

Training of indoor guards in GC compounds	Project number/ cost centre: 20.2227.5-001.00
--------------------------------------------------	--------------------------------------------------------------

0. List of abbreviations	2
1. Context.....	3
2. Tasks to be performed by the contractor	3
3. Concept.....	4
Technical-methodological concept	4
Other specific requirements.....	4
Project management of the contractor.....	5
4. Personnel concept	5
Team leader	5
Expert 1.....	6
Short-term expert pool with minimum ..., maximum ... members ..	Error! Bookmark not defined.
5. Costing requirements	8
Assignment of personnel.....	8
Travel.....	8
Workshops, training.....	Error! Bookmark not defined.
Other costs.....	8
Flexible remuneration item	8
6. Inputs of GIZ or other actors	8
7. Requirements on the format of the bid	8
8. Option	Error! Bookmark not defined.
9. Annexes	9

0. List of abbreviations

AVB General Terms and Conditions of Contract (AVB) for supplying services
and work 2018

GIZ Gesellschaft für internationale Zusammenarbeit

ToRs Terms of reference

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH supports Afghanistan's reconstruction since 2002. Our work is mainly commissioned by the German Federal Ministry for Economic Cooperation and Development (BMZ) and the Federal Foreign Office (AA). We also work for several international donors, including the World Bank and the Government of the Netherlands.

In Afghanistan, GIZ has offices in Kabul, Jalalabad, Herat, Faizabad, Taloqan, Mazar-e-Sharif and Aybak, where, both, national and international staff works. All GIZ compounds in Afghanistan are secured by unarmed indoor guards, with the GIZ Main Office in KBL additionally protected by armed guards.

The unarmed guards are responsible for different tasks, as listed in Annex, in order to assure a secure and smooth functioning and quick reaction in case of an emergency. To ensure that the tasks are performed professionally the GIZ Security Management Systems is planning trainings for the guards at the GIZ duty stations.

2. Tasks to be performed by the contractor

The contractor will conduct training for the indoor guards of various GIZ compounds in five duty stations (Kabul, Mazar-e Sharif, Faizabad, Taloqan, Aybak) in Afghanistan. The aim of the trainings is to improve the guards' soft and hard skills, their understanding of responsibilities of a professional guard and the GIZ Code of Conduct.

More than 200 guards shall be trained in groups of maximum 15. The trainings should be conducted in Dari.

The first training sessions is calculated with 3 days per guard group.

The refresher training session is calculated with 2 days per guard group.

Duty station	number of groups *	number of days for training 1	number of days for refresher training	Total training days**
Aybak	2	3	2	10
Faizabad	2	3	2	10
Taloqan	2	3	2	10
Mazar	7	3	2	35
Kabul	6	3	2	30

* The groups vary in size – to allow normal guard duty

** The number of training days is calculated: number of groups x (3 days training 1+ 2 days refresher training)

The contractor develops a content and time plan for the training of the indoor guards, considering the tasks and duties as described in Annex1.

- The contractor appoints a responsible project manager who designs and coordinates the training and acts as a focal point for GIZ.
- The contractor provides at least one team of trainers (comprising: 1 lead trainer, 1 co-trainer)
- The contractor is responsible for the logistic planning of the training schedule

- The project manager designs the training, selects the trainers, coordinates the measures in cooperation with GIZ.
- A standard guarding SOP should be prepared.
- The trainers are responsible for keeping an attendance list for the training.
- The trainers write a report in English language after each training period; the report should be handed over to GIZ two weeks after the end of each training.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

Milestone	Deadline/place/person responsible
Training plan developed	01.08.2021
First Training is conducted in all duty stations	30.10.2021
Report of first training is submitted	15.11.2021
Refresher Training is conducted in all duty stations	31.01.2022
Final report written	31.01.2022

Period of assignment: From 15.07.2021 until 31.01.2022.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Other specific requirements

The PSC must meet the following requirements in order to be eligible:

Be certified with the ANSI/ASIS PSC.1-2012 (Private Security Companies) Industry Standards (please submit copy of the certificate).

Having signed PSC 1, the International Code of Conduct (ICoC) or ISO 18788, commitment to human rights principles also for training packages (please submit copy of the signature).

Be certified with ISO 9001:2015, Quality management also for training packages (please submit copy of the certification).

PSC values and code of conduct should be in accordance with the GIZ values of ethical conduct, family friendly policies, environmental management, environmental protection, transparency, gender equality (please submit the respective informative documents).

As an enterprise operating in the field of international cooperation you should be bound also by the principles of sustainable development and the United Nations Global Compact, human rights, fair treatment of staff and their representatives, environmental protection, climate change mitigation and corruption prevention (please submit the respective informative documents).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts (international and national, short and long term) assigned to perform the trainings.
- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ and others involved in the project

- Personnel management, planning and steering assignments
- Regular reporting in accordance with deadlines
- Evaluates the training success of the teams at the respective locations.
- Reports faults immediately and directly to the contact person at the respective location.

Qualifications of the team leader

- Education/training (2.1.1): University qualification (Bachelor degree or higher)
- Language (2.1.2): Good business language skills in English; Good business language skills in Dari;
- General professional experience (2.1.3) 5 years of professional experience in Security Risk Management,
- Specific professional experience (2.1.4): 2 years experience in project management and design of training measures with a proven record of the realization of trainings in countries with high risk environments
- Leadership/management experience (2.1.5): 3 years of experience as team leader
- Regional experience (2.1.6): 2 years of experience in projects in Afghanistan
- Development Cooperation (DC) experience (2.1.7): 1 years of experience in DC projects
- Other (2.1.8):
Has participated in training on: Human rights; Gender balance, Intercultural skills

Expert 1

Tasks of expert 1

- Lead the training on site
- Act as focal point for the GIZ RMO during the training
- Can make decisions and solve problems on the spot to make the training successful.
- Evaluate trainings progress of participants
- Other task related to the trainings if required

Qualifications of expert 1

- Education/training (2.2.1): Bachelor degree or higher
- Language (2.2.2): Good business language skills in Dari
- General professional experience (2.2.3): 7 years of professional experience in Security Risk Management
- Specific professional experience (2.2.4): 3 years in the function of trainer for guards. including for international development and humanitarian organisations
- Leadership/management experience (2.2.5): 4 year of professional experience in guard duties.
- Regional experience (2.2.6): minimum 10 years
- Development Cooperation (DC) experience (2.2.7): 1 year
- Other (2.2.8): Proof of participating in general qualification course as trainer; Proven record of the realization of trainings in countries with high risk environments; Availability to deliver training sessions on also weekends; Willingness to travel to above mentioned duty stations, Has participated in training on: Human rights; Gender balance, Intercultural skills

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Expert 2

Tasks of expert 2

- Support the expert 1 in his described tasks
- Act as focal point for the trainees during the training
- Can lead the training for specific thematic training modules
- Keep attendance list and evaluate trainings progress of participants
- Other task related to the trainings if required

Qualifications of expert 1

- Education/training (2.2.1): Bachelor degree or higher
- Language (2.2.2): Good business language skills in Dari
- General professional experience (2.2.3): 5 years of professional experience in Security Risk Management
- Specific professional experience (2.2.4): 2 years in the function of trainer for guards. including for international development and humanitarian organisations
- Leadership/management experience (2.2.5): 4 year of professional experience in guard duties.
- Regional experience (2.2.6): minimum 10 years
- Development Cooperation (DC) experience (2.2.7): 1 year
- Other (2.2.8): Proof of participating in general qualification course as trainer; Proven record of the realization of trainings in countries with high risk environments; Availability to deliver training sessions on also weekends; Willingness to travel to above mentioned duty stations, Has participated in training on: Human rights; Gender balance, Intercultural skills

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Team leader: assignment for 15 expert days

Expert 1: Assignment in country of assignment for 100 expert days
 Assignment in Germany for 0 expert days

Expert 2: Assignment in country of assignment for 100 expert days
 Assignment in Germany for 0 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

Other costs

Not applicable

Flexible remuneration item

Not applicable

6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- Workplace in the training locations
- Transportation on site with own project vehicle
- Workshops logistics
- Single contact for the overall project planning
- Contact person for each duty station:
- Go-Bag for emergency situations will be provided by the respective PRMO where the training will take place, as well as the security briefing for the different duty stations.

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 10 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

Additional required information

- Draft training schedule and content should be prepared as a proposal by the bidder to be handed in with the quotation.
- Documents as described under 4 (Signed ANSI/ASIS PSC.1-2012; Signed International Code of Conduct (ICoC) or ISO 18788; ISO 9001:2015 Certification; code of conduct)
- Furthermore, bidders are required to provide information on:

Company:

- Ownership structure;
- Copies of all certifications (listed above);
- Copies of Afghan business and registration license;
- Company's policies, codes, standards, and internal control mechanism
- Proof of "sufficient insurance to cover risks and associated liabilities arising from its operations and activities", including insurance for its employees;

Relevant Experience:

- A list of all services provided in the last three years (including information on whether they were dismissed, resigned, or their contract terminated);
- References from clients of the last three years;
- Eventual relationships between key stakeholders and the bidder in the area of operations (e.g. local authorities, public security forces, community members;
- Information regarding current or past complaints or judicial processes;

8. Annexes

Annex1: Responsibilities and COCD of indoor guards