



## TERMS OF REFERENCE

### PROVISION OF SECURITY SERVICES

#### POSITION'S AUTHORITY

**Report to:** Executive Director, CoDA

**Location of Assignment:** Nasarawa State, Nigeria

**Period of contract:** One Year

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#### 1. INTRODUCTION

The Coalition for Dialogue on Africa (CoDA) is an independent, international, African-owned forum that identifies and discusses issues of importance to Africa's development within a global context. It is a think tank that advocates for the continent, brings together a range of stakeholders to promote dialogue and provides a platform for African voices to be heard. It is policy-oriented and works in collaboration with other African and international organizations addressing issues of Africa's security, peace, governance and development. CoDA is a special initiative of the African Union, African Development Bank (AfDB), Africa Export and Import Bank (AFREXIMBANK) and United Nations Economic Commission for Africa (ECA).

CoDA has four focal areas – regional integration, domestic resources mobilization, democratic governance and population health. Through policy-oriented research, tailored convenings and advocacy engagements, CoDA advances alternative solutions to African problems. It engages reputed African scientists, policy experts and institutions to incubate indigenous African solutions.

In order to advance its work on population health and other matters related to human development, CoDA was given 10 hectares of land near Abuja by the Esama of Benin Kingdom. To secure this land and support its initial development phase, CoDA seeks to engage a licensed and reputable security services company to provide professional services in Nasarawa, Nigeria.

#### 2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to contract a qualified Security Services Company to ensure continuous and professional security of the 10-hectare land designated for the AU - CoDA Centre of Excellence Headquarters in Nasarawa, Nigeria.

### **3. SCOPE OF WORK**

The contracted Service Provider shall be responsible for providing trained security personnel, supervision, and management necessary to deliver effective security services for the designated land area. The company will ensure compliance with professional security standards, applicable laws, and CoDA's operational requirements, including the necessary social corporate responsibilities towards the poor communities living in the surrounding area.

### **4. EXPECTED DUTIES AND RESPONSIBILITIES**

- a) Deploy an adequate number of trained and licensed security guards to maintain 24/7 security presence on the 10-hectare premises, including several recruited from the community where the AU-CODA Center of Excellence HQ is located.
- b) Control and monitor access to the land, including visitors, vehicles, and workers, such as the gardeners.
- c) Conduct routine patrols of the perimeter and interior of the premises.
- d) Detect, deter, and report any suspicious activities or security threats.
- e) Ensure the safety and protection of equipment, tools, and materials stored on-site.
- f) Maintain accurate security logs, including incident reports, visitor registers, and patrol records.
- g) Promptly report security incidents and concerns to the designated CoDA Supervisor.
- h) Provide a supervisor or focal person responsible for coordination, reporting, and quality control of deployed guards.
- i) Liaise with local level government security structures and relevant law enforcement units for routine reporting, incident reporting and other required processes.
- j) Ensure that all deployed staff act professionally, within the bounds of the law and as per international standards and take full responsibility for the same.

### **5. COMPANY QUALIFICATIONS AND REQUIREMENTS**

- a) The Service Provider must be a legally registered and licensed security services company in Nigeria. Prior experience providing security services in Nasarawa State will be considered an added advantage.
- b) Demonstrated experience in providing professional security services to large properties or institutional clients.
- c) Ability to deploy trained, disciplined, and physically fit security personnel.
- d) Availability of a clear management and supervision structure.
- e) Capacity to provide personnel without disruption of services.
- f) Commitment to professional integrity, confidentiality and reliability.

## **6. REPORTING AND SUPERVISION**

- The Security Services Company shall report to a designated CoDA Supervisor.
- Monthly reports shall be submitted, covering security incidents, patrol summaries, and grounds maintenance activities.
- CoDA reserves the right to conduct periodic performance reviews and inspections.

## **7. CONTRACT DURATION AND REMUNERATION**

- The contract shall be awarded for an initial period of six months probationary period and then yearly, renewable subject to satisfactory performance and mutual agreement between CoDA and the Service Provider.
- Financial terms and payment arrangements shall be defined in the final contract agreement.

## **8. GENERAL CONDITIONS**

- All deployed personnel shall adhere to CoDA's Code of Conduct and Nigerian laws.
- The Security Services Company shall be responsible for the conduct, discipline, and welfare of its staff.
- CoDA reserves the right to terminate the contract in accordance with agreed contractual terms in cases of non-performance or breach of obligations.

## **9. HOW TO APPLY**

Interested companies should submit their expression of interest and detailed offerings via email to [info@codafrica.org](mailto:info@codafrica.org) no later than 5.00 pm (EAT) on February 08, 2026.

CoDA reserves the right to revise or cancel the procurement process at any stage without any liability of any kind, upon publication of cancellation notice on its website.