



**TERMS OF REFERENCE**  
**CONSULTANCY SERVICES CLINICAL STUDY ON THE**  
**RIGHT PERSONAL PROTECTIVE EQUIPMENT (PPE's) FOR THE SALT BELT REGION**

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<b><u>Organization</u></b>	<i>Kenya Association of Manufacturers (KAM)</i>
<b>Project</b>	Clinical study on the right personal protective equipment (PPE'S)for the salt belt region
<b>Position Type</b>	Consultancy
<b>Duration</b>	35 working days
<b>Reporting to</b>	Head of Policy Research and Advocacy (PRAU) Unit KAM
<b>Starting date</b>	Immediate
<b>Application deadline</b>	1 <sup>st</sup> April,2021

## **1 INTRODUCTION:**

The Kenya Association of Manufacturers (KAM) is the leading Business Member Organization in East Africa and is the representative organization for manufacturing value-add industries in Kenya. KAM plays a key advocacy role on behalf of manufacturers in Kenya by providing an essential link for co-operation, dialogue and understanding with the Government and related agencies.

KAM has over 1000 members and represents over 40% of Kenya's manufacturing value add industries. KAM also represents Kenya's manufacturing sector interests in the region and beyond e.g., East Africa Community (EAC). To achieve the core mandate of policy advocacy, KAM promotes trade and investment; upholds standards; and encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business. KAM has fourteen (14) Manufacturing sectors which include the Salt Subsector.

There are four salt companies with established salt works along the Magarini salt belt area in Kilifi County. These are Ken Salt Ltd, Krystalline Limited, Malindi Salt Works Limited, and Kurawa Industries.

## **2 BACKGROUND OF THE STUDY**

The current standards for Personal Protective Equipment (PPEs) in Kenya generally consist of heavy material whose objective is to create as much as barrier between harmful substance or surface and the employee while working. Such include hard plastic helmet, gumboots, dust coat, rubber goggles and gloves.

The Malindi Salt belt is hot and humid. The brine (salt solution) gets overly hot due to solar energy in direct contact with it. The salt crystals are quite sharp such that they easily damage rubber gumboots and gloves, sometimes piercing through gumboots into the soles of harvesters' feet. Due to contact with brine,

rubber boots and gloves easily crack exposing harvesters to brine. The goggles irritate employees' skin due to friction and sweat hence accomplishing little in making them comfortable while harvesting salt. It is for these reasons that salt harvesters prefer doing away with the PPEs possible exposing them to harm while creating a hurdle for the salt companies in an effort to comply with the law.

It was therefore agreed by the salt companies under Kenya Association of Manufacturers to carry out research on occupational safety and health, to seek specific solutions to emerging issues brought about by inappropriate PPEs in the workplace. It is one of the departments (DOSHS') key objectives in promoting occupational safety and health with a view to inculcate a preventive safety and health culture in the workplace.

The County and Regional Safety and Health officers have existing data on issues affecting the salt harvesters in relation to appropriate protective gear. Based on the data and field visits made from past audits, conclusion and recommendations shall be drawn.

The above study is relevant and if conducted shall solve a major problem facing the salt industry.

### **3 OBJECTIVES OF THE STUDY**

The overall objective of this study is to evaluate the appropriateness of PPEs issued to workers in the salt belt region and recommend the appropriate (correct) PPEs to the Government; case of Malindi, Kenya. Specific objective of the study includes but not limited to:

- 1) To evaluate existing desktop data to determine the current levels of compliance in the salt belt region; case of Malindi, Kenya.
- 2) To identify various hazards exposed to workers in the salt belt region; case of Malindi, Kenya.
- 3) To evaluate the appropriateness of PPEs issued to workers in the salt belt region; case of Malindi, Kenya.
- 4) Propose parameter to right parameter to guide development of Standard for PPEs for use in environments such as salt belt region in Kenya.
- 5) To develop a methodology for carrying out the assignment.
- 6) To develop data collection tools for use in the assignment.
- 7) To review all the necessary Literature documents relevant to the sub-sector such as the Kenya Constitution; Kenya Vision 2030; second Medium-Term Plan; existing documents from Various Government Agencies,
- 8) To identify all Hazard areas that require PPEs in the Salt belt Industry- identify and indicate the areas that need to be protected with PPE for those working within the salt industry.
- 9) To identify all current PPEs used by the Salt Industry in the respective hazard areas – ie those PPEs that are already being issued by the companies to establish how effective they are in terms of protecting them from any hazards and how favorable or unfavorable are they. (this is the compliance stage)
- 10) To conduct clinical study on the correct PPEs to be used in respective Hazard areas. A clinical study of each and every PPE that is to be used for each and every hazard area that has been identified. (This is the key areas as it needs scientific analysis on weather, material etc) to be able to determine those PPEs that are appropriate based on the climatic condition of the salt belt and the salt harvesting environment.
- 11) To recommend the correct PPE per Hazard areas- based on the outcome of the clinical study above, the consultant was supposed to give detailed recommendations on the appropriate protective gear/equipment for each hazardous area.
- 12) To extract from existing data on each salt company (Ken salt Ltd, Krystalline Salt, Malindi Salt Ltd, KURAWA Industries and Kemu Salt packers) and study the processes involved in salt production i.e from salt harvesting in the field to the processing in the factories till the packaging.

- 13) To identify based on previous safety audits various hazards exposed to the workforce in the salt processing.
- 14) To come up with proposal on suitable and appropriate personal protective equipment's (safety gear) for the salt processing workforce, the above shall involve select site visits to the salt firms.
- 15) To facilitate a 1day workshop for sample harvesters and management to validate data collected from previous audits and pick their recommendations.
- 16) To sample of Personal Protective equipment's which shall be used for trial basis shall be provided by the salt companies and if provided by the consultant shall be reimbursed at cost upon presentation of receipts.

#### **4 SCOPE OF WORK**

Location of this work shall be the salt belt of Kenya in Malindi (Kilifi County) and any other areas with salt establishment in Kenya. The exercise will involve engagements with relevant Government Ministries, Department and Agencies involved in the sugar affairs in Kenya. All KAM 4 salt Sub-sector members shall be main stakeholder and receipt of this work. More specifically, the consultant will be required to undertake the following:

#### **5 DELIVERABLES**

The following are the expected outputs.

- (i) A detailed inception report within 7 working days after signing the contract.
- (ii) A detailed draft report within 25 days after signing the contract.
- (iii) Validation workshop report
- (iv) Revised draft report after validation workshop.
- (v) Final Report and presentation.

#### **6 TIMEFRAME AND IMPLEMENTATION SCHEDULE**

The consultant will work under the overall supervision of the Kenya Association of Manufacturers, Policy, Research and Advocacy Unit. The consultancy is to be performed over thirty five (35) working days .The proposed timeline excludes the time gap in between relevant meetings between the consultant and stakeholders; as well as time that may be required for KAM to review the output for approval purposes.

#### **7 COORDINATION & SUPERVISION**

The consultant will work under the terms and condition as provided for by Kenya Association of Manufacturers and members of Salt Sub-sector

#### **8 REQUIRED SKILLS AND EXPERIENCE**

**The successful candidate must meet the following requirements:**

- (i) Master or equivalent degree in an environment, economics, or related social science field
- (ii) The consultant (Individual or Firm) must have extensive experience in occupational safety standards, policy and legislative research, and a clear understanding of occupational and safety standards in Kenya.
- (iii) Experience on areas such as environment, economics, business development, environmental management, or related social science field.
- (iv) Experience working with Government or private sector or similar organisation.
- (v) Demonstrable experience in working with the various arms of Governments related to the subject matter.

- (vi) Experience in research and related policies and legislation.
- (vii) Ability to engage with a cross-section of stakeholders in the public and private sectors.
- (viii) Experience working with the national and county levels.
- (ix) In-depth knowledge and understanding of the Kenyan context on environment, waste management.
- (x) Experience in stakeholder mapping
- (xi) Have excellent writing and research skills.
- (xii) Excellent communication skills as well as the ability to communicate fluently in English (spoken and written)
- (xiii) Proven ability to work under pressure and meet deadlines.
- (xiv) Have proven track record, knowledge and experience in business and environment issues in Kenya or at a regional context.
- (xv) Have excellent communication and project delivery skills.
- (xvi) Have excellent experience in GIS mapping.
- (xvii) Excellent computer literacy and data analytical skills/

## 9 PROPOSAL CONENT

### 9.1 Statutory requirement

- (i) Copy of Company Certificate of incorporation in case of firm.
- (ii) Tax Compliance Certificate (Valid & up to date)
- (iii) Statutory KRA PIN and VAT certificate copies.

### 9.2 Technical Proposal

#### **The Technical Proposal should include the following details:**

- (i) A detailed profile of the consultant, demonstrating years of experience in operations as a consultant in the required field.
- (ii) Details of at least three similar assignments, with a focus on technical advisory services on government institutions, public relations, standards and General under PPEs field relations
- (iii) Samples of at least two assignments which the consultant has carried out in each of the fields of policy, legislation, strategy, and cross border relations development.
- (iv) A detailed CV stating academic qualifications, relevant experience, experience in producing research products, data collection and analysis skills and the overall technical capacity of the individual consultant.
- (v) A description of the proposed approach and methodology including,
  - The individual consultant's understanding of the objectives of the assignment,
  - The approach to be taken to deliver the services, and
  - The proposed work plan which includes the main activities of the assignment, their content and duration, milestones, and report delivery dates.
- (vi) Technical capacity of the individual consultant.

### 9.3 Financial proposal requirements

#### **The following are the financial proposal requirements:**

- (i) A detailed breakdown of both the proposed fees for the consultancy services and any reimbursable costs
- (ii) All the prices should reflect the different types and utilization of resources as envisaged by the consultant.

- (iii) The Financial Proposal should incorporate prices inclusive of all taxes.
- (iv) All prices shall be in Kenya shillings.

#### **9.4 PROPOSAL EVALUATION AND AWARD**

KAM will evaluate all proposals submitted and award the contract based on both the technical and financial feasibility.

KAM 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.

#### **10 SUBMISSION OF PROPOSALS**

Please submit separate technical and financial proposals. Hard Copies should be sent to KAM Official address (*5th floor, KAM House, Opp. Westgate Shopping Mall, Westlands*) and copies of the same send via email to ([Procurement@kam.co.ke](mailto:Procurement@kam.co.ke) ) with the subject line as "RFP Clinical study on the right Personal Protective Equipment (PPE'S) for the Salt Belt Region on or before the close of business of Thursday 1<sup>st</sup> April,2021.