

**Request for Proposal for Occupational Health & Safety EHS Services
for Africa and Asia Operations**
(Last Date: Nov 28, 2025)

Introduction:

CIMMYT is a leading international nonprofit organization dedicated to solving tomorrow's problems today. It is committed to fostering improved quantity, quality, and reliability of production systems and staple grains such as maize, wheat, triticale, sorghum, millet, and associated crops through applied agricultural science, especially in the Global South, by building strong partnerships. This combination improves the livelihood trajectories and resilience of millions of resource-poor farmers, while working toward a more productive, inclusive, and resilient agri-food system within planetary boundaries. For more information, visit www.cimmyt.org

CIMMYT requires the contract of environmental, occupational health and safety services to ensure legal compliance with the countries where they operate, as well as the compliance with corporate standards for Asia and Africa agricultural research operations.

Background:

The agricultural research operations of CIMMYT include:

- Administrative offices
- Research stations: CIMMYT's research stations are its living laboratories, where scientists conduct a wide variety of activities to develop and test new maize and wheat varieties and sustainable farming practices. The core focus is on field trials and crop improvement in diverse environmental conditions. This work is crucial for developing crops that can thrive in a changing climate and meet the needs of farmers worldwide. Includes field trials and phenotyping, breeding and germplasm management, farmer engagement and training. Some locations may also include basic field laboratories or basic analytical facilities.

Scope:

CIMMYT requires occupational health and safety services provided through an occupational safety specialist and a workplace physician for the following regions and countries.

In Asia: Bangladesh, India, Pakistan & Nepal

In Africa: Ethiopia, Kenya, Senegal, Zimbabwe & Zambia. Potentially Mozambique

Approach and Estimated Timeframe:

This advisory engagement will assess CIMMYT's institutional mechanisms against a combination of internal strategic and operational frameworks and best practices.

Key criteria will include alignment with CIMMYT's 2030 Strategy and its defined impact pathways, effectiveness of MEL systems, and clarity of governance structures supporting impact delivery.

Following the approximate head count -HC- and number of research stations in Asia and Africa operations, as the scope of this process	Country	Offices	Research Stations	Head Count
Africa		6	7	304
Ethiopia		1 (Addis Ababa)	None	32
Kenya		1 (Nairobi)	5	155
Mozambique		1 (Lichinga)	1	7
Senegal		1 (Thiès)	None	17
Zambia		1 (Luzaka)	None	17
Zimbabwe		1(Harare)	1	76
Asia		4	20	229
Bangladesh		1 (Dhaka)	8	72
India		1 (New Delhi)	10	126
Nepal		1 (Kathmandu)	1	24
Pakistan		1 (Islamabad)	1	7
Total		10	27	533

Modular and Scalable Service Model:

To ensure alignment with the evolving scope of our global operations, vendors are required to propose a modular and scalable service model that accommodates service customization: Inclusion or exclusion of specific EHS assessments and technical services depending on local needs, regulatory context, and budget constraints.

The proposed model should allow for cost-effective scaling without requiring full contract renegotiation. Vendors must demonstrate how their pricing structure and service delivery can adapt to these changes while maintaining quality and compliance.

Scope of Services (Subject to Customization)

The following services may be requested depending on the country or site. Vendors should be prepared to offer these as modular components:

1. License & Permit Review

Review and verification of all site-specific environmental, health, and safety licenses and permits to ensure they are current, valid, and aligned with local regulatory requirements.

2. Legal Requirement Identification and Compliance Review

Identification of applicable national and local EHS laws and regulations, followed by a gap analysis to assess the site's current level of compliance and areas for improvement.

3. Global Corporate Policies Compliance Review

Evaluation of site practices against global EHS policies and standards to ensure consistency with corporate governance and international best practices.

4. Risk Assessment

Systematic identification and evaluation of physical, chemical, biological, and ergonomic risks to workers and operations, with recommendations for mitigation.

5. Environmental Aspects Identification

Assessment of site activities to identify environmental aspects and impacts, forming the basis for environmental management planning and sustainability initiatives.

6. EHS Targets Review

Review of existing EHS objectives and performance targets to assess their relevance, achievability, and alignment with organizational goals.

7. EHS Plan Development

Creation of comprehensive EHS plans tailored to each site, including goals, timelines, responsibilities, and resource requirements for implementation.

8. EHS KPI Reporting

Design and implementation of key performance indicators to monitor EHS performance, compliance, and continuous improvement across sites.

9. Accident & Occupational Disease Investigation

Thorough investigation of workplace incidents and occupational illnesses to determine root causes and recommend corrective and preventive actions.

10. Ergonomics Assessment

Evaluation of workstations, tools, and tasks to identify ergonomic risks and recommend adjustments that improve worker comfort and reduce injury.

11. Personal Protective Equipment Assessment

Assessment of PPE usage, adequacy, and compliance with job-specific hazards, including recommendations for improvement and training.

12. Fire Safety Assessment

Inspection of fire prevention systems, evacuation routes, and emergency response protocols to ensure preparedness and regulatory compliance.

13. Emergency Preparedness Review

Preparation of structured EHS reports summarizing performance metrics, incidents, compliance status, and improvement actions.

24. Emergency Preparedness and Response

Development and testing of emergency response protocols, including training, resource allocation, and coordination with local agencies.

25. Clinical Care and Management of Work-Related Health Issues

Provision of clinical services for occupational injuries and illnesses, including diagnosis, treatment, and case management.

26. Health Promotion and Education

Implementation of health awareness campaigns, training sessions, and educational materials to promote wellness and preventive care.

27. Occupational Health Program Implementations

Execution of comprehensive occupational health programs addressing prevention, monitoring, intervention, and regulatory compliance.

Vendors should describe:

How each service can be priced and delivered independently or in combination.

Mechanisms for adjusting scope and cost based on site-specific needs.

Any tools or systems used to manage modular service delivery across multiple geographies.

T&C:

1. Signed & stamped quotation on organization's printed letterhead should be sent; handwritten quotes will not be accepted for the selection process.
2. Last Date for submission of proposals: Nov 28, 2025 (Friday)
3. Quotes in the name of CIMMYT India is to be submitted through email to cimmyt-bisa.procurement@cgiar.org
4. Payment terms should be mentioned
5. Prices should be quoted on Unit Cost and Total Cost basis with separate bifurcation of GST and any other charges
6. Work Completion Time should be mentioned
7. Validity of Quote should be mentioned: Minimum of 180 days
8. Documents to be enclosed with the proposal:
 - Company profile and relevant experience
 - Qualifications and CVs of key personnel
 - Approach and methodology for the assignment
 - References from similar projects or clients
 - Confirmation of compliance with required standards
 - Proof of address (Rent agreement/ Electricity or Telephone bill)
 - ID of legal representative
 - Bank statement/ Cancelled Cheque
 - PAN Card
 - GST Registration Certificate
 - Official letter of registration/ Certificate of Incorporation of the company
9. CIMMYT reserves the right to select/ reject the proposals or cancel this RFP at any point of time without any liability whatsoever.

Disclaimer:

1. Selection of service provider for purchase of goods/ services will be done at the sole discretion of CIMMYT. This RFQ/RFP may also be cancelled at any time without any prior notice to service provider (s) at the discretion of CIMMYT's Management without any liability to CIMMYT whatsoever. E-mail or Telephonic queries with regards to selection process/ progress of the procurement will not be entertained.
2. The potential vendor/s may be asked to give a presentation of their product/ services to the concern person/s at CIMMYT as a part of the evaluation of the proposal submitted.
3. The list of documents required for Technical and Financial evaluation are just indicative. Further details could be asked by CIMMYT to examine the quotes in detail.
4. CIMMYT provides equal opportunity to all the eligible applicants to partner/ collaborate with us. Selection process is free from any sort of discrimination or nepotism.
5. Any mis-statement in the Technical/Financial proposals will lead to debarring of the Vendors from all future procurements at CIMMYT.

In case of any query, please write back to cimmyt-bisa.procurement@cgiar.org