

Terms of Reference (ToR) for appointing Consultant/agency for OHS Trainings

Project: Promote Bamboo MSME Clusters for Sustainable Development

Tender No. FMC/EU/21-22/10

The Tender is available at <https://fmc.org.in/tender/>Please apply by 26th March, 2022 (till 5.30 PM). For any query, please email at euprocurement@msmefoundation.org.

Date of Publication: 10th Mar 2022

Last Date of Application: 26th Mar 2022

Award of Contract: 29st Mar 2022

Ms. Manmeet Narang

Human Resources

Foundation for MSME Clusters (FMC)

USO House, 2nd Floor, USO Road, Off Shaheed Jeet Singh Marg,
6, Special Institutional Area, New Delhi – 110067

Tel No. 011-40563323-24

Employment type: Fixed term Project based agreement for 7 Months

Duty Station: Cluster based work in Assam, Arunachal Pradesh, Mizoram, Meghalaya, Tripura, Jharkhand, Odisha, Chhattisgarh, Madhya Pradesh

Methodology: A TOT (Training of Trainers) will be conducted by the expert for creating more trainers at the ground. These trainers will in return train enterprises/artisan on OHS. They will use the training provided along with posters of OHS dos and Don'ts. The direct beneficiaries will be 500 and indirect beneficiaries will be 5000. The methodology to select the trainers will be observation and interview-based.

Qualifications & Experience requirements: Preferably an OHS expert with experience in occupational health safety, posture correction and women health issues. Only individuals can apply.

Remuneration T&C: Remuneration will be paid on deliverable basis on completion and submission of reports and other material as per the satisfaction of FMC. Travel expenses shall be reimbursed on actual as per FMC's rules.

Project Background: FMC is implementing a project: '**Promoting MSME Bamboo Clusters in India in 9 states** (Viz: Assam, Arunachal Pradesh, Meghalaya, Mizoram, Tripura, Odisha, Chhattisgarh, Jharkhand & Madhya Pradesh) in India with the overall objective of **promoting bamboo as sustainable resource and generate green jobs** for a period of 4 years. The project is designed to help local community and other stakeholders collaborate for the promotion of green economy, sustainable growth, economic prosperity and poverty reduction in the MSME sector along with mitigation of climate change. **This pertains to the BL 5.4.1 Mid Term and End Term evaluation study of the Action**

Specific objectives of the project are as follows:

1. Support enterprise development for sustainable supply of bamboo products and generate improved livelihoods
2. Promote select new bamboo products among high potential buyers
3. Sustain and upscale local initiatives through community-led multi-stakeholder development models
4. Promote sustainable linkages between financial institutions and local enterprises.
5. Strengthen policy dialogue and dissemination of proven development models relevant for bamboo sector

Purpose of Appointing Expert:

1. Assess the current scenario of the Occupational Health Safety program for bamboo weavers in Assam as a pilot project, with respect to body posture and general wellbeing.
2. To create & facilitate modules (amongst artisans & volunteers) to ensure a better work environment without creating repetitive stress injuries.
3. To create & facilitate an ongoing support program for the communities.
4. Development of OHS posters.

Specific Role and Duties:

The main tasks of the **Consultant for OHS** will include but not be limited to the following:

1. **Posture Correction:** To teach 500 artisans'(direct) and 5000 artisans'(indirect) for good posture and efficient movement so as to use the body with minimum effort and maximum ease with age and time. Of these artisans the target must be to include at least 50% women.
2. **Designing of Benches and Stools:** To design benches and stools for correct postures of the artisans.
3. **Module Development for OHS Training:** Module development for TOT (Training of Trainers) and module development for trainers.
4. **Recording of Sessions:** The consultant will be responsible for providing the video of trainings for creation of videos for trainers.
5. **Analysis of Feedback:** Analysing the feedback received and creating modules for artisan communities and transfer of knowledge through teaching the modules to participants.
6. **Rectification of OHS related issues for participants and simplifying the implementation.**
7. **OHS Posters:** Development of 10 posters for OHS practices and suggestive measures (designs only, no printing).
8. **Perform any other relevant task as assigned by FMC.**

Deliverables:

1. Creation of skeletal of programme outline for posture correction
2. Creation of 5 modules (amongst artisans & volunteers) to ensure a better work environment without creating repetitive stress injuries.
3. Delivery of the posture correction program for 500 direct and 5000 indirect artisans.
4. Development of Posters for OHS practices and suggestive measures.
5. Design of ergonomic benches and stools for the artisans

6. A detailed report on implementation of suggestions with number of artisans benefited and trained on standard OHS practices suggested.

How to Apply:

Please mail your technical and financial proposal separately in one email to euprocurement@msmefoundation.org. Please password protect your financial proposal. Only shortlisted candidates (based on technical proposal) will be requested for the password to the financial proposal. The financial proposal must be submitted in the following format.

S No	Deliverable	Rate (INR)	Amount (INR)	Timeline for delivery (Month End)
1	Creation of skeletal of programme outline for posture correction			
2	Creation of 5 modules (amongst artisans & volunteers) to ensure a better work environment without creating repetitive stress injuries.			
3	Delivery of the posture correction program for 500 direct and 5000 indirect artisans.			
4	Development of Posters for OHS practices and suggestive measures.			
5	Design of ergonomic benches and stools for the artisans			
6	A detailed report on implementation of suggestions with number of artisans benefited and trained on standard OHS practices suggested.			
	TOTAL			
	GST (If applicable)			
	Total Amount			