



ASEAN PARLIAMENTARIANS FOR HUMAN RIGHTS

APHR Consultancy Notice

A. Position Title

APHR Security Adviser

B. Organizational Background

APHR is a regional network of current and former parliamentarians who use their unique positions to advance human rights and democracy in Southeast Asia. We seek to help create a region where people can express themselves without fear, live free from all forms of discrimination and violence, and where development takes place with human rights at the forefront.

Our members use their mandate to advocate for human rights inside and outside of parliaments, regionally and globally. They work closely with civil society, conduct fact-finding missions, and publish recommendations and opinions on the most important issues affecting the region.

APHR was born out of the recognition that human rights issues in Southeast Asia are interconnected, and from the desire of progressive legislators to work together across borders to promote and protect human rights.

Staff security is one of the biggest challenges facing non-governmental organizations and civil society organizations due to the growing insecurity, threats and violence faced by them when doing human rights work and advocacy.

As civil society actors including parliamentarians are increasingly facing threats and reprisals because of their work, it becomes more imperative that they adopt mitigating and preventive measures to safeguard their operations as well as the safety and security of their staff, members, and partners. Southeast Asia mirrors the global trend of an increased crackdown on civic space, with the rise of authoritarian regimes in countries where APHR operates and growing intolerance for dissent and criticism. As APHR also becomes more known and effective in its public advocacy, it also needs to assess the potential risk and threats that the context in which it works might have on its security and safety of its staff, Board and members, be prepared to mitigate these risks, and respond to them effectively.

C. Scope of Work

APHR is looking for a Security Adviser (consultant or team) who will provide and carry out **security advice, planning, and training** to enable APHR to operate, implement its activities as well as share information as safely and securely as possible.

The Security Adviser is expected to provide the following support (but not limited to):

- Assess or identify possible security threats and risks and design countermeasure plans to eliminate risks as much as possible;
- Establish the necessary security parameters and provide advice on the best security measures available;
- Establish security protocols and framework policies and design security plans (information, digital or physical/Travel);
- Implement security measures, providing technical supervision and advice as required;
- Explain security protocols and measures, as well as all related costs (e.g., staff, equipment, and maintenance);
- Keep up-to-date with the latest security systems, tools, practices, and technology;
- Coordinate a team of security specialists;
- Mentor or train Board, staff, and members on basic security practices;
- Act as security focal point of the organization;
- Assess emergency situations and coordinate an appropriate response; and
- Perform other tasks as assigned.

D. Expected Outputs and Proposed Activities

The consultant/advisor is expected to render a minimum of 40 hours monthly. Basis for payment will be the submission of timesheet and monthly progress reports.

E. Duration of the Work

Duration of the consultancy will be from 01 August to 31 December 2022 with the possibility of yearly extension subject to funds availability.

F. Institutional Arrangements

The security adviser/consultant will report directly to the Executive Director and will work in collaboration with the management team.

G. Duty Station

The selected consultant/team will be working remotely/online and may be required to travel to ASEAN capitals for planning, mentoring and training purposes (if the need arises).

H. Qualifications of the Successful Individual Contractor/Team/Firm

The successful candidate/team will have the following qualifications:

- Related Bachelor's degree;
- At least 5 years experience in security management focused on NGOs and human rights organizations;
- Experience in the areas of security planning, organizing and executing security operations in the field.
- Excellent knowledge of human rights issues, threats and vulnerabilities faced by human rights organizations in Southeast Asia region;
- Experience working with parliamentarians and human rights defenders;
- Demonstrated ability of making effective presentations to diverse audiences.
- Proven written and analytical skills.
- Excellent communication skills- coherent, timely and strategic.
- Willingness to work and travel in often difficult and insecure environments.
- Ability to work in multicultural settings.
- Fluency in English and another Southeast Asian language;
- Friendly, approachable and flexible.

I. Recommended Presentation of Offer

Applicants may submit the following requirements to procurement@aseanmp.org with subject heading " Security Adviser" by **Friday, 29 July 2022 at 6:00 PM Jakarta time (GMT+7)** :

- a) Duly accomplished **letter of interest** including contact person and details (email and telephone);
- b) **Brief Profiles/Short CV of consultant or team members** indicating education, expertise and experience;
- c) **Technical Proposal/Brief description** of your experience and value added including proposed activities, methodology, and tools to be used.

Please note that only shortlisted candidates/firms will be contacted.

APHR is committed to diversity and inclusion within its workforce, and encourages qualified candidates of all genders from all national, religious, and ethnic backgrounds, including persons living with disabilities, to apply.
