

## **TERMS OF REFERENCE**

### **Consultancy - Security**

#### **About HelpAge**

HelpAge International works with partners and a diverse global network of more than 170 organisations over 90 countries, supporting millions of older people to live safe, dignified, and healthy lives. Through our partnership and collaborations, we work to ensure the inclusion of older people across society and strive to deliver a just and fair world for everyone, whatever their age.

#### **Overview:**

- 9 months
- Up to 2.5 days per week
- Remote based
- Ability and willingness to work flexible hours and days to accommodate multiple time zones and provide out-of-hours security support as needed

#### **Scope of Work**

- Provide clear expert security advice and recommendations to support HelpAge's operations and decision-makers – at both the operational and strategic levels. Including for high-risk and dynamic contexts.
- Directly conducting, quality reviewing and assisting others in completing comprehensive security risk assessments, security plans, and contingency plans
- Maintain analysis, intelligence sources and network to enable targeted security assessment and advice for particular locations and travel plans of interest to HelpAge
- Deliver security inductions for HelpAge staff, security focal points and managers with security responsibilities
- Support and advise our network of security focal points

- Oversee the implementation of further security training, including Hostile Environment Awareness Training (HEAT), Traveller Safety Training and incident management
- Ensure compliance with external legislation, best practice and HelpAge policies on security
- Develop and improve our Security policies and Standard Operating Procedures as needed
- Act as HelpAge's lead for crisis management, coordinating incident management responses, and ensuring adequate country and global level preparedness
- Support HelpAge partners with security recommendations and sharing best practice
- Report quarterly to the Executive Leadership Group with analysis of HelpAge's security risks and exposure, and wider trends to be aware of

### **Person Specification:**

#### Essential Experience:

- Significant experience leading a global security function in the NGO or similar sector.
- Direct professional experience managing security of programmes, operations and travel in high-risk, complex environments.
- Producing clear and actionable security analysis, advice and recommendations
- Managing incidents and building organisational crisis management capacity
- Developing high-quality security policies, procedures, and plans
- Implementing a positive security management culture within an organisation.
- Influencing stakeholders at all levels in a diverse global team
- Professional security management certifications

#### Essential Skills:

- Excellent communication, interpersonal skills and emotional intelligence
- Highly organised and proactive
- Ability to analyse complex security environments and offer strategic advice to senior management
- Collaborative and effective team-worker

- Understanding of best practices in security management, the NGO sector, and geopolitical and other trends impacting security of HelpAge's operations

Desirable:

- Degree in security or related discipline.
- Proficiency in additional languages relevant to HelpAge (e.g. Spanish, Arabic, Ukrainian)

## **Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with. Therefore you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

## **Diversity & Inclusion**

HelpAge International is dedicated to creating a diverse and inclusive environment for all its employees/consultants while extending the culture of inclusion into our work.

We believe that our workforce should reflect the wide diversity of the communities we serve, and that diverse voices should be elevated and intentionally integrated into our work. We embrace difference and diversity of identity, experience, and thought, and actively strive for inclusive behaviors across our work regardless of gender, race, disability, age, nationality, ethnic/national origin, sexual orientation, religious beliefs, marital status, pregnancy, social status, and political beliefs.

## **Application Process**

Interested consultants are invited to submit an Expression of Interest (EOI) for delivery of the assignment and 1-2 references and testimonials to HelpAge HR **Jobs@helpage.org** with the email subject: Consultancy: Security

The short EOI should include:

- Cover letter outlining their suitability for the assignment.
- CV highlighting relevant experience.
- A brief proposal detailing the approach, methodology and proposed fees for the research.

Applications should be submitted by **Friday, 8 November 2024**. Only shortlisted candidates will be contacted.