



TERMS OF REFERENCE FOR HIRE OF MINI VANS

HIRE OF MINI VANS TO PROVIDE TRANSPORT SERVICES FOR CHILDREN WITH DISABILITY TO ACCESS SCHOOL.

Introduction and Background

The **ARISE** (Advancing Refugee Inclusive School Education in the East and Horn of Africa (South Sudan, Somalia, Kenya)) project aims to support inclusive education in the refugee and IDP camps, by ensuring that children with disabilities are adequately assessed and placed in schools with the capacities to meet the children's individual needs. This includes children being provided with necessary assistive devices to enable access to education, the latter which is provided by teachers who have knowledge and skills in inclusive education. To ensure children's access to inclusive education, the project will address structural and social barriers to education for children with disabilities. This means creating a favourable and conducive learning environment for these children, both in the schools and in their communities.

About the Lutheran World Federation (LWF)

Lutheran World Federation (LWF) is a faith-based humanitarian International Non-Governmental Organization implementing programs in emergency relief, rehabilitation, and development in 32 countries across the world. In Kenya, LWF works through its Kenya-Somalia program with operational field Area programs in Kakuma, Dadaab, and Kismayu. LWF has been present in Kakuma since 1992 and works in the three thematic areas of **Quality services**; primary education and Reception Center Management, **Protection and Social cohesion**; Youth protection, Child Safeguarding, Social Cohesion, and **Livelihoods**.

LWF provides pre-primary, primary and Junior school education services in Kakuma and Dadaab refugee camps as UNHCR's lead implementing partner. A total of 58 schools; 13 Pre-primary and 45 Primary and Junior schools in Kakuma and Dadaab are managed by LWF. The schools have an enrolment of 92,432(52,123M, 40,309)¹ learners, inclusive of 3,503 (1,916M, 1,587F) Children with disability; Dadaab- 39,521(21,871M, 17,650F) learners inclusive of 1,827(952M, 875F) children with disabilities, Kakuma-52,911(30,252M, 22,659F) learners inclusive of 1,676(964M, 712F) Children with disabilities. All the learners in the Refugee schools study the validated Ministry of Education curriculum, sit for national examinations/assessment at the end of the primary and Junior school cycle and use the MoE school calendar.

OBJECTIVES OF THE ACTIVITY;

Parents of children with disabilities (CWDs) often face significant stigma from both their families and the broader community. Similarly, these children frequently endure harassment from their peers during their commute to and from school, putting their safety at risk. To address these challenges, there is a pressing need to enhance the psychosocial well-being of these vulnerable children by providing them with transportation, thereby mitigating their exposure to harm.

The specific objectives of this initiative include:

- **Ensuring Safe Transportation:** To provide secure transportation for children with disabilities, ensuring their safe passage to and from school.



- **Empowering Parents:** To increase the capacity and independence of parents of children with disabilities, allowing them to focus on other responsibilities with the assurance that their children are safe.
- **Boosting Local Economy and Fostering Peaceful Coexistence:** To stimulate the local economy and promote harmonious relations with host communities through this initiative.
- **Enhancing School Attendance:** To improve school attendance for children with disabilities by guaranteeing reliable transportation.
- **Alleviating Parental Burdens:** To relieve parents of the stress and conflicts previously experienced with taxi drivers, particularly during delays in the disbursement of cash-based interventions (CBI).

SCOPE OF THE ACTIVITY

This initiative targets children with disabilities who have been assessed by the EARC (Educational Assessment and Resource Centre) technical team and are currently enrolled in school. The plan includes the following:

1. **Transportation Provision:** Four mini-vans will be hired, one for each camp, to transport 158 learners with disabilities. The distribution of children is as follows: Hagadera - 47, IFO - 51, Ifo2 - 20, and Dagahaley - 40. These children include those who are visually impaired, physically challenged (wheelchair and crutches users), and hearing impaired, depending on their age as determined by the EARC technical team.
2. **Duration:** The activity is scheduled to run for 114 days, with 51 days in 2024 and 63 days in Term 1 of 2025. This timeline is subject to adjustment based on the availability of funds.

MONTHS	# Of days per month
SEPT	21
OCT	23
NOV	4
JAN	22
FEB	20
MARCH	21
APRIL	3

LOCATION	# OF CWDs	# Of Days
HAGADERA	47	114
IFO	51	114
IFO2	20	114

DAGAHALEY	40	114
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3. The children will be picked up and dropped off at designated locations within their respective camps. This process will be overseen by the SNE (Special Needs Education) Supervisor and the focal persons from the Disability Inclusion Committee. The table below provides details on the distribution of children by location and the distance covered daily.

	CAMP			
	HAGADERA	NUMBER OF CHILDREN	PICKING AND DROPPING POINT	APPROXIMATE DISTANCE COVERED
1	Amani	5		20KM
2	Central primary	7	B-1 & M1	
3	Upendo	13	A-9, J-7, C-1, C-4, A-4	
4	Bidii	14	Borehole9, L-8, M-3, N-6	
5	Undugu	6		
6	Iftin	2		
	DAGAHALEY			
1	Juba	15	A-C, D-2, G-1, A-2, B-C, 4-8,	25KM
			G-7, B-10, C-9, K-5	
2	Wadajir	3	H-8, H-1, C-1,	
3	Bahati	1	E-8,	
4	Illeys	1	D-A	
5	Elnino	4	A-10, G-1	
6	Central-Dag	4	F-7, D-6	
7	Unity	12	D-4, D-5, K-1, B-3, B-4	
	IFO			
1	Hormuud	40	E-2	26KM
2	Abdiaziz	1	B-18, F-3	
3	Hornimo	1		
4	Friends	2		
5	Horseed	5		
6	Horyaal	2		
	IFO2			
1	Hillaac	20		5KM
	TOTAL	158		

4. The hired van will operate under terms and conditions that are agreed upon and aligned with the organization's child protection policy.



5. In the event of a mechanical issue with the vehicle, the operator must promptly inform the LWF (Lutheran World Federation) Education Officer and arrange for alternative transportation to ensure the children can attend school without delay

2.1 Transportation Services

- **Regular Routes:** LWF will establish and maintain consistent routes for picking up and dropping off children at designated locations.
- **Timeliness:** Punctuality will be ensured, with pick-up and drop-off times coordinated with school schedules. Morning pick-ups will start at 7:00 a.m. and conclude by 8:30 a.m., while afternoon pick-ups will begin at 2:00 p.m. with drop-offs by 4:00 p.m.

2.2 Vehicle Requirements

- **Accessibility:** The vans must be spacious enough to accommodate all learners with disabilities, including those with wheelchairs, and should be equipped with carriers for safe transport.
- **Safety Features:** The vans must be equipped with seat belts, harnesses, and other safety devices suitable for children with disabilities.
- **Maintenance:** Regular inspections and maintenance will be conducted to ensure the vehicles meet all safety standards and remain in good working condition.
- **Four-Wheel Drive:** The vehicle should be a 14-seater van, preferably a 4x4, to navigate muddy terrains during the rainy season.

2.3 Personnel Requirements

- **Qualified Drivers:** Drivers must possess valid licenses, maintain clean driving records, and be trained in the safe transportation of children, particularly those with disabilities. The vendor will be responsible for hiring and remunerating the drivers.
- **Aides and Assistants:** The transporter should collaborate with LWF to provide aides or assistants on the vehicles to ensure children with disabilities can board, travel, and disembark safely. The vendor will be responsible for hiring and compensating these aides as well.

2.4 Safety and Compliance

- **Emergency Preparedness:**
The transporter, in collaboration with LWF, will develop and implement emergency plans, including evacuation procedures and communication protocols.
- **Compliance:**
All operations must adhere to federal, state, and local regulations regarding transportation safety and accessibility.



- **Health and Hygiene:**
Measures will be implemented to maintain hygiene within the vehicles, including regular cleaning and sanitation.

2.5 Communication and Coordination

- **Parent/Guardian Communication:**
Establish clear communication channels with parents and guardians to keep them informed about schedules, delays, incidents, and other relevant information.
- **School Coordination:**
Work closely with school administration to ensure transportation services are aligned 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:**
Utilize log sheets or other tracking systems to monitor vehicle locations and ensure adherence to schedules. The log sheets must be signed off after each drop-off and will be used to calculate the total number of days the vehicle has operated during the week or month. These log sheets must accompany the invoice during the payment period.
- **Incident Reporting:**
Maintain detailed logs of any incidents, delays, or issues that occur during transportation, with regular reporting to relevant stakeholders.

3. Deliverables

- **Operational Plan:**
The transporter, in collaboration with LWF, will provide a detailed plan outlining routes, schedules, vehicle assignments, and personnel responsibilities.
- **Emergency Plan:**
A comprehensive emergency preparedness plan must be developed, including procedures for various scenarios. The vehicle must have an operational emergency exit at all times.
- **Maintenance Schedule:**
A regular vehicle maintenance schedule, along with maintenance logs, must be provided.

5. Mandatory Requirement for all the Vehicles

- Copy of Valid Vehicle Inspection Certificate:
- Provide a copy of the vehicle's current inspection certificate.
- Copy of Valid Road License:
- Provide a copy of the valid road license for the vehicle.



- Copy of Valid Vehicle Insurance:
- Provide a copy of the current vehicle insurance policy.
- Copy of Valid Tax Compliance Certificate:
- If the applicant is a company, provide a copy of the valid tax compliance certificate for the vehicle or company.
- Copy of Certificate of Registration:
- Provide a copy of the vehicle's registration certificate.
- Copy of Vehicle Logbook:
- Provide a copy of the vehicle's logbook.

How to apply:

- Interested vendors who meet the above criteria should submit their quotations via email to Procurement.dadaab@lutheranworld.org by **28.08.2024**. with the subject **RFQ; DF 30137- vehicle hire**