



MAKERERE UNIVERSITY

Infectious Diseases Institute
College of Health Sciences
Makerere University



Terms of Reference (Tors) For The

Facilities Management Training

At

The Infectious Diseases Institute (IDI)

Infectious Diseases Institute
School of Medicine, College of Health Sciences
PO Box 22418, Kampala, Uganda
Website: www.idi-makerere.com
Email: office@idi.co.ug

Main locations:

IDI McKinnell Knowledge Centre
(ED, Training, Outreach, Grants Management, Finance & Admin)
Makerere University Main Campus
Tel: +256 (0)312 211 422

IDI Mulago
(Clinic, Research, Lab Services, Information Services)
Mulago Hospital Complex
Tel: +256 (0)312 307 000; +256 (0) 414 307 000



1. Background

Facilities management is a critical function that ensures the efficient operation of buildings and infrastructure. Effective management of facilities is essential for creating a safe, comfortable, and productive environment for employees and visitors.

The Infectious Diseases Institute (IDI) is desirous to carry out the above assignment and needs the support of a consultant in the area. This training aims to equip The IDI facilities management personnel with the necessary skills and knowledge to manage, maintain, and optimize IDI's physical assets.

Successful Person firm(s) may be called for a meeting with the IDI management before the contract award to provide more information

2. Objectives

- a) **Enhance Competency:** To improve the skills and knowledge of facilities management personnel in key areas such as maintenance, safety, and sustainability.
- b) **Operational Efficiency:** To streamline facilities management processes, reducing operational costs and improving service delivery.
- c) **Regulatory Compliance:** To ensure that facilities management practices align with local, national, and industry-specific regulations and standards.
- d) **Sustainability:** To promote sustainable practices in facilities management, including energy efficiency, waste reduction, and resource conservation.

3. Scope of Work

The training will cover the following areas:

- a) **Facilities Maintenance**
 - i. Overview of preventive, predictive, and corrective maintenance strategies.
 - ii. Maintenance scheduling and work order management.
 - iii. Asset management, including lifecycle management and replacement planning.
 - iv. Building systems maintenance (HVAC, electrical, plumbing, etc.).
 - v. Use of computerized maintenance management systems (CMMS).
- b) **Health, Safety, and Environment (HSE)**
 - i. Compliance with health and safety regulations.
 - ii. Emergency preparedness and response planning.
 - iii. Fire safety and building security measures.
 - iv. Environmental management and sustainability practices.
 - v. Risk assessment and mitigation strategies.
- c) **Space and Infrastructure Management**
 - i. Space planning and utilization.
 - ii. Office layout and ergonomics.
 - iii. Management of renovations, refurbishments, and relocations.
 - iv. Ensuring accessibility and inclusivity in facilities design and management.
- d) **Sustainability in Facilities Management**
 - i. Energy management and efficiency.
 - ii. Water conservation and waste management.

Main locations:



- iii. Sustainable procurement practices.
- iv. Implementation of green building standards and certifications (e.g., LEED).
- e) **Vendor and Contract Management**
 - i. Selection and management of service providers.
 - ii. Contract negotiation and management.
 - iii. Performance monitoring and evaluation of vendors.
- f) **Financial Management**
 - i. Budgeting and cost control in facilities management.
 - ii. Capital expenditure planning.
 - iii. Financial reporting and analysis for facilities operations.
- g) **Technology and Innovation**
 - i. Integration of smart technologies in facilities management.
 - ii. Data-driven decision-making and analytics.
 - iii. Trends and innovations in facilities management.

4. Deliverables

- a) **Training Materials:** Comprehensive materials, including manuals, guides, and reference documents.
- b) **Certificates:** Issuance of certificates to participants who successfully complete the training.
- c) **Training Report:** A detailed report outlining the training process, participant engagement, assessment results, and recommendations for further development.

5. Duration

The training duration will be determined by the selected training firm, with each day focusing on a specific area of facilities management. The proposed schedule is as follows:

- a) Introduction to Facilities Management and Maintenance Practices
- b) Health, Safety, Environment, and Sustainability
- c) Space Management and Financial Planning
- d) Vendor Management, Technology, and Innovation

6. Target Audience

- a) Facilities managers and supervisors
- b) Maintenance personnel
- c) Health and safety officers
- d) Sustainability coordinators
- e) Anyone involved in the management of physical assets within the organization

7. Trainer Qualifications

The training should be conducted by an experienced facilities management professional with:

- a) Extensive knowledge in facilities management best practices.
- b) Certification in facilities management (e.g., IFMA, BIFM).

Main locations:



- c) Experience in conducting training sessions for professionals in the field.
- d) Familiarity with the latest trends and technologies in facilities management.

8. Evaluation

The effectiveness of the training will be evaluated through:

- a) Iterative group discussions and use of live examples.
- b) Practical / live examples and case studies to assess skill application.
- c) Participant feedback collected through surveys interviews at the end of the course.

9. Logistics and Resources

- a) Training venue with necessary facilities and equipment.
- b) Access to facilities or equipment for practical demonstrations (if required).
- c) Training materials including projectors, handouts, and manuals.

10. Budget

The budget will cover:

- a) Trainer fees
- b) Training materials and resources
- c) Venue and equipment rental (IDI to Cover)
- d) Participant refreshments(IDI to Cover)
- e) Certification costs

11. Timeline

- Proposal submission deadline: 16th September 2024

Main locations: