



TERMS OF REFERENCE FOR CONDUCTING A TRAINING IN OCCUPATION SAFETY AND HEALTH, AND PROVISION OF GUIDELINES ON HOW TO DEVELOP AN OCCUPATIONAL SAFETY and HEALTH POLICY

Introduction and Background

Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) is implementing a project titled **Strengthening Food and Nutrition Security Programming in Malawi**. The project is funded by **German Federal Ministry for Economic Cooperation and Development (BMZ)** through Welthungerhilfe. The main objective of this project is to promote the capacity of civil society organisations in Malawi to improve food security and strengthen resilience. Specifically, the project is expected to strengthen capacity of 10 civil society organizations (CSOs) and district-based network associations in evidence based FNS management, administration and programming. This support will in turn enable the targeted CSOs to plan and implement effective and participatory Food and Nutrition Security (FNS) programming approaches with their target groups or communities.

In July 2022, Tilitonse Foundation in collaboration with Civil Society Agriculture Network (CISANET) and Welthungerhilfe (WHH) conducted a capacity assessment which identified critical gaps in management structure, financial and resource management systems, human resources and programme management. Based on the gaps identified, the assessment further recommended capacity development options that will enable the CSOs to effectively deliver on their mission. One of the gaps identified was that for CSOs do not have Occupational Safety and Health policy.

It is against this background that Tilitonse Foundation would like to engage the services of a consultant to train 3 organisations in Occupational Safety and Health and provide guidance on how to develop an OSH Policy.

Objectives of Work

The overall objective of this assignment is to provide guidance in development of an OSH Policy/Guideline and train Foundation for Civic education and Social Empowerment, Tiphedzane Community Support Organisation in Nsanje and CCJP Dedza in Occupational Safety and Health

The specific objectives are as follows:

Scope of Work

1. Train organisation in standard OSH practices

2. Provide guidelines for development of OSH Policies
3. Mentor the CSOs to develop OSH Policies

The duties and responsibilities of the consultant/s will be:

1. Review the nature of business for the 3 organisations
2. Review other likeminded organisations OSH Policies
3. Engage the Management of the organisations to establish the OSH standards that are required for each organisation
4. Mentor the CSOs to develop OSH Policies
5. Design and develop training content on OSH
6. Provide guidelines for development of an OSH Policy
7. Conduct training
8. Write a Workshop Report

Deliverables

1. An Inception report detailing understanding of the assignment , methodology to be used and timelines
2. Training plan and materials
3. Manual for reference
4. OSH Policies for the 3 organisations
5. Final Report of the training and detailed action plans for each of the 3 organisations

Duration and Timing of the Assignment

The assignment is planned to take place in between November 2022 and January 2023.

Qualifications

Minimum of a Master's Degree in Human Resources Management, Industrial Relations, Business Administration and any other relevant field. Certification in OSH will be an added advantage

Experience

1. At least 10 years' experience in similar roles and assignments
2. Good presentation and communication skills
3. Experience in Conducting OSH training in a development organisation setup
4. Demonstrable experience in working with development focused Non State Actors (NSAs)

Application Process

Interested and qualified Consultants/service providers are invited to apply. The service providers must submit the following documents/information to demonstrate their qualifications:

1. A technical proposal detailing applicants understanding of ToRs, proposed methodology, applicant's key member's CV. A separate financial proposal should be included in the

submission

2. Contacts (email and phone number) of 3 former clients or referees.
3. A detailed list of similar assignments that the consultant has conducted in the past 3 years

Technical and financial proposals should be submitted to the addresses below, by 21st October 2022 at 17:00 hrs

Physical Address	Postal Address	Email Address
Tilitonse Foundation Plot No. 128, Lizulu Street Area 47 Sector 5 LILONGWE Malawi	Tilitonse Foundation P.O. Box 31815 LILONGWE Malawi	e.musiya@tilitonsefoundation.org with a copy to jobs@tilitonsefoundation.org