



## **TERMS OF REFERENCE (TOR) FOR AN EXTERNAL OCCUPATIONAL SAFETY AND HEALTH (OSH) AUDIT, AT YALELO (U) LIMITED**

### **1.0: Introduction and Overview**

Yalelo (U) Limited is a subsidiary of First Wave Group B.V. which is a Dutch company with a portfolio of aquaculture-related assets in Africa and was incorporated as a Ugandan limited liability company in October 2019. The farm was established to farm Nile tilapia fish on Lake Victoria in Butembe village, Namabu Ward, Njeru Municipality, Buikwe District, Uganda, with an initial capacity to produce 10,000 tons of tilapia per year and room to facilitate significant expansion to produce 50,000 tons per year. Yalelo is primarily funded from impact investment funds in Europe and therefore takes a sustainability approach to improve performance in health, safety, environmental, social, and community aspects across its business operations as well as complying with national and international standards and statutory/ legal requirements.

OSHA 2006 and Good Organizational Health and Safety Management practices recommend that the occupier (Employer) of a workplace shall conduct a thorough safety and health, risk assessment, and fire risk assessment audits of his workplace to be carried out at least once in every period of twelve months by a registered safety and health and fire audits advisor who shall issue a report of such an audit containing the prescribed particulars to the occupier on payment of a prescribed fee and shall send a copy of the report to the Director of the Directorate of Occupational Safety and Health Services.

### **2.0: Specific Objectives**

1. To propose recommendations (if any) for existing and potential safety and health concerns - that are essential for continuous improvement of YU Health and safety Management System (H&S MS) - facilities and operations.
2. To fulfill ESS4 Guidelines of the World Bank – Community Health and Safety, Sections 13 (1&2), 23 (1) and 26 (1b) of the Occupational Health & Safety Act 2006 of the Republic of Uganda, The Factories Act 1953, Chapter 220 of the Republic of Uganda, Article 4 of the ILO Occupational Safety and Health Convention – C155, 1981 (No. 155) as well as provisions of OSH Chapter 2 – Gen-

eral EHS Guidelines for the International Finance Corporation (IFC) and submit an audit report to DOSH – MoGLSD and the Occupier.

3. To establish the extent of compliance by YU to health and safety requirements as stipulated in the national and international laws, develop and promote a sustainable working environment.

### **3.0: Scope of Work**

The audits shall include but not limited to the following – in all YU Operational facilities at Butembe farm and in Kampala:

3.1: Legal Compliance: Required permits/licenses, legal inspections, Certification as well as periodic legal medical surveillance.

3.2: Workplace Safety, Health and Welfare Conditions: Water and Water Vessels' safety, Electrical safety, Fire safety, Construction safety, Office Safety, Road and traffic safety, Machinery safety, Lifting Safety, Work at Height (WAH) safety, Health and Safety Monitoring and Communication, Emergency Preparedness and Response, H&S Trainings, Policy/procedures and documentation, Management, COSHH, Disease Prevention.

3.3: Occupational Health and Hygiene Conditions: Personal Protective Equipment (PPE), Ventilation, Overcrowding, Housekeeping, Lighting, Handling of materials, Noise, Vibration, Heat/Cold stress.

3.4: General Conditions: General Conditions, Workplace efficiency, Storage, warehousing and handling and Welfare facilities.

3.5: Any other relevant issues not listed above but stipulated in the procedure/ format for carrying out a safety and health audit.

### **4.0: Expected Outputs and Outcomes of the OSH Audit.**

1) A comprehensive Audit Report covering all audited YU facilities in Butembe farm and in Kampala. The report shall contain all the basic findings, with key areas pointed out in the scope of the OSH Audit, shall be prepared in the English language, with clear and concise relevant content.

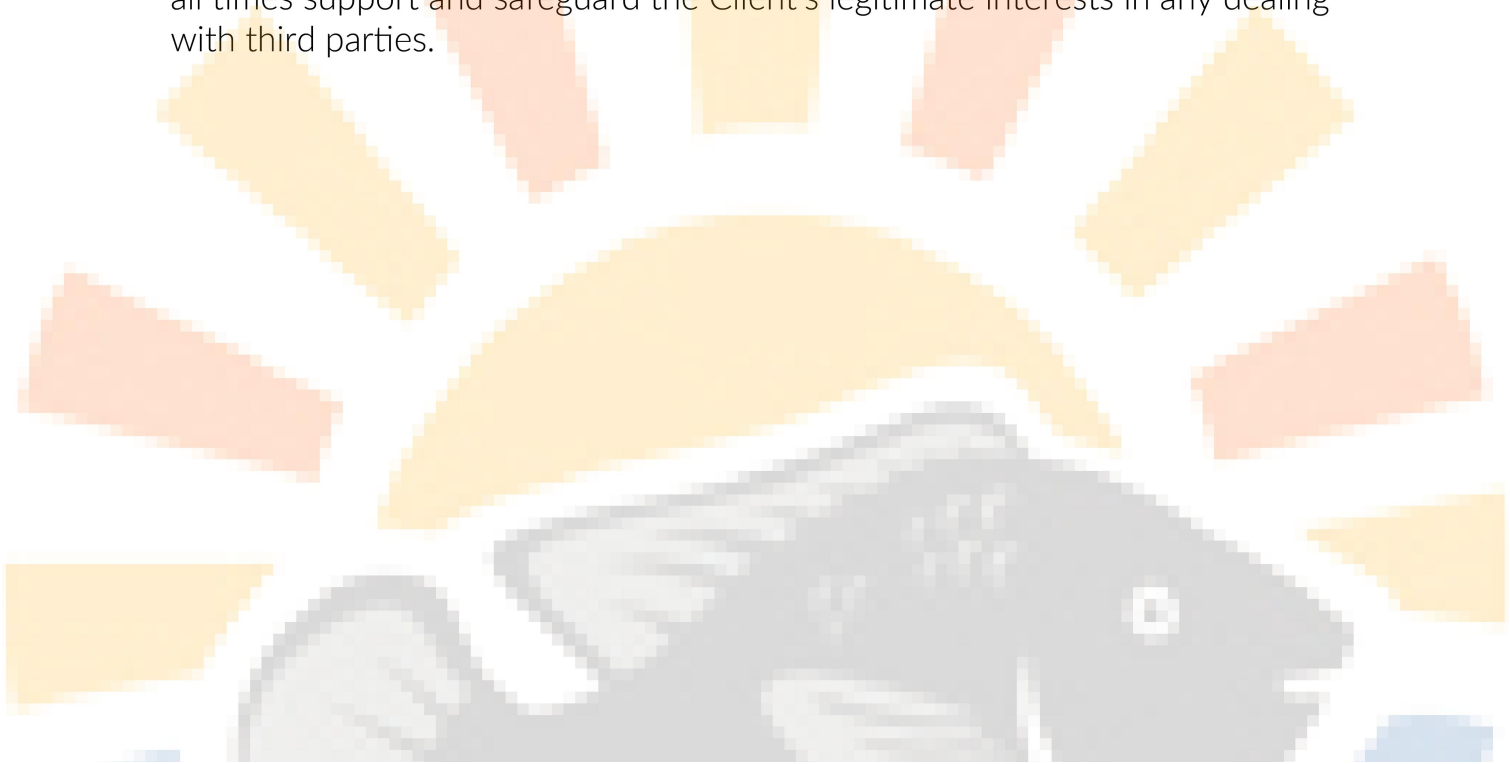
2) An Action Plan for correction of system failures/gaps, key recommendations for the actors to put into implementation so as to cause a fundamental change within Yu H&S MS.

## **5.0: Client's inputs and management**

- 1) The client's Audit Support Team (AST) (especially the HSES Manager, HSE Officer, and HSE Assistant) working alongside HoDs from YU shall provide the overall support, required for the successful implementation of the assignment and preparation of credible reports.
- 2) The AST will provide a link between the consultant's Audit team and YU staff.
- 3) The AST will collaborate to provide the Consultant with all available reports or any program documents relevant to the assignment.
- 4) The client will provide funds for the approved reimbursable expenses and operational costs during OSH Audit work as per the signed contract agreement.

## **6.0: Obligations of the Consultant**

The Consultant shall perform the Services and carry out his obligations with all due diligence, efficiency, and economy in accordance with generally accepted professional techniques and practices and shall observe sound management practices and employ appropriate advanced technology and safe methods. The Consultant shall always act, in respect of any matter relating to this Contract or to the Services, as a faithful adviser to the Client and shall, at all times support and safeguard the Client's legitimate interests in any dealing with third parties.



## 7.0: Time schedule, outputs, reporting requirements, and management of the Audit Consultancy assignment:

S/N	Deliverable	Delivery timeframe
1	The Inception Report (with data collection tools) specifying how the assignment is to be approached.	01 Weeks after contract signature/Effectiveness of the Contract
2	Draft OSH Audit Report – for Client’s review	04 Weeks after contract signature/Effectiveness of the Contract
3	Acceptable Draft OSH Audit Report (addressing client comments) – for submission to YU	06 Weeks after contract signature/Effectiveness of the Contract
4	Submission of Final OSH Audit Report to YU – after addressing the client’s Comments and getting concurrence.	07 Weeks after contract signature/Effectiveness of the Contract

The consultant shall prepare and submit an inception report within 01 weeks after contract effectiveness; this report shall detail the work plan, relevant tools, and approaches toward the assignment.

Draft OSH Audit Report (to be submitted in 04 weeks) from the time of the contract signature/effectiveness. After addressing client’s comments, (if any), an acceptable draft (to be submitted to the YU for review & concurrence) should be submitted in 06 weeks from the time of the contract signature/effectiveness.

The final OSH Audit Report shall be approved by the client after any comments have been addressed; this shall be submitted within 07 weeks after contract effectiveness. The reports shall be submitted in two (02) hard copies printed in colour for photos and applicable text and one (01) soft copy (by e-mail to HSES Manager) in both MS Word and PDF format. All data collected during the audit assignment shall be availed to the client on request and shall be the property of the client.

## **7.1: Submission of Reports**

The above reports shall be submitted to:  
Yalelo (U) Limited – Production Facility  
Plot 5, Block 348, Butembe Village, namabu Ward,  
Nyenga Division, Buikwe District - Uganda

## **8.0: Competence and Expertise Requirements of the Audit Firm and personnel requirements.**

1. Provide (a) Lead Auditor(s) with evidence of any of the following: valid registration with Safety and Health Association of Uganda; Certified Safety Professional (CSP); or a Certified Industrial Hygienist (CIH); Possession of NEBOSH Diploma in Occupational Safety and Health.
2. Have at least 06 (six) years of similar consultancy experience in Occupational Safety & Health Audits or any related System Safety Audits.
3. Evidence of having completed 04 (four) Occupational Safety & Health Audits or System Safety Audits for WB or IFC donor projects in Uganda or developing country; experience in the Aquaculture Industry being an added advantage.
4. The consultant shall provide evidence of submission of completed Audit reports to the relevant regulatory agencies/developers/occupiers.
5. Evidence of availability of required experts for the assignment (attach signed CVs accompanied with copies of certified academic transcripts and a signed declaration form by the expert to be available for the assignment).
6. Certificate of incorporation, valid trading licence, or any other applicable permits
7. Evidence of tax clearance with URA.
8. Any other statutory mandatory requirements for a firm to provide services to a Government entity in Uganda

This will enable YU to short-list suitable Consultant(s) for the next stage of the selection process.

## **9.0: Budget and Timelines**

The consultant should be willing to provide service within the AAHI stipulated facilitation budget rate for the number of days and financial plan as will be agreed upon.

## 10.0: References

1. Occupational Health and Safety Act 2006, of the Republic of Uganda
2. The Factories Act, 1953 of the Republic of Uganda
3. ILO Occupational Safety and Health Conventions, 1981 (No. 155) or Protocol (p155) of 2002 to the Occupational Safety and Health Convention,
4. National Environment (Noise Standard and Control) Regulations, 2003, Cap 153.
5. National Environmental Act, 2019
6. National Environment (waste management) Regulations, 1999
7. IFC, December 2007; Environmental, Health and Safety Guidelines for Construction Materials Extraction
8. Chapter 2 of the General EHS Guidelines for the International Finance Corporation (IFC), April 2007.

