

Terms of Reference

1. General Information

Description of Assignment: Security Guard

Duty Station: Baghdad

Period and Duration of the assignment/Services: 01 Jan 2026 to 31 Dec 2026 (12 months)

Level of Consultant: **B-LSP**

LOT A: QUALIFICATIONS AND FEE SCALE FOR LOCAL CONSULTANCY SERVICES (LCS)						LOT B: QUALIFICATIONS AND FEE SCALE FOR INTERNATIONAL CONSULTANCY SERVICES (ICS)		
Technical			Support			Technical		
Level	Title	Proposed Level	Level	Title	Proposed Level	Level	Title	Proposed Level
D-LCS	Expert		F-LSP	Supervisor		D-ICS	Expert	
C-LCS	Senior Specialist		E-LSP	Skilled		C-ICS	Senior Specialist	
B-LCS	Specialist		D-LSP	Skilled		B-ICS	Specialist	
A-LCS	Junior Specialist		C-LSP	Semi-skilled		A-ICS	Junior Specialist	
			B-LSP	Semi-skilled	x			
			A-LSP	Casual				

Project start date: 01-01-2026

Estimated end date: 31-12-2026

Requesting UNDP CO Unit:

Project ID

Title:

Program Manager:

2. Background

Guard Unit is established at UN Common Premises in Baghdad (UNICB) to provide for 24/7 inner security, access control and emergency response to incidents and accidents within UNICB, to support the safety and security of personnel, premises, assets and operations working for the United Nations Security Management System (UNSMS).

This position is located in the UNDSS office in Baghdad / Iraq, locally administered by the UNDP and is financed by the UN Common Services Budget to support all the above.

3. Scope and expected outputs

The Security Guard operates under the supervision of the Duty Shift Team Leader and is responsible for maintaining a safe and secure environment within UN premises. The scope of work covers access control, perimeter security, patrolling, inspection of fire and safety measures, enforcement of UN security policies, reporting of incidents, and immediate response to security or safety emergencies. The

Security Guard also provides support for the protection of UN property, personnel, visitors, and contractors, ensuring compliance with UN Security Management System (UNSMS) standards.

Expected Outcomes

- **Controlled Access:** Only authorized personnel, vehicles, and materials are granted entry, reducing risks of intrusion and theft.
- **Safety and Security Compliance:** All security and fire safety protocols are implemented and enforced, contributing to a safe working environment.
- **Incident Prevention and Response:** Potential and actual breaches of security are identified, deterred, and responded to in accordance with UN SOPs.
- **Protection of UN Property:** Unauthorized removal or misuse of UN equipment, supplies, and assets is prevented.
- **Situational Awareness:** Security Guards remain vigilant, reporting unusual activities or safety hazards promptly through the chain of command.
- **Operational Readiness:** Security posts, equipment, and procedures are maintained in good condition to ensure continuity of operations.
- **Support to UN Activities:** Escorting, patrolling, and other duties are conducted effectively, facilitating secure movement and operations within UN premises.

4. Objectives of the assignment

Having a security guard that will ensure daily monitoring for the work conducted in UN Integrated Compound in Baghdad, as well as ensure that the guards, both females, and males receive the same wages on monthly bases.

5. Methodology

Daily monitoring and quality assurance on the services provided in UN Integrated Compound in Baghdad, to ensure that all guards are receiving their salaries, while cooperating with all relevant partners, as well as direct communicate any issues that emerged to the security team.

6. Responsibilities of the Consultant

Under the supervision of Duty Shift Team Leader, the Security Guard within limits of delegated authority is responsible for the following duties:

- Follow the assigned duties and responsibilities in accordance with the ToR and GU SOP.
- Provide security coverage of entry and exit points of the UN premises assigned while on duty by providing physical access control at UN facilities,
- Screens all personnel, packages and vehicles entering the UN premises to ensure authorized access.
- Prevent entry of unauthorized person into restricted area or unauthorized removal of UN property from the UN Premises.
- Responsible for regular inspection of basic fire precautions in the UN premises, i.e., reports defective security installations and security equipment, reporting all security violations to his/her direct supervisor.
- Ensure that valid UN Identification Cards and Passes are worn by all personnel in accessing construction site where applicable within the UN Premises.
- Implement the policy of "In and Out registry" of all incoming and outgoing personnel and vehicles; ensure ID/Pass are always worn and kept visible while entry the UNSMS Compound.
- Conduct patrolling of the area under responsibility, recording and reporting any safety and security violations or observations to supervisors.
- Maintain alertness for any potential or actual breaches of security and any disturbances or unusual activities related to safety and security, report these immediately through reporting line.
- Ensures that all personnel have authorization and proper documentation when removing any UN equipment/supplies out of UN premises.
- Respond to the safety and security emergencies in accordance with the standing operation procedures and UN premises security plans.
- Ensures that all offices, stores, meeting/conference rooms and gates in the UN premises are always secured.
- Escort construction personnel and vehicles from UN premises to the construction site where applicable.
- Ensures cleanliness and serviceability of all posted equipment at all times and reporting any damage, loss, or malfunction to the GU Team Leader immediately
- Perform other duties as required.

7. Anticipated Deliverables/Outputs

- **Effective Access Control:** Accurate and consistent screening of personnel, vehicles, and packages at UN premises, with records maintained in the "In and Out Registry."
- **Security Reports:** Timely and accurate reporting of incidents, violations, equipment defects, and observations to the Duty Shift Team Leader.
- **Inspection Records:** Regular inspection logs of fire precautions, security installations, and equipment maintained and submitted.
- **Incident Response Documentation:** Completed incident/occurrence reports following security breaches, emergencies, or unusual activities.
- **Patrol Logs:** Detailed records of area patrols, including observations and actions taken, kept up to date and submitted to supervisors.
- **Escorting Records:** Documentation of escorted personnel, vehicles, and construction teams, where applicable.
- **Maintained Equipment Readiness:** Security tools, communication devices, and protective equipment kept clean, serviceable, and accounted for, with any loss or damage reported.
- **Secure Premises:** Offices, gates, conference rooms, and storage areas consistently secured and documented in duty logs.
- **Compliance Monitoring:** Verification that all personnel display valid UN identification passes, with any breaches noted and reported.

8. Time and Method of Payment

Monthly payments will be paid based on the evaluation of the monthly performance and the services provided. An initial approval is required by UNDP for each payment, which should follow a certification of duly certified (time sheet) payment approved and signed by the supervisor.

9. Key performance indicators during implantation of the Services

- **Access Control Effectiveness:** The percentage of successful screenings and the number of unauthorized access attempts.
- **Response Time:** The time taken to respond to security alerts and incidents.
- **Tour Completion Rate:** The percentage of scheduled patrols that are completed on time, including physical checks and electronic checkpoints.
- **Technical Equipment Use:** Proficiency in using assigned equipment, including handheld and walk-through metal detectors, X-ray machines, under vehicle search mirror, and CCTV.
- **Control Room Monitoring:** The effectiveness of monitoring and operating control room systems, such as CCTV, intrusion detection, and fire safety systems.
- **Incident management and reporting**
- **Incident Response Time:** The time it takes for guards to respond to an incident from the moment it is detected.
- **Incident Resolution Time:** The total time taken to resolve an incident, including neutralizing the threat and completing follow-up actions.
- **Reporting Accuracy and Timeliness:** The submission of detailed, accurate, and timely written and verbal reports on all security-related incidents, such as breaches, thefts, or suspicious activities.
- **Emergency Procedure Knowledge:** Familiarity with and correct implementation of emergency procedures and standard operating procedures (SOPs) for various scenarios.
- **Attendance Reliability:** Punctuality and overall presence at assigned posts to ensure consistent security coverage.
- **Compliance with Protocols:** The degree to which guards adhere to established security protocols, including those for access control, reporting, and proper use of equipment.
- **Professional Appearance and Behavior:** Guards are expected to maintain a professional demeanor and appearance, including wearing uniforms and using equipment correctly.
- **Adherence to UN Values:** Working with integrity, impartiality, and respect for diversity, in line with the values of the United Nations.
- **Adaptation to New Procedures:** Willingness to keep abreast of and adapt to new developments in security strategies and methods.

10. Reporting

The security guard will be reporting to the Duty Shift Team Leader. An end of shift report should be submitted in addition to any incident or other ad hoc reports to be submitted without delay.

11. Institutional Arrangement

Under the guidance and supervision of the Field Security Coordination Officer (FSCO), UNDSS or other UN Security Official responsible for UN Common Premises security, the Security Guard will be responsible for the above-mentioned tasks through the Duty Shift Team Leader.

12. Timeframe and Estimated workday duration

08 hours per shift, on rotational basis to include night, morning, and afternoon shifts. Shift duration might be adjusted as per the duty roster for practical purpose.

13. Travel Plan

N/A

14. Competencies (Corporate/Functional)

1. **Communication Skills:** Guards must possess clear and effective communication abilities, both oral and written, to report incidents, follow instructions, and interact with staff and visitors appropriately.
2. **Client Orientation:** A service-minded approach is essential. Guards should demonstrate courtesy, respect, and a willingness to assist all clients, including UN personnel, visitors, and partners.
3. **Professionalism:** Guards are expected to uphold the highest standards of integrity, reliability, and discipline while on duty. They must remain calm and composed under pressure and respond to incidents in a controlled and professional manner.
4. **Teamwork and Cooperation:** Ability to work collaboratively with colleagues and supervisors, contributing to a positive and cohesive working environment.

15: Qualifications and Specific Requirement for Consultant

5. Academic Qualifications:

Secondary education is required. Supplemental security management or related training is desirable.

6. Years of Experience:

Minimum of three (2) years of experience with civilian police force, military, private security companies, or prior experience within the context of the UN security management system is required. Experience with a security or safety related area within an international NGO is an asset.

7. Technical expertise/competencies:

Physical and Mental Fitness – Candidates must be physically and mentally fit to carry out security and safety duties effectively.

Uniform Compliance – Incumbents are expected to wear the UN-authorized security uniform while on duty.

Rotational Shift Work – Incumbents must be prepared to work in three shifts—morning, afternoon, and night—as designated by the supervisor and outlined in the unit duty roster.

Endurance and Adaptability – Incumbents must be able to stand for extended periods in harsh weather conditions.

Post Assignments – Incumbents will be required to man external security posts, particularly at the main gates of the UN compound.

Alertness and Situational Awareness: Constant vigilance and the ability to recognize and appropriately react to security threats or unusual behavior are crucial for this role.

Basic Technical Skills: Familiarity with communication equipment (e.g., radios), CCTV systems, and access control technologies is an added advantage. Computer skills (Word, Excel, and Power Point) is desirable.

8. Language requirements:

Fluency in Arabic and English. Kurdish is desirable.

16. Other Information

The applicant should be an Iraqi national residing in the operational area(s) and have access to the Green Zone of Baghdad.

The applicant should be security wise cleared

Physical and mental fitness assessments are conducted separately from the interview process and will be performed by certified specialists, candidates are required to be both physically and mentally fit to effectively carry out their duties

Candidates must undergo medical clearance, which includes laboratory tests and a chest X-ray, to confirm their ability to perform the assigned duties. Mental fitness must be assessed by a certified mental health examiner