



## **TERMS OF REFERENCE FOR PROVIDING ASSESSMENTS AND TRAINING FOR OCCUPATIONAL HEALTH AND SAFETY**

### **1. BACKGROUND**

Established in 1959, Kenya Association of Manufacturers (KAM) is a representative of manufacturing and value-add industries in Kenya. The Association has grown into a dynamic, vibrant, credible Association that unites industrialists and offers a common voice for businesses. We have been front and centre in driving fact-based policy advocacy towards the formation of industrial policies to strengthen and support the country's economic development. Through fact-based advocacy, KAM partners with Government and its associated agencies to ensure a dynamic and flourishing manufacturing sector in Kenya, to realize a double-digit contribution to GDP. With a broad membership base, ranging from large to medium and small manufacturers, KAM's mission is to promote competitive and sustainable local manufacturing through advocating for a competitive environment for businesses to operate. The goal is to create better industries, increase wealth at both corporate and individual levels by improved job creation.

The Cooperative approach to TVET involves all stakeholders as partners in technical training, ensuring industry led approaches such as industry occupational standards are used in training, thereby reducing skills mismatch. Successes of the first phase of the Cooperative project pilot included increased networking between training institutions and industry, evident in open discussions among the two on how best to provide quality, industry-specific skilled technical labor. The goal of this project is to increase youth employment through increased access to industry-oriented, high quality technical and vocational training in cooperation with the private sector.

To counteract the youth unemployment in Kenya, the Kenyan government has given technical and vocational education and training (TVET) a high priority in the recent past. The project "Youth Employment and Vocational Training" agreed between the Kenyan and German governments is intended to create the content, personnel and organizational prerequisites for the implementation of employment-oriented, cooperative (dual) vocational training.

The project comprises four fields of action. In the first field of action, cooperative training courses are developed and piloted. This results in recommendations how to replicate and broadly apply the cooperative vocational training approach in Kenya. The second field of action strengthens vocational training staff in their capacities for the implementation of cooperative vocational training. In the third field of action, coordination and regulatory

bodies for vocational training are strengthened. The fourth field of action improves the content and organizational requirements for piloting cooperative training programs with high digital learning content (Blended Learning).

The vocation areas are indicated in the below table:

<b>No.</b>	<b>Name of County</b>	<b>Name of Training Institute</b>	<b>Name of Vocation</b>
1.	Nairobi	Nairobi TTI	Automotive Mechatronics
2.	Kiambu	Kiambu Institute of Science & Technology	Industrial Mechatronics
3.	Kiambu	Thika TTI	Autobody Technology
4.	Busia	Bumbe TTI	Automotive Technician
5.	Kisumu	Ramogi Institute of Advanced Technology (RIAT)	Refrigeration and Cold Store mechatronics
6.	Nyamira	Ekerubo Gietai TTI	Plant Technician/ Tea Sector
7.	Trans-Nzoia	Kitale National Polytechnic	Commercial & Agricultural Vehicle Mechatronics

## **2. RATIONALE.**

The Consultancy seeks to build the capacity of industries in Occupational Health and Safety as a requirement to engaging in Cooperative TVET.

## **3. METHODOLOGY**

Under the Ministry of Labor and Social protection, the Directorate of Health and Safety Services (DOSHS) ensures compliance to the provisions of occupational safety and health, through this promoting the safety and health of workers. This is done through inspection of workplaces to ensure compliance, examination and testing of various machinery such as boilers, gas cylinders to confirm safety standards, investigation of occupational accidents and diseases to prevent recurrence, training of workers on occupational health and safety and providing relevant information to them, conducting medical examination of workers and approving architectural plans for building intended for use as workplaces. DOSH accreditation is a requirement for workplaces nationally, with annual renewal required for all workplaces.

The trained industries will be given tools and shown how to conduct health and safety (OSH). This will be done through the KAM who will provide a DOSH accredited consultant. Successful companies will be onboarded onto the project. The TVET Cooperative Program Officers will follow up with the companies to ensure they conduct occupational health and safety audits from the Ministry of Labor who are directly responsible for conducting DOSH audits. Reports for the trainings conducted as well as the follow ups will be provided as part of documentation for the project.

The assignment will require desk review of literature and review of industry safety reports from manufacturing industries interested in participating in the Cooperative TVET Project. The Consultant is expected to assess and prepare industries for this compliance by conducting occupational risk assessments trainings that will include information in how to conduct risk assessments, identification and mitigation of the identified risks. The Consultant is expected upon the assessment of each industry, to train industries in Nairobi/Kiambu, Kisumu, Busia, Kitale and Nyamira on the DOSH requirements, guiding them on how to ensure they are DOSH compliant.

#### **4. DURATION OF THE ASSIGNMENT**

The assignment will be spread across two months with an option of extension for one month. The Consultant will be reporting directly to the Head of KAM Consulting Services and TVET Executive.

#### **5. QUALIFICATION AND EXPERIENCE**

The Consultant should demonstrate knowledge of the Kenyan Manufacturing ecosystem. The consultant also needs to demonstrate ample experience in assessing industries and training on Occupational Health and Safety.

Share your detailed **technical proposal** in both soft and hard copy to ([procurement@kam.co.ke](mailto:procurement@kam.co.ke)) and physical proposal (technical and financial) by **COB 22<sup>nd</sup> June 2022**, at KAM House, Westlands (15 Mwanzi Road, Opposite Westgate Shopping Mall).

##### **1. Technical proposal Outline:**

- i. Description of the firm and the firm's qualifications
- ii. Copy of company Certificate of Incorporation Page 4 of 4
- iii. Tax Compliance Certificate (Valid)
- iv. Statutory KRA PIN and VAT certificate copies
- v. Brief description of Understanding of the requirements for services, including assumptions
- vi. Proposed approach and methodology
- vii. Proposed team structure
- viii. Project team members together with CV of lead consultant
- ix. Executive brief of relevant similar projects undertaken in the past 2 years.
- x. Curriculum Vitae and two recommendations (For a firm should contain CVs for all Consultants involved in the Consultancy)

##### **2. Financial proposal Outline:**

- i. A summary of the price
- ii. The period of its validity

**Note:**

- Technical and financial proposals should be presented in different envelopes.
- For individual consultants, please submit an individual Pin Certificate as well as a valid Tax Certificate failure to which the Consultant will be automatically disqualified.

Hard copies should be delivered to the physical address below with TOR - PROVIDING ASSESSMENTS AND TRAINING FOR OCCUPATIONAL HEALTH AND SAFETY clearly written on the envelope cover.

Kenya Association of Manufacturers  
P.O Box 30225 -00100 Nairobi.  
15 Mwanzi Road, Opp. Westgate Shopping Mall, Westlands  
Nairobi, Kenya.