

Consultancy for Development of Workplace Safety and Security Policy For Downstream Partners (CCOAIB, REFAC, IRIBA, CEIP, STRADH) under the Twiyubakire Program

1. Background

Trocaire is committed to safeguarding its staff, partners, assets, beneficiaries, and operations. In line with this commitment, Trocaire requires all implementing partners to meet a set of minimum organizational standards before formal partnership agreements can be established. Among these standards, the existence of a comprehensive Workplace Safety and Security Policy is a critical requirement. Such a policy ensures that partners have robust structures and procedures to anticipate, prevent, and respond to risks that may affect staff safety, program continuity, and community well-being. As part of strengthening organizational resilience, partners are expected to develop a Security Policy that:

- Aligns with international best practices and donor requirements.
- Complies with national legal frameworks.
- Reflects Trocaire's emphasis on accountability, safeguarding, and responsible operations.

This policy will serve as a cornerstone for risk management, incident response, and overall security governance, while demonstrating the partner's readiness to operate responsibly and sustainably in collaboration with Trocaire.

2. Objectives of the Assignment

The overall objective is to design and deliver a Workplace Safety and Security Policy tailored to each partner's operational context.

Specific objectives include:

- Assess current organisational security and workplace safety and security practices, risks, and gaps.
- Develop a workplace safety and security policy covering physical, digital, and personnel security.
- Ensure compliance with donor regulations, national laws, and occupational health and safety standards.

- Provide practical guidelines for implementation, monitoring, and periodic review.
- Build staff awareness and capacity to operationalize the policy effectively.

3. Scope of Work

The consultant will:

- Conduct a comprehensive security risk assessment of partner operations.
- Review existing policies, procedures, and donor requirements.
- Draft a Security Policy covering:
 - Physical security: offices, field sites, assets, access control, emergency preparedness.
 - Information security: data protection, IT systems, cybersecurity protocols.
 - Personnel security: staff safety, travel protocols, safeguarding measures.
 - Incident management: reporting, response, recovery, and business continuity.
- Facilitate consultations with management and staff to ensure inclusivity.
- Present a draft policy for review and incorporate feedback.
- Deliver a final Security Policy document with implementation guidelines and monitoring tools.
- Provide a training/briefing session for staff on the new policy.

4. Deliverables

- Inception Report: Methodology, work plan, and timeline.
- Draft Security Policy: Submitted for review and feedback.
- Final Security Policy: Incorporating feedback, ready for adoption.
- Implementation Toolkit: Practical guidelines, checklists, reporting templates, and monitoring tools.
- Capacity Building Session: Orientation/training for staff to operationalize the policy.

5. Duration and Timeline

The consultancy will last 21 days, from 1 March to 21 March 2026.

Key milestones:

- Week 1: Inception Report
- Week 2: Draft Policy
- Week 3: Final Policy & Training Session

6. Required Qualifications

The consultant should have:

- Advanced degree in Risk Management, International Relations, or related field.
- Minimum 5 years of professional experience in organizational security policy development.
- Proven track record with NGOs, INGOs, or donor-funded projects.
- Strong knowledge of international security standards, occupational health and safety, and local legal frameworks.
- Excellent facilitation, writing, and communication skills.

7. Reporting and Supervision

The consultant will report to the Trocaire Program Manager and work closely with relevant departments (HR, IT, Operations) from the downstream partners.

8. Payment Terms

Payment will be made in instalments based on deliverables:

- 20% upon submission of Inception Report.
- 40% upon submission of Draft Policy.
- 40% upon acceptance of Final Policy and completion of training.

9. Application Process

Proposals must be clearly marked Safety and Security Policy” and submitted via email to: inforwanda@trocaire.org not later than 26 February 2026

Interested consultants should submit:

- Technical proposal (understanding of assignment, methodology, work plan).

- Financial proposal (fees, expenses).
- CV highlighting relevant experience.
- At least two references from similar assignments.
- Valid tax clearance certificate & business registration

Demonstrable experience and Value for Money (VFM) will be key considerations in evaluating proposals submitted. Only suitably qualified applicants in Rwanda will be considered. Any questions regarding this consultancy should be directed to the same email addresses.

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Country Director

Trócaire Rwanda