

**TERMS OF REFERENCE (TOR) FOR OCCUPATIONAL FIRST AID TRAINING FOR OXFAM STAFF**

1. **Introduction**

Oxfam Great Britain (referred to as "Oxfam") is a registered humanitarian organization in South Sudan and has been working in South Sudan since 1983 providing Water, Sanitation and Hygiene (WASH), Emergency Food Security and Livelihoods (EFSVL), Gender and Protection, Policy and Advocacy and Education programmes.

The purpose of this Terms of Reference is to document the requirements for a First Aid Training programme to be undertaken and to ensure consistency across the organization in terms of practice and knowledge of such safety measures.

1. **Scope**

The scope of this Occupational First Aid Training programme is to ensure that all personnel within the organization are equipped with knowledge and skills to prevent, prepare for, and respond to emergencies that may arise at different levels. The training will be conducted to OXFAM staff at our premises, or another location selected by us hence the TOR is for delivery of training services and any dispensable training aids to be used.

1. **Objectives**

The main objectives of this Occupational First Aid Training programme should be to:

1. Learn first aid techniques for common medical emergencies such as bleeding, fractures, heat exhaustion and shock
2. Develop the ability to appropriately assess the condition of an injured or acutely ill person and determine the appropriate course of action.
3. Learn how to administer CPR and use a defibrillator.
4. Learn how to recognize and manage unsafe working conditions.
5. Learn how to properly operate and maintain first aid kits and other first aid supplies.
6. The First Aid Training programme should cover the following topics:
   * 1. General Principles of First Aid
     2. Incident Management & Safety Precautions – Emergency Scene Management
     3. Identifying Life Threats (ABC’s Life) – SAMPLE History, Head to toe Assessment
     4. Unconscious Casualty Management - Recovery position
     5. Basic Life Support and Breathing Emergencies - CPR Instructor demonstration
     6. Airway and breathing issues such as Asthma, Choking, snake bites, poisons
     7. Trauma Emergencies - Bleeding and Shock Management, Fracture management, Burns
     8. Medical Emergencies – Common illness and management at the workplace
     9. Environmental Emergencies – Management of workplace hazards
     10. Personal protective equipment (PPE) and their correct use.
     11. Contents of a first aid kit
     12. Universal precautions
7. **Scope of Work**
8. Before the delivery of the training modules, submit a draft version of the modules to Oxfam Security Department for feedback.
9. Ensure that training components and activities are implemented as outlined in the proposal in accordance with Oxfam’s policies and regulations.
10. Ensure all activities are delivered on time.
11. Conduct evaluation on trainees to ensure that the information and activities reach their goal.
12. **Selection Criteria**
13. Company must have presence in South Sudan
14. Provide CV/Certificates of trainers and profile.
15. Established previous experience.
16. Technical knowledge and skill set
17. Ability to travel and deliver in the given timeline.
18. In country skilled trainers
19. Provision of endorsed certification at the end of the training.
20. Presentation on training delivery to Oxfam Safety and security department

**7-Submission**

Interested applicants should submit their proposal to [JubaQuotations@oxfam.org.uk](mailto:JubaQuotations@oxfam.org.uk) not later than Monday 5 June 2023 at 1600hrs.