



**TANZANIA WOMEN LAWYERS ASSOCIATION (TAWLA)**  
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## **TERMS OF REFERENCE (TOR) FOR ENGAGEMENT OF SECURITY SERVICES FOR TAWLA - DODOMA OFFICE**

### **1.0 ABOUT TAWLA**

Tanzania Women Lawyers Association (TAWLA) is a Non-Governmental Organization established in 1989 and registered under the Societies Act of 1990. The organization is compliant with the NGOs Act of 2002 though obtained an NGOs status in 2019.

The aims and objectives of the organization are to advocate for gender equality and to promote human dignity and gender justice through policy, community action, media engagement, and legal and institutional reforms.

To this end, TAWLA envisages a society that respects, upholds, and enhances responsibilities and empowers women. Its mission is to collaborate with relevant stakeholders in creating a conducive legal and policy environment, providing diverse platforms on sectoral reform and ensuring access to justice through legal aid services, advocacy, awareness raising, strategic litigation, and research and publications on issues affecting women and children.

### **2.0 PURPOSE OF THE ASSIGNMENT**

The purpose of this assignment is to procure security services that will provide continuous protection of the organization's facilities, assets, and people through effective guarding, surveillance, access control, and incident response.

TAWLA seeks to engage a qualified and reputable security service provider to offer professional security services for its premises, personnel, assets, and visitors. The organization requires reliable security coverage to ensure safety, prevent loss or damage, and maintain a secure working environment.

## **3.0 OBJECTIVES**

The specific objectives of the security services are to:

- i) Safeguard organizational property, equipment, and infrastructure.
- ii) Ensure the safety and security of staff, clients, and visitors.
- iii) Control access to the premises and prevent unauthorized entry.
- iv) Deter, detect, and respond to security threats and incidents.
- v) Support compliance with safety and security regulations.

## **4.0 SCOPE OF SERVICES**

The security service provider shall be responsible for, but not limited to, the following:

### **4.1 Guarding Services**

- i) Provision of trained, licensed, and uniformed security guards.
- ii) 24/7 guarding services (day and night shifts) or as specified.
- iii) Patrol of assigned premises at regular intervals.

### **4.2 Security Monitoring Procedures**

- i) Monitoring and controlling entry and exit points.
- ii) Verification of staff, visitors, and vehicles.
- iii) Maintenance of visitor logs and incident registers.

### **4.3 Incident Management**

- i) Prompt response to alarms, emergencies, and security breaches.
- ii) Reporting and documentation of all incidents.
- iii) Coordination with management and relevant authorities when required.

### **4.4 Safety and Emergency Support**

- i) Assistance during emergencies such as fire, theft, or accidents.
- ii) Support in evacuation procedures and crowd control if necessary.
- iii) First response support before arrival of emergency services.

## **5.0 DELIVERABLES**

The service provider shall deliver the following:

- i) Continuous provision of security services as per agreed schedule.
- ii) Monthly security reports outlining incidents, observations, and recommendations.
- iii) Incident reports submitted immediately after occurrence.
- iv) Updated duty rosters and attendance records for guards.

## **6.0 DURATION OF THE ASSIGNMENT**

The contract duration shall be one **(1) year**, renewable subject to satisfactory performance and mutual agreement.

## **7.0 ROLES AND RESPONSIBILITIES**

### **7.1 Responsibilities of the Security Service Provider**

- i) Recruit, train, and manage security personnel.
- ii) Ensure guards are disciplined, identifiable, and medically fit.
- iii) Provide necessary equipment, uniforms, and communication tools.
- iv) Ensure compliance with applicable laws and regulations of the United Republic of Tanzania.
- v) Maintain confidentiality of organizational information.

### **7.2 Responsibilities of the Client**

- i) Provide access to premises and relevant security information.
- ii) Designate a focal person for coordination and supervision.
- iii) Make timely payments as per contract terms.
- iv) Provide feedback on performance and service delivery.

## **8.0 QUALIFICATIONS AND EXPERIENCE OF THE SERVICE PROVIDER**

The security firm must:

- i) Be legally registered and licensed to operate security services.
- ii) Have a minimum of 5 years' experience in providing similar services.
- iii) Demonstrate capacity to deploy adequate personnel and equipment.
- iv) Provide references from at least 5 previous or current clients.

## **9.0 INSTRUCTION TO BIDDERS/CONSULTANT**

To be evaluated, a Bidder/Consultant **MUST** include the following in the proposal.

- i. A copy of registration certificate, TIN and VAT certificate (if applicable)
- ii. Organization profile and technical proposal
- iii. Financial proposal

**How to Bid:**

Interested and suitably qualified bidder company must share their applications to [electronic.bids@tawla.or.tz](mailto:electronic.bids@tawla.or.tz) not later than **1600hrs EAT - on 25<sup>th</sup> February 2026**