

TERMS OF REFERENCE

Fire Safety and Preparedness Training Consultant

About Zizi Afrique Foundation

Zizi Afrique Foundation (Zizi) is a not-for-profit Company incorporated in Kenya. Her core business is anchored within the education sector and revolves around evidence- based interventions, strategic communication, advocacy for community and policy actions and promoting a culture of questioning and learning. The Foundation envisions a world where all youth and children are learning and thriving.

1. Background

Zizi Afrique Foundation is committed to ensuring the safety and well-being of its employees, visitors, and property. As part of this commitment, the organization seeks to enhance its fire safety preparedness through targeted training programs and fire drills.

To achieve this, a qualified consultant is required to conduct fire safety and preparedness training and facilitate fire drills for staff in October and November.

2. Objectives

The key objectives of this consultancy are:

1. To enhance the fire safety awareness and preparedness of staff through comprehensive training on fire safety protocols, procedures, and use of fire- fighting equipment.
2. To conduct fire drills that simulate emergency scenarios, enabling staff to practice and improve their response to fire incidents.
3. To assess the organization's fire safety preparedness and provide recommendations for improvement.

3. Scope

The consultant is expected to perform the following tasks:

1. Fire Safety and Preparedness Training:

- Conduct a series of fire safety training sessions for all staff members, including:
- Basic fire safety principles and preventive measures.
- The use of fire extinguishers, alarms, and other fire safety equipment.
- Evacuation procedures and safe assembly points.
- Ensure the training is customized to the specific layout and operations of the organization.
- Provide printed/electronic materials to support training.

2. Fire Drills:

- Co Organize and lead at least two fire drills during the consultancy period.
- Collaborate with key personnel to prepare and execute realistic fire drills.
- Monitor staff responses, evacuation times, and coordination during the drills.
- Provide feedback and a comprehensive report on the outcomes of the drills, including areas for improvement

3. Consultation and Recommendations:

- Assess the existing fire safety systems and protocols of the organization.
- Identify gaps or areas requiring improvement in fire preparedness.
- Provide recommendations and practical advice for enhancing fire safety measures, including equipment upgrades, training needs, and policy update.

4. Deliverables

The consultant is expected to deliver the following:

1. A detailed training plan, including session outlines and materials, to be submitted before the start of the training program.
2. A fire drill plan, including timelines, participants, and procedures for execution.
3. A final report that includes:
 - A summary of the training conducted and feedback from participants.
 - Results of the fire drills, including response times and effectiveness.
 - Recommendations for improvement in fire safety preparedness.

5. Timeline

The consultancy will cover the period from **November to December**. The training and fire drills should be scheduled and completed within this period

How to apply

Interested and qualified candidates should include:

- A detailed application letter expressing interest.
- A detailed resume and copies of academic and professional certificates.
- Submit their applications by email to jobs@ziziafrique.org by **7th November 2024** clearly indicating the position title " Fire Safety and Preparedness Consultant" on the subject line of the email.