

## SCOPE OF WORK FOR TRANSPORTATION OF SCHOOL GOING CHILDREN WITH PARTICULAR FOCUS ON CHILDREN WITH DISABILITIES.

### 1. Objective

The objective of this project is to provide safe, reliable, and efficient transportation services for school-going children, with a particular focus on children with disabilities. The service will ensure that all children are transported to and from school in a manner that meets their individual needs and complies with all relevant safety and accessibility standards.

#### Contract Duration:

- The duration of the service contract shall be for 4 Months or what will be specified in the contract.
- The days counted shall be as per the school going calendar days.

June	10 Days
July	23 Days
August	22 days
September	15 Days
October	20 Days

- Please note these are tentative days, there are days that we have not factored in i.e. Public Holidays and Mid Term Breaks. These will be captured during the contract making

There are a total of 230 learners. The learners are in four different camps as shown in the table below, hence each camp to be served distinctly. See the table below, which shows the distribution of the learners in the four locations.

Location	Number
Kakuma 1	95
Kakuma 2	42
Kakuma 3	57
Kakuma 4	36
<b>Total</b>	<b>230</b>

### 2. Scope of Services

#### 2.1 Transportation Services

- **Regular Routes:** LWF will establish and maintain regular routes for picking up and dropping off children at designated locations.
- **Special Routes:** Transporters to work with LWF to develop customized routes for children with disabilities to minimize travel time and accommodate specific needs.
- **Timeliness:** Ensure punctual pick-up and drop-off times aligned with schools and EARC schedules.

#### 2.2 Vehicle Requirements

- **Accessibility:** Vehicles should be spacious to accommodate all learners with disabilities and especially with carriers to accommodate children with wheelchair.
- **Safety Features:** Vehicles must have seat belts, harnesses, and other safety devices appropriate for children with disabilities.
- **Maintenance:** Regular inspection and maintenance of vehicles to ensure they meet all safety standards and are in good working condition.
- **Four by Four:**  
The vehicle should be a 14-seater van and preferably a 4by4 vehicle to be able to maneuver the muddy terrains during the rainy season.

#### 2.3 Personnel Requirements

##### Qualified Drivers:

Drivers must have valid licenses, clean driving records, and training in transporting children and especially those with disabilities. The cost of the drivers will be borne by the transporter.

##### Aides and Assistants:

The transporter should work with LWF to provide aides or assistants on vehicles to help children with disabilities board, travel, and disembark safely. The cost of the aides will be borne by the transporter

## 2.4 Safety and Compliance

### Emergency Preparedness:

Transporters together with LWF to develop and implement emergency plans, including evacuation procedures and communication protocols.

### Compliance:

Ensure adherence to all federal, state, and local regulations regarding transportation safety and accessibility.

### Health and Hygiene:

Implement measures to maintain hygiene in vehicles, including regular cleaning and sanitation.

## 2.5 Communication and Coordination

### Parent/Guardian Communication:

Establish clear channels of communication with parents/guardians regarding schedules, delays, incidents, and other pertinent information.

### School Coordination:

Coordinate with school administration to align transportation services with school activities and special events.

### Feedback Mechanism:

Implement a system for receiving and addressing feedback and complaints from parents, guardians, and school staff.

## 2.6 Monitoring and Reporting

### Tracking System:

- Use Log sheets or other tracking systems to monitor vehicle locations and ensure adherence to schedules. This should always be signed off after every drop off, the Log sheet shall be used to compute the total number of days the vehicle has been operating during the week or the month. This will always accompany the invoice during the payment period.

### Incident Reporting:

- Maintain logs of any incidents, delays, or issues that occur during transportation, with regular reporting to relevant stakeholders.

## 3. Deliverables

### Operational Plan:

- Transporter to work with LWF and provide detailed plan outlining routes, schedules, vehicle assignments, and personnel responsibilities.

### Emergency Plan:

- Comprehensive emergency preparedness plan, including procedures for various scenarios. The vehicle should have Emergency exit and should always be operational.

### Maintenance Schedule:

Regular vehicle maintenance schedule and logs.

## 5. Mandatory Requirement for all the Vehicles

- Provide copy of vehicles valid inspection certificate
- Copy of Valid Road Licenses
- Copy of Valid Vehicle insurance (comprehensive)
- Copy of Valid Tax compliance certificate for vehicle/company if applicant is company
- Copy of Certificate of Registration
- Copy of Logbook for the vehicle

All the tender documents should be sent via email to [procurement.kakuma@lutheranworld.org](mailto:procurement.kakuma@lutheranworld.org), by 4 PM, 20<sup>th</sup> June 2024.