Terms of Reference (ToR)

I. General Information

Service Description	Procurement of Student Transportation Services for VTC Apprentice Students in 4 Provinces Lot 1: Kahramanmaraş Lot 2: Gaziantep Lot 3: Hatay Lot 4: İstanbul
Country	Türkiye
Project	Vocational Education and Training Programme for Employment (VET4JOB-II)
Budget Code	EF 9.8 / EUD 4.10

II. Background and Context

About Expertise France

Expertise France is the French public agency for international cooperation, which implements projects aligned with Sustainable Development Goals (SDGs) and France's external action priorities. Expertise France's core mission is to support partner countries in enhancing the quality of their public policies to tackle complex environmental, social, economic, and security challenges. Key areas of Expertise France's focus include:

- Democratic, economic, and financial governance,
- Stability, international security, and peace,
- Sustainable development, climate, and agriculture, and
- Health and human development.

About the VET4JOB II Programme

The VET4JOB II programme, funded by the European Union Delegation to Türkiye, aims to support skills development for refugees and host communities in Türkiye. The programme provides vocational and apprenticeship training to adults and adolescents in 14 target provinces (Adana, Ankara, Bursa, Gaziantep, Hatay, İstanbul, İzmir, Kahramanmaraş, Kayseri, Kocaeli, Konya, Mersin, Osmaniye, and Şanlıurfa) to improve employment prospects in line with labour market demands.

Scope of Activity

The objective of this contract is to provide safe, reliable, and scheduled student transportation services for apprentice students enrolled in the following list of Vocational Training Centres (VTCs) participating in the VET4JOB II programme. The service aims to improve apprentice student access to training, reduce absenteeism caused by transportation barriers, and ensure consistent attendance throughout the implementation period.

An indicative deployment plan of the VTCs is as below;

Lot	VTC	Province
Lot 1	Kahramanmaraş – Türkoğlu VTC	Kahramanmaraş
Lot 2	Gaziantep – Şehitkamil VTC	Gaziantep
Lot 3	Hatay – Reyhanlı VTC	Hatay
Lot 4	İstanbul – Sancaktepe VTC	İstanbul

III. Description of Services

Lot 1: Kahramanmaraş / Türkoğlu VTC
School Address: Gaziosmanpaşa Mah. 1025. Sk. B Blok No: 3, Türkoğlu, Kahramanmaraş

- Maximum number of students to be transported in each excursion following the schedule below every day: 60
- Pick-up and drop-off point: Türkoğlu Millet Meydanı
- Schedule:
  - Mornings: Pick-up from Türkoğlu Millet Meydanı not earlier than 7:30, drop-off to VTC not later than 8:00
  - Lunch break: Round trip between VTC and Türkoğlu Millet Meydanı. Pickup from VTC not earlier than 12:10, drop-off to the VTC not later than 12:50
  - Evenings: Pick-up from VTC not earlier than 16:20.
- Operating days: approx. 21 days/month (weekdays, per MoNE[1] academic calendar)

Lot 2: Gaziantep Şehitkamil VTC
School Address: KÜSGET Sanayi Mahallesi Örnek Sanayi Sitesi 60016 Nolu Cad. No: 4, Şehitkamil, Gaziantep

- Maximum number of students to be transported in each excursion following the schedule below every day: 400 (100 from/to Ayakkabıcılar sitesi; 300 from/to Taşlıca)
- Pick-up points and drop-off points: 1. Dolmuş stop (Ayakkabıcılar sitesi), 2. Gaziray Taşlıca Tram stop
- Schedule:
  - Mornings: Pick-up not earlier than 7:35 for both Ayakkabıcılar sitesi and Taşlıca tram stop. drop-off to VTC not later than 7:55
  - Evenings: Pick-up from VTC not earlier than 16:50.
- Operating days: approx. 21 days/month (weekdays, per MoNE academic calendar)

Lot 3: Hatay / Reyhanlı VTC
School Address: Mustafa Kemal Mah. 33. Sk. No: 47, Reyhanlı, Hatay

- Maximum number of students to be transported in each excursion following the schedule below every day: 40
- Route: Tayfur Sökmen – Bahçelievler – Bahar Mahallesi – Cumhuriyet – Yenişehir – Kurtuluş – Yeni Mahalle – Atatürk Caddesi – VTC. Same route will be followed in reverse direction on the way back.

[1] School calendar officially announced by the Ministry of National Educaion (MoNE). For 2026-2027 calendar please refer to: https://www.meb.gov.tr/2026-2027-egitim-ogretim-yili-takvimi-aciklandi/haber/41057/tr

- Schedule:
    - Mornings: Pick-up from Tayfur Sökmen not earlier than 7:45, drop-off to VTC not later than 8:20
    - Noon: For the students leaving in the afternoon (maximum 20 persons) a one-way trip will be made from VTC to Tayfur Sökmen. Pickup from VTC not earlier than 12:25.
    - Evenings: Pick-up from VTC not earlier than 16:50 (maximum 20 persons)
- Operating days: 21 days/month (weekdays, per MoNE academic calendar)

Lot 4: İstanbul / Sancaktepe VTC

School Address: Eyüp Sultan Mahallesi Nıyaz Sokak No:7, Sancaktepe, İstanbul

- Maximum number of students to be transported in each excursion following the schedule below every day: 40
- Pick-up and drop-off points: Sarıgazi metro station via Sancaktepe metro station.
- Schedule:
    - Mornings: Pick-up from Sarıgazi metro station not earlier than 8:15, drop-off to VTC not later than 8:55 with stop at Sancaktepe metro station at 8:30
    - Evenings: Pick-up from VTC not earlier than 16:50.
    - Each trip from VTC to Sarıgazi metro station will also stop at Sancaktepe metro station
- Operating days: 21 days/month (weekdays, per MoNE academic calendar)

General Requirements

The following requirements apply to all lots:

- The service provider shall comply with all applicable Turkish legislation and regulations governing student transportation services, including but not limited to the School Service Vehicles Regulation (Okul Servis Araçları Yönetmeliği, Official Gazette No: 30221, dated 25/10/2017, and its subsequent amendments). Any non-compliance with the relevant legislation identified during the contract period shall be grounds for contract termination.
- All drivers, which will serve in the context of this contract, must have a clean criminal record. Prior to service commencement, the contractor shall obtain and submit to Expertise France a criminal record certificate (adli sicil kaydı) for each driver, issued within the last 6 months. This includes temporary/permanent driver replacements arising from situations such as illness, etc and requests from Expertise France due to the unsatisfactory service.
- Vehicles must be in full roadworthy condition and comply with all Turkish transportation regulations.
- Vehicles must be equipped with seatbelts, first aid kit, and fire extinguisher.
- Drivers must hold a valid professional driving licence appropriate for the vehicle type.
- No student shall be transported while standing. The number of passengers shall not exceed the registered seating capacity of the vehicle.
- The service provider must ensure punctuality. Delays exceeding 15 minutes must be reported to the VTC Coordinator immediately.
- Stop locations and timetables are subject to adjustment by mutual agreement based on student enrolment patterns.

IV. Documentation and Reporting

The contractor is expected to submit the following deliverables during the contract implementation period.

#	Deliverable	Description
1	Transportation Plan	Detailed route map, stop locations, timetable per VTC to be submitted to the VTC administration copying Contracting Authority within 5 working days of contract signing
2	Monthly Trip Logs	Signed trip logs including date, route, number of passengers, departure/arrival times submitted to the VTC every week.
3	Monthly Service Report	Summary of trips completed, incidents (if any), passenger counts, and supported by signed daily trip logs countersigned by the VTC administration, submitted to the Contracting Authority within 5 working days after month-end
4	Vehicle & Driver Documentation	Copies of vehicle registration, insurance, roadworthiness certificates, and driver licences submitted prior to service commencement submitted to the VTC administration copying Contracting Authority within 15 days following the contract signature

The service provider shall report to the Grant and Incentives Expert at Expertise France. The following reporting obligations will also apply:

- Incident reports: Submitted within 24 hours of any incident affecting the service to the VTC Administration, copy to Expertise France

V. Visibility Requirements

During the provision of transportation services under this contract, each vehicle assigned to VET4JOB-II routes shall display a removable visibility board sign placed on the front windshield or another clearly visible location. The visibility sign shall be provided or approved by Expertise France and shall include the European Union and VET4JOB-II visual identity in accordance with the applicable communication and visibility requirements. The Contractor shall ensure that the visibility sign remains clearly visible and in good condition throughout the service period.

VI. Location and Duration

Services shall be provided at the following provinces: Kahramanmaraş, Gaziantep, Hatay, and İstanbul and each province will be considered as one lot. The contract is composed of 4 lots. The service provider may tender for one or more lots.

The contract end date will be June 2027 which will be the end of 2026-2027 education term in Türkiye, with the possibility of extension for maximum 1 year. Services shall only be provided on VTC operating days (weekdays, excluding public holidays, summer holidays etc.), in line with the education term (between September-June each academic year) communicated by the respective VTC administration.

VII. Estimated contract date

The contract comes into force on its award date and the services are estimated to start by December 2026.

VIII. Required Technical and Professional Capacity

Applicants must demonstrate the following:

- Valid operating license for student transportation services in Türkiye.
- Minimum 2 years of experience in student or passenger shuttle services.
- Adequate fleet size to demonstrate that the maximum number of students will be transported without interruption within the time restrictions given in Section III of this document.
- All vehicles not older than 8 years and holding current roadworthiness certificates.
- Comprehensive vehicle insurance covering passengers.
- Ability to provide replacement vehicle within 1 hour in case of breakdown

The above qualifications shall be demonstrated through the documents listed under Section IX (Application Process and Eligibility)

IX. Application Process and Eligibility

Interested service providers must submit the following documents:

- NACE-coded activity certificate demonstrating authorisation for passenger and shuttle transportation services.
- Documentation confirming that at least one third of the vehicles proposed for the service are registered under the name of the applicant (for legal entities)
- Company registration documents and tax identification.
- Valid passenger transport operating license.
- List of vehicles proposed for the service including one replacement vehicle to be used in urgent cases (brand, model, year, capacity, plate number) and expected duration of one-way travel between the VTC and the destination
- Copies of vehicle registration and insurance certificates.
- Driver list with valid licenses. (Copies of driver training certificates issued by the relevant Provincial/District National Education Directorate - İl/İlçe Milli Eğitim Müdürlüğü)

- Financial proposal per lot, structured as lumpsum price per day.

Note: Prices submitted must be inclusive of all costs (fuel, driver, insurance, maintenance, visibility materials). Prices for a day shall remain fixed for the contract duration. Any price adjustment request must be submitted in writing and is subject to Expertise France's approval.

X. Contracting and payment schedule

Payments shall be made in Euro based on actual trips completed and verified by signed trip logs approved by the VTC Administrator and Expertise France.

Days on which service is not provided for any reason, including public holidays, school holidays, or contractor failure to operate, shall be excluded from payment calculation.
The indicative payment structure is as follows:

Payment	Basis	Condition
Monthly Payments	Pro-rata based on the number of days transportation service provided	Upon submission and approval of monthly trip logs and service report

VAT-exempt invoices will be issued and submitted in accordance with EF rules. Expertise France will issue the contract in euros (€), with payments made to the contractor upon submission of a valid fiscal invoice in euros. All payments shall be affected within thirty (30) calendar days upon approval of the corresponding valid invoice by the Expertise France. Payments for these invoices will be made to the Contractor’s designated bank account

XI. Confidentiality

The entire evaluation procedure is confidential and subject to Expertise France’s access-to-documents regulations.

Evaluation reports and written records are for official use only and may not be shared with bidders or any parties outside Expertise France.

XII. Ethical Rules

EF will provide contributions and approvals for the tasks performed under the contract.

Expertise France undertakes to submit its requests to the company within the most reasonable timeframe technically feasible, aligning with the service provider’s work schedule and adhering to the joint work calendar.

Expertise France reserves the right to be informed of subcontractors involved by the contracting company before the contract is signed and retains the right to accept or reject working with such subcontractors.

The contracted company undertakes to maintain regular communication with the expert appointed by EF during the delivery process, exchange information and ideas, inform the expert in a timely manner about the stage of progress, any delays that may affect the process, and the measures for addressing such delays.

All intellectual property rights related to materials, products, documents, and tools developed under this contract shall belong to Expertise France upon their creation.

We hereby commit to adhering to the provisions outlined in this Terms of Reference and to delivering the services mentioned above.	
Name of the Firm	
Name of the Authorized Person	
Title of the Authorized Person	
Signature	
Stamp	
Date	