

ACTION CONTRE LA FAIM

Consultation

Training of trainers of drivers

Publication reference :

Ref : FR-PA-OPE-2026-03

Publication date : 20/01/2026

CONTEXT

Founded in 1979, Action contre la Faim / Action Against Hunger is a private, non-political, non-profit, non-governmental organization that operates worldwide.

Action Against Hunger's mission is to save lives by eliminating hunger through the prevention, detection and treatment of malnutrition, particularly during and after emergencies related to conflict or natural disasters.

We work in nearly 50 countries, helping around 21 million people through our different areas of expertise: Nutrition and Health, Food and Livelihood Security, Water, Sanitation and Hygiene, Mental Health and Child Care Practices and Advocacy.

From crisis to long-term support, we fight against the causes of malnutrition and its effects. By promoting the integration of our programs into local and national structures, we aim to ensure that our short-term interventions become sustainable solutions.

Our values are: Independence / Neutrality / Non-discrimination / Free and direct access to victims / Professionalism / Transparency.

Action contre la Faim (ACF) is now recognized as one of the leading organizations in the fight against hunger worldwide. ACF is accountable for its environmental impact and outline its way of working in the face of the climate crisis. ACF supports the objective of the Paris Agreement to maintain the global average temperature at below 2°C above the pre-industrial temperature with adopting a strategy leading to 1,5°C and the commitment of a carbon-neutral society in 2050 with a first reduction of 50% of its carbon footprints before 2030. ACF promotes climate and environmental respectful actions oriented to be at the forefront of the fight against hunger. ACF is transparent, responsible, and coherent in transforming its mission in the face of the climate crisis.

It is on the road that teams are most often vulnerable to critical security risks, such as carjacking, kidnapping, and crossfire. It is therefore essential to have vehicles that are adapted to their environment, in good condition, with trained and responsive drivers, trained and responsive passengers, and appropriate means of communication.

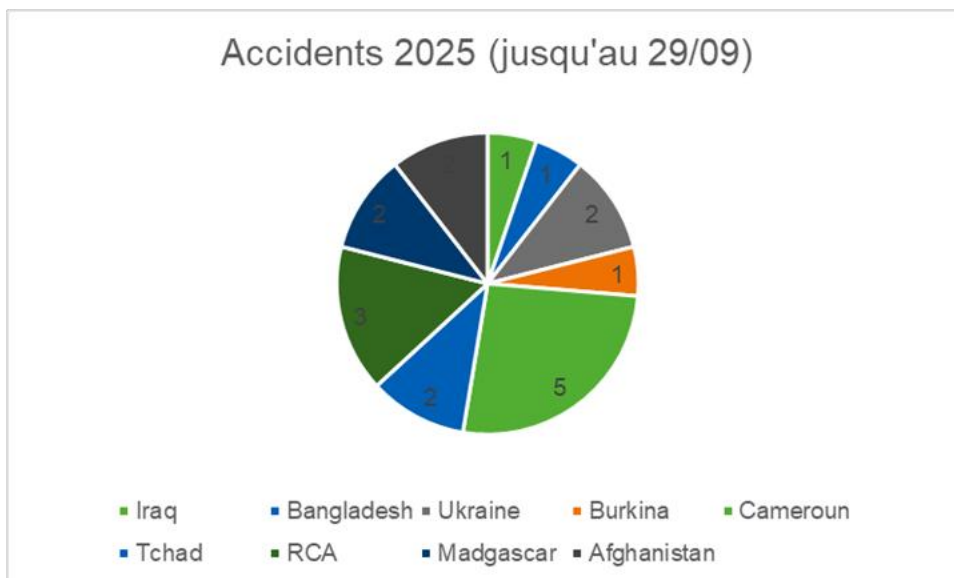
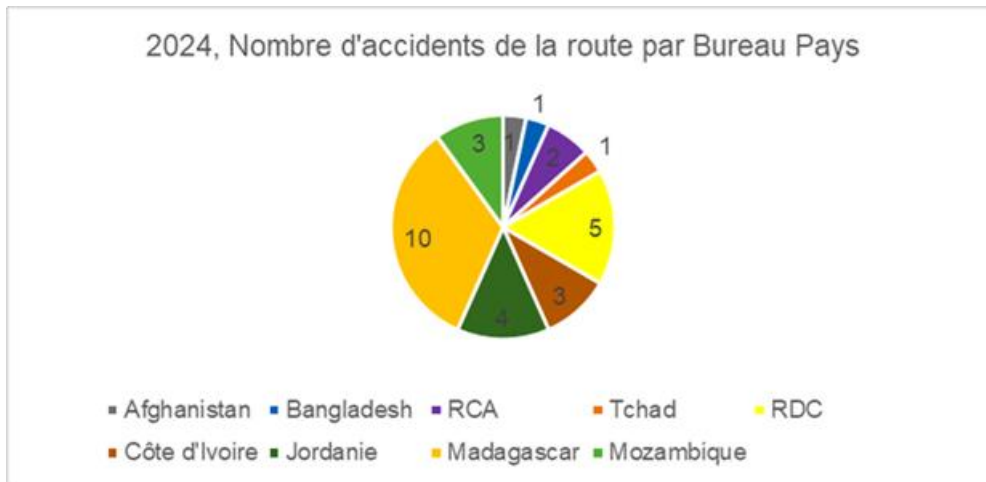
We also face **physical access barriers related to the environment**: road conditions, lack of infrastructure, and deteriorated vehicle fleets, over which we have no control.

In 2023, we recorded 62 road accidents across all our country offices, including one fatal accident involving one of our employees. Twenty-nine accidents were recorded in 2024, and 32 accidents have been reported in 2025. **More than 50% are considered to have endogenous causes**, whether due to a lack of vigilance or protection, or to drivers' failure to comply with procedures, which means that they could have been avoided and that there is room for improvement to further reduce road accidents.

A **Briefing Note** was produced in 2020 detailing all the actions to be taken to reduce road risks.

In addition, every year since 2021, ACF has organized a **road safety awareness campaign** across all of its country offices. For several weeks, key messages are communicated to operational teams (passengers and managers), everyone's roles are reiterated, and specific actions are usually organized for drivers.

ACF KEY DATA



PROJECT DESCRIPTION

It is essential to identify a driver or driver manager on a permanent contract with ACF at the Country Offices and train him/her as a trainer so that they can replicate the training as often as necessary for drivers of the Country Office.

The training would be provided in a country where ACF has an office, with preferably four days of face-to-face training, optionally preceded by a distance learning or e-learning modules.

OBJECTIVE OF THE CONSULTATION

ACF is publishing this consultation, in order to identify trainers of trainers (ToT) to organise 2 sessions in person (possibly with e-learning/ distance learning before and distance follow-up after) for a total of a minimum of 15 participants.

1 session of training will be in French, the other one in English. The location of the training could be Yaoundé and Abuja (but other propositions can be made).

PUBLIC TARGETED

A minimum of 15 drivers or General resources managers (responsables moyens généraux) or fleet managers from the following countries : Sierra Leone, Liberia, Ivory Coast, Burkina Faso, Chad, Nigeria, Cameroon, Central African Republic, Democratic Republic of Congo, Mozambique, Madagascar. (5 participants english-speaking, 10 participants french-speaking).

TRAINING CONTENT

The **online or e-learning course** could cover the following topics:

- Preparing the vehicle and its occupants for a trip
- Checking and maintaining your vehicle for safe travel
- Defining how to drive safely and responsibly on site in normal traffic conditions
- Explaining the principles of safe and responsible driving in off-road conditions
- Knowing how to use recovery equipment and accessories safely in off-road conditions
- Reviewing and adapting driving behavior throughout the vehicle's lifetime
- Ecodriving

Face-to-face training

The face-to-face training provides a practical review of all the theory previously covered remotely and ensures that knowledge and best practices can be passed on to other drivers through practical exercises in which learners participate and then lead (change of posture).

- 4x4 driving
- Threat analysis
- Instinctive driving
- Awareness of dangers
- Safe and progressive driving
- Off-road driving
- Basic mechanics
- Vehicle safety in off-road conditions
- Theory of defensive driving and driving
- Vehicle control systems
- Vehicle recovery situations
- Convoy manoeuvres
- Teaching techniques
- Optional: first aid training

BUDGET

The training is organised through a grant obtained by ACF with a maximum budget of 60,000 euros including: trainers fees, accommodations, transportation and per diem of participants.

The applications to the consultation can offer 2 options: residential or non-residential.

CONSULTATION SCHEDULE

	DATE	TIME*
Advertisement by ACF	January 20 9th, 2025	
Deadline for submitting questions to ACF	January 26, 2026	5 PM
Communication of answers to all participants	January 30, 2026	5 PM
Deadline for receipt of propositions	February 23, 2026	5 PM

Deadline to finalise bilateral interviews with selected providers (if necessary)	March 2nd, 2026
Final selection	March 23rd, 2026
Implementation of the in-person training	May 2026

* All times are local Paris time.

This provisional schedule may be freely modified by ACF according to the constraints encountered.

Questions from applicants during the consultation should be sent by e-mail to the attention of :

Anne-Céline Okonta aokonta@actioncontrelafaim.org,

Jody Cormack : jcormack@actioncontrelafaim.org

Justine Cuvelier jcuvelier@actioncontrelafaim.org

with the subject : FR-PA-OPE-2026-03 Consultation Training of Trainers for Drivers

CANCELLATION OF THE CONSULTATION PROCEDURE

In the event of a consultation procedure's cancellation, bidders will be notified by ACF.

Cancellation may occur when:

1. The consultation procedure has been unsuccessful, namely where no qualitatively or financially worthwhile tender has been received or there has been no response at all;
2. The economic or technical parameters of the project have been fundamentally altered;
3. Exceptional circumstances or force majeure render normal performance of the project impossible;
4. All technically compliant tenders exceed the financial resources available;
5. There have been irregularities in the procedure, in particular where these have prevented fair competition.

In no event shall ACF be liable for damages of any kind (in particular, damages for loss of profits in the event of cancellation of a tender), even if ACF has been advised of the possibility of damages.

The publication of a procurement notice does not commit ACF to implement the announced program or project.

ETHIC

ACF pays particular attention to the ethical values of its suppliers and contractors and wishes to work with partners who are prepared to comply with the Basic Ethical Rules of International Trade.

Bidders must read and understand the Code of Conduct as defined by ACF in Annex and commit themselves to respect them by signing the "Statement of Integrity" and Commitment to Respect ACF's Supplier Code of Conduct".

All employees and representatives of Action contre la Faim, including individual and corporate contractors, must uphold and promote the highest standards of ethical and professional conduct at all times, and abide by the organization's policies. Bidders must read and understand the PSEA Policy as defined by ACF in Annex and commit themselves to respect it by signing the Policy on Protection from Sexual Exploitation and Abuse (PSEA).

ACF reserves the right to terminate the Agreement immediately, with no penalty, in the event the Supplier breaches any of those ethical commitments.

Finally, Action Contre la Faim wishes to limit its environmental impact as much as possible and expects a similar approach from its suppliers and service providers.

SCREENING POLICY

A policy put in place by ACF's donors aims to ensure that any partner of the association has not been designated as ineligible for these funds by the competent authorities. Therefore, the Supplier must not be on one of the "anti-terrorist" lists drawn up by the said authorities.

In order to comply with this policy, ACF is required to carry out a check consisting of comparing the nominative data of the natural person representing the Supplier with those appearing on the "anti-terrorist" lists, using specific software.

This check is carried out in compliance with the regulations in force regarding the protection of personal data.



Appendix 6 : Financial grid

Comment: You may indicate as many lines as they wish in each category.

You may also provide, for information purposes, a quote in the format of your choice in addition to the price list.

Global price proposition

#	Description		Unit price or lumpsum residential	Unit Price or lumpsum not-residential	TOTAL in € HT
1	Distance training				
2	In-person training French session	Proposed location (if you have a preference)			
3	In-person training English session	Proposed location (if you have a preference)			
TOTAL GENERAL excluding tax					
TOTAL GENERAL including all charges					

Details of #2

#	Description	Details	Price	TOTAL in € HT
2	Trainers fees			
2	Trainers transportation			
2	Trainers housing			
2	Training room	If you present a residential option		
2	Trainees accommodation	If you present a residential option		
2	Trainees meals	If you present a residential option		
2	Other costs	Please provide details (add lines)		
TOTAL GENERAL excluding tax				

Details of #3

#	Description	Details	Price	TOTAL in € HT
3	Trainers fees			
3	Trainers transportation			
3	Trainers housing			
3	Training room	If you present a residential option		
3	Trainees accommodation	If you present a residential option		
3	Trainees meals	If you present a residential option		
3	Other costs	Please provide details (add lines)		
TOTAL GENERAL excluding tax				