

REQUEST FOR PROPOSALS

SJIP III - Security Consultant

I. Background

HiiL (The Hague Institute for Innovation of Law) is a social enterprise devoted to user-friendly justice. That means justice that is easy to access, easy to understand and effective. Our mission: by 2030, 150 million people are able to prevent and resolve their most pressing justice problems. We do this by supporting innovators and entrepreneurs who have developed a user-friendly solution for the most pressing justice needs in their communities. Our support includes training, coaching and grant funding. We aim to help them to grow further and thereby create more impact.

HiiL is commencing a new phase of the Syria Justice Innovation Process ([SJIP](#)) initiative, with Lebanon serving as the operational base. In light of the region's complex security environment, a specialized Security Consultant is required to formulate a comprehensive security plan to protect the project's staff, stakeholders, and operations.

II. Objective of the Consultancy

The objective of this consultancy is to develop a comprehensive security plan that identifies potential risks associated with the project's implementation in Lebanon and proposes effective mitigation strategies to ensure the project's integrity and the safety of all HiiL staff and stakeholders involved.

III. Scope of Work

The Security Consultant will be responsible for creating a comprehensive security plan that includes:

- Detailed assessment of potential security threats.
- Risk analysis and prioritization.
- Strategies and measures for risk mitigation.
- Crisis management and incident response protocols.
- Evacuation plans and emergency contact lists.
- Establishing standard operating procedures (SOPs) for security operations within the project framework.

- Regular updates and revisions (TBA) to the security plan based on evolving security situations or project requirements.

IV. Deliverables

The consultant is expected to submit:

- A comprehensive Security Plan as detailed in section III.
- Regular written short reports for Hiil - SJIP team outlining key major security updates. (frequency to be agreed).

V. Consultant's Qualifications

The consultant should have:

- Proven experience in security planning for international projects, preferably in the Middle East or similar environments.
- Familiarity with the socio-political climates and existing security concerns of Syria and Lebanon.
- Recognized certifications in security management and risk assessment.
- Excellent analytical, strategic planning, and communication skills.
- Excellent command of Arabic and English

VI. Timeframe

The consultancy is expected to commence on 15 January 2024 for one year, and the deliverables to be submitted are as follows:

- Security plan submitted by 15 February 2024.
- Regular short update reports (frequency to be agreed)

VII. Reporting

The Security Consultant will report directly to Mr. Roger El Khoury (Hiil - SJIP team lead)

VIII. Budget and Payment

Payment will be released in phases, tied to the completion of the stated deliverables. Detailed payment terms will be discussed and finalized during the contracting phase.

IX. Confidentiality

The Security Consultant will be required to maintain the highest level of confidentiality with all sensitive and proprietary information related to the project and its operations.

X. Selection criteria

We evaluate the proposal based on the criteria below (50%) and on the fee requested for this service (50%). The proposal must meet or exceed the requirements and specifications in the Request for Proposals as listed below.

We request the proposal to be submitted to roger.khoury@hiil.org & razane.boustany@hiil.org by 7 January 2024, with an indication of the fee that will constitute 50% of the evaluation.

Criteria	Documents required	Weight
Demonstrable experience and expertise as a Security Consultant	Resume	20
Proposed approach and methodology	Technical proposal	20
Strong understanding of the context of Syria and Levant region, specifically the conflict setting of Syria	Resume	10
Fee	Financial proposal	50

XI. Application Process

Interested consultants are invited to submit:

- A technical proposal not exceeding 2 pages.
- A financial proposal.

- Curriculum Vitae (CV).
- At least two references from previous clients.

XII. Submission Deadline

Proposals must be submitted no later than 7 January 2023

XIII. Contact Information

Questions and final proposals should be directed to: roger.khoury@hiil.org & razane.boustany@hiil.org