

## **TERMS OF REFERENCE (ToR) FOR TRAINING LWF STAFF ON FIRST AID FIRE MARSHALS**

### **I. Introduction**

The Lutheran World Federation (LWF) is a religious based organization that responds to disasters and emergency situations across the globe. It is also one of the partners involved in the refugee operation in Dadaab and Kakuma with a mandate to provide Primary Education (ECDE and Primary), Child Protection & Youth Development, as well as Sustainable Livelihoods services. LWF- Kenya Somalia program has a national staff establishment of more than 90 staff as at May 2024. In Kenya, LWF has office sites in Dadaab, Kakuma and Nairobi.

To enable the LWF staff to effectively discharge their duties, LWF has planned a capacity building training in Basic First Aid and Fire Marshals that will target staff at Dadaab operation areas.

The task is intended to be accomplished with the help of a consultant. It is against this background that this TOR is developed to help outsource the services of a consultant in order to undertake the mentioned task.

The terms of reference shall be guided by the following sub section

### **2. Goal and Objective**

The goal of the First Aid & Fire Marshals training is to ensure that the organization meets the Minimum Operating Safety Standards ( MOSS) and enhance safety in the work place. This will be achieved by:

- Increased awareness among staff on the importance of being able to identify risks/threats and respond appropriately especially during emergencies
- Staff are able to administer basic first aid during an emergency
- Staff are able to identify potential fire hazards, respond to fire alarms, use portable fire extinguishers and also apply other measures to extinguish fires in order to mitigate the effects of fire.

The specific objective of the consultancy are;

- i. Prepare and submit training objectives for the First Aid and Fire Marshals course.
- ii. To provide an analysis of the performance before and after the training in order to determine the knowledge retention levels.
- iii. Prepare and submit a training program based on item (i) above
- iv. Prepare an appropriate training manual in simple English language that will be used to train the participants, with each participant getting a copy plus 3 extra copies for each of the 3 area offices.
- v. Plan and conduct the training for selected participants emphasising on practical and adapted to the local context
- vi. Maintain a participants' register for all the days of the training

- vii. Assess the participants' understanding of the training course
- viii. Prepare and issue certificates for all the participants
- ix. Prepare a training report with recommendations and a framework for follow ups after the training.

### **3. Scope of work**

The scope of work shall entail carrying out the training for the participants drawn from across the three LWF – Kenya program areas and conducted in each of the area.

### **4. Proposed methodology**

The consultant (also referred to as trainer) shall be expected to provide a detailed methodology within the proposal.

### **5. Training period**

It is anticipated that the training shall be conducted on diverse dates between July and August 2024 and the consultants will be required to travel to Dadaab at least a day earlier for purposes of a briefing.

### **6. Accountabilities and Responsibilities**

The trainer shall report directly to the Human Resource Officer or their designate, under whose docket the training will be conducted. However, Area Manager/Security Focal Person or designates shall be regularly updated on the progress of the training.

#### **6.1 LWF shall provide for:**

- Guidance throughout all phases of execution.
- **Logistical arrangements – travel to Dadaab and back.**
- Availing the full participants as per the agreement
- Approval of all deliverables including final sign offs for the purpose of making payments.

#### **6.2 The consultant will be responsible for;**

- Submitting a detailed proposal in conformity with the ToRs specified herein. The proposal should include a detailed work-plan (timetable) and training material/notes.
- Submission of all the required statutory documentation, including but not limited to registration certificates, tax compliance certificates, bank statements, evidence of similar works done etc.
- Production of deliverables in accordance with contractual requirements

### **7. The consultancy Process**

The training will be carried out in conformity with the principles, standards and practices of LWF to ensure Minimum Operating Safety Standards (MOSS) and the safety legal requirements are met while also improving the safety response.

#### ***The Training Program***

The trainer will prepare a program to conduct the training. The work plan will describe how the training will be carried out, considering the local context. It will be approved by LWF and form part of the agreement between the parties for how the training will be conducted.

### ***Presentation of Initial training output***

The trainer will present initial output (Draft report) and the outline of the training to the Logistics Officer or his designate before submission of the final reports

### ***Training Report***

The trainer will prepare a draft and then final consultancy reports.

## **8. Deliverables**

The trainer will prepare:

- i) A draft consultancy report upon completion of the consultancy
- ii) A final summarised report. This particular report will be used to process the consultant's fees and must therefore be accurate and capture all details including training objectives, training program, analysis of training evaluation form, training material and duly signed participants' lists.
- iii) These deliverables are to be:
  - Prepared in English only.
  - Submitted to LWF electronically via email and/or electronic media storage devices.
  - Submitted in spiral bound hard copy format (3 Copies each). These can be dropped in LWF offices directly.

### ***Consultancy Work plan***

Within two days of receiving LWF's comments on the draft work plan, the consultant will produce a final consultancy work plan.

### ***Draft Consultancy Report***

The consultant will submit a draft consultancy report (soft copy) for review by the Human Resource Officer/ Security focal person not later than one week after completing the assignment. Please note that processing of payment only starts upon receipt and admission of the report by LWF.

### ***Final Consultancy Reports***

Within one week of receiving the HR' s comments on the draft reports, the consultant will submit a final consultancy report, including recommendations and realistic action points.

## **9. Qualifications and required competencies**

- The Consultant is expected to have a background in first aid and fire marshals training

- The consultant must be willing and able to travel to conduct the training in Dadaab and with very little or minimum supervision.
- Fluency in English and Swahili is mandatory.

## **10. Terms of payment**

The payment schedules shall be described in the contract which shall be based on the output of the work and not on the duration that it might take. Payment shall only be processed upon receipt of the final consultancy report as described in No. 8 (iii) above.

## **11. Application for consideration**

Interested applicants or consulting firms are encouraged to apply for this assignment by submitting a concise proposal that includes:

- Profile of the company
- Company registration certificate
- Tax compliance certificate
- CVs of the consultant/team to carry out the assignment.
- Detailed work-plan (training timetable)
- Training material (soft copy of notes, handouts etc)
- Detailed budget.
- References of similar work, or documented evidence for other similar assignments.

Applications should be sent to [procurementfollowup.nairobi@lutheranworld.org](mailto:procurementfollowup.nairobi@lutheranworld.org) and copied to [procurement.nairobi@lutheranworld.org](mailto:procurement.nairobi@lutheranworld.org) with the subject “**DF 29248-LWF Staff Training on First Aid and Fire Marshals-Dadaab**” as the title of the mail.

*LWF reserves the right to reject any application(s) without disclosing the reasons.*

The deadline for application submission is Monday **15<sup>th</sup> July 2024**.