



## Terms of Reference Safety & Security Consultant

<b>Location:</b> Remote, with 2 anticipated business trips to Ukraine (at start and end of consultancy)	<b>Duration:</b> Between 1 <sup>st</sup> of June and 31 <sup>st</sup> of August 2026
<b>Line Manager:</b> Director ECE Ukraine Humanitarian Crisis Response	<b>Type of Contract:</b> Consultancy

### BACKGROUND

Plan International responded to the Ukraine Humanitarian Crisis since March 2022, starting in countries hosting Ukrainian refugees (Moldova, Romania, Poland) and thereafter expanding humanitarian operations inside Ukraine since August 2022. Since July-August 2022, Plan International has been duly registered in Poland and Romania as national Foundations and in Moldova as a branch office of Plan International Inc, In October 2022, Plan International has also been duly registered in Ukraine as a representative office of Plan International Inc.

The Ukraine Crisis Response portfolio across the 4 countries has seen a rapid expansion during its first 3 years and has grown to EUR 87M. Since 2025 the portfolios in Poland, Romania and Moldova have been rapidly declining, whilst the portfolio in Ukraine has remained stable. A new East and Central Europe Ukraine Humanitarian Crisis Response Strategy covering the 3-year period 2025-2027 has been approved and is targeting new income totaling EUR 35M with programmes across the humanitarian-nexus-development spectrum.

Plan International is profiling itself as one of the 'go to' organizations in promoting and protecting the rights of children, girls and young people in conflict and crisis; in particular through adding value in child protection, education, gender and inclusion, social cohesion, SGBV, MHPSS and CVA.

Plan International works mainly through strategic civil society partners to support vulnerable children, young people, and their families to cope with the impact of the current humanitarian crisis and to increase their resilience.

Plan International currently employs approximately 50 staff across the response, with about 40 staff based in Ukraine. Its one-response model strongly connects Plan International's response and presence in Moldova, Romania, Poland and Ukraine.

Plan International is committed to meeting safeguarding expectations across all its operations to ensure all incidents regarding child abuse and sexual harassment are reported and effectively managed.

### DELIVERABLES

Building upon the existing Safety & Security environment and resources at Plan International Ukraine (including reach-out to the offices in Poland, Romania and Moldova), the consultant will facilitate the revision, modification and validation of certain Safety & Security related aspects that require review, in line with the global security strategy.

Specifically, the consultancy will focus on the 3 following key deliverables:

- **Review, revision and updating the Safety & Security related protocols and Standard Operating Procedures** in consultation with the ECE Leadership and Management Team and response staff and ensure protocols and SOPs are fit for purpose and relevant to the local context.
- **Conduct a thorough Safety & Security related training needs assessment** for staff, develop a fit-for-purpose **Safety & Security capacity building plan** for staff, and – where relevant and possible – directly provide refresher trainings to staff.

- Lead the ***development of a relevant, future proof and actionable contingency plan*** for Plan International in ECE (with primary focus on Ukraine) based on a series of possible scenarios of how the war in Ukraine may be evolving.

The consultant will also adhere to Plan International's global policies for Safeguarding Children and Young People and Gender Equality and Inclusion and ensure these are fully embedded in accordance with the principles and requirements of the policy including relevant Implementation Standards and Guidelines as applicable to Safety & Security.

## KEY CONTACTS:

### Internal

- ECE Response Director (primary contact throughout consultancy)
- Safety, Security and Admin Officer and Safety & Security focal point persons
- ECE Ukraine Humanitarian Crisis Response Leadership & Management Team
- Plan International Ukraine Team and Team members in response offices in Moldova, Romania and Poland
- Global Hub departments (including safety & security, logistics, humanitarian, legal)

### External

- Possibly Civil Society Organisations

## REQUIREMENTS

- Deep conceptual understanding of security risk management and risk assessment processes
- Experience working in high-risk areas, including disasters and fragile and conflict affected states
- Experience teaching or training security courses and workshops, especially with technical or specialized material (e.g., security analysis or crisis management)
- Experience building and implementing an entire, or significant portion of, a large-scale security program
- Experience working in an international NGO that works through civil society partners
- Communicate clearly and effectively
- Comfortable in challenging at all levels
- Able to deliver on time, to work under long term pressure and to prioritise
- Able to work with standard IT equipment and software suites (e.g., Office)
- Experience providing technical support to teams and partner organisations.
- Experience of capacity building with a variety of audiences.
- Fluency in English, written and spoken, proficiency in Ukrainian, and knowledge of Polish or Romanian languages is an asset.

## PLAN INTERNATIONAL'S VALUES IN PRACTICE

### **We are open and accountable**

We create a climate of trust inside and outside the organization by being open, honest, and transparent. We hold ourselves and others to account for the decisions we make and for our impact on others, while doing what we say we will do.

### **We strive for lasting impact**

We strive to achieve significant and lasting impact on the lives of children and young people, and to secure equality for girls. We challenge ourselves to be bold, courageous, responsive, focused and innovative.

### **We work well together**

We succeed by working effectively with others, inside and outside the organization, including our sponsors and donors. We actively support our colleagues, helping them to achieve their goals. We come together to create and implement solutions in our teams,

across Plan International, with children, girls, young people, communities and our partners.

**We are inclusive and empowering**

We respect all people, appreciate differences and challenge inequality in our programs and our workplace. We support children, girls and young people to increase their confidence and to change their own lives. We empower our staff to give their best and develop their potential.

**PHYSICAL ENVIRONMENT**

Largely remote consultancy but with 2 anticipated business trips to Ukraine (at start and end of consultancy).

**ESTIMATED ENGAGEMENT**

Exact amount of person days to be defined based on consultant proposal, but with expected delivery of results between 1<sup>st</sup> of June and 31<sup>st</sup> of August 2026.

**LEVEL OF CONTACT WITH CHILDREN**

No contact.