

# Terms of reference (ToRs) for the procurement of services below the EU threshold

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	<b>Project number:</b>
<b>TERMS OF REFERENCE FOR SECURITY SERVICES AT GIZ</b>	<b>94.9064.0-001.21</b>

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## **0. List of abbreviations**

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2020
ToRs	Terms of Reference
GIZ	Gesellschaft für Internationale Zusammenarbeit mbH
RMO	Risk Management Office for Ethiopia & Djibouti
SOP	Standard Operation Procedure

## 1. Context

To enhance the safety and security of GIZ staff (residences) and office compounds in Addis Ababa, Ethiopia, GIZ wishes to contract the services of an Ethiopian private security company to provide guarding services and access control.

Some GIZ offices require guarding for ten to twelve hours a day; others require guarding twenty-four hours a day. For this purpose, the selected company will be expected to supply uniformed guards trained, informed and supported by the company in their tasks. For this purpose, 'GIZ' refers to GIZ Ethiopia and 'the company' refers to the contracting guarding or security company. RMO refers to GIZs Risk Management Office.

These terms of reference provide considerations in terms of quantity and time, which may change at some points for the individual offices.

## 2. Tasks to be performed by the contractor

### 2.1 For GIZ Offices

GIZ Ethiopia wishes to contract a company to provide Security Guarding Services initially at the following offices in Addis Ababa:

- |   |                       |
|---|-----------------------|
| - Country Office  | Start date 01.07.2023 |
| - Beles Real Estate Development (compound, building)          | Start date 01.07.2023 |
| - Hisham Building (3 <sup>rd</sup> and 4 <sup>th</sup> floor) | Start date 01.07.2023 |
| - Gurd Shola  | Start date 01.07.2023 |

**Note: The number of premises and guards may change as new offices might be opened and existing offices closed or merged.**

- The request for additional guards for more offices will follow in 2024 in an amendment to the then existing contract.
- If during the duration of the contract GIZ might rent new offices without having guards there from the owner of the building, additional guards will be requested in an amendment to the then-existing contract.
- GIZ will offer to new arriving international colleagues in Addis Ababa based on the information in your bid that they could decide to sign a private guarding contract for their residences with the to-be-selected company, but can't oblige them to do so.

Staffing and hours of operation:

### 1. Country office

Shift	Time	Guard (male)	Guard (female)	Supervisor	
Shift A	06:00-14:00	4	06.00-13.00	1	In case of need i.e. an emergency or incident up to 5 guards more on
Shift B	14:00-22:00	4	13.00-19.00	1	



The number of guards and shifts for a private residence contract must be agreed on between the company and the respective international GIZ employee.

**The contractor is responsible for providing the following services:**

**Scope of Work**

**General Security**

- Provide a 24 hours per day and seven days per week security protection service (might vary in accordance with the specific need of an office)
- Security guards should work a maximum of 8 hours per shift
- Guards will have days off and paid leave in accordance with Ethiopian laws
- Guards will patrol the exterior of the GIZ Offices/private residences to prevent and detect signs of intrusion and ensure the security perimeter walls, fences, doors, windows, and gates
- The security company will take all necessary measures to protect the guarded premises against incidents such as robbery, forcible entry, demonstration, etc., and report to the GIZ RMO and concerned personnel in the security company for further instruction
- The security company should have and provide the necessary security equipment, like handheld metal detectors and other security devices
- Inform or report to the RMO about any security facility found out of order
- The security company would immediately (as soon as possible) replace any protection officer reported or found to be negligent
- If the assigned security officer is absent security company should replace them as quickly as possible
- Security guard supervisor should register the names of daily shift members. And use the logbook for any daily situation incidents and issues
- Security guard supervisor is responsible to monitor the CCTV screen and illumination (night) of the office compound (only GIZ offices, not private residences)
- Every security guard should inspect his/her equipment before starting duty activities
- The security guards would only be outside of the GIZ office building/private residence unless instructed to do so by the concerned person.
- All shift supervisors should do proper handovers.

**Uniform and Outlook**

- All security guards should always be well dressed in clean uniforms with the security guard company logo (regularly laundered)
- The security company should provide 2 (two) sets of full uniforms for its security guards annually. Other accessories for sunny and rainy seasons also must be provided
- Hand torches, umbrellas, raincoats, overcoats, and other uniform items should be provided to all security guards
- The security guard supervisor must have a communication mean to have the possibility to contact the security guard company and RMO at all time.

## Events and activities at GIZ Country Office

- During an incident or special occasion, the guards will follow the orders of the RMO staff or GIZ Country Director.
- Security guards should protect staff and GIZ vehicles in the parking areas.

## Mobilisation required

- Introduction of the guards to the office and orientation of the location/s.
- To provide shift schedules and a list of GIZ and company contact numbers for use in an emergency.
- To provide the guards with the communication equipment, clothing and written instructions tailored to each location in Post Orders.

## Guard Duties & Responsibilities:

- In each office location, the company will designate a senior guard (supervisor) to lead the other guards (exceptions apply if necessary, depending on location and circumstances) during the shift and take the lead in any situation.
- The guards will regularly patrol the perimeter/office area.
- The guard's primary role is access control:
  - GIZ staff will be issued with identification cards that must be shown every time to allow entry into the office and will be worn openly by GIZ staff at all times when in the office.
  - Guards will identify GIZ staff by their ID cards and permit their entry into the office/compound.
  - Access verification of visitors and contractors (verify their identity and issue a visitors' badge in compliance with GIZ processes).
  - Guards will refer all visitors to the GIZ receptionist/staff member who will facilitate the visit.
  - Check and monitor all operating equipment, i.e. searching machines (for cars), metal detectors
  - Patrol parking areas, generator room, etc.
  - In case of any security threat must be ready to direct staff members to take appropriate measures to neutralize the threat
- When directed by RMO, conduct body and bag searches of people as a condition of entry (except GIZ staff).
- Check staff and visitors for technical equipment such as private laptops and register them in the visitor logbook before entering.
- **No firearms are allowed in GIZ compounds. Any person found to have firearms will be refused entry.**
- **The guards will not hold any property for safekeeping or other purposes, including firearms. The only exception is property (not firearms) that are given in exchange for a Visitor Pass.**
- Vehicle Access:

- Only those non-GIZ/KfW vehicles, approved in advance by RMO staff, will be allowed entry into the office compounds. GIZ RMO will provide – necessary – the supervisor with a list of approved vehicles.
- All vehicles entering the office parking area will undergo an inspection by the guards by a procedure approved by GIZ RMO (checking the driver, check inside the car, the trunk, the engine bay and under the chassis).
- Guards will respond immediately to RMO staff, any problems or unusual activity; i.e. a staff member or visitor refusing to comply with the entry requirements, any incident of fire, damaged property, power failure, intruder or nearby incident that may present a threat to GIZ property or staff members, etc.
- Senior guards will jointly conduct a patrol of the premises at the change of every shift and ensure that the incoming senior guard is aware of any incidents during the previous shift and that, depending on the hour of the day:
  - The building entrances are either closed and locked or open and unlocked as part of a start or finish of the business day,
  - All compound doors/gates are functioning, locked and secured,
  - All building windows are closed,
  - The perimeter lighting is appropriately working.
- Check the generator's fuel deposit daily and inform RMO/administration if 50% is empty for refuelling.
- When a power cut occurs, the guards will immediately inform the RMO using the emergency phone if the office generator does not start automatically. If necessary, start the generator manually.
- Inform the police and the security company and call the RMO emergency number if a severe incident occurs during the hours/days when the office is closed.
- Report more minor incidents or not functioning items to RMO/administration during business hours.
- In case of fire, try to extinguish it without putting yourself at risk. Call the police, fire department, and RMO (emergency number) if necessary.
- Write a daily logbook, visitors log, key register, maintenance log, incident report book and single copy report and present it once a week for revision to RMO.

One guard does the visitors check, one guard conducts the vehicles check, one guard in the guard office on the phone, the female guard attends to all interactions for procedures with female staff and female visitors. The supervisor controls the procedures, serves as a backup and monitor the CCTV.

Visitors must be escorted from the entrance area by the visited person/department and returned to the exit gate after the meeting.

### Private residences

- For each private residence the company will designate a senior guard (supervisor) to lead the other guards (exceptions apply if necessary, depending on location and circumstances) during the shift and take the lead in any situation.
- The guards will regularly patrol the perimeter of the residence.

- The guard's primary role is access control:
  - o Access verification of visitors and contractors (verify their identity and check with the employee if the visitor is allowed to enter the premises/buildings).
  - o Patrol residence areas, check generator room, etc.
  - o In case of any security threat must be ready to direct staff members to take appropriate measures to neutralize the threat
- **The guards will not hold any property for safekeeping or other purposes, including firearms.**
- Vehicle Access:
  - o In accordance to the instructions given by the resident (employee of GIZ).
  - o In general, all vehicles entering the premise will undergo an inspection by the guards (checking the driver, check inside the car, the trunk, the engine bay and under the chassis).
- Guards will respond immediately to the resident (their supervisor and RMO), any problems or unusual activity; i.e. a visitor refuses to comply with the entry requirements, any incident of fire, damaged property, power failure, intruder, or nearby incident that may present a threat to the resident.
- Senior guards will jointly conduct a patrol of the premises at the change of every shift and ensure that the incoming senior guard is aware of any incidents during the previous shift and that, depending on the hour of the day:
  - The building entrances are either closed and locked or open and unlocked as part of the start or finish of the day,
  - All doors/gates are functioning, locked, and secured,
  - All building windows are closed,
  - The perimeter lighting is appropriately working.
- If applicable check the generator's fuel deposit daily and inform the resident if 50% is empty for refuelling.
- When a power cut occurs, the guards will start the generator manually.
- Inform the police and the security company and call the RMO emergency number if a severe incident occurs during the hours/days if nobody is inside the premise.
- Report more minor incidents or not functioning items to the resident.
- In case of fire, try to extinguish it without putting yourself at risk. Call the police, fire department, and RMO (emergency number) if necessary.
- Write a daily logbook, visitors log, key register, maintenance log, incident report book and single copy report and present it once a week for revision to the resident.

The period of assignment for the GIZ offices and if chosen by resident for private premises:

From 01.07.2023 until 30.06.2025 with the option of prolongation of the contract for one year (see Chapter 2.1, start dates).



### **3. Concept**

In the bid, the bidder is required to show how the objectives defined below are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the management system for service provision.

The bidder is required to address the following:

#### Strategy and Capacity (1.1)

1.1.1: Proof of visiting the building as preparation for the offer

1.1.2: Description of the company and justification of the contractor's strategy for delivering the services put out to tender

1.1.3: Documented evidence of security personnel receiving proper training in; 1. Access control & search procedures 2. Patrolling procedures 3. Basic First aid training 4. Basic Fire extinguisher training 5. Incident reporting procedures 6. Keeping proper security logbooks 7. Uniform care and presentation

1.1.4: Relevance of specialized knowledge and experience on similar engagements done in the country (Security guard services)

#### Cooperation Proposed Methodology, Approach and Implementation Plan (1.2)

1.2.1: Guarding schedule with recommendation

1.2.2: Staffing list of daily, weekly and so on works

1.2.3: Proposal on how to provide maximum security services with the list of available equipment.

1.2.4: Security Personnel's patrolling schedule and recommendations.

#### Equipment (1.3)

1.3.1: List of proposed equipment for the team leaders and guards

1.3.2: Communication means

1.3.3: Uniform and Outlook

#### Processes (1.4)

1.4.1: Approach how to comply with the requests mentioned in the ToR

1.4.2: Sample of how reporting sheets could look like

#### Others (1.5)

1.5.1: Composition and structure of the team proposed. Qualification for proposed roles and the team of personnel suitable for the provision of the necessary services.

1.5.2: Assessment of the implementation plan proposed including whether the activities are properly sequenced and meeting the requirements of the TOR.

1.5.3: Approach to prove the by Ethiopian law required minimum payment of the employees. In accordance with the required standards GIZ proposes the following salary (take-home-pay)

Supervisor: 15.000 Birr

Guard: 12.000 Birr

#### **Project Management of the contractor (1.6)**

1.6.2: The tenderer is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

1.6.3: The tenderer is required to describe its **backstopping concept**. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

#### **4. Personnel concept**

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 6), the range of tasks involved, and the required qualifications.

##### **Short-term expert pool 1 with minimum 9, maximum 9 members**

###### **Tasks of Security Supervisor**

- Assembling and documenting abnormal occurrences on a job site
- Discuss important security matters with guards and RMO and have a regular briefing with RMO weekly
- Responsible for managing, disciplining, and daily briefing security guards
- Check and monitor all operating equipment, searching machine and equipment
- Patrol parking areas, generator room, etc
- Is responsible for the observation of the CCTV screen in the guards room at all time
- Make sure that visitors and staff are correctly treated
- In case of any security threat, must be ready to direct staff members to take appropriate measures to neutralise such a threat. Provide and update security information to SRM

- Be alert to potential security threats both, within and immediately outside of the GIZ premises. Maintain a look out for suspicious people, threats to staff and hazards
- Monitoring the arrival and departure of staff and visitors and ensuring that they have the correct permissions
- Ensuring that the reception area is always clean, tidy and presentable (to be done by the cleaning company)
- Gives order to switch on/off the generator
- Informs GIZ if the deposit for the generator needs refilling
- Is vigilant that compound lightning works properly, report shorts cummings to the RMO

For private residences, there should be also a mobile supervisor for the guards, even if he/she is not deployed to a specific residence.

### **Qualifications of the Security Supervisor**

The qualification must be provided by all the members of the security supervisor pool.

- 2.1.1 Qualifications: Professional guard training, trained in leadership of staff (certificates must be submitted with the bid)
- 2.1.2 Language: Good communication skills (understanding, writing and reporting fluent in English, level C1 or equivalent), certificate must be submitted with the bid
- 2.1.3 Must have 5 years of experience as security guard and must be able to lead and coordinate guards (team leader training certificate to be submitted with the bid).
- 2.1.4 Specific professional experience: Must have experiences 5 years as a security guard and one year as a supervisor of guards in the company
- 2.1.5 Leadership: Must have a 1-year experience in Supervising security team /staff.

Expected Soft skills:

- Critical thinking skills
- Must be able to observe situations and make an appropriate response
- Must be able to work and decide rapidly under pressure and stress
- Have a keen eye for detail, trustworthy and manage others effectively

### **Short-term expert pool 2 with minimum 6, maximum 6 members**

#### **Tasks of the Deputy Team Leader/Guard**

- Assist the supervisor in assembling and documenting abnormal occurrences on a job site
- Discuss important security matters with guards and RMO and have a regular briefing with RMO weekly if the supervisor is absent
- Daily briefing of the security guards if the supervisor is absent
- Check and monitor all operating equipment, searching machine and equipment
- Patrol parking areas, generator room, etc
- Make sure that visitors and staff are correctly treated

- In case of any security threat, must be ready to direct staff members to take appropriate measures to neutralise such threat. Provide and update security information to SRM if the supervisor is absent
- Be alert to potential security threats both, within and immediately outside of the GIZ premises. Maintain a look out for suspicious people, threats to staff and hazards
- Monitoring the arrival and departure of staff and visitors and ensuring that they have the correct permissions
- Ensuring that the reception area is always clean, tidy and presentable (to be done by the cleaning company)
- Perform his/her task as a guard at the point of duty location

### **Qualifications of the Deputy Team Leader/Guard**

The qualification must be provided by all the members of the Deputy Team Leader/Guard pool.

- **Qualifications (2.2.1):**
  - Must have completed High School.
  - The guards must have received training for: access control procedures, fire prevention and firefighting procedures, and basic first-aid qualification (scanned training certificates must be provided to GIZ with the bid).
- **Language (2.2.2):** The security guards must have verbal and written English skills to the European language level B2 (verbally and writing) or equivalent.
- **General professional experience (2.2.3):** Guards must have two years of experience working as a guard at buildings/compounds similar to the GIZ country office. They must have certified knowledge of how to use a metal detector and a mirror for the underside searches of cars (certificates to be submitted with the bid).
- Have received training (certificate to be submitted with the bid) to recognise explosive devices or weapons (and react according to the security company's SOPs provided for these cases from the company.)
- **Specific professional experience (2.2.4):** Guards having served 3 years with the police or military
- Must have received training as a team leader (2.2.5)

### **Short-term expert pool 3 with minimum 36, maximum 36 members**

#### **Tasks of a guard**

- A guard must be clearly visible as such at the vehicle and pedestrian entries
- She/he should be vigilant and attentive, to be able to interpret quickly what seeing
- The guard responds quickly to any possible crisis situation, observing for signs of crime disorder or disturbances
- The guard observes, acts and reports
- If necessary, the guard maintains order among people
- The guard is the first point of contact for a visitor, explain the entrance process
- The guard controls incoming vehicles and also does an underside search of it
- The guard controls the access points (doors, gates) to the office/compound
- The guard patrols the compound (if applies)

- The guard does body and bag searches only if ordered by RMO
- The guard extinguishes fire and provides first aid if necessary

## **Qualifications of the Guards**

The qualification must be provided by all the Guards

- **Qualifications (2.3.1):** All guards must have completed High School. Guards must be trained for the following processes: access control procedures, fire prevention and firefighting procedures and basic first-aid qualifications (scanned training certificates must be provided to GIZ).  
**Language (2.3.2):** The security guards must have verbal and written English skills to the European language level B1 (or equivalent).
- **General professional experience (2.3.3):** Guards must have two years of experience working as a guard in buildings/compounds similar to GIZ country office.
- Must have received training on how to use a metal detector and mirror for the underside searches of cars. As well as for recognising explosive devices or weapons (and reacting according to the security company's SOPs provided for these cases.). The respective training certificates must be part of the bid.
- **Specific professional experience (2.3.4):** Guards having served 3 years with police or military (certified record to be sent with the bid).

## **Additional General Considerations for a Security Guarding Company and their staff.**

The following general considerations may be applicable depending on the location, and office GIZ occupies. The Security Guarding Company may be asked to provide additional information and services as follows:

- The company will have a good reputation for providing professional security services. They prefer to have experience working with large international or multinational organisations and foreign diplomatic missions.
- The company must have efficient and effective logistic and communication support and facilities.
- All guards working at GIZ must have police clearance certificates; the company must complete reference checks. Scanned copies will be supplied to GIZ.
- Security guards should not be older than 60 years and be in good physical and health conditions (yearly medical check-ups should be mandatory by the company).
- Guards will receive all necessary training (and refresher training from the company)
- Guards are trained in observing situations and stringent decision-making according to the agreement with GIZ.
- Be trained in dealing courteously with the public, also under stress
- Security guards must be adequately trained and experienced to perform security services by local law.
- Security guard will wear the company uniform, including an appropriate identification badge of the security company.
- All security guards must be the security company's employees (not temporary contracted personnel).

- The security guard company must have the necessary licensing documents by Ethiopian national law. Scanned copies of the licenses must be submitted to GIZ for selection.
- All security guards should be in an appropriate physical and mental state, be of good moral character, and not be convicted of any crimes under Ethiopian or other jurisdictions.
- The security guard company will ensure the proper rotation of shifts and present the individual plan for the selection process. Guards will not 'moonlight' at other locations in their off-hours.
- The weekly "Security Guard Duty Roster" must be submitted to the RMO two days before commencing.
- The security guard company must have a pool of additional guards to cover for the absence of regular guards due to leave, sickness or other reasons.
- The security guard company must provide a weekly/monthly formal reporting procedure on current risks/threat analysis, including any other factors/situations affecting the safety and security of the GIZ personnel and offices.
- Security guards will ensure that any person/staff removing equipment from the office premises presents a valid document with an authorised signature that permits the removal of that equipment.
- RMO will facilitate GIZ ID badges for all staff as part of access control procedures.
- All security guards must be issued with an appropriate identification card by the GIZ office, which must always be visible on GIZ premises.
- Visitors will be issued a visitor identification card in exchange for their ID card (which must be kept at the guard office) and visibly wearing the visitor identification card. In case of any stranger/visitor, the security guard on duty will behave politely and carefully to their requests and forward them to the SRM office.
- Security Supervisor/Guard will not allow entry into the premises for any visitor who does not have an appointment.
- If a GIZ building is evacuated during a disaster/emergency, the security guard will follow the instructions set in the appropriate SOPs or as received from the unauthorised office.
- The security guards will facilitate and assist RMO staff, Security Focal Points and Floor Wardens during an evacuation from the premises.
- The security guard will not allow any unauthorised person to enter the premises during an emergency or evacuation.
- If one or more unauthorised individuals attempt to force or gain entry into GIZ offices, the guard will raise the alarm and take all steps as per their training and SOPs to resist and repel or contain the intrusion.
- The security guard company is responsible for ensuring that the post orders and tasks are written clearly and available in the guard's post. Guards must know, understand and implement the duties and responsibilities.
- The security guard company will meet with GIZ staff every quarter to discuss the security situation and resolve any issues.
- The security guard company accepts that the security supervisor receives all regular operational instructions directly in writing or verbally on an ad-hoc basis, on urgent issues or in case of emergency from the RMO.
- For the selection process, a company binding training plan for the guards on their different duty matters must be presented by on the job training, specialised training as needed and training for newly joined staff.

- The security guard company must deploy additional security guards if requested by GIZ. The requirement for increased services will generally be limited to an event.
- The security guard company will be responsible for the safe custody and maintenance of equipment assigned to them by GIZ for use at the GIZ office/s.
- The company and the security guards must have the ability to react and handle unforeseen security situations and hazards.
- The security guard company will have to perform any other duties assigned by the GIZ, which forms part of security management.

### **GIZ responsibilities (offices)**

- Provide the necessary guardhouse and office (including bathrooms and wardrobes).
- Provide water and small kitchen items.
- GIZ informs the supervisors about exceptions from the regulations for VIPs and staff from the German Embassy, if necessary.
- Informs the supervisor daily when an event is planned and supplies the guards with a list of the vehicles and visitors permitted entry.

## **5. Costing requirements**

### **Assignment of personnel**

Security Supervisor pool 1 (consisting of 9 Security Supervisors): On-site assignment in Ethiopia, Addis Ababa, for 730 expert days (2 years).

Deputy team leader pool 2 (consisting of 6 deputy team leaders): On-site assignment in Ethiopia, Addis Ababa, for 730 expert days (2 years).

Guards pool 3 (male and female, consisting of 36 guards): On-site assignment in Ethiopia, Addis Ababa for 730 expert days (2 years)

In the financial offer in the bid, the following positions are mandatory to list:

- Basic salary for one team leader per month
- Basic salary for one guard per month
- Fee/salary for a possible emergency guard on short notice if needed
- Costs for uniforms per year
- Costs for working shifts and night hours
- Costs for pensions
- Costs for insurances
- Administrative costs
- Costs for annual leave

For the option (Chapter 7.1) the bidder is requested to include a second financial estimation in its bid, with the same conditions/quantities as mentioned in this ToR.

## 6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). Minimum score point of the assessment grid must be 500 in order to be a considered potential bidder. It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English.

The CVs of the personnel proposed in accordance with Chapter 4 of the ToR must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference to the position and for how long. The CVs should be submitted in English.

Please calculate your price bid based exactly on the aforementioned requirements. The specifications for pricing are defined in the price schedule.

As the contract to be concluded is a contract for guarding services, please offer a fixed lump sum price, distinguishing between the costs for the guards and the team leaders. The price bid will be evaluated based on the specified lump sum price. A breakdown of months is required.

## 7. Option

1. As additional service a new contract for private security guarding services with the same company for the offices/compounds of GIZ in Addis Ababa can be signed for another year at the end of the initial two years of contract (reference: date of signature of initial contract) if requested by GIZ.
2. The conditions and costing requirements (as described in the present ToR, the official inflation rate can be considered) will remain the same. The number of guards, team leaders, and deputy team leaders in the pools will be fixed in accordance with the need of GIZ at the moment of preparing the new contract. In this case, an agreement between the company and GIZ should be reached 3 months before the end of the initial contract.

### Assignment of personnel

Pool 1: Team leader (consisting of 9 team leaders): On-site assignment in Ethiopia, Addis Ababa, for 365 expert days (1 year).

Pool 2: Deputy team leader (consisting of 6 team leaders); On-site assignment in Ethiopia, Addis Ababa, for 365 expert days (1 year)

Pool 3: Guards (male and female, consisting of 36 guards): On-site assignment in Ethiopia, Addis Ababa for 365 expert days (1 year)

In the financial offer in the bid, the following positions are mandatory to list:

- Basic salary for one team leader per month
- Basic salary for one guard per month
- Fee/salary for a possible emergency guard on short notice if needed
- Costs for uniforms per year
- Costs for working shifts and night hours
- Costs for pensions



- Costs for insurances
- Administrative costs
- Costs for annual leave

## **8. Special requirements**

The company should be able to supply an additional two guards per shift on short notice, i.e. in the case of an incident, on two hours' notice (better less).