

**TERMS OF REFERENCE (TOR) FOR FIRE SAFETY 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 Fire Safety 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 Fire Safety Training programme is to ensure that all personnel within the organization have a clear understanding of the potential risks posed by fire within the workplace, how to respond to prevent and mitigate these risks, and how to evacuate quickly and safely in the event of a fire. 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. The training should also give participants skills, knowledge and expertise to identify the conditions capable of causing fire, know the different firefighting equipment and how to use them to respond appropriately to fire emergencies at workplace, follow fire evacuation plan and adequately implement fire emergency procedures.

1. **Objectives**

The main objectives of this Fire Safety Training programme should be:

1. To provide participants with an understanding of how fires can start in the workplace and the potential consequences
2. To refresh and build upon the existing knowledge of participants with regards to how to prevent and mitigate risks posed by fires
3. To ensure that participants are clear on what actions need to be taken in order to evacuate a building quickly and safely in the event of a fire
4. To ensure that participants can identify and report potential fire risks
5. **Content**

The Fire Safety Training programme should cover the following topics:

1. The causes of fires
2. Prevention and control of fires
3. Emergency response and evacuation procedures
4. Firefighting equipment types and usage
5. Fire hazards and risks
6. Safety drills and emergency procedures
7. Fire safety law and standards
8. Carrying out a simple fire risk assessment
9. Basic firefighter skills
10. Firefighting equipment use and maintenance
11. Proper storage and disposal of hazardous materials
12. **Scope of Work**
13. Before the delivery of the training modules, submit a draft version of the modules to Oxfam Security Department for feedback.
14. Ensure that training components and activities are implemented as outlined in the proposal in accordance with Oxfam’s policies and regulations.
15. Ensure all activities are delivered on time.
16. Conduct evaluation on trainees to ensure that the information and activities reach their goal.
17. **Selection Criteria**
18. Company must have presence in South Sudan
19. Provide CV/Certificates of trainers and profile.
20. Established previous experience.
21. Technical knowledge and skill set
22. Ability to travel and deliver in the given timeline.
23. In country skilled trainers
24. Provision of endorsed certification at the end of the training.
25. Presentation on training delivery to Oxfam Safety and security department
26. **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.