

AGIAMONDO development workers in the Development and Peace Service as well as head office staff work and travel in regions with increased, sometimes very high, security risks. Since the beginning of the 1990s, personnel from development and peace work organisations and in particular humanitarian aid organisations, have been increasingly confronted with armed conflicts. At the same time, it is still due mainly to illnesses and accidents that personnel of development cooperation organisations suffer harm.

As a church organisation, AGIAMONDO focuses its work on serving people. AGIAMONDO aims to offer professional and high-quality services to institutional customers and to the peace and development workers.

In order to live up to this claim and our responsibility towards our staff and peace/development workers, AGIAMONDO has developed a security management policy for the seconded personnel abroad. The "AGIAMONDO Security Concept Abroad" is the basis on which all AGIAMONDO measures in the field of security are based.

With this call AGIAMONDO calls for tenders concerning trainings and advisory services for AGIAMONDO, its seconded personnel and partner organisations in Europe and particularly abroad and to the head office in Cologne.

We invite you to submit your bid for the year 2024 for several or all of following tasks and functions

1. Conducting AGIAMONDO Safety and Security trainings for AGIAMONDO staff, short-term advisors and peace/development workers

- The training covers the following aspects:
 - Participants know the basics of Local Security Plans (LSPs) and are able to develop their own LSPs in cooperation with their partner organisation and colleagues
 - Knowledge and basic skills of health maintenance and first aid are learned
 - Personal Security measures and de-escalating behaviour is trained, among other things by simulations
 - Basic introduction to data / digital security is given
 - Possibilities and measures to improve personal security abroad are learned and applied, if possible
 - Advanced skills in self-care, stress management and burnout prevention are discussed and trained
 - Knowledge on „Sexual and Gender based Violence/ SGBV“ are included in the simulations and discussions
 - Dealing with trauma is included in the simulations and discussions
 - Possibilities for mutual support among colleagues become clear
- The trainings are planned for the following dates:
 - 19.-23. February 2024 (English)
 - 13.-17. May 2024 (English)
 - 05.-09. August 2024 (English)
 - 18.-22. November 2024 (English)

2. Conducting additional AGIAMONDO Safety and Security trainings for kids from AGIAMONDO staff, short-term advisors and peace/development workers

- The training covers the following aspects:
 - Safe behaviour and rules of conduct in the respective country
 - What to do in an emergency
 - Safe communication and agreements between kids and parents
 - Basic skills in self-care
- The trainings are held as required.

3. Conducting AGIAMONDO Safety and Security trainings for staff of international organizations at AGIAMONDO headquarter

- The training covers the following aspects on Safety & Security Risk Management while travelling:
 - Safety and Security Preparation of travel
 - Risk-assessment process for and while traveling
 - Develop measures to handle risks
 - Decompression and follow-up after travel
- The trainings are planned for the following dates:

- 14.-16. February 2024 (English)
- 09.-11. September 2024 (English)

4. Conducting in-house trainings for HQ staff of German development/peace NGOs

- plan and conduct a security risk management training with AGIAMONDO for staff and management of German development/peace NGOs
- Duration of the exercise: 3 days
- Up to 5 trainings in 2024

5. Conducting in-house trainings and crisis management exercises with AGIAMONDO staff and management at AGIAMONDO headquarter

- Plan and conduct a crisis management exercise with AGIAMONDO staff and management
- Duration of the exercise: 2 days
- The crisis management exercise is planned for the third quarter of 2024
- Plan and conduct a workshop “work in the crisis management team”
- Duration of the workshop: 1 day
- The workshop “work in the crisis management team” is planned for the third quarter of 2024

6. Development and rework of training materials and concepts for Safety and Security Trainings

- Develop and rework training materials for AGIAMONDO Safety and Security Trainings
- Develop and rework course concepts for AGIAMONDO Safety and Security Trainings
- Please indicate the expected number of days needed for the development of training concepts and materials in your offer

7. Development and rework of Safety and Security documents for the Civil Peace Service (CPS) and Personnel service worldwide (PViA)

- Develop and rework Safety and Security documents for Civil Peace Service (CPS)
- Develop and rework Safety and Security documents for Personnel service worldwide (PViA)
- Please indicate the expected number of days needed for the development of training concepts and materials in your offer

8. Advisory services for AGIAMONDO short-term advisors, seconded personnel, partner organisations and staff

- give advice to AGIAMONDO short-term advisors and peace/development workers during preparation or during their secondment to regions with increased security risks
- advise AGIAMONDO peace/development workers how to develop a local security plan
- give advice to AGIAMONDO partners concerning safety and security management
- give advice to AGIAMONDO staff concerning safety and security management and crisis management in order to support the accompaniment of peace/development workers
- give advice to AGIAMONDO staff and management concerning the further development and implementation of the safety and security policy
- Scope of the advisory services expected:
 - Ad-hoc online support to AGIAMONDO short-term advisors and seconded personnel: 120 hours/year
 - Ad-hoc online-support of AGIAMONDO staff and management: 60 hours/year
 - On-site advisory services for AGIAMONDO seconded personnel and partner organisations: up to 3 missions/year (each mission up to 14 days).

Requirements to be met by tenderers

- A completed university degree or vocational training qualification related to international security topics
- Work experience abroad in environments of increased security risks
- Several years of work experience in the field of security and safety
- Proven competence in the field of security and safety
- Several years of security training experience in the international context and in particular in countries of the Global South
- Experience from working with civil society in development and peace work or humanitarian aid
- Experience from working with church organisations in development and peace work or humanitarian aid
- Training languages are German and English and are fluently represented in the trainer team. Languages for advisory services are English, French, German and Spanish.

We are looking forward to your meaningful offer for the year 2024. This should include:

- Your motivation to conduct safety and security trainings as well as advisory services for AGIAMONDO
- Fees presented as daily rates for concept development

- Fees presented as hourly rates for advisory services
- Fees as daily rates for the execution of the courses
- A short presentation of your trainer team with CVs and competence profiles of the individual trainers
- The promise of the availability of two trainers for each of the expected seminar dates
- The promise of the availability for ad-hoc advisory services

Please send questions regarding the tender before November 27th 2023. The questions and answers will be published between November 28th and November 29th [HERE](#). Please send your offer by December 14th 2023 to sarah.altmann@agiamondo.org.

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