



RIGHT TO PLAY
PROTECT. EDUCATE. EMPOWER.



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TERMS OF REFERENCE FOR SAFETY AND SECURITY SERVICES

JUNE 2023

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Title of service required: Global Safety and Security Firm

Type of Contract: One Year – Renewable

Line Management: Global Director, Country Operations

1. BACKGROUND & OBJECTIVE

Right To Play is a global organisation that protects, educates and empowers children to rise above adversity through the power of play. We help millions of children each year to stay in school and out of work, to prevent life-threatening diseases and to stay safe from exploitation and abuse. We are the leading global development organization that uses play to transform the lives of children and youth impacted by poverty, war, disease and inequality.

Established in 2000, Right To Play reaches children through experiential programming in 15 countries in Africa, Asia, the Middle East, and North America. These programs are supported by our headquarters in Toronto, Canada; London, UK and seven national offices across Europe and North America.

Right To Play is seeking to engage a Global Safety and Security firm to provide holistic safety and security services for the organisation. We recognise the importance of the safety and security of our staff and acknowledge that environments can change. As such, our preparedness for the safety and security of our staff and stakeholders is of the utmost importance. The support and details of the extent of work are outlined below.

2. SCOPE OF PROVISION OF SECURITY SERVICES

The scope of work for this proposal and the engagement of the successful firm will entail:

1. **Safety and Security Policies and Procedure:**
 - Work with the People and Culture Safety and Security Focal Point to review the existing Global Policies and Protocols that have a bearing on staff safety and security.
 - Support annual and/or bi-annual review of the Country Security Management Plans for all the countries depending on risk level categorization.
 - Conduct initial risk assessments to identify potential safety and security vulnerabilities and advise solutions if/where vulnerabilities are uncovered.
2. **On Call Assistance:** Provide a Global Assistance Hotline with one unique number for Right To Play staff to call for travel, safety and security issues from anywhere in the world.
3. **Risk Prevention and Information Services:** Use rigorous process-driven research to gather relevant safety and security risk information from open and privileged sources in the locations where we have footprint.



4. **Provide a Global Intelligence Solution:** Provide a platform that will enable Right To Play to stay informed of threats and disruptions that could impact the safety and security of our interests and operations in the different locations where we operate.
5. **Proactive Monitoring:** Develop or Avail tools that can be used by different RTP program locations for monitoring purposes.
6. **Training for all staff:** Assess the levels and types of training necessary for all staff at RTP. Provide, facilitate, and recommend training for RTP staff around personal safety and security. Training must be suited to the country's context and risk levels.

3. REQUIREMENTS

- Experience operating globally.
- Availability of systems that can provide global intelligence and monitoring solutions.
- Experience providing services to INGOs in the humanitarian and development sector.

4. APPLICATION PROCEDURE AND SUBMISSION

To bid for this assignment, interested firms are requested to submit:

- An expression of interest detailing their interpretation of the TOR.
- A capability statement demonstrating how they have the capacity and systems to deliver on the scope.
- List of clients, preferably INGOs.
- A detailed pricing including all taxes liable to be paid. Please provide rates in Canadian dollars and inclusive of VAT.

The complete package, including the detailed cost breakdown, must be submitted to amugisha@righttoplay.com copying emunns@righttoplay.com. Please submit the email with the subject line "*TOR for Safety and Security Services*" not later than **June 26th, 2023**.

5. CONFIDENTIALITY OF INFORMATION

- All documents and data collected will be treated as confidential and used solely to facilitate analysis.
- All those contracted by Right To Play must agree to sign and abide by the Child Protection Policy and Code of Conduct as well as property rights policies.