



Consultancy for Occupational Health and Safety Audits

Terms of Reference

1. **Background**

SOS Children's Villages in Kenya is a member of the SOS Children's Villages International (CVI) Federation. SOS Children's Villages in Kenya is a child-focused Non-Governmental Organization established in 1973 to provide care and support to children who have lost or are at risk of losing the care of their biological family.

The organization's vision is "No child should grow up alone" and its programmes are driven by the mission of "building families for children in need, helping them shape their own futures and sharing in the development of their communities". In this regard, the organization works to reduce poverty; increase access to quality education and decent work; reduce inequalities and build strong institutions as laid out in Sustainable Development Goals (SDGs) 1, 4,8,10 and 16.

This is done through programmes that are geared towards addressing the political, economic, health and social root causes that lead to high levels of child vulnerability and put families at risk of breaking down. The programmes focus on Alternative Care, Family Strengthening, Youth Empowerment, Education, Health Care and Advocacy. The mission of SOS Children's Villages Kenya is to build families for children in need, help them shape their own futures and share in the development of their communities.

2. **Specific objectives of the Assignment**

- To conduct statutory compliance audits i.e. safety and health audits, risk assessment and fire safety audits in all SOS CV Kenya locations in Nairobi, Mombasa, Meru, Eldoret, and Kisumu to ensure the workplaces comply with OSHA Act 2007.
- To ensure that SOS CV Kenya workplaces are duly registered with the Department of Occupational Safety and Health service



3. Responsibilities and Tasks The consultant will carry out the following activities:-

Health and Safety Audit report activities

- Desk review of existing information on the performance status of SOS CV Kenya operations and activities with specific reference to sound health and safety management practices.
- Review of relevant legal health and safety requirements and determination of SOS CV Kenya status of compliance.
- On-site examinations and verification of health and safety of SOS CV Kenya operations and activities.
- Assessment of the occupational health status, occupational hygiene status, machinery safety status, chemical safety status and associated occupational health and safety concerns of the operations and activities.
- Data Analysis- Evaluation of impacts and development of health and safety management programs for significant impacts.

Fire safety audit report

- Desk review of existing information on the performance status of SOS CV Kenya operations and activities with specific reference to sound health and safety management practices.
- Review of relevant legal fire safety requirements and determination of SOS CV Kenya status of compliance.
- On site examinations and verification of fire safety of SOS CV Kenya operations and activities; assessment of their fire systems and status
- Data Analysis - Evaluation of impacts and development of fire safety management programs for significant impacts.

Risk Assessment

- Identification of occupational safety and health hazards, evaluation their significance i.e. whether acceptable or non-acceptable and in relation to the safety and health of the worker and the environment coming up with any



additional control measures to mitigate on the hazards that are high where necessary.

Responsibility of the Consultant

- Cater for transport to field locations (Nairobi, Mombasa, Meru, Eldoret and Kisumu).
- Cater for meals the days in the field
- Cater for accommodation in the field.

4. Methodology

The methodology to be used will be participatory one involving all SOS Children's Villages Kenya offices, field teams and contact persons and the consultant

The Consultant will be assisted by the Administrator in setting up the travel schedule and coordination between the field office and the consultant.

5. Deliverable

- Preparation of draft and final Healthy and Safety, Fire Safety and Risk Assessment Audit report
- Presentation and submission of final Healthy and Safety, Fire Safety and Risk Assessment Audit report to SOS Children's Villages Kenya and DOSH office.

6. Profile of the Consultant

The Consultant will need to have the following capacities:

- Proven track record of conducting health and safety, fire safety and risk assessment exercises
- Knowledge of the Occupational Safety and Health Audit, 2007 and subsidiary regulations.

7. Evaluation

Application documents submitted will be evaluated in three stages;



(i) General Mandatory Evaluation Criteria (25 marks)

For firms or institutions		For individuals	
1	Certificate of Registration	1	National ID
2	Trade license Certificate/Business Permit	2	Relevant certifications
3	PIN/VAT Registration Certificate	3	PIN Certificate
4	Current Tax Compliance Certificate	4	Current Tax Compliance Certificate
5	Capability statement identifying specific training course of interest. A maximum of 2 pages stating the firms experience in delivering trainings, proposes mode of delivery, current CVs of key staff and relevant qualifications including 3 referees with their current official contacts by email	5	Capability statement identifying specific training course of interest. A maximum of 2 pages stating the individuals experience in delivering, trainings, proposes mode of delivery, current CV and relevant qualifications including 3 referees with their current official contacts by email



(ii) Technical Capacity Evaluation (25marks)

Criteria	Pass/Fail
The firm/individual should prove expertise and experience in undertaking Health & Safety audits, Risk Assessment and fire safety (10 marks)	
Experience and professional qualifications in conducting similar or related assignments on Health & Safety audits, Risk Assessment and fire safety handled within the last 3 years: attach reference letters or testimonials from previous assignments including referees' details. Reference letters from at least 3 reputable references with their contact details; (15 marks)	

(iii) Financial Evaluation and Price/Cost Analysis

All bidders who pass all technical criteria will move on to the financial evaluation where the lowest price offer(s) will be accepted as the winning offeror(s) assuming the price is deemed **fair and reasonable** and subject to the additional due diligence.

Additional Due Diligence

Upon completion of both the technical and financial evaluations SOS Children's Villages Kenya may choose to engage in additional due diligence processes with a particular offeror or offeror(s). The purpose of these processes is to ensure that SOS Children's Villages Kenya engages with reputable, ethical, responsible suppliers with solid financials and the ability to fulfill the contract. Additional due diligence may take the form of the following processes (though it is not limited to):

- Reference Checks
- Supplier's facility visits
- Analysis of audited financial statements
- Determination of relations and affiliations between offerors
- Call for virtual/physical presentations
- Other appropriate documented method giving SOS Children's Villages Kenya increased confidence in the supplier's ability



8. Duration of Assignment

The audits are expected to take a maximum of 6 weeks upon signing of consultancy agreement.

9. SOS Children's Villages Kenya 10 Workplaces to be audited:

No.	Location	Item Description
1.	Nairobi; National Office Hurlingham	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
2.	Nairobi; SOS Children Village Buruburu	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
3.	Nairobi; SOS FS Program	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
4.	Meru; SOS Children Village & Kindergaten	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
5.	Mombasa; SOS Children Village & School	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
6.	Mombasa; SOS FS Program	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
7.	Eldoret; SOS Children Village	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit
8.	Kisumu; SOS Children Village	<ul style="list-style-type: none"> Occupational Safety & Health Audit Fire Safety Audit Risk Assessment Audit



10. Submission

Please submit your proposals online to Nationaloffice.procurement@soskenya.org not later than 21st September, 2023 at 4:00pm; with the subject line indicating: "Occupational Safety and Health Act - Audits Consultancy for SOS Children's Villages Kenya"