

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 organizations and in particular humanitarian aid organizations, 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 organizations suffer harm.

As a church organization, 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 and staff 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 organizations in Europe and particularly abroad and to the head office in Cologne.

We invite you to submit your bid for the year 2025 for several or all of the 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 organization 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" is 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:
 1. 3 – 7 February 2025 (English)
 2. 5 – 9 May 2025 (English)
 3. 4 – 8 August 2025 (English)
 4. 3 – 7 November 2025 (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 NGOs 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 travelling
 - Developing measures to handle risks
 - Follow-up after travel
- The trainings are planned for the following dates:
 - 10 – 12 February 2025 (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 2025

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 based on needs identified
- Duration of the exercise: 2 days
- The crisis management exercise is planned for the second quarter of 2025
- 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 fourth quarter of 2025

6. Development and revision 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

- Develop and rework Safety and Security documents for Civil Peace Service (CPS)
- Develop and rework Safety and Security documents for personnel service worldwide
- 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 organizations 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 organizations: 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 safety and security
- Proven competence in the field of safety and security
- 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 organizations in development and peace work or humanitarian aid
- Gender-balance within trainer team
- Training languages are German and English and are fluently represented in the trainer team. Languages for advisory services are English, German, Spanish and French.

We are looking forward to your meaningful offer for the year 2025. 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 4th 2024. The questions and answers will be published between November 4th and November 22th on this website: https://www.agiamondo.de/fileadmin/user_upload/Stellenangebote_befreundeter_Organisationen.

Please send your offer by November 22nd 2024 to julius.kaletsch@agiamondo.org.

Julius Kaletsch
AGIAMONDO e. V.
Ripuarenstr. 8
50679 Cologne, Germany

Further Information on AGIAMONDO: www.agiamondo.de
AGIAMONDO ● Postfach 210128 ● 50527 Köln