



Children's Rights and Violence Prevention Fund (CRVPF)

Terms of Reference (ToR)

Provision of Security Services

Background Information

The Children's Rights and Violence Prevention Fund (CRVPF) is a regional intermediary organization dedicated to promoting child rights and social justice across East Africa. CRVPF provides grants and capacity development support to community-based organizations operating in Uganda, Tanzania, Ethiopia, and Kenya.

CRVPF supports organizations working with children, adolescents, families, schools, and communities to prevent violence, sexual abuse, and exploitation of children and to promote safe and nurturing environments for healthy child development.

To ensure the safety of its personnel, assets, and premises, CRVPF seeks to engage a qualified and licensed security company to provide professional security services at its regional office.

Overall Objective

To engage a competent security company to provide reliable, professional, and comprehensive security services to safeguard CRVPF staff, visitors, assets, and premises.

Scope of Services

The selected security company will be required to provide the following services:

Guard Services

- Provide one (1) unarmed night guard daily.
- Provide day and night guard coverage during weekends and public holidays.
- Ensure guards are properly trained, uniformed, supervised, and vetted.
- Deploy the night guard at the CRVPF office premises **no later than 5:30 PM** each working day, as this coincides with staff departure time.
- Ensure the guard remains on duty throughout the night and shall only leave at **7:00 AM**, unless otherwise formally agreed.
- Ensure timely shift handover procedures.
- Maintain a daily Occurrence Book (OB) documenting all incidents, patrols, and observations.
- Conduct routine patrols of the premises.
- Enforce access control procedures and prevent unauthorized access.
- Ensure proper key custody and handover procedures.

Alarm System Services

- Install, monitor, and maintain a 24-hour electronic alarm system.
- Provide rapid responses in case of alarm activation.

- Conduct routine inspection and maintenance of the alarm system.
- Provide qualified technicians for periodic system checks.

Emergency Response

- Provide an emergency response mechanism in case of:
 - Break-ins
 - Fire incidents
 - Security threats
- Any other emergency situations

Security Signage

- Install appropriate security signage/side plates indicating the premises are protected by the contracted security company.

Deliverables

The security company shall:

- Provide professional and trained security personnel as agreed.
- Ensure 24-hour alarm monitoring services.
- Ensure deployment of security personnel by **5:30 PM daily**.
- Ensure duty coverage until **7:00 AM**.
- Conduct periodic security system inspections.
- Submit monthly incidents and service reports.
- Provide an emergency response plan.
- Deliver services efficiently and cost-effectively in line with agreed service levels.

Duration of Contract

- The contract shall commence on 24th March 2026.
- The agreement will be annual, subject to:
 - Annual performance review for renewal.
 - Termination by either party upon giving 30 days' written notice.
 - Immediate termination in cases of gross misconduct, safeguarding breaches, non-deployment, or legal non-compliance.

Minimum Qualifications and Requirements

Interested security companies must:

- Be legally registered and licensed to operate in Uganda.
- Provide proof of valid security operating licenses.
- Have at least 4-7 years' experience providing similar services.
- Provide evidence of trained and vetted personnel.
- Have an established rapid response system.
- Provide proof of insurance coverage (public liability and staff insurance).
- Submit at least three (3) client references.

Proposal Requirements

Interested companies must submit a proposal including:

- Company profile
- Service plan
- Staffing structure and supervision plan
- Description of equipment and alarm systems used
- Emergency response plan
- Pricing structure (clearly itemized)
- Copy of registration and licensing documents
- Insurance certificates

Evaluation Criteria

Proposals will be evaluated based on:

- Technical capacity and experience
- Compliance with requirements
- Cost competitiveness
- References and past performance

Application Process

Interested security companies that meet the above requirements are invited to submit their proposals electronically to: careers@crvpf.org

Deadline for submission: Friday, 13th March 2026

Only shortlisted applicants will be contacted. If you do not hear from us by 20th March 2026, please consider your application unsuccessful.

Safeguarding and Compliance Statement

CRVPF maintains a zero-tolerance policy toward child abuse, exploitation, fraud, bribery, and corruption.

This policy applies to all employees, board members, contractors, suppliers, and partners. Any breach of this policy, including failure to report suspected violations, may result in immediate termination of the contractual relationship.