



WFP Tanzania


**Standard Operating procedures for Logistics Operations
Cargo Allocations to Contracted Transporters Working Under Tariff System
January 2014**

Under tariff system more than one road transporters are engaged for WFP cargo dispatch from Dar es Salaam port, Dodoma, Arusha, Babati, Isaka and Kigoma to the local and transit destinations of Tanzania and DRC, Burundi, Rwanda, Uganda, Kenya, Somalia and South Sudan respectively.

The cargo shall be allocated amongst road transporters with valid transport contracts based on the following procedures:

- i. Request for uplift transport capacity shall be communicated through email to all transporters at least 24 hrs in advance indicating type of commodity, quality, cargo status (local or transit) and cargo readiness date for uplift.
- ii. An excel spread sheet shall be maintained throughout the transport contracting period to keep records of cumulated and current cargo allocations to each transporter with valid contract.
- iii. The cumulative and current invoice value shall be maintained as a base for calculating percentage of cargo allocation to each transporter engaged during the contracting period.
- iv. The up-dated cargo allocation spread sheet shall be approved by Head of Logistics for further LTIs issuing and cargo dispatch execution.
- v. The cargo allocations to transporters shall be based on:
 - Transporters written response to the request for uplift transport capacity
 - Transporters actual uplift capacity verified from last up-dated transport evaluation
 - Performance records from previous cargo allocations, including completion of outstanding LTIs and arrival of loaded trucks to destinations within a reasonable transit time.
- vi. Transporters shall be informed in writing their allocations with details of cargo quantity, destination(s), readiness and time line to uplift the cargo.
- vii. The approved cargo allocation spread sheet attached with transporters responses to uplift capacity shall be filed for records and future reference.
- viii. In failure to provide truck capacity within the specified period by transporter, the provision allocation cargo shall be re-allocated to other transporter(s) who will have available capacity upon approval by Head of Logistics.
- ix. The cargo allocation template is hereby attached for reference.

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