

CALL FOR EXPRESSIONS OF INTEREST: SECURITY MANAGEMENT FOR FIELD VISITS CONSULTANCY

May 2026

Introduction

Fondation Suisse de la Chaîne du Bonheur (Swiss Solidarity), based in Geneva, Switzerland, carries out fundraising campaigns for the victims of natural disasters and humanitarian crises in partnership with the Swiss Broadcasting Corporation (SSR/SRG) and supports humanitarian relief and reconstruction projects, mainly carried out by its Swiss NGO partners. Swiss Solidarity's current main contexts of intervention are Ukraine, the Middle East, Soudan and Myanmar.

Background and Objectives

The foundation wishes to review and strengthen its arrangements to ensure the safety and security of its staff members when travelling abroad. About two to three visits to humanitarian contexts, for fact-finding, monitoring and communication purposes, are carried out each year. Swiss Solidarity staff are often hosted by partner NGOs.

Tasks

SwS is seeking a consultant for the following tasks

- Assess the security culture within the organisation

The consultant is expected to assess the security culture of the organisation, considering its responsibility under duty of care, and to make recommendations.

- Review the current safety and security framework for field visits

The consultant is expected to review the existing arrangements and procedures, including the security event and incident management protocol, and to propose revised or new guidelines and protocols for field visits.

- Design and test a crisis management procedure

The consultant should propose a procedure and the assignment of roles and responsibilities for the management at headquarter level of security incidents affecting staff members travelling on field visits. Additionally, the consultant should organise and facilitate a training session in the form of a simulation exercise for the procedure.

Outputs

1. A short report presenting the results of the review and assessment of the organisation's security culture and of its current safety and security framework for field visits, with recommendations for improvements.
2. Security management guidelines for field visits (maximum 3 pages).
3. Crisis management guidelines and checklists.
4. Facilitation of a tailored practical training session on the crisis management framework with a simulation exercise for key personnel.

Requirements

- Substantial experience in the role of security adviser for humanitarian organisations
- Knowledge of security frameworks of major Swiss humanitarian NGOs
- Fluency in English and at least passive knowledge of French

Time, duration and location

The total workload for this role is estimated at about ten working days. The work is expected to be carried out at Swiss Solidarity headquarters in Geneva in the third quarter of 2026.

Bid instructions

Bidders should submit the following:

1. A cover letter (max. one page) outlining the qualifications to apply and confirming the availability.
2. CV of consultant (max three pages).
3. Examples of previous relevant work (if available)
4. A financial proposal detailing the daily rate and number of days by task

Submission of offers

Bids should be submitted by 24h00 (Geneva time) on 14 June 2026 to: jobs@swiss-solidarity.org with the subject "Security management consultancy".

