

Terms of Reference

Consultant, Security Risks assessment in Eastern Democratic Republic of Congo

Purpose of the consultancy:

To conduct a comprehensive assessment of the key risks/threats to the safety and security of Conciliation Resources and local partner NGOs' personnel, premises and assets in Ituri Province (Bunia and Aru), Beni (North Kivu province) and Kinshasa and to provide advice, guidance and practical recommendations on risk reduction, mitigation measures and response mechanisms to respond to the identified risks/threats and enable the safe implementation of project activities. The advice, guidance and practical recommendations must make reference to the safety and security policies and procedures of Conciliation Resources.

Background:

Conciliation Resources is an independent London-based organisation working with people in conflict to prevent violence, resolve conflicts and promote peaceful societies.

We believe that building sustainable peace takes time. We provide practical support to help people affected by violent conflict achieve lasting peace. We draw on our shared experiences to improve peacebuilding policies and practice worldwide.

Conciliation Resources has been working to support peacebuilding initiatives in DRC since 2010. Conciliation Resources and our local civil society partners work in conflict affected communities to empower communities to be positive agents for change, build community cohesion across societal divides and support communities to have the confidence and space to engage and collaborate with government actors to improve community security.

By providing important security guidance on minimising risks/threats to Conciliation Resources and our local partner NGOs, this consultancy will help facilitate the implementation of project activities.

Scope of the consultancy:

- Undertake a context analysis of Beni City, Bunia and Aru (Ituri Province) and the routes between these, which should include incident mapping, current risk analysis, a security stakeholder analysis, a summary of existing external security mechanisms and sources of reliable and timely security updates.
- An assessment of risks to key project staff and consultants, based on a summary of their risk profiles.
- Develop Conciliation Resources' security operating procedures for staff visits to DRC and make practical recommendations to minimise any gaps and weaknesses.
- Prepare updates to Conciliation Resources' DRC Programme Security Plan.
- Based on the current reality and likely scenarios, work with CR staff to develop contingency plans on behalf of Conciliation Resources, including: hibernation plans, with suggestions for timeframes, locations and supplies; evacuation plans, with suggestions for points of evacuation and evacuation destinations, multiple evacuation routes, modes of

transport and evacuation supplies; and medical evacuation plans, with reviews of local medical facilities in each area of operation, routes/modes of transport for reaching these facilities, suggestions for medical equipment, and international evacuation destinations according to the risk profiles of ECAP staff and consultants.

- Engage with local partner NGOs to understand their current security guidelines and capacity needs (training, resources and infrastructure) which could be addressed collaboratively over time, subject to partners request and funds availability.
- Liaising with representatives from State security services, UN organisations and relevant NGOs to build closer working links, communications and backup plans and identify opportunities for collaboration on safety/security issues.
- Review accommodation options in Bunia, Aru, Beni and Kinshasa
- Identify vehicle providers and requirements including standard operating procedures for road traffic accidents, including collisions involving third parties and animals

The consultant will report to Conciliation Resources' East & Central Africa Programme Director.

Deliverables: The consultant should produce reports and updated organisational policies and procedures (including standard operating procedures, contingency plans and contact lists) covering the areas identified above and is expected to present the findings to Conciliation Resources.

Duration: 15-20 days

Timeframe: Conciliation Resources is looking for this consultancy to be undertaken as soon as possible, subject to the evolving Ebola context being clearer. The final report and debrief is expected to be delivered within 30 days after commission

Duty of Care and Security Protocols

The consultant will be expected to comply with all Conciliation Resources safety and security procedures during the assignment. Conciliation Resources will provide relevant security briefings and operational guidance prior to travel. The consultant is expected to maintain adequate insurance coverage for the duration of the assignment unless otherwise agreed in writing. Any field travel shall be subject to prevailing security conditions and organisational travel approval processes

Person specification:

- In-depth understanding of the conflict and security situation and risks in relevant areas of Eastern DRC
- Fluency in French with knowledge of local languages a plus
- Track record of conducting high-quality security assessments, preferably in Eastern DRC and on behalf of non-profit organisations working in complex operating environments.
- Experience working with local organisations in resource-limited settings and where there may be limited formal technical expertise to assess and strengthen safety and security protocols.
- Ability to provide practical, context-specific recommendations that are realistic, actionable, and aligned with the organisation's existing capacities and constraints.
- Ability and willingness to travel to Eastern DRC
- Strong communication skills and a proven track record of producing written documentation in English.

Instructions for submission:

Qualified organisations, individuals or consortia should apply for this consultancy by submitting:

- A short proposal (2-page maximum) outlining your suitability for the position, your approach to delivering the consultancy requirements and a proposed timeframe;
- An itemised budget outlining total costs, including professional fee (no more than 15 days) and expenses associated with the delivery of the consultancy (e.g. travel costs
- Your CV(s) (3-page maximum per CV).

All proposals should be emailed to recruitment@c-r.org. The deadline for receipt of proposals is 17:00 (UK time) 21 June 2026. Proposals will be reviewed upon receipt and only short-listed candidates will be contacted for interviews.