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## TERMS OF REFERENCE (TOR)

### CONSULTANCY FOR OCCUPATIONAL FIRE SAFETY TRAINING FOR STRATEGIES FOR NORTHERN DEVELOPMENT (SND) STAFF

<b>Work Description/ Services</b>	Fire Safety training for SND staff
<b>Post Title:</b>	Liscenced OSH trainer/ consultant
<b>Expected Places to Travel :</b>	Marsabit County: Moyale Office
<b>Expected Start Date:</b>	Immediately after signing Contract Agreement
<b>Duration:</b>	2 days
<b>Location:</b>	Moyale, Kenya.
<b>Application Deadline:</b>	26th April 2024
<b>Contact information:</b>	
<b>Contact mail</b>	<a href="mailto:Procurement@sndafrica.org">Procurement@sndafrica.org</a>
<b>Office address:</b>	296-60700 Moyale Kenya, 89 Moyale Ethiopia
<b>Office phone:</b>	+254741845578 (Moyale, Kenya office) +251911806458 (Moyale, Ethiopia office)

#### 1.0 BACKGROUND

The Strategies for Northern Development (SND) is a local non-governmental organization working with Nomadic Pastoralist Communities in Northern Kenya and Southern Ethiopia. The organization was registered in Kenya with the NGO coordination board as a national NGO on the 6<sup>th</sup> of Dec 2007 and an agency for civil society organization on 21<sup>st</sup> of October 2019 in the Federal Democratic Republic of Ethiopia. SND is guided by a vision to see a society where all Pastoralist Communities are resilient and live a dignified life and a mission to empower and transform pastoralist communities to be self-resilient in life. Key thematic areas are;

- (i) Peace Building and Governance,
- (ii) Food Security, Sustainable Livelihoods and Resilience,
- (ii) Child Protection and Education,
- (iv) Water, Sanitation, and Health, and
- (v) Humanitarian assistance.

SND has a wealth of experience in development and humanitarian work, as well as in managing huge donor resources both in Kenya and Ethiopia. It has attracted funding from several reputable donors and well-wishers such as USAID, EU, UN, FCDO, ECHO, Plan International GIZ, IGAD, BMZ and many other international organizations as either sub or prime recipients.

#### 2.0 THE CONTEXT OF THE CONSULTANCY

SND would therefore like to engage a reputable firm or trainer to carry out Fire Safety Training for its staff in Moyale Office. The Fire safety training is essential for ensuring the safety and

well-being of all SND employees in the workplace. By providing this training, SND employees will be made aware of fire hazards and risks, as well as taught how to prevent fires and respond effectively in case of an emergency and lastly, be acquainted with the Fire Risk Reduction legislation.

### **3.0 THE SPECIFIC OBJECTIVES OF THE ASSIGNMENT**

The main objective of this consultancy will be:

- a) To fulfill the legal requirements as outlined in OSHA 2007 and Legal Notice No. 59/2007 of the (Fire Risk Reduction) Rules, 2007 in the work place
- b) Enhance a safe conducive environment at the work place by equipping SND staff with fire risk reduction & safety skills.
- c) To provide information/ recommendations to enable the organization management to develop appropriate fire safety procedures.
- d) Ensure compliance with fire safety regulations and standards

### **4.0 METHODOLOGY**

The training shall include and not limited to the following:

- Evacuation procedures, Fire Prevention, Fire emergency, Fire safety at work, The fire triangle, Classifications of fire, Causes of fire, Fire prevention, Fire extinguishers, Fire preparedness, Human behavior in the event of fire, Firefighting techniques, Fire drill – Practical and Fire policy / regulation framework among others.

### **5.0 DURATION OF THE WORK**

The training shall be completed within 2 working days and within 1 week from the date of signing of the contract by the successful consultant.

### **6.0 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.
- b) Be a Registered trainer on Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS).
- c) A detailed profile along with the curriculum vitae of the Fire Risk Reduction Trainer(s), to be involved in the assignment should be provided.
- d) The firm will be required to provide details of at least 3 similar trainings undertaken in Kenya.
- e) 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 SND to short-list suitable consultant(s) for the next stage of the selection process.

#### **Key Qualification for Lead Fire Safety Trainer**

- Registration: Must be registered with Directorate of Occupational Safety and Health Services (DOSHS) as a Safety and Health Advisor and having a valid certificate. The lead consultant should possess the following qualifications and experience:
- Education: An advanced university degree in Environmental Science, Occupational Safety and Health, Safety Engineering, Developmental Studies, or equivalent from a recognized University.

- Must have a minimum of 8 years' experience in facilitating trainings/ workshops and has proven experience in facilitating Occupational Safety and Health trainings & Audit.
- Skills: Must possess good communication skills both oral and written, presentations skills and auditing skills.
- A clear understanding of fire safety legislation & other related polices an added advantage

## 7. KEY DELIVERABLES/EXPECTED OUTPUTS

- a) The ultimate product for this Consultancy Service is to train 20 SND on Fire Safety, provide training report and make key recommendations that would lead to the organization's compliance with fire safety regulations and standards in all its Offices.
- b) Training Mode: The training shall be in house/site training

## 8. APPLICATION REQUIREMENTS

### Submission of Proposal:

Those interested in the consultancy must include in their application a detailed technical and financial proposal with the following components:

### Technical Proposal

- ✚ Understanding and interpretation of the TOR.
- ✚ Methodology to be used in undertaking the assignment.
- ✚ Training schedule.
- ✚ Share at least 3 references of similar work done previously.

### Financial Proposal

- ✚ Consultant's facilitation fee including 5% withholding tax
- ✚ Transport costs to Moyale town (Nrb-Moyale is approx. 780km).
- ✚ Accomodation & perdiem costs

**Note:** SND shall cater for conference costs for all participants.

### Evaluation and Award of Consultancy

SND will evaluate the proposals and award the assignment based on technical and financial feasibility. SND 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.

**Payment mode:** Payment will be done upon submission and acceptance of the final training report by SND and shall be done within 30days upon receipt of consultancy invoice.

## 8. APPLICATION

Applications should be emailed to [procurement@sndafrica.org](mailto:procurement@sndafrica.org) to reach us no later than the close of business on **26th April 2024**. Please quote "Fire Safety Training – SND" on the subject line.