

Terms of Reference (TOR)

Vehicle with Driver Hire Service
World Vision Sudan– Port Sudan Office

I. Background

World Vision a child-focused organization, our goal is to see children reach their full potential. We don't just want children to survive, we want them to thrive! We began working in Sudan in 1983, our programmes were initially operational until 1988. In June 2004, we resumed operations, in response to the Darfur Crisis.

World Vision Sudan provides both lifesaving and long-term support, complementing the efforts of government and other humanitarian partners. In Sudan, we implement programmes in a range of sectors including health and nutrition, Water, Sanitation, and Hygiene (WASH), food security and livelihoods, child protection and safeguarding. We remain committed to our vision of life in all its fullness for all children. By 2025, World Vision Sudan will contribute to the well-being of 2.1 million most vulnerable boys and girls in Sudan.

II. Purpose

World Vision Sudan is looking for service providers for provision of rental vehicles including drivers and fuel supply. The rental service providers are expected to fulfill quality and timely provision of vehicles and drivers for travels in Port Sudan and field offices stated in section VII for destinations.

World Vision Sudan may have agreement with multiple service providers as per the need. Service providers will be priorities based on their technical capacity and competitive price. Purchase orders will be based on grading. Eg. First grade service provider does not respond or provide qualified vehicle, the second service provider to be approached.

III. Scope

- The vehicle and driver will be available for official World Vision business for **8-10 hours per day, 5 days a week**, for the city use unless otherwise agreed upon for specific tasks.
- The vehicle and driver will be available for official World Vision business **more than 8 hours per day and over the weekends** during field travel.
- The service includes transportation for staff, visitors, and light cargo as directed by the designated Administration Manager.
- The driver will adhere to all instructions from authorized World Vision staff.



IV. Service Requirements & Specifications

The service provider (Supplier) is required to fulfill the following:

1. Vehicle Specifications:

- **Type:** A robust and reliable vehicle suitable for city and light inter-city use. Required type of vehicles brands are Toyota, Nissan or Ford as per fleet policy, however based on the context we are using the following types of vehicles, such as Mitsubishi and KIA SUV.
- **Condition:** The vehicle must be a current model (not older than 5 years) and in excellent mechanical and cosmetic condition.
- **Documentation:** The vehicle must have all valid legal documentation, including but not limited to:
 - Comprehensive Insurance.
 - Valid License (Driver & Vehicle).
- **Features:** Must be equipped with functional air conditioning, safety features (seat belts for all passengers, fire extinguisher, first-aid kit), and be kept clean at all times.

2. Driver Specifications:

- **License:** Must possess a valid, clean Sudanese driving license appropriate for the vehicle class.
- **Experience:** Minimum of 5 years of professional driving experience, with a proven track record of safety and knowledge of Port Sudan and surrounding areas.
- **Character:** Must be of high integrity, punctual, professional, courteous, and presentable. Fluency in Arabic is required; basic knowledge of English is a strong advantage.
- **Background Check:** The driver must be willing to undergo a background check as per World Vision's safeguarding and security protocols.

V. Supplier's Responsibilities

The Supplier shall be fully responsible for:

- **Full Maintenance:** All routine and non-routine maintenance, servicing, and repairs to keep the vehicle in optimal working condition. Downtime for servicing must be coordinated and a temporary replacement arranged if necessary.
- **Fuel:** All fuel costs for the vehicle for the duration of the hire period.
- **Insurance:** Maintaining comprehensive insurance coverage for the vehicle, driver, and passengers throughout the contract period.



- **Driver Management:** Covering all costs associated with the driver, including salary, allowances, insurance, and uniform.
- **Legal Compliance:** Ensuring the vehicle and driver comply with all relevant Sudanese traffic laws, regulations, and tax obligations.
- **Breakdown & Recovery:** Providing a 24/7 emergency breakdown and recovery service.

VI. World Vision's Responsibilities

- Providing a clear schedule and itinerary to the driver in a timely manner.
- Designating a focal point to manage the vehicle's schedule and report any issues.
- Ensuring staff treat the vehicle and driver with respect.
- Making timely payments for the hired service as per the agreed contract.
- To assure that non-claim form has been signed by non-World Vision Staff before starting any Journey.
- Providing Drivers with Vehicle check list to be filled on daily basis.
- Mission Team Leader to control Vehicle Movement and Driver Behavior.

VII. Destination and Price Listing

Note: All prices should include vehicle rental, driver and fuel cost

No	Item description	Unit	Day in City \$USD	Travel Day within State Cities \$USD	Travel Day \$USD	Week \$USD	Month \$USD
1	Hiring a 26 passengers' bus as per below requirements - From Port-Sudan bus station to Transit district and use in the city - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses - Well equipped with first air kit, fire extinguisher and vehicle tools	Trip					
2	Hiring a 26 passengers' bus as per below requirements	Day					



	- From Port-Sudan bus station to Transit district and use in the city - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses Well equipped with first air kit, fire extinguisher and vehicle tools						
3	Hiring a 14 passengers' bus as per below requirements - From Por-Sudan bus station to Transit district and use in the city - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses - Well equipped with first air kit, fire extinguisher and vehicle tools	Trip					
4	Hiring a 14 passengers' bus as per below requirements - From Port-Sudan bus station to Transit district and use in the city - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior	Day					



	- Include driver and fuel expenses - Well equipped with first air kit, fire extinguisher and vehicle tools						
5	Hire City car (Sedan/SUV) with a driver, fuel & maintenance as per below requirements - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses - Well equipped with first air kit, fire extinguisher and vehicle tools	Day					
6	Hire City car (Sedan/SUV) without a driver, while the maintenance and fuel will be the company's responsibility, as per below requirements - Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses - Well equipped with first air kit, fire extinguisher and vehicle tools	Day					
7	Hiring a 4x4 off road vehicle as per below requirements	Day					



	- Perfectly licensed & documented - Perfectly functioning AC - Perfectly clean interior and exterior - Include driver and fuel expenses - Well equipped with first aid kit, fire extinguisher and vehicle tools						
	For the following locations						
8	Port Sudan to Khartoum						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX - without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					
	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Land Cruiser Hard-top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard-top- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					



	Hiring a 14 passengers' bus for projects activities	Day					
9	Port Sudan to Blue Nile						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					
	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Land Cruiser Hard-top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard-top- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
10	Port Sudan to White Nile						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					



	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Land Cruiser Hard-top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Hiring a 14 passengers' bus for projects activities	Day					
11	Port Sudan to River Nile						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					
	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will	Trip					

	be the company's responsibility.						
	Toyota Land Cruiser Hard-top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard-without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Hiring a 14 passengers' bus for projects activities	Day					
12	Port Sudan to Al-Jazira						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					
	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Land Cruiser Hard-top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard-without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Hiring a 14 passengers' bus for projects activities	Day					



13	Port Sudan to Kassala						
	Toyota Land Cruiser GX- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser GX- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux- with a driver, fuel & maintenance	Day					
	Toyota Hilux- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Toyota Hilux (Single Cabin) - with a driver, fuel & maintenance	Trip					
	Toyota Hilux (Single Cabin) - without a driver, while the maintenance and fuel will be the company's responsibility.	Trip					
	Toyota Land Cruiser Hard- top- with a driver, fuel & maintenance	Day					
	Toyota Land Cruiser Hard- without a driver, while the maintenance and fuel will be the company's responsibility.	Day					
	Hiring a 14 passengers' bus for projects activities	Day					

