



REQUEST FOR PROPOSALS

**CONSULTANCY SERVICES FOR WORKPLACE
RISK ASSESSMENT, OCCUPATIONAL SAFETY
& HEALTH AUDIT, FIRE SAFETY AUDIT AND
OSH TRAININGS**

TABLE OF CONTENTS

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS	3
1.1. INTRODUCTION	3
1.2. SUMMARY	3
1.3. PROCUREMENT PROCESS	3
1.4. CONDITIONS	4
1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD	4
1.6. AMENDMENTS TO RFP DOCUMENTS	4
1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS	4
1.8. LATE AND INCOMPLETE PROPOSALS	4
1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL	4
1.10. VALIDITY OF PROPOSALS	5
1.11. EVALUATION OF PROPOSALS.....	5
1.12. CONFIDENTIALITY	5
1.13. SUBMISSION REQUIREMENTS	5
PART 2: REQUIREMENTS	6
1. OBJECTIVES	6
2. SCOPE OF THE WORK	6
2.1. JOB SPECIFICATION.....	6
2.2. METHODOLOGY.....	7
2.3. COMPETENCE & EXPERTISE	8
2.4. EXPECTED OUTPUTS	9
2.5. REPORTS	10
2.6. COMPETENCE & EXPERTISE REQUIREMENTS	10
2.7. TIMELINES.....	10
2.8. PAYMENT TERMS.....	10
2.9. ROLE OF MMWCA.....	10
2.10. ROLE OF CONSULTANT.....	11
2.11. APPLICATION REQUIREMENTS	11
PART 3: EVALUATION OF PROPOSALS	12

PART 1: INSTRUCTIONS AND CONDITIONS TO BIDDERS

1.1. INTRODUCTION

The Maasai Mara Wildlife Conservancies Association (MMWCA) is a membership organization of all the Mara conservancies, open to any existing or upcoming wildlife conservancy whose land is part of or integral to the greater Maasai Mara ecosystem. The MMWCA is one of the 12 regional associations forming the Kenya Wildlife Conservancies Association (KWCA) as envisaged in the Wildlife Conservation and Management Act 2013.

MMWCA's Mission is: 'conserving the greater Maasai Mara ecosystem for the prosperity of all: biodiversity and wildlife, the regional Maasai population, recreation and tourism for the nation of Kenya'.

The MMWCA has three key objectives:

1. Provide a space for open discussions, a hub for knowledge sharing and coordination across conservancies, a voice for advocacy, lobbying county and national government and driving policy in the interest of conservancies and conservation related issues.
2. Support the creation and development of conservancies and their neighboring areas across the greater Mara ecosystem, as a sustainable form of land-use and to provide mechanisms for equitable and value-based benefit sharing to sustain land under conservation.
3. Lead or/and implement development and conservation programs across member conservancies to facilitate coordination, collaboration and synergetic action.

1.2. SUMMARY

MMWCA invites you/your organisation to submit a financial and technical proposal for carrying out workplace risk assessment, occupational safety & health audit, fire safety audit and OSH trainings. The detailed description of the requirement can be found in Part 2 of this Request for Proposal (RFP).

1.3. PROCUREMENT PROCESS

The following key dates apply to this procurement process:

- RFP issue date: 17th October 2024
- RFP closing date and time: 31st October 2024 17:00 EAT
- Estimated contract award date: 14th November 2024

1.4. CONDITIONS

MMWCA is not bound in any way to enter into any contractual or other arrangement with any proposer as a result of issuing this RFP. MMWCA is under no obligation to accept the lowest financials proposal or any proposal. MMWCA reserves the right to terminate the procurement process at any time prior to contract award. By participating in this RFP, proposers accept the conditions set out in this RFP.

1.5. QUERIES AND QUESTIONS DURING THE RFP PERIOD

Proposers are to direct any questions regarding the RFP to the MMWCA contact Betty Mutio betty@maraconservancies.org. No other MMWCA personnel are to be contacted in relation to this RFP. Proposers must submit questions no later than 11th October 2024, 17:00 EAT. As far as possible, MMWCA will share the responses to any questions, suitably anonymized, with all invited proposers. If you consider the content of your question confidential, you must state this at the time the question is posed.

1.6. AMENDMENTS TO RFP DOCUMENTS

MMWCA may amend the RFP document by issuing notices to that effect to all invited proposers and may extend the RFP closing date and time if deemed necessary.

1.7. PROPOSAL LODGEMENT METHODS AND REQUIREMENTS

Proposers must submit their proposal to MMWCA no later than 31st October 2024, 17:00 EAT by email to: procurement@maraconservancies.org. The subject heading of the email should be 'RFP for carrying out workplace risk assessment, occupational safety & health audit, fire safety audit and OSH trainings [organizational name].' Electronic copies are to be submitted in PDF, or MS Word, formats. Proposals must be in English.

1.8. LATE AND INCOMPLETE PROPOSALS

Any proposal received by MMWCA later than the stipulated RFP closing date and time, and any proposal that is incomplete, will not be considered. There will be no allowance made by MMWCA for any delays in transmission of the proposal from proposer to MMWCA.

1.9. WITHDRAWALS AND CHANGES TO THE PROPOSAL

Proposals may be withdrawn or changed at any time prior to the RFP closing date and time by written notice to the MMWCA contact. No changes or withdrawals will be accepted after the RFP closing date and time.

1.10. VALIDITY OF PROPOSALS

Proposals submitted in response to this RFP are to remain valid for a period of 90 calendar days from the RFP closing date.

1.11. EVALUATION OF PROPOSALS

The evaluation of proposals shall be carried out exclusively with regards to the evaluation criteria and their relative weights specified in Part 3 of this RFP.

1.12. CONFIDENTIALITY

Any data, documentation or other business information furnished by or disclosed to the contractor shall be deemed the property of MMWCA and must be returned to MMWCA upon request.

1.13. SUBMISSION REQUIREMENTS

All interested person(s)/firm should submit technical and price proposals by the deadline.

Deadline: 17:00 EAT, 31st October 2024.

Proposals should be emailed to: procurement@maraconservancies.org

PART 2: REQUIREMENTS

1. OBJECTIVES

The specific objectives of this assignment will be:

- a) To fulfil the legal requirements as outlined in OSHA 2007 and Legal Notice No. 31/2004, and submit an audit report to DOSHS and the Occupier
- b) To propose recommendations (if any) for existing and potential safety and health concerns

2. SCOPE OF THE WORK

The scope of the works will be to carry out workplace risk assessment, occupational safety & health audit and fire safety audit for MMWCA in accordance with the Occupational Safety and Health Act (OSHA), 2007, Factories and Other Places of Work (Safety and Health Committee) Rules, 2004, Factories and Other Places of Work (Fire Risk Reduction) Rules, 2007 and any other relevant Legislation/International Standards. Additionally, the Consultant shall also be required to train MMWCA OSH committee, First Aiders and Fire Marshals in Aitong' Maasai Mara offices.

2.1. JOB SPECIFICATION

1. To carry out Workplace Risk Assessment, Occupational Safety & Health Audit and Fire Safety Audit for MMWCA in compliance/accordance with OSHA (2007), the Factories and Other Places of Work (Safety and Health Committee) Rules, 2004, Factories and Other Places of Work (Fire Risk Reduction) Rules, 2007 and any other relevant Legislation/International Standards;
2. To compile and submit an acceptable and in detailed coverage of MMWCA Workplace Risk Assessment Reports, Occupational Safety and Health Audit Reports and Fire Safety Audit Reports as required under the law within two (2) months. The reports to give all the necessary mitigation measures/recommendations with legal backing to the extent feasible;
3. To review the previous Workplace Risk Assessment Reports, Occupational Safety & Health Audit Reports and Fire Safety Audit Reports, assess compliance and give recommendations;
4. To identify safety, health and/or fire concerns and give appropriate mitigation measures/recommendations;
5. The reports to give recommendations on necessary steps to undertake in each identified area of non-compliance to enable MMWCA implement measures

- necessary to facilitate compliance with the existing laws, standards and best practices;
6. The reports to indicate required benchmarks at various points to enable MMWCA's continuous monitoring and control;
 7. To determine the level of Risks, Safety, Health and Fire Safety awareness and give recommendations;
 8. To Present on time the draft reports to MMWCA for review;
 9. Submit the respective reports which should conform to Directorate of Occupational Safety and Health Services (DOSHS) requirements and as provided under the law;
 10. Submit duly acknowledged copies of each of the report submitted to the Director of Occupational Safety and Health Services to MMWCA;
 11. To train MMWCA OSH committee, First Aiders and Fire Marshals.
 12. Make appropriate recommendations to ensure full compliance with the Occupational Safety and Health Act, 2007
 13. Prepare a report on the current status in fire prevention measures and compliance with the Occupational Safety and Health Act, 2007
 14. Draw up recommendations to address weaknesses in fire prevention measures.
 15. Conduct fire and safety drill for all staff at MMWCA.

2.2. METHODOLOGY

The audits shall include but not limited to the following:

Workplace Safety, Health and Welfare Conditions

- a) Electrical safety;
- b) Fire safety;
- c) Construction safety;
- d) Office Safety;
- e) Road safety; and
- f) Machinery safety.

Occupational Health and Hygiene Conditions

- a) Personal Protective Equipment (PPE);
- b) Ventilation;
- c) Overcrowding;
- d) Housekeeping;

- e) Lighting;
- f) Handling of materials;
- g) Noise; and
- h) Vibration.

General Conditions

- a) General Conditions;
- b) Workplace efficiency;
- c) Storage, warehousing and handling; and
- d) Welfare facilities.

Any other relevant issues not listed above but stipulated in the procedure/ format for carrying out a safety and health audit.

2.3. COMPETENCE & EXPERTISE

- a) The consultant should have been in operation for the last ten (10) years, proven experience in offering similar services. Be a Registered a trainer on Occupational Safety and Health by the Directorate of Occupational Safety and Health Services (DOSHS) and National Industrial Training Authority (NITA). A detailed profile along with the curriculum vitae of the Safety and Health Advisor/Auditors/trainers, to be involved in the assignment should be provided.
- b) The consultant will be required to provide details of at least 3 tasks undertaken previously, preferably in Maasai Mara. The Consultant(s) should provide adequate information indicating that they are qualified to undertake the assignment successfully by providing the following information:
 - Description and experience in similar assignments; and
 - Possession of appropriate skills, competencies and qualifications of professional staff allocated for this project.

a) Occupational Safety and Health Advisor(s)

- **Education:** At least a Bachelor's Degree in Science, Occupational Safety and Health, Engineering or Medicine
 - Postgraduate Diploma in Occupational Safety and Health or Diploma in NEBOSH
- **Skills:** Must possess good communication skills both oral and written, good presentations skills and auditing skills.
- **Experience:**
 - Must have a minimum of 5 years' experience in Occupational Safety and Health;
 - Must have been a Safety and Health Advisor in at least 5 workplaces.

- Should demonstrate knowledge and ability in conducting OSH Audits
- Must be registered with DOSHS as a Safety and Health Advisor and having a valid certificate.

b) Fire Safety Auditor(s)

- **Education:** At least a Diploma in Fire Engineering, Fire Safety or OSH.
- **Skills:** Must possess good communication skills both oral and written, good presentations skills and Auditing skills.
- **Experience:**
- Must have a minimum of at least 8years' experience in Fire Engineering or Fire Safety
- Should demonstrate knowledge and ability in conducting Fire Audits
- Must have been a Fire Safety Auditor in at least 5 workplaces.
- **Registration:** Must be registered with DOSHS as a Fire Safety Auditor and having a valid certificate

c) Trainers

i) First aid trainers

- Should be qualified emergency medical technicians, nurses, clinical officers or medical doctors
- Must have at least 5 years' experience as a first aid trainer

ii) Occupational Safety and Health trainers

- Should have a degree in science, engineering or medicine and at least a postgraduate certificate in OSH lasting not less than six months from a recognized institution; **OR**
- A first degree in OSH with a minimum of five years proven practical experience in OSH or a training of trainers (TOT) certificate from a recognized institution.

iii) Fire Safety trainers

- Should have certificate in Fire Engineering or Fire Safety lasting at least six months from a recognized institution.
- Must have at least 5 years' experience as a fire safety trainer

2.4. EXPECTED OUTPUTS

The ultimate expectation for this Consultancy Service is to have Risk Assessment, Safety and Health Audit Report, Fire Risks Audit Report and training of OSH committee, First Aiders and

Fire Marshals for MMWCA.

2.5. REPORTS

The consultant shall prepare and submit the following reports. All reports shall be in the English language.

- (a) Draft Risk Assessment, Safety and Health Audit and Fire Audit Reports: These reports shall contain the findings, analyses, result and recommendations of the audits. Hard copies and a soft copy to MMWCA.
- (b) Final Risk Assessment, Safety and Health Audit and Fire Audit Reports: These reports shall incorporate all revisions deemed necessary arising from comments received from the Client following discussions. Hard copies and a soft copy to MMWCA.

2.6. TIMELINES

The Consultant shall commence the work within 14 calendar days of the effective date of the contract. The effective date shall be the date on which the Consultancy agreement shall be signed by MMWCA.

The consultancy services will be carried out strictly within **Two (2) months** from the effective date of the contract. The consultant should clearly express the willingness and ability to work within that period.

The Consultant will be required to prepare and submit a work plan, with cost estimates, indicating deliverables.

2.7. PAYMENT TERMS

A contract of agreement will be issued between MMWCA and the consultant prior to commencing work.

Payment will be made according to the following schedule:

- i. On submission of the draft report..... 40 %
- ii. On approval of the report..... 60 %

2.8. ROLE OF MMWCA

1. MMWCA will provide all pertinent data and information and give such assistance as shall reasonably be required by the Consultant in execution of his duties under this Contract but such assistance shall not be extended to the provision of any supplies or services.
2. MMWCA will also provide a contact person who will liaise with the consultant throughout the assignment.

3. MMWCA will provide transport and any other logistics during the period within Maasai Mara.

2.9 ROLE OF CONSULTANT

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices, and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as faithful adviser to the Client and shall at all times support and safeguard the Client's legitimate interests in any dealing with sub-consultants or third parties.

2.10 APPLICATION REQUIREMENTS

Based on these Terms of Reference, the consultant is expected to submit:

1. Business registration certificate
2. Workplace Registration Certificate under OSHA, 2007
3. National Industrial Training Authority (NITA) registration certificate
4. Current Certificate of Approval from DOSHS for every participating Safety and Health advisor
5. Proof of Chief trainer employed by the firm
6. Proof of training equipment
7. Valid Business Permit
8. Valid Tax Compliance Certificate
9. KRA PIN Registration of the firm/consultant
10. Company Profile with detailed Curriculum Vitae (CV) of technical staff carrying out the assignment
11. CR-12 certificate showing directors of the company
12. Proof of Physical location of business i.e. town, street, building, floor etc.
13. Evidence of previous experience (e.g. reference letters) on similar jobs including details of contact persons
14. An outline of the scope of work and the methodology that will be adopted to carry out the audits and trainings including time schedules for each activity and how the final reports will be structured must be included in the proposal

Note: MMWCA may contact referees to confirm quality of previous work and the information _____ may form part of the evaluation before final decision is made.

PART 3: EVALUATION OF PROPOSALS

Evaluation of submitted proposals will use a merit-point scoring system and be selected based on technical expertise. The evaluation will be carried out exclusively based on the weights specified in the table below.

Criteria	Points
<p>Mandatory Documents:</p> <ul style="list-style-type: none"> i. Valid DOSHS registration certificate-1 point ii. Valid National Industrial Training Authority (NITA) registration-1 point iii. Valid Business Permit-1 point iv. Valid Tax Compliance Certificate-1 point v. KRA PIN Registration of the firm/consultant-1 point vi. CR-12 certificate-1 point vii. Proof of Physical location of business-1 point <p>Experience of the consultants</p> <ul style="list-style-type: none"> a. The full names of all participating consultants and their roles, including technical expertise <ul style="list-style-type: none"> - OSH Advisor-2 points - Fire Auditor- 2 points - OSH Trainer-2 points - Fire Trainer-2 points - First Aid Trainer-2 points b. Curriculum Vitae(s) of proposed consultants outlining relevant education, and Experience <ul style="list-style-type: none"> ▪ OSH Advisor <ul style="list-style-type: none"> - <i>Bachelor's Degree in Science, Occupational Safety and Health, Engineering or Medicine-1 point</i> - <i>At least 5 years' experience in Occupational Safety and Health-1 point</i> - <i>Must have been a Safety and Health Advisor in at least 5 workplaces-1 point</i> - <i>Knowledge and ability in conducting OSH Audits-1 point</i> - <i>Registered with DOSHS as a Safety and Health Advisor and having a valid certificate-2 points</i> ▪ Fire Auditor <ul style="list-style-type: none"> - <i>At least a Diploma in Fire Engineering, Fire Safety or OSH-1 point</i> - <i>Minimum of at least 8 years' experience in Fire Engineering or Fire Safety-1 point</i> - <i>Knowledge and ability in conducting Fire Audits-1 point</i> - <i>Registered with DOSHS as a Fire Safety Auditor and having a valid certificate-2 points</i> ▪ OSH Trainer <ul style="list-style-type: none"> - <i>Degree in science, engineering or medicine or a postgraduate certificate in OSH-1 point</i> - <i>At least five years practical experience in OSH trainings-2 points</i> 	<p>50 Points</p>

<ul style="list-style-type: none"> ▪ Fire Trainer <ul style="list-style-type: none"> - <i>At least a certificate in Fire Engineering or Fire Safety-2 points</i> - <i>At least 5 years' experience as a fire safety trainer-1 point</i> ▪ First Aid Trainer <ul style="list-style-type: none"> - <i>A qualified emergency medical technician, nurses, clinical officers or medical doctors-2 points</i> - <i>At least 5 years' experience as a first aid trainer-1 point</i> <p>c. Experience of working with conservancies, local communities and non-governmental organizations (Max 4 points)</p> <p style="padding-left: 40px;"><i>Within Maasai Mara – 4 Points</i> <i>Within Narok County – 3 Points</i> <i>Within Kenya – 2 Points</i></p> <p>d. Provided three reference letters of at least 3 clients (complete with address and contact details) to which the consultant has provided similar services in the last 3 years – 9 Points</p>	
<p>Technical Proposal</p> <ul style="list-style-type: none"> a. Understanding of TOR and task to be accomplished - 3 Points b. Proposed methodology -10 Points (2 marks each on the below) <ul style="list-style-type: none"> - On risk assessment of MMWCA premises - On fire audit on the existing buildings - On safety audit to establish the current status of compliance with OSHA, 2007 - On Trainings - On fire and safety drill c. Work plan including timeframes and deliverables - 10 Points d. Expressed ability and willingness to work within stipulated time – 2 Points e. Demonstrated structure of final report – 5 Points 	30 Points
<p>Financial Proposal <i>Detailed financial proposal in Kenya Shillings with itemized expenses.</i></p> <p><i>The lowest cost proposal will be awarded 20 points. Other cost proposals will be awarded proportionate points as per formula: Financial Weight = (Lowest Cost/Proposal's Cost) X 20</i></p>	20 Points
<p>Total</p>	100 points

The contract will be awarded to the proposal with the highest score.