

CALL FOR PROPOSALS

Terms of Reference (TOR) for Occupational Safety And Health Audit

1. Introduction and Overview

Action Africa Help International, Kenya Programme (AAH) Kenya, is addressing development challenges in partnership with marginalized Kenyan communities mainly living in low income urban and rural settings including Arid and Semi-arid Areas (ASALs). It has been working since 2005 in Narok County under the flagship 'Improving the Standard of Living of Pastoralist Communities in Mara Division' programme covering water, education and health sectors in the 14 sub-locations of Mara Division. The programme has effectively utilized a strong community-based approach, working with local community development committees and the Mara Division Development Programme (MDDP).

In 2012, the programme launched an expanded mandate covering more interventions and other regions in Kenya. Most recently, AAH Kenya programme has expanded to incorporate the Mara Enterprise Development project that is a two-year project that aims to support development of an 'entrepreneurial mind-set' in community members and is primarily working with livestock keepers, women traders and the youth to improve their economic well-being. The programme is also implementing a livelihoods project in agriculture working with refugees in the Kakuma Refugee Camp in Turkana County funded by UNHCR.

The workforce in AAH includes office staff, drivers and housekeepers. AAH employs a large majority of host community.

OSHA 2007 stipulates that the occupier (Employer) of a workplace shall cause a thorough safety and health, risk assessment and fire risk assessment audits of his workplace to be carried out at least once in every period of twelve months by a registered safety and health and fire audits advisor who shall issue a report of such an audit containing the prescribed particulars to the occupier on payment of a prescribed fee and shall send a copy of the report to the Director of the Directorate of Occupational Safety and Health Services.

Action Africa Help International Kenya Programme (AAHK) would therefore like to engage a reputable company to carry out an occupational safety and health audit for its offices in Mara, Narok County and Kakuma, Turkana West County.

2. Specific objectives

The specific objectives of this assignment will be:

- a) To propose recommendations (if any) for existing and potential safety and health concerns
- b) To fulfil the legal requirements as outlined in OSHA 2007 and Legal Notice No. 31/2004, and submit an audit report to DOSHS and the Occupier.

3. Scope of Work

- a) To provide a baseline audit/assessment of the facilities with respect to fire safety management.
- b) To provide information to enable the facilities management to develop appropriate fire safety procedures.
- c) To train in staff and committee in occupational safety and health awareness and management
- d) Facilitate and ensure the registration of AAH Kenya

4. Methodology

The audits shall include but not limited to the following:

Workplace Safety, Health and Welfare Conditions

- a) Electrical safety;
- b) Fire safety;
- c) Construction safety;
- d) Office Safety;
- e) Road safety; and
- f) Machinery safety.

Occupational Health and Hygiene Conditions

- a) Personal Protective Equipment (PPE);
- b) Ventilation;
- c) Overcrowding;
- d) Housekeeping;
- e) Lighting;
- f) Handling of materials;
- g) Noise; and
- h) Vibration.

General Conditions

- a) General Conditions;
- b) Workplace efficiency;
- c) Storage, warehousing and handling; and
- d) Welfare facilities.

Any other relevant issues not listed above but stipulated in the procedure/ format for carrying out a safety and health audit.

5. Competence and Expertise Requirements

- a) The firm should have been in operation for the last five (5) years, proven experience in offering similar services is essential. Be a Registered a trainer on Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) and National Industrial Training Authority (NITA). A detailed profile along with the curriculum vitae of the Safety and Health Advisor/Auditors, to be involved in the assignment should be provided.
- b) The firm will be required to provide details of at least 3 similar studies undertaken in Kenya. The Consultant(s) should provide adequate information indicating that he/she is/are qualified to undertake the assignment successfully by providing the following information:
 - Description and experience in similar assignments; and
 - Availability of appropriate skills, competencies and qualifications among professional staff amongst others. This will enable AAH-I Kenya Programme short-list suitable Consultant(s) for the next stage of the selection process.

Key Qualification for Lead Safety and Health Advisor

- **Education:** At least a Master Degree in Occupational Safety and Health, Safety Engineering or equivalent from a recognized University.
- **Training:** Sound Background in Occupational Safety and Health and must have undergone training on Occupational Safety and Health Audits.
- **Skills:** Must possess communication skills both oral and written, presentations skills and auditing skills.
- **Experience**
 - Must have a minimum of 8 years' experience in Occupational Safety and Health; and
 - Must have been a Safety and Health Advisor in at least 4 Projects.
 - Registration Must be registered with Directorate of Occupational Safety and Health Services (DOSHS) as a Safety and Health Advisor and having a valid certificate.

6. Key Deliverables/Expected Outputs

The ultimate product for this Consultancy Service is to have Risk Assessment, Safety and Health Audit Reports, Fire Risks Audit Reports, Registration of AAH Kenya and staff/committee training for the Kakuma and Mara Offices.

7. Commencement

The Consultant shall commence the audit within 14seven (7) calendar days of the effective date of Contract. The effective date shall be the date on which the consultancy agreement shall be signed.

Reports

The consultant shall prepare and submit the following reports. All reports shall be in the English language.

- (a) Draft Fire, Risk Assessment, Safety and Health Audit Reports: These reports shall contain the findings, analyses, result and recommendations of the audits. Three (3) hard copies and a soft copy to Client.
- (b) Final Fire, Risk Assessment, Safety and Health Audit Reports: These reports shall incorporate all revisions deemed necessary arising from comments received from the Client following discussions.
- (c) Four (4) hard copies and a soft copy to Client.

Submission of Reports

The above reports shall be submitted to:

Country Programme Manager
Action Africa Help International (Kenya Programme)
Nachu Plaza, 7th Floor, Kiambere Road Upper Hill
P.O. Box 76598 – 00508 Nairobi
Phone 0722 207726

Duration of the Consultancy

The Consultant shall commence the study within 7 calendar days of the effective date of the contract. The effective date shall be the date on which the Consultancy agreement shall be signed by the Client. The assessment will be carried out strictly within 1 month from the effective date of the contract. The

consultants should clearly express the willingness and ability to work within that period. The Consultant(s) will be required to prepare and submit a work plan, with cost estimates, indicating deliverables.

8. Budget and Timelines

The consultant should be willing to provide service within the AAHI stipulated facilitation budget rate for the number of days and financial plan as will be agreed upon.

9. Obligations of the Consultant

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with Sub- consultants or third parties.

10. Facilitation by AAH Kenya

AAHI will provide transport and any other logistics during the period within Kakuma and Mara.

11. Application

Applicants are invited from suitably qualified consultants. Interested individuals should submit:

- a) A proposal in line with clause 5. Competence and Expertise Requirements above
- b) A summary work plan for the proposed consultancy period
- c) Consultancy fee for the assessment
- d) Indications of availability to fulfil the consultancy as per the timeframes indicated

12. Deadline for application

Applications must be submitted by **13th July, 2018** to the following address:

kakumaprocurement@actionafricahelp.org *Nb: Only shortlisted candidate(s) shall be contacted.*

13. Selection criteria

AAH-Kenya will evaluate the proposals and award the assignment based on technical and financial feasibility, ensuring transparency, impartiality and neutrality.

AAH-I Kenya Programme reserves the right to accept or reject any proposal received without giving reasons and is not bound to accept the lowest or the highest bidder.