

REQUEST FOR PROPOSAL OSH TRAINING CONSULTANCY 2025

Project/Activity Name:	OSH TRAINING 2025
Agresso Work Order:	KE0000HIKE20
Country:	KENYA

REQUEST FOR PROPOSAL OSH TRAINING CONSULTANCY 2025

RFP Release Date:	Monday 25 th August 2025
RFP Submission Deadline:	Monday 8 th September 2025
Question/ Inquiry Submission Deadline:	Tuesday 2 nd September 2025
Electronic submission to the attention of:	Procurement Kenya
Electronic submission:	procurement-ke@heifer.org
Contact information for inquiries about this RFP:	procurement-ke@heifer.org
Performance Period:	November to December 2025

1. BACKGROUND AND OBJECTIVE

Section 11 of Occupational Safety and Health Act 2007 requires that the occupier causes a Safety and Health Audit of his workplace to be carried out by a registered safety and health advisor once every twelve months and issue a report of the same to the Director of Occupational Safety and health Services. By doing this audit the auditor seeks to ensure compliance with legislated requirements in line with the workplace environment health, safety and corporate policies. The occupier will also ensure the business operates in a safe and healthy environment.

2. OBJECTIVE

The objective of this request for proposal is to engage a DOSHS certified registered institution or consultant/firm to facilitate and conduct trainings based on the OSH Act 2007 as follows.

- a) OSH Committee terms training
- b) First Aid in the workplace administration training
- c) Fire response in the workplace training.

3. SCOPE OF WORK

The detailed scope of work is a three-part series that entails the committee training, first aid administration and fire response in the workplace. The consultant will share a proposal on the detailed training module and financial proposal to ensure Heifer International remains compliant with OSH Act 2007.

OSH Committee training

OSH committee training equips members with the knowledge and skills to improve workplace safety and health. Training typically covers OSH principles, regulatory requirements, hazard identification, risk assessment, and incident investigation. The goal is to create a safer work environment by fostering communication, promoting preventative measures, and ensuring compliance with safety standards.

This is a DOSHS Prescribed training required under rule 12 of the factories and other places of work (safety Health Committees) rule 2004 for OSH committees established under section 9 of OSH 2007. The training should take 30 contact hours and is valid for 3 years. A safety and Health committee consulted under section 9 of OSHA 2007 should be subjected to this training within 6 months of the committee's establishment.

First Aid Training

OSH first aid training equips individuals with the knowledge and skills to handle workplace emergencies, including providing immediate care for injuries and illnesses before professional medical help arrives. This training is crucial to comply with Occupational Safety and Health regulations promoting a safer work environment.

Fire response training.

OSH fire response training equips individuals with the knowledge and skills to prevent, mitigate, and respond effectively to fire emergencies in the workplace. This training is crucial for maintaining a safe working environment and complying with occupational safety and health regulations.

4. DELIVERABLES

- Hazard Identification: Participants learn to identify various workplace hazards, including physical, chemical, biological, ergonomic, and psychosocial hazards.
- Risk Assessment: They gain the ability to assess the risks associated with identified hazards, determining the likelihood and severity of potential harm.
- Control Measures: The training equips members with the knowledge to implement appropriate control measures, such as engineering controls, administrative controls, and personal protective equipment (PPE), to minimize or eliminate risks.
- Policy Development and Review: Participants learn to develop and review workplace safety and health policies and procedures, ensuring they are up-to-date and effective.
- Incident Investigation: The training covers the process of investigating accidents and incidents, identifying root causes, and recommending corrective actions.
- Communication and Consultation: Participants learn to effectively communicate safety information, consult with employees, and promote a culture of safety and health.
- Compliance with Regulations: The training ensures participants understand and can apply relevant OSH legislation and regulations.
- First Aid Management: Training program may include modules on providing first aid in the workplace.
- Stress Management: OSH committee training can also cover strategies for addressing and managing workplace stress.
- Alcohol and Drug Abuse: Participants may also learn about addressing issues related to alcohol and drug abuse in the workplace.

5. QUALIFICATIONS

The assignment should be undertaken by a DOSHS certified registered institution or consultant/firm with strong expertise in occupational health safety measures and management. The ideal firm or team of consultants should meet the following qualifications:

- a) Accredited and approved Safety Advisor/Auditor and registered by DOSH to train, facilitate and advise organizations on effective implementation of safety at the working place according to OSHA.
- a) Relevant industry experience in occupational safety and health training with at least five years proven practical experience in OSH risk assessment audits, response mechanisms and training.

6. EVALUATION CRITERIA

The evaluation committee will review, evaluate and score proposals based on the following criteria. Consulting firms are encouraged to provide detailed and specific responses in alignment with the criteria.

Proposal Evaluation Focus	Percentage (%)
Understanding of the scope of work	20
Training methodology for the scope of work	40
Relevant experience in OSH training in similar organizations	30
Budget justification and financial proposal /costs realism	10
Total	100%

7. APPLICATION REQUIREMENTS

DOSH certified and registered firms should submit their proposals with the below documentation.

- i. Letter of expression of interest and demonstration of capability
- ii. The capacity and portfolio of the firm including their qualifications, experience, and expertise relevant to the assignment.
- iii. At least three references from other clients for which similar assignments have been undertaken with contact information for each.
- iv. A clear and comprehensive work plan (draft), outlining the major training activities, timelines, schedule and deliverables.
- v. **Financial proposal** – Individual/firm cost proposal in **KES** for this assignment based on the workplan. The cost should indicate the all-inclusive fixed total contract price, supported by a breakdown of all the cost. The submissions must include the following documents with their bid or proposal to Heifer International Kenya
 - Certificate of Incorporation or Business Registration Certificate.
 - KRA online PIN Certificate.
 - Valid Tax Compliance Certificate.
 - Updated Curriculum Vitae (*For individuals*)
 - Relevant industry certifications and licenses

8. APPLICATION PROCEDURE

Applications will be accepted preferably in soft copy through email and mentioning the subject line; “OSH TRAINING CONSULTANCY” to procurement-ke@heifer.org on or before **8TH September 2025**

LATE SUBMISSIONS AND MODIFICATIONS

Proposals received after the submission deadline will not be considered. Applicants are responsible for ensuring their proposals are submitted according to the instructions stated herein. Heifer retains the right to terminate this RFP or modify the requirements upon notification to the applicants.

9. VALIDITY OF PROPOSALS

Proposals submitted shall remain open for acceptance for Thirty (30) days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process is contractually binding.

10. LIMITATIONS

This Request for Proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received because of the RFP.

11. INTELLECTUAL PROPERTY

Section 1. Ownership Generally. Subject to Section 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the "Work Product") shall be the exclusive property of HPI. Upon request, the Contractor shall sign all documents and take all actions necessary to confirm or perfect HPI's exclusive ownership of the Work Product.

Section 2. Prior-Owned Intellectual Property. Any intellectual property owned by a Party before the Effective Date ("Prior-Owned IP") shall remain that Party's sole and exclusive property. Regarding any of Contractor's Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Section 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a "work made for hire" under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a "work made for hire", Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of the Contractor's rights of any kind or nature, now known or hereafter devised, in, too, and in connection with the Work Product, and HPI shall solely and exclusively own any rights therein, and in the elements thereof, including but not limited to any allied, ancillary, subsidiary, incidental, and adaptation rights. The contractor hereby waives all rights known as "moral rights", and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

12. DIVERSITY AND INCLUSION

Heifer International values diversity, equity, inclusion and belonging ("DEIB"), and believe that effectively accessing and managing diverse talent leads to improved outcomes. HPI takes a broad view of diversity, and inclusive of varied backgrounds including, but not limited to, age, experience, race, ethnicity, sexual orientation, gender, gender identity, disability status, national origin, and culture. HPI expect third-party providers to respect and reflect HPI's value of DEIB. HPI's ongoing monitoring of third-party service providers incorporates an assessment of vendors' commitment to, adherence with, and track record of accessing and retaining diverse and inclusive workforces.