**Terms of Reference (TOR)**

WCUK requires services of

**Rental of 12 vehicles for official missions between Islam Qala Zero Point border to Herat City Gozargah Transit Center (GTC)**

**Of the 12 Vehicles, WCUK will need 3 Fielder Model 2000-2005, 3 Corolla Model 1997-2000, 3 Saracha Toyota Model 1994-1997, and 3 Luxel Model 2000-2005.**

**The vehicles will be used based on need, our IQ representative will call when and which vehicle is required to be available in Islam Qala on daily basis.**

For maintaining transportation services, the Contractors/Suppliers shall consider following Terms of Reference (TOR):

1. All the vehicles need to be in very good condition both from outside (body) and inside (seating), and always need to remain neat and clean.
2. The Rental vehicles must have good engines which can start at any weather condition,
3. All vehicles need to be equipped with scroll tools, first aid kids, chain, fire extinguishers, spare tire, and other equipment that are required and necessary for long trips.
4. Official and valid permits of vehicles (Jawaz Sier or Sticker) from Afghanistan Traffic department are must to be available inside the vehicles the vehicles all times.
5. Active heater and cooling system of the vehicles need to be functions based on weather requirement all the time.
6. Official and valid driving license for all drivers must always be available with all drivers.
7. WCUK has no responsibility towards the vehicles’ fuel, engine oil, spare parts, maintenance, and other expense of vehicles.
8. WCUK has no responsibility towards the drivers’ salary and their attendance, the contractor should provide replacement for driver in case of drivers unattendance & sickness within 5 hours.
9. The Working days for the transportation contract starts from Saturday and ends on Thursday, during some public holidays we may still require vehicles for official trips.
10. When there is a need to stop the car on the roads, the drivers should stop completely at the request of the WCUK staff who is accompanying the children.
11. Drivers should not smoke in front of children and while/inside vehicle or driving at all the times.
12. .The morals and behavior of drivers must be in accordance with the local law and Afghan culture.
13. Drivers and representative of transport companies should coordinate and cooperate with the War Child team and IQ supervisor in case of any problems,
14. Timely and accurate reporting for all trips is a must from the supplier’s side, this will be checked against the program record.
15. The speed of the car should be according to the road rules and traffic law.
16. Duration of the contract will be from 15th of September 2023 to 30 June 2024.