updating and communicating information regarding the security situation within the country and specifically in respect of CARE programming
- Communicates information on safety & security to the CD and the CSC as required
- Communicates to the CD and CSC the need to update the Safety & Security Management Plan (SSMP) whenever changes in the situation or circumstances occur
- Maintains regular contacts with sub-offices promoting the CO's security agenda
- Monitor security information and networks and ensure security information is disseminated appropriately and effectively to the concerned body
- Liaise and network with NGO Forum, INSO, government, peer organizations and UN agencies to ensure receipt of timely information to enhance assessments
- Participates in networking with other NGO security focal points or security officers

Security Planning and Implementation:

- Responsible for leading CO risk assessments and maintains the CO risk register
- Has a high level of knowledge about all aspects of the SSMP and maintains the CO SSMP and oversees adherence to procedures and plans
- Supervises the preparation and review of the CO Contingency Plans
- Supervises the Communication Tree, keep updated version and test on a monthly basis
- Coach and mentor the Security Officers and field Security Focal Points and promotes the completion of CARE Academy Safety and Security Modules by all CO staff
- Supports actions during the implementation of the SSMP, as required
- Supervises and follows up on a regular basis with all Sub-Offices safety & security requirements, including admin/logs support if required
- Ensure Road Traffic Safety policy and procedures are properly implemented and adhered to
- Support the program team with program design, safety and security budgets, information on access, and safety assessments
- Provides advice on budgeting for operational safety & security related expenditures
- Supervises the procurement of equipment related to safety & security upgrades and training
- Oversees the implementation of all Standard Operating Procedures

Reporting and Information Sharing

- Reporting security incidents affecting all CARE staff, offices and assets through the SIMSon system
- Performs incident analysis and investigation relative to all incidents with advice and closure to all responsible functional management and supporting security management.
- Drafts, edits and distributes routine security updates
- Prepares a short monthly update on the CO Safety and security situation for the RSM, to be approved by the CD before being sent
- Distributes information as directed by CSU to staff and the SMT
- Monthly and quarterly checks and reporting as outlined in the SSMP
- Ensures that safety & security is always an agenda item at staff meetings
- Maintains routine and confidential correspondence files/documents related to safety & security
- Maintains a database on contact details in relation to national country security authorities
- Prepares and delivers safety & security briefs for staff and visitors

Phase 2 Expected Outputs: *Safety & Security Focal Person for the Country Office.*

- Weekly reports to RSM.
- Flash messages to RSM in response to notable incidents.
- Support staff and partner capacity development.
- Maintain safety and security management plan and contingency plans, amend as required.
- Post Visit Report focused on practical recommendations for CARE Kenya to make improvements to safety and security management.

RESPONSIBILITIES

CARE Kenya

- Provide all CARE documentation on S&S including CI and CARE USA policies, protocols and access to online portals
- Brief consultant on CARE code of conduct and S&S protocols
- Arrange accommodation for duration of STC
- Provide admin support including but not exclusive to office space, logistics for fieldwork, finance support including payment of local per diems
- Any other requests by consultant as needed

CO-Safety and Security Focal Person

- Consult with CD on TOR.
- Report directly to CD on safety and security support issues.
- Liaise with DRSM/RSM on CARE safety and security matters.
- Conform to CARE's safety and security protocols and code of conduct.
- Submit all reports including TER and Post Visit Report within 2 weeks of end of contract.

DRSM/RSM ECSA:

- Provide technical assistance for safety and security matters
- Provide to S&S online portals and other CUSA S&S mechanisms and networks

COMPETENCIES:

Educational Background

- Education qualification in Criminology, Security Studies, Disaster Management or Military from a recognized university

Work Experience

- Demonstrable experience as Safety and Security resource
- Demonstrable experience in preparing Safety and Security Standard operating procedures and Safety and Security Management Plans

The SSFP should be selected for their commitment to the ideals of CARE and the Organization's core values:

- Planning and Organizing: Demonstrated ability to establish priorities and to plan, coordinate and monitor his/her own work plan with minimum supervision; able to manage high workload; and exhibits the ability to work under pressure or in crisis situations.
- Creativity: Ability to actively seek to improve services, offer new and different options to solve problems and meet evolving security needs, and promote and persuade others to consider new ideas.
- Teamwork: Proven interpersonal skills and the ability to listen and work in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- Communication: Proven and sustained communication (verbal and written) skills in English and the language(s) of the country