

# Provision of an Occupational Safety and Health Audit (OSHA) audit

## Background

To reach our vision of thriving communities and thriving oceans, Blue Ventures Conservation supports coastal communities in overcoming barriers to ocean restoration by providing them with the necessary rights, funding, and insights. We achieve this by fostering powerful partnerships that connect communities with allies and resources to create global, sustainable change.

Blue Ventures is committed to providing a safe and healthy working environment for all employees, visitors, and contractors. As part of our ongoing efforts to ensure compliance with applicable occupational safety and health requirements and to promote workplace well-being, Blue Ventures Conservation seeks to undertake an occupational safety and health audit of its Mombasa office. The audit will assess the office's compliance with relevant legal and regulatory requirements, identify potential risks and areas for improvement, and provide recommendations to strengthen workplace health and safety practices.

## The Objective of the Service

The objectives of the Occupational Safety and Health Audit are to:

- Assess compliance with applicable occupational safety and health legislation and regulations.
- Identify workplace health and safety risks and areas requiring improvement.
- Evaluate the effectiveness of existing health and safety measures and controls.
- Provide recommendations to address identified gaps and strengthen workplace safety practices.
- Support Blue Ventures Conservation in maintaining a safe, healthy, and compliant working environment.

## Scope of Services

The consultant shall undertake a comprehensive Occupational Safety and Health (OSH) Audit of the Blue Ventures Conservation Mombasa office and shall:

### Occupational Safety and Health Audit

- Conduct a statutory OSH audit of the Mombasa office in accordance with applicable occupational safety and health legislation and regulations.
- Assess compliance with the Occupational Safety and Health Act (OSHA) 2007, Fire Risk Reduction Rules, and other relevant health and safety requirements.
- Inspect office facilities, including fire safety equipment, emergency exits, signage, electrical installations, workstations, welfare facilities, and general office conditions.
- Identify workplace hazards and assess the effectiveness of existing control measures.

### Recommendations and Improvement Measures

- Provide practical recommendations to address identified risks, compliance gaps, and areas for improvement.
- Recommend measures to strengthen emergency preparedness, fire safety, housekeeping, and overall workplace health and safety practices.
- Develop an action plan outlining priority actions and compliance requirements.

### Reporting

- Submit a draft audit report detailing findings, observations, and recommendations.
- Submit a final OSH audit report incorporating feedback from Blue Ventures Conservation.
- Provide recommendations to support ongoing compliance and continuous improvement of workplace health and safety practices.

The consultant shall charge professional fees for the audit services as stipulated in the contract.

## Deliverables

The consultant shall provide the following deliverables:

1. An inception plan outlining the audit approach and timelines.
2. A comprehensive Occupational Safety and Health Audit of the Blue Ventures Mombasa Office.
3. A draft OSH audit report detailing findings, areas of non-compliance, identified risks, and recommended corrective actions.
4. A final OSH audit report incorporating feedback from Blue Ventures Conservation.

5. A corrective action plan with prioritised recommendations to address identified gaps and strengthen compliance with occupational safety and health requirements.
6. A statutory OSH audit report and certificate, where applicable, in accordance with relevant regulatory requirements.

## Eligibility Criteria

Interested consultants/firms must meet the following minimum requirements:

1. Be a DOSH-approved Occupational Safety and Health Auditor authorised to undertake statutory OSH audits in Kenya.
2. Demonstrate experience in conducting Occupational Safety and Health Audits for offices or similar workplaces.
3. Have qualified and certified Occupational Safety and Health professionals with the relevant credentials and registrations.
4. Demonstrate knowledge of the Occupational Safety and Health Act (OSHA) 2007 and other applicable health and safety regulations in Kenya.
5. Provide at least three references from clients for whom similar services have been provided within the last three years.
6. Submit a valid tax compliance certificate and any other relevant statutory registration documents.
7. Demonstrate the capacity to deliver the assignment within the required timelines.

## Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weighting
Relevant experience in conducting Occupational Safety and Health Audits	30%
Qualifications, certifications, and DOSHS approval status of the consultant/firm	25%
Understanding of the assignment and proposed methodology	20%
References from similar assignments undertaken in the last three years	10%
Financial proposal/cost competitiveness	15%

Total	100%
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## Submission of the proposal

Interested consultants should submit their proposals via email to [hr@blueventures.org](mailto:hr@blueventures.org).

## Timeline

- **TOR release date:** 16th June 2026
- **TOR submission deadline:** 30th June 2026
- **TOR review and discussions:** 10th July 2026
- **Appointment of the TOR provider:** 17th July 2026
- **Commencement of services:** 24th July 2026