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# Terms of Reference for provision of occupational therapy for SNV staff members

**Company Description**

SNV Netherlands Development Organisation is not-for-profit, international development Organisation with headquarters in the Netherlands and has a global presence in over 30 countries: across Africa, Asia and Latin America.SNV has been in Uganda since 1989, working in the Agriculture, Water & Hygiene and Energy sectors, with regional offices in Mbarara, Fort-Portal, Arua and Lira and a Country Office in Kampala. Our Goal is to improve the quality of life of the people we work with by developing locally owned approaches, strengthening governance systems, and improving markets for the poor.

For more information on our operations in Uganda and SNV generally visit our website: [www.snv.org](http://www.snv.org/)

**1.0 Introduction**

As a socially responsible employer, SNV understands that employee wellbeing is vital for a healthy and effective workforce. Occupational health seeks to promote and maintain the health and wellbeing of employees, with the aim of ensuring a positive relationship between an employee's work and health. Having access to specialist occupational health practitioners is key to unlocking the benefits for employees and organisations.

SNV therefore wishes to engage the services of an occupational physician to service its around 100 employees across the country.

**2.0** **Duties of the occupational physician:**

The Occupational Physician shall offer the following services:

1. Assessment of prospective employees and advising management for their suitability to work. Special consideration of the disabled prospective employee is required, as is liaison with help agencies, to ensure that the working environment is suitable.
2. Hold weekly (3 hour) clinic sessions/consultations at the SNV offices.
3. Make sure everyone knows about and follows SNV health and safety policies and procedures and ensure people have the necessary health information to undertake their work safely and to improve their own health.
4. Work with SNV HR office to promote best practice in physical, emotional, and mental health in the workplace to help prevent stress and case manage employees who are on sick leave, working with other health professionals to ensure the earliest return of functional capacity and return to work.
5. Recommend suitable alternate work in circumstances where an employee cannot perform their normal job, either temporarily or on a permanent basis because of a health problem.
6. Manage travel health advice and recommendations for location-specific or workplace biological hazards and for frequent SNV travelers.
7. Make sure supervisors know what is required to protect employees’ health and safety on the job and promote compliance with relevant health and safety legislation.
8. Assess and examine the employees referred to him by a manager as having frequent or prolonged sickness absence, to promote earliest return to work in duties commensurate with their health.
9. Assess and examine those returning from prolonged absence due to serious injury or illness. Doctors may consider recommending modification of work patterns or equipment, part-time or restricted work, rehabilitation, redeployment or retirement on health grounds.
10. Study employee health trends and recommend any remedial measures necessary to improve individual cases appropriately. This may periodically involve assessment of current medical providers and carry out informed scientific assessment of the physical and psychological aspects of the working environment as needed
11. Conduct annual assessments at SNV portfolio offices to carry out the following:
    1. Advise on the provision of safe and healthy conditions.
    2. Assess potential cases of occupational injuries and illness, investigating, managing, and reporting.
    3. Advise employees and employers regarding work-related health issues.
    4. Carry out immunizations or other health interventions as needed.
12. Monitor the health of employees who are potentially exposed to hazards at work through health surveillance programmes.
13. Provide support in case of any pandemic and epidemic.
14. Covid 19 Management and Support:

* Advise management on the best practices on management of Covid 19 at the workplace.
* Monitoring and tracking instances of COVID-19 for all staff.
* Ensure that SNV Management is updated promptly on confirmed and possible COVID-19 cases among entity personnel and eligible dependents.
* Liaise with the patient or the patient’s family and provide them with relevant information regarding COVID-19.
* Work with the Human Resources Department to support the transportation of the patient from their location to any designated point.
* Liaise regularly with the HR office, and the patient or the patient’s family throughout the process.
* Arrange Covid -19, and other disease health talks to update staff on the new interventions to prevent and manage covid 19 at both work and family level.
* Provide psychosocial support to staff both affected and negative staff whose family members are undergoing the effects of Covid 19.
* Provide relevant and up to date information on management of covid 19 vaccination and its side effects to staff.
* Provide any other appropriate support and guidance to staff and management other disease outbreaks not limited to Covid 19.

1. Provide support to staff and managers in case of any diseases outbreak or medical and health threat in the country

**3.0. QUALIFICATIONS REQUIRED**

1. **Education:**

* Must have a MBChB, Bachelor of Medicine and Bachelor of Surgery

1. A minimum of first degree in general medicine and specialized in the field of internal medicine or Emergency Medicine or outstanding work experience as a General Practitioner. **Experience:**

* A minimum of 3-5 years in the field of internal/emergency medicine or a minimum of 10 years work experience as a General Practitioner is required.
* A minimum of 3 years of occupational health experience support corporate entities.

1. **Language and other skills:**

* Excellent knowledge of English language, (both written and spoken) is required.
* Computer skills: computer literacy essential including familiarity with online meeting applications (Zoom, MS teams, etc.)

**4.0. Reporting**

The Occupational Therapist will report to the Country Human Resources Manager and is expected to provide regular updates on the progress of the activities as well as any support and action required.

**5.0: Duration of the Contract.**

The successful bidder will be awarded a two-year contract with effect from 1st January 2023 to 31st December 2024.

**6.0. Fees**

The service provider should indicate the monthly retainer fee in UGX which is subject to a 6% WHT.

**7.0. Submission**:

Respond by submitting both technical and financial proposals to [ugandatenders@snv.org](mailto:ugandatenders@snv.org) not later than 15th November 2022 5pm. Copies of professional certificates should be attached together with relevant references.