

Call for Proposals: provision of Basic First Aid Skills Training

ORGANIZATION	Action Africa Help International (AAH-I), South Sudan
SECTOR	Humanitarian Sector
LOCATION	Various (Ajoung Thok and Maban)
DURATION OF TRAINING	3 days per Location
TARGETED GROUP	Mechanics , Drivers and other staff
Date of Issue	January 31 st 2017
Reference	AAH/FIRST AID TRAINING/

1. Background

Action Africa Help International (AAH-I) is a non-governmental organization with a mission to support the livelihood challenged communities to sustainably improve their standard of living through community empowerment approach in partnership with stakeholders.

AAH-I wishes to train its key staff in basic skills in First Aid. The Target Group includes mechanics, drivers and other staff and intended at equipping them with sufficient knowledge and skills in the provision of first aid as and when necessary.

In that respect, AAH-I wishes to engage the services of an experienced and qualified consultant/firm to train the mechanics, drivers and other staff for a period of 3 days. The training should be both theoretical and practical and be transmitted in a language that can be easily understood by the target group who generally speaks local Arabic and a little English.

2. Terms of Reference

Interested individual trainer/consultants or firms are invited to prepare and present their offers based on the following TORs. Hand-outs, final training report and recommendations will be part of the necessary requirements for the training documentation to be presented to AAH-I. The training courses should be prepared around the following subjects:

- a) General Introduction to First Aid.
- b) Administering First Aid in cases of bleeding:
 - i- Bleeding from wounds
 - ii- Nasal bleeding
 - iii- Bleeding from Internal Organs

c) Administering respiratory and heart related First Aid:

- i- First Aid to Asthmatic persons
- ii- First Aid in case of choking
- iii- First Aid to victim with breathing difficulties
- iv- Administering Hands Only and Mouth-to-mouth CPR
- v- How to handle Heart Attacks

d) Administering First Aid in cases of bites and stings:

- i- First Aid in case of snake bites
- ii- First Aid in cases of bites by dogs and pets
- iii- First Aid in case of insect bites

e) Administering First Aid in cases of fractures:

- i- First Aid in case of compound fractures
- ii- First Aid in case of simple fractures
- iii- First Aid in case of spinal injuries

f) Administering First Aid in cases of burns and scolds:

- i- First Aid in case of water and liquid burns
- ii- First Aid in case of steam scolds
- iii- First Aid in case of open flame burns
- iv- First Aid in case of burns by hot objects
- v- First Aid in case of burns by gases

g) Administering First Aid in cases of optical and visual accidents:

- i- First Aid in cases of foreign objects in the eyes
- ii- First Aid in cases of damage to the eye
- iii- First Aid in cases of exposure to corrosive fluids and liquids

h) Administering First Aid in cases of accidents related to the ear and oral organs:

- i- First Aid in cases of foreign objects in the ear
- ii- First Aid in cases of damage to the ear
- iii- First Aid in cases of injury or damage to the teeth and tongue

Note: the above guide is not exhaustive and the bidder shall be expected to provide a more comprehensive training menu appropriate to the need of this training.

3. Expected benefits for the target-group/training outputs :

- 1- General knowledge about basic first Aid
- 2- Ability of the trainees to prevent a situation of deteriorating and save life at the scene of an accident or emergency
- 3- Contents and Uses of a First Aid Kit
- 4- Basic rules of First Aid; Do's and Don'ts in case of accidents

4. Timeline, Target- Group and Venue

The training should last for 3 days, and should be conducted in February and March 2017 at the respective field locations in Ajoung Thok and Maban, South Sudan. AAH-I South Sudan shall arrange and meet the costs of the training and provide the following:

- i- Flight ticket (s) to the Trainers
- ii- Accommodation (for the duration of the training at the respective locations)
- iii- Food

The Trainer/Consultant/Firm shall provide all necessary training materials including but not limited to:

- i- Photographic illustrations
- ii- Dummies
- iii- Training Kits
- iv- Video and Audio Clips

The Target Group shall comprise of Mechanics, Drivers and Other staff. A total of 25 Staff in Ajoung Thok and 15 Staff in Maban.

5. Key Competencies

Professionalism: the interested consultant or firm should have demonstrable technical qualifications to prepare both theoretical and practical courses as mentioned above and be able to transmit the knowledge and necessary skills and tips to the target-group within the aforesaid time limit.

Communication: Proven ability to prepare handouts in Basic English and be in position to give understandable explanations or practical demonstrations. Ability to prepare usable training report and recommendations at the end of the training.

Work experience: Proven experience in the areas of training and minimum of 5 years working experience.

NB: to substantiate the above competencies, offers will be accompanied with a detailed CV including copies of qualifications, any recommendation etc.

6. Remuneration & Currency

Payment will be based on the offer to be made based on TORs and the number of target-group. The number of Mechanics/Drivers and Other staff to be trained may increase or decrease depending on value of the offer compared to the available funds. It is therefore necessary to prepare an offer showing a cost per person trained so that final adjustment is made where necessary.

The currency of the offer should be United States of America Dollars (US\$)

Payment shall be made after satisfactory completion of the assignment. Payment shall be made in the names of the Trainer/Firm, by TT.

7. Submission of offer and Deadline

- i- **Preparation:** The offer should be contained in a securely sealed envelope, clearly labelled “ **Basic First Aid Skills Training**”
- ii- **Submission(Hardcopy):** The offer should be submitted to the address below:

AAH/UNHCR Logistics Base

Hai Gabat

Juba Town

Near JIT Supermarket

Note: Please ensure that you register your submission with the Procurement Office upon submission.

- iii- **Online submissions** should only be made via the following email address procurement.southsudan@actionafricahelp.org

NB: For online submission, please indicate the reference in the subject line of the email.

- iv- **Validity of offers:** your offers should be valid for 45 days from the date of closure of receipt of offers.
- v- **Requests for clarifications:** any request for clarification should be made in writing via the email address: procurement.southsudan@actionafricahelp.org ONLY, and should be sent before or not later than 7th February 2017, 11:30am
- vi- **Submission Deadline:** 9th February 2017, 11:30am (East Africa Standard Time). There will be no public opening of proposals.

5- Basis of award of Contract:

The award of the contract to the successful bidder will be based on the evaluation of the offers received and will be based on the following criteria:

- 1- Comprehensiveness and quality of training proposal (technical):
30%

- 2- Competence and skills of the trainer(s) :
40%
- 3- Proven Experience and Expertise in providing similar trainings: 20%
- 4- Financial offer: 10%

Disclaimer:

This is only a request for offers and AAH-I South Sudan is not obliged to accept the lowest or any offer. Selection of the bidder to whom to award the contract shall follow an evaluation process and the decision of the Procurement Review Committee shall be final.