

Terms of Reference (ToR) for CCTV Installation at WV Sudan – Port Sudan Office

1. Introduction

World Vision (WV) Sudan is committed to ensuring the safety and security of its staff, assets, and operations. As part of strengthening office security, WV Sudan seeks to engage a qualified and experienced service provider for the supply, installation, and maintenance of a CCTV surveillance system at the Port Sudan Office.

2. Objectives

The objective of this assignment is to install a high-quality CCTV surveillance system covering strategic office areas to enhance monitoring, deter theft, improve staff safety, and ensure compliance with humanitarian organization security standards.

3. Scope of Work

- Conduct a comprehensive CCTV Installation Survey to determine optimal camera positions and quantity required.
- Supply, install, and configure CCTV cameras (indoor and outdoor) with night vision, infrared, and dust/heat resistance.
- Establish a centralized CCTV Control Room within the Security Office with monitoring screens.
- Ensure DVR/NVR system provides 90 days backup storage (day & night coverage).
- Ensure DVR/NVR has additional channels for future expansion.
- Connect system to power backup (UPS) to ensure uninterrupted coverage.
- Provide system documentation, configuration details, and user manuals.
- Train WV security staff on basic operation and troubleshooting.
- Provide a one-year warranty and preventive maintenance plan.

4. Camera Type and Brand Requirements

- IP-based cameras, minimum 4MP-8MP resolution.
- Infrared (IR) and low-light capability for 24/7 coverage.
- Wide Dynamic Range (WDR) for bright/dark conditions.
- Outdoor cameras: weatherproof (IP66/IP67), heat and dust resistant.
- Indoor cameras: dome cameras for corridors, offices, and entries.
- Outdoor cameras: bullet or PTZ cameras for gates, perimeter, and parking.

Recommended brands (original & genuine only):

- Axis Communications (preferred, widely used by UN).
- Bosch Security Systems.
- Hikvision / Dahua (only genuine imports with warranty).
- Avigilon or Hanwha Techwin (Samsung).



5. Deliverables

- CCTV Installation Survey Report with recommended locations.
- Supply and installation of CCTV cameras and accessories.
- Fully functional CCTV Control Room.
- DVR/NVR with 90 days backup capacity and extra channels.
- One-year warranty with preventive maintenance plan.
- Training for WV security staff.
- Handover and acceptance report.

6. Standards and Compliance

The contractor must ensure that the installation complies with international humanitarian organization security standards, including UN Minimum Operating Security Standards (MOSS). All equipment must be genuine, new, and supported by manufacturer warranty.

7. Timeline

The installation should be completed within 30 calendar days from the date of contract signing.

8. Payment Terms

Payment terms shall be determined strictly in line with WV Sudan's Supply Chain Management Policy.

9. Vendor Qualifications

- Must be a legally registered company with license to operate in Sudan.
- Demonstrated experience in CCTV installation for INGOs, UN agencies, or corporate clients.
- Ability to provide genuine branded equipment with manufacturer certification.
- Qualified technical team for installation, maintenance, and training.
- Ability to provide after-sales support and preventive maintenance.

10. Submission of Proposals

Interested and qualified companies should submit technical and financial proposals, including company profile, past performance records, and references, addressed to WV Sudan Supply Chain Department.

