



THE
LUTHERAN
WORLD
FEDERATION

Department
for World Service

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TERMS OF REFERENCE (TOR)

FOR

PROVISION OF CONSULTANCY SERVICES FOR LUTHERAN WORLD
FEDERATION

December 2023

1. Introduction and Overview

LWF Kenya & Somalia

We have been active in northwest Kenya in the Kakuma Refugee Camp since the camp was established in 1992. In Turkana West district, the program has been implementing host community projects since December 1999. In 2008, the UNHCR invited us to start operations in Dadaab Refugee Camps. Since 2009 we also provide assistance in the Ali Addeh and Hol Hol refugee camps in Djibouti, and since 2016 in Markazi Camp in Obock and in Djibouti Ville. In 2017 the program opened an office in Kismayu, Somalia, responding to the drought and in support of Internally Displaced, local populations and Somali refugees returning home.

The cost of preparing the proposal and negotiating the contract including any visit to the procuring entity are not reimbursable as a direct cost of the assignment. The procuring entity is not bound to accept any of the proposals submitted.

2. Specific objectives

The specific objectives of this assignment will be:

- Drafting OSH Policy Statement
- Drafting policy for occupational safety and health
- Drafting training manual for new staff, casual & contractors on occupational safety & health
- Developing emergency preparedness and response plan
- Drafting safe work procedures plus permits to work manual

3. Competence and Expertise Requirements

- a. The firm should have been in operation for the last four (4) 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
 - Availability of appropriate skills, competencies and qualifications among professional staff amongst others.
- c. Ability to produce high quality outputs in a timely manner while understanding and anticipating the evolving client needs.

This will enable LWF short-list suitable Consultant(s) for the next stage of the selection process.

Key Qualification for Lead Safety and Health Advisor

a. Education:

At least a Master Degree in Occupational Safety and Health, Safety Engineering or equivalent from a recognized University.

b. Training:

Sound Background in Occupational Safety and Health and must have undergone training on Occupational Safety and Health Audits.

c. Skills:

Must possess communication skills both oral and written, presentations skills and auditing skills.

d. Experience

- Must have a minimum of 8 years' experience in Occupational Safety and Health
- 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.

4. Evaluation of Technical Proposals

The evaluation committee appointed by the procuring entity to evaluate the proposals shall carry out the evaluation of technical proposals following the criteria set out in the terms of reference based on the following points criteria

CRITERIA POINTS

CRITERIA	MARKS
Specific experience of the Consultant for the last five years;	10
Key experts' qualifications and competence, attach evidence	50
Relevant experience in the region and language	10
Relevant registration and valid licenses	20
Organization and staffing	10
Total	100

Any proposal which will be examined and found not to comply with all the requirements for submission of the proposals will be declared non responsive. All the proposals found to have complied with all the requirements for submission of proposal shall be declared responsive by the evaluation committee

5. Key Deliverables/Expected Outputs

The ultimate product for this Consultancy Service is to have

- The consultant will prepare a report in English that will be presented for validation to OSH Committee and the Senior Management Team.
- In addition to search and review relevant OSH information and interviews by the Consultants, the OSH Committee Officials will facilitate meetings and interviews with the competent authorities and other designated stakeholders. The consultant appointed will work under the supervision of the OSH Committee Secretary/Chair.
- The comprehensive policies and manual must be easily understood, with images/diagrams/photos where applicable, all confirming to the DOSH standards.
- Prepare Posters as needed.
- Three (3) hard copies and a soft copy to Procuring Entity.

6. Commencement

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

The estimated time period is 01 December – 31 January 2024

1	Collect and review available information, and prepare a list of the necessary additional information and a list of proposed stakeholders to meet for interviews, to be reviewed by the OSH Committee Secretary and Chair.	4 days
2	Conduct interviews virtually or in persons as appropriate at field and Nairobi levels.	8 days
3	Prepare a first full draft of OSH Policies for OSH Committee review.	6 days
4	Prepare a second draft of OSH Policies/Manual incorporating all comments received.	4 days
5	Interaction with all OSH Committee members	1
6	Present the draft profile to a OSH Committee and Senior Management team - consultative forum.	4 days
7	The draft OSH Policies/Manual will be posted in the website of Lutheran World Federation for Staff comments (10 working days).	
8	Finalize the report and submit to the LWF Senior Management Team and Geneva	2 days
		29 days

Submission of Reports

The above reports shall be submitted to:

Country Representative

Lutheran World Federation

Gitanga Road

Nairobi

7. 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 2 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 LWF's stipulated facilitation budget rate for the number of days and financial plan as will be agreed upon.

The Financial proposal must remain valid for 90 days after the submission date. During this period the consultant is expected to keep available at his own cost any staff proposed for the assignment. The procuring entity will make best efforts to complete negotiations within this period. If the procuring entity wishes to extend the validity period of the proposals, the consultants who do not agree, have the right not to extend the validity of their proposals.

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 Lutheran World Federation in Kenya

LWF will provide transport and any other logistics during the period within field offices.

11. Application

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

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

12. Deadline for application

- a.** Interested and qualified consultant(s) should submit their technical proposal and financial proposals to lilian.lichungu@lutheranworld.org and copy the email to procurement.nairobi@lutheranworld.org with the e-mail subject line clearly marked: ***“RFP 5582 – Development of a policy on Occupational Safety and Health”***

The deadline for submission of applications is **19th November 2023 at 4:00 PM.**

13. Selection criteria

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