



Terms of Reference (TOR) for Prequalification of Qualified Trainers on Hazardous Waste Management

1. Introduction to HAPROK

The Hazardous Waste Producer Responsibility Organization of Kenya (HAPROK) is a duly incorporated Producer Responsibility Organization (PRO) established to support producers in complying with legal obligations under the Sustainable Waste Management Act (SWMA), 2022 and Extended Producer Responsibility (EPR) Regulations, 2024. HAPROK provides a coordinated platform for the management of hazardous waste across various categories, including industrial chemicals, oils and lubricants, pharmaceuticals, agrochemicals, and others.

To support its operational framework, **HAPROK** seeks to prequalify competent personnel who possess specialized training, credentials, and field experience in hazardous waste handling, transport, treatment, and disposal, in line with Kenyan law and international conventions such as the Basel Convention and ILO Conventions on hazardous substances.

2. Objective of the Prequalification

The objective is to identify and establish a roster of qualified individuals or consulting firms with demonstrable competence in hazardous waste operations. Prequalified personnel will be engaged on a need basis to support to HAPROK members and affiliated waste handlers providers in implementing best practices in:

- Providing technical training and regulatory capacity building on the safe and compliant management of hazardous waste.
- Hazardous waste classification, labelling, and documentation (e.g., manifests)
- Emergency response planning and incident control
- Risk assessment, auditing, and reporting

3. Scope of Work

Qualified personnel are expected to demonstrate expertise in one or more of the following areas:

1. National and international legal frameworks on hazardous waste;
2. Waste classification, risk identification, labelling, and manifest tracking;
3. Safe packaging, transportation, and emergency response procedures;

4. Environmental reporting and EPR compliance obligations;
5. Training-of-trainers (ToT) for producer or facility-level personnel;
6. On-site and off-site hazardous waste handling.
7. Use of PPE and decontamination procedures.
8. Occupational safety and environmental compliance inspections.

4. Minimum Qualification Criteria

Applicants must meet the following minimum qualifications to be considered for prequalification under this assignment:

4.1 For Individual Trainers,

Individual applicants must demonstrate the following:

1. A minimum of five (5) years of verifiable experience in environmental management, occupational health and safety (HSE), or hazardous waste training;
2. At least a Diploma or Bachelor's degree in Environmental Science, Chemistry, Environmental Engineering, Occupational Health & Safety, or other relevant disciplines;
3. Professional certifications in hazardous waste management, HSE, or environmental auditing from recognized institutions (e.g., NEBOSH, IEMA, or NEMA-accredited programs);
4. Demonstrated understanding and practical knowledge of Kenya's Sustainable Waste Management Act (SWMA), 2022 and the Extended Producer Responsibility (EPR) Regulations, 2024.

4.2 Training Institutions or Firms

Accreditation by NEMA, NITA, or recognized body;

1. Valid registration or accreditation by the National Industrial Training Authority (NITA), NEMA, or another recognized national or international accrediting body;
2. Documented experience in designing and delivering structured training programs on hazardous waste management, environmental compliance, or HSE to public or private sector entities;
3. A team of qualified trainers who individually meet the requirements outlined in section 4.1, with their CVs and credentials provided as part of the submission;
4. Adequate training resources and delivery infrastructure, including physical training facilities and/or virtual platforms capable of supporting professional-level capacity building.

4.3 Legal and Regulatory Compliance Knowledge

1. Familiarity with applicable Kenyan legal frameworks including the Sustainable Waste Management Act (SWMA), 2022, Extended Producer Responsibility Regulations, 2024, Environmental Management and Coordination Act (EMCA), 1999, and the Occupational Safety and Health Act (OSHA), 2007;
2. Working knowledge of relevant international standards and multilateral agreements, including the Basel Convention, UN classification systems for hazardous substances, and best practices in hazardous materials handling, labelling, and transport.

5. Required Statutory Documents

No.	Required Document
1.	Company Registration Certificate or Consultant's ID/Passport
2.	Company CR12 (firms only)
3.	Company or Personal KRA PIN Certificate
4.	Valid Tax Compliance Certificate
5.	Relevant Professional Certifications
6.	Cover letter indicating area(s) of expertise and availability.
7.	Trainer Profiles or CVs
8.	Sample training outlines and past training reports
9.	Copies of previous assignments or reference letters (minimum two).
10.	Proof of professional affiliation (NEMA, NITA, DOSHS, etc.).
11.	Indicate expected consultancy rate/hour or per engagement (optional).

6. Submission Guidelines

Interested individuals or firms are invited to submit technical and financial proposals outlining their qualifications, experience, and compliance credentials. The application should be submitted to **procurement@kam.co.ke** by **Tuesday, 5th August 2025**, with the subject line: **"PREQUALIFICATION – HAZARDOUS WASTE QUALIFIED PERSONNEL FOR HAPROK OPERATIONS"**

All documents must be clearly labelled and submitted in **soft copy or hard copy**. Incomplete applications will not be considered. KAM reserves the right to conduct verifications or due diligence as needed.

Physical Submission Address:

KAM Procurement
 Kenya Association of Manufacturers
 KAM House, 5th Floor
 Mwanzi Road, Opposite Westgate Mall
 P.O. Box 30225 – 00100
 Nairobi, Kenya

7. Declaration (To Be Signed by Applicant)

I, the undersigned, hereby declare that:

1. I have read and understood the TOR and agree to comply with all applicable national and international regulations on hazardous waste.
2. All information provided is true and accurate to the best of my knowledge.
3. I understand that misrepresentation may lead to disqualification and legal recourse.

Name: _____

Signature: _____

Date: _____

(For firms only) Stamp/Seal: