



**TERMS OF REFERENCE**  
**BINATIONAL COORDINATION ON SAFETY SECURITY AND ACCESS**  
**COLOMBIA & ECUADOR**

**General Information of the Organization**

CARE is an International Non-Profit, Non-Governmental Organization. Responding to humanitarian emergencies is an essential part of CARE's work to combat poverty and injustice, and we recognize that emergencies are both cause and effect. CARE helps people cope with crises through disaster risk reduction, emergency relief, preparedness, and post-crisis recovery. CARE has been working in the Andean region for more than 60 years:

In Colombia since 2018 through partners and with a national registry since November 2019, seeking to meet its humanitarian mandate based on a response to the Venezuelan crisis at the regional level. At the regional level, the strategy focuses on two central pillars: A gender-sensitive humanitarian response that saves lives in emergencies and strengthening the resilience and economic independence of those who have been most affected by the crisis. The strategy focuses on the Sexual and Reproductive Health and Protection sectors, with a significant emphasis on mainstreaming and implementing actions with a gender approach, thereby contributing to the fulfillment of the Sustainable Development Goals for 2030.

In Ecuador, CARE has been present for 64 years, always working from a double nexus approach. At the moment, it is closing its 2021-2026 Strategy, in which comprehensive disaster risk management and emergency response and care for Venezuelan and Colombian people in human mobility have been prioritized. In development, work has been done with special emphasis on health; climate adaptation, ecosystem conservation and water protection; and women's and girls' rights. CARE has a presence in 15 provinces, either directly or through its local partners. CARE Ecuador in turn leads the implementation of projects in the Dominican Republic and Bolivia.

**Job Overview**

The bi-national Safety and Security Coordinator of CARE Colombia and CARE Ecuador will be responsible for developing and maintaining security systems to support the safety of staff and partner organizations and the implementation of the program in both countries. This role will be based in Bogotá, Colombia and will work closely with the Senior Management Team (SMT) of both offices, especially the Country Directors; Program Managers and Area Managers. The Bi-National Security and Safety Coordinator will also be responsible for creating links, especially with other agencies, international NGOs, local authorities and key security actors to foster a relevant information system of factors influencing the security environment and humanitarian access to the communities with which CARE is working. Effective monitoring, analysis, and communication of these trends and events, and the facilitated development and set of mitigation strategies are key elements of the CARE Colombia Security Advisor position.

Will report to: Country Director, Colombia and Ecuador

Workplace: The position is based in the city of Bogotá, Colombia with monthly trips to Ecuador, and wherever the program requires it nationally and outside the country.

**Coordination framework**

**Internal:** The professional must be willing to work and coordinate with the SOAR (Security, Operational Access, and Risk) team at the regional and international levels, and will also work in close coordination with all project staff(s) as well as other technical, programmatic and administrative staff of CARE in both countries.

**Inter-institutional relations:** The professional must support maintaining excellent relations with key actors and technical personnel who have to do with security issues, as well as partners and allies of CARE in Colombia and Ecuador, other State entities and personnel of other humanitarian organizations present in the territory.



**TERMS OF REFERENCE**  
**BINATIONAL COORDINATION ON SAFETY SECURITY AND ACCESS**  
**COLOMBIA & ECUADOR**

**Recruitment**

**Type of contract:** Fixed-term employment for 3 months, extendable to an indefinite term contract after performance evaluation and achievement of goals.

**Full-time working hours**

**Workplace:** Bogota

**Salary:** to be agreed according to the salary scale and experience of the applicant

**Functions of the position**

The following are the main responsibilities of the position, however, depending on the context, the percentage of dedication may vary, depending on the requirements of the portfolio of presence in Colombia and Ecuador:

**RISK PREPAREDNESS AND MANAGEMENT (50%):**

- Verify, review, update, and manage the country's Safety Management Plan based on risk assessments and current operation, as well as potential locations, using the CARE International S&S template and standards.
- Ensure that all CARE facilities have a permanently updated Safety Plan.
- Assist each country office in preparing for major events and critical security incidents.
- Review and update the security contingency plans of the Colombia and Ecuador office, to provide a real-time response in case of an emergency.
- Guide the selection of security focal points, security services, equipment, and facilities, and ensure that appropriate training is provided.
- Contribute to the development of proposals to donors from the field of security, especially in the context analysis of the dynamics relevant to operational access.
- Ensure that CARE Colombia and Ecuador have up-to-date safety and security systems and procedures in place and that all staff and visitors are aware of and respect them.
- Prepare and regularly update (security management plan) and contingency planning, including context analysis (General Assessment and Assessment of specific security risks) and provide regular security reports to the Country Directorates of both countries and the LAC focal point.
- Ensure that necessary safety measures are in place to protect CARE team members, visitors, international staff, contractors, partner organizations, and participants during their travel or travel and work activities.
- Through the RISKREADY training program, gain the appropriate training qualifications to promote safety recommendations, critical incidents, crisis management, and other personnel-related training.
- Ensure that when training agendas are scheduled, they can be incorporated into local CARE partners.

**COMPLIANCE WITH PROCEDURES AND PROTOCOLS (20%)**

- Based on approved risk assessments and safety plans, provide a detailed and appropriate initial safety briefing to all new staff, interns, consultants and volunteers, partner organizations and visitors; including general safety policies and procedures, site-specific issues and an analysis of the current local security situation.
- Ensure that policies and procedures are developed together with the management team, socialized, understood and internalized by all staff, interns, volunteers, partners and associates at all times.
- Ensure that CARE's focus on women and girls is included in CARE's safety guidelines, procedures, and protocols in Colombia and Ecuador.
- Support the People and Culture Area in the implementation of PSHEA (Protection from Sexual Harassment, Exploitation and Abuse) policies and especially with regard to staff safety.
- Efficiently lead the fulfillment of the Security Management Plan.
- Ensure compliance with safety and care guidelines by the members of the CARE Colombia and Ecuador teams, in order to



**TERMS OF REFERENCE**  
**BINATIONAL COORDINATION ON SAFETY SECURITY AND ACCESS**  
**COLOMBIA & ECUADOR**

reduce the likelihood of risks and threats because of the political and social situation in both countries.

**RESPONSE IN A CRISIS (15%)**

- Support the Response Team leader and inform them of possible actions or options in a time of crisis or emergency.
- Coordinate information across relevant monitoring lines during major security incidents, crises, or emergencies.
- Assist with emergency medical evacuations within the country office and in coordination with the regional security advisor.
- Investigate and follow up on security incidents involving CARE staff Example: arrest, detention, kidnapping, robbery, etc.

**ANALYSIS AND ADVICE (15%)**

- Inform the SMT and other staff frequently about the relevant security dynamics within the area of operations of both country offices. This will focus on threats to staff, interns, volunteers, consultants, and partners, as well as any access challenges presented within CARE's implementation areas or new geographic areas of implementation
- Build relationships of mutual trust and respect with CARE's partners and affiliates, analyze and monitor capacity, mentor, mentor and train constantly, as well as learn from their experience and integrate these learnings into CARE's modus operandi.
- Develop and disseminate high-quality reports (including GIS data) frequently to the country office, in the areas of operation as well as in the face of relevant national dynamics. Ad hoc reports on particular topics, e.g. Local conflict dynamics will also be requested depending on the needs of the team.
- Prepare reports for RSM and SOAR as requested, such as the Monthly Security Report, FLASH messages, SitReps, Updates, etc. for each country office.
- Establish and build relationships with UN peers and agencies, participate in face-to-face and/or virtual coordination meetings to share, monitor and analyze dynamics relevant to CARE's operational presence and humanitarian access.

**OTHERS**

- Other functions that are inherent to the position and that result from the development of CARE's work.

**Professional Profile and Experience**

**Essential:**

- University degree in international relations or complementary areas.
- At least 5 years of experience in international organizations in the development and management of security and access strategies and plans for their operations.
- Proven expertise in high-quality analytics, reporting, and influencing skills.
- Proven experience in gender approach and work with Women and Girls.
- Experience in the production of technical material (training material, protection tools, reports, documents, etc.).
- Experience of working in the field in vulnerable areas and with security risks.
- Safety training (HEAT, PAST or similar)
- Proficiency in English.
- Technical speciality related to humanitarian work or security risk management.

**Desirable:**

- Demonstrated knowledge of the UN, ECHO, MOSS and other NGO standard security frameworks.



**TERMS OF REFERENCE  
BINATIONAL COORDINATION ON SAFETY SECURITY AND ACCESS  
COLOMBIA & ECUADOR**

**Personal Skills**

1. Alignment with the organization's values: Transformation, Integrity, Diversity, Equality, Excellence.
2. Ease of interpersonal and inter-institutional relations.
3. Organizational capacity
4. Commitment to community work
5. Skills to provide sensitive and appropriate counseling.
6. Information management from professional ethics
7. Ability to work in a team and adapt to changes.
8. Ability to multitask, focus on results, meet goals on time, and prioritize deliverables under pressure.
9. Capacity for innovation and adaptability

**Application Process**

Interested and qualified candidates are invited to send their Curriculum Vitae (CV), including motivation letter up to 5<sup>th</sup> April to the following email [col.reclutamiento@care.org](mailto:col.reclutamiento@care.org) (CV and motivation letter may not exceed 3 pages). Applications submitted after the closing date will not be evaluated.

Only applications that mention the following information in the subject will be evaluated: Binational Coordination of S&S and Access COL-EC

A technical evaluation will be part of the selection process and during the selection process the schedule for a test and interview will be sent. Expected start of employment contract: As Soon as Possible

Note 1: The applicant who applies to this call authorizes CARE Colombia to validate the personal information provided in the resume. Your identification will be checked in public and private databases for the exclusive use of validating the information, in accordance with our anti-fraud, money laundering and terrorist financing policies.

Note 2: The applicant who freely and voluntarily wishes to be part of the selection process to occupy the position of this call, must observe a strict adherence to the rules that apply to the matter – suitability in the degrees presented, execution of tests in a personal and individual way and veracity in the information – Adhering to the manuals and anti-fraud policies of CARE, under penalty of declare disqualified the applicant who incurs in any irregularity in the opinion of CARE, even for the mere suspicion, and even in possible criminal conduct according to Colombian legislation.