



Rte de Lausanne 107
1197 Prangins – Switzerland

T +41 22 365 15 00
F +41 22 365 15 05

info@peacenexus.org
www.peacenexus.org

Security and Duty of Care Policy Development Consultancy

Starting date:	February 2018
Application deadline:	February 5, 2018
Location:	Homebased and Prangins, Switzerland
Language requirements:	English (required)
Duration of contract:	February 2018

THE PEACENEXUS FOUNDATION

The PeaceNexus Foundation is an operational foundation based in Switzerland. It provides a range of capacity building services with the objective of strengthening the effectiveness of organizations that play a role in building peace. Our service areas include: organizational development for peacebuilding champions; developing organizational capacities for conflict sensitivity; and supporting inclusive dialogue with business to develop solutions to local peacebuilding challenges. We provide support to international partners as well as local partners in our focus regions of West Africa, Central Asia, Western Balkans and South East Asia (Myanmar).

Security and Duty of Care Consultancy

Under our 2018 – 2020 strategy, the PeaceNexus Foundation is increasingly focusing on our focus regions, with local staff based in the regions, and significant travel by Foundation staff and consultants to these regions. The Foundation, therefore, is reviewing its security and duty of care policies and procedures to ensure that these are adequate for delivering the new strategy.

Under this consultancy, an independent, qualified and experienced expert will review the Foundation's mandate, and review existing travel policies and procedures. The consultant will consider the organization's mandate (contained in the 2018 – 2020 strategy) and will consult with staff and consultants to determine the organizations security and duty of care parameters. The consultant and will then develop a bespoke Security and Duty of Care Policy for the Foundation that considers the mandate and helps the Foundation's management to make operational and travel decisions based on an informed assessment of the risk to deliver this mandate. The consultant will further advise the Foundation on what security and duty of care measures and insurance need to be in place to implement the policy.

Responsibilities and Tasks

International consultant will be responsible for producing a bespoke Security and Duty of Care Policy for the PeaceNexus Foundation. The Policy will be informed by a thorough understanding of the PeaceNexus Strategy for 2018 – 2020, and will be informed by an understanding of PeaceNexus programming context. The consultant will engage with selected staff and consultants from across the

organization in order to identify the challenges and risks faced by staff, and to design a policy that is suitable to the specific organizational and operational challenges that the Foundation faces.

The consultant will assess PeaceNexus current insurance cover, and will make recommendations on what additional insurance and security cover the Foundation should consider.

The Policy will be informed by international best practice for INGOs, and will be in compliance with Swiss and European law.

The consultant will prepare a draft policy for discussion with the Management Team by 26 February 2018, and will submit a revised draft policy to the PeaceNexus Board on 9 March 2018 for their agreement. The consultant will finalise the policy following any feedback from the PN Board.

Timelines

The consultant will perform the tasks in February and March 2018 with a draft policy submitted to the PN Management Team on 26 February and a complete draft ready for submission to the PN Board by 1 March. The final policy will be delivered after incorporating any feedback from the PN Board.

Reporting lines and requirements

The consultant will report to the PeaceNexus Regional Programmes Manager, Peter Cross, with regular communication with the PeaceNexus Executive Director, Catriona Gourlay.

Experience required

- At least 10 years of experience with security and duty of care provision for international organisations working in complex conflict affected environments
- Experience working with Peacebuilding organisations is an advantage
- Demonstrable knowledge of Security and Duty of Care policy development
- Demonstrable knowledge of Swiss and European law related to Duty of Care

APPLICATION

Application procedures: Applications should include evidence of relevant experience, an outline of key elements that should be included in the policy, and the cost. If the applicant is associated with, or represents, any duty of care or security service providers, the applicant should declare this interest. Please submit your application by 5 February 2018 to recruitment@peacenexus.org with the **subject line: Application Security and DOC First Name Last Name.**