

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA RWANDA Country Office
Purpose of consultancy:	<p>Healthy, safe and resilient workplaces are places where all people can perform their jobs without getting sick or injured because of their work, with opportunities to enhance their physical and mental health and social wellbeing, while preserving harmony with nature and being protected when there is a need.</p> <p>Maintaining a healthy office environment requires attention to physical environment (temperature, humidity, light, noise, ventilation, and space), chemical hazards, equipment and work station design, , task design, psychological factors (personal interactions, work pace, job control) and sometimes, chemical or other environmental exposures.</p> <p>A well-designed office allows each employee to work comfortably without needing to over-reach, sit or stand too long, or use uncomfortable postures. Sometimes, equipment or furniture changes are the best solution to allow employees to work comfortably. On other occasions, the equipment may be satisfactory but the physical environment could be redesigned to meet the healthier work places. Evidence shows that environmental conditions and characteristics have been hypothesized to influence health inequalities such as the distribution of chronic disease outcomes, health conditions, mental health, and health behavior. For example, Cold Stress or Cold Related Illnesses decreases the performance at work and impact the wellbeing of employee.</p> <p>When exposed to cold temperatures, your body begins to lose heat faster than it is produced. Prolonged exposure to cold will eventually use up your body’s stored energy. The result is hypothermia, or abnormally low body temperature. A body temperature that is too low affects the brain, making the victim unable to think clearly or move well, that resulting in discomfort, absenteeism and poor performance. This makes hypothermia particularly dangerous because a person may not know it is happening and will not be able to do anything about it. Job stress that results when the requirements of the job do not match the capabilities or resources of the worker may also result in illness.</p> <p>Rationale</p> <p>Following repetitive complaints from staff having their offices in the basement of the building about health issues linked to the humidity, UNFPA Rwanda country office would like to develop a case study assessment of possible cold stress due to the relative humidity conditions in its basement offices in Kigali as risk factors for workplace health and safety.</p> <p>A comprehensive case study assessment Report will facilitate the management to first track the implementation of the findings as corrective measures (workplace health and safety best practices and engineering and management controls to ensure the safety and wellbeing of employees.</p> <p>It is in that background, UNFPA Rwanda country office is seeking an individual consultant who has an expertise in environmental safety and health assessment to carry out the comprehensive case study assessment of the workplace.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<p>Objectives of the assignment</p> <p>The main objective of the assignment will be to develop a comprehensive case study assessment Report to facilitate the management to first track the implementation of the findings and corrective measures (workplace health and safety best practices and engineering and management controls to ensure the safety and well-being of employees.</p>

	<p>Expected Results</p> <p>A comprehensive workplace health and safety actual conditions, case study assessment, appropriate technical relative humidity and cold measurements in a report with technical integrated recommendations will be produced and submitted. Hence, an effective implementation of the assessment corrective measure will be ensured.</p> <p>Scope of Work/Duties and Responsibilities</p> <p>The individual consultant will be responsible for:</p> <ol style="list-style-type: none"> 1. Conduct a desk review, by consulting appropriate studies and findings in relation with workplace health and safety, regulations and standards (as per ILO, OSHA, etc). The desk review will also identify information gaps to be addressed. 2. Conduct the assessment of both basement and Level one areas to compare the current situation and note any significant variations on humidity and Indoor Air Quality (IAQ) for the two areas 3. Organize and synthesize available data. Gain an understanding of the context, policy and regulatory framework and priorities for actions related to the issues affecting health and safety of building. 4. Consultation and interviews with staff members to bring together the actual conditions and familiarity with possible cold stress experienced so far. These interviews will be managed and undertaken by the consultant and will be based solely on the needs identified and experienced. 5. Technical Measurements. The consultant will measure the building basement and L1 relative humidity and to find out the state of indoor Air quality in comparison with the other parts of the building (Using technical equipment including but not limited to thermometer- hygrometer) to measure the indoor temperature, Humidity, air pressure and comfort state). 6. Perform a detailed comparison of the technical measurements or laboratory results against applicable local and international building standards and start to compile key notes and areas of interest for the forthcoming proper workplace health and safety conditions 7. Consultations – as part of the fact-finding process, consultations with staff members affected by the environment is necessary. It is important that the contractor makes the necessary judgment call related to the use of consultations that may cause increased levels of anxiety among the staff at UNFPA Rwanda country office 8. Interim Reporting- The consultant will consolidate all data and compile a draft assessment Report for submission, review and possible inputs from UNFPA Rwanda country office 9. Final Reporting- Integrate feedback/review and comments and produce the final assessment Report. 												
Duration and working schedule:	10 working days spread in the interval 17 th November-15 December 2023.												
Place where services are to be delivered:	Kigali-Rwanda												
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	<table border="1"> <thead> <tr> <th>#</th> <th>Deliverables</th> <th>Indicative Deadline</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>An approved inception report with a clear methodology, time frame, final checklist/tools, and key deliverables – Electronic copy</td> <td>24th November 2023</td> </tr> <tr> <td>2</td> <td>The draft comprehensive case study assessment report together with a PowerPoint presentation- Electronic copy</td> <td>06th December 2023</td> </tr> <tr> <td>3</td> <td>A Final comprehensive case study assessment report with technical integrated recommendations- Both Electronic and hard copies</td> <td>15th December 2023</td> </tr> </tbody> </table>	#	Deliverables	Indicative Deadline	1	An approved inception report with a clear methodology, time frame, final checklist/tools, and key deliverables – Electronic copy	24th November 2023	2	The draft comprehensive case study assessment report together with a PowerPoint presentation- Electronic copy	06th December 2023	3	A Final comprehensive case study assessment report with technical integrated recommendations- Both Electronic and hard copies	15th December 2023
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<p>Monitoring and progress control, including reporting requirements, periodicity format and deadline:</p>	<p>Performance Evaluation The Consultant’s performance will be evaluated based upon such criteria as: timeliness, effectiveness, responsibility, initiative, communication capacity, accuracy, and quality of the products delivered. The issuance of performance certification will be therefore delivered accordingly.</p> <p>Duration and Administration of the Consultancy The consultancy will be carried out for a period from 17th November-15 December,2023 including consultations, field visits, data analysis, and elaboration of the case study assessment report and submission of final report with technical recommendations. The contract will be deliverable-based and payment will be made after submission of the agreed deliverables as per the contract terms.</p>
<p>Supervisory arrangements:</p>	<p>Individual Consultant will perform his/her duties under the supervision of the MH&M Program Analyst (UNFPA Health focal point)</p>
<p>Expected travel:</p>	<p>None</p>
<p>Required expertise, qualifications and competencies, including language requirements:</p>	<p>Required experience and qualifications.</p> <p>Education</p> <ul style="list-style-type: none"> • At least a Bachelor degree in Environmental and Social Sciences (Environmental health and/or Occupational Health and safety), in Health and safety Engineering, environmental public health and related fields. • Master’s in Public health • Being certified for various related professional courses is an added advantage. <p>Experience</p> <ul style="list-style-type: none"> • Proven working experience of at least 5 years in Environmental health and Occupational Safety and Health (OSH) related assessments and programs; • Having experience in at least one of the above- mentioned programs will be an added value. • Having at least 5 years of experience in developing risk assessment plans including action plans, especially the Health, Safety and environment (HSE), OSH and Workplace safety. Ergonomics related risk assessment will be an added advantage. • Have a proven experience in the assessment of OSH hazards and risks towards recommendations. <p>Professional affiliation</p> <ul style="list-style-type: none"> • Being registered with a valid practice licence in the local professional body with OSH Assessments under its responsibilities (i.e.: Rwanda Association of Professional Environmental Practitioners (RAPEP). <p>Language and other skills</p> <ul style="list-style-type: none"> • Fluent in English and good working knowledge in French, and Kinyarwanda • Good knowledge of Computer (Mostly Microsoft Office) and a background in health and safety assessment tools to ensure well organised and systematised presentations, including statistical and graphical descriptions • Certification for occupational hygiene, Biological, physical and environmental health hazards
<p>Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:</p>	<p>N/A</p>
<p>Other relevant information or special conditions, if any:</p>	
<p>Signature of Requesting Officer in Hiring Office:</p>	
<p>Date:</p>	