



UNITED NATIONS

DEPARTMENT OF OPERATIONAL SUPPORT

**TRIANGULAR PARTNERSHIP PROGRAMME
COURSE JOINING INSTRUCTIONS**

TRAINERS

**Heavy Engineering Equipment Operator Courses
(Intermediate and Training of Trainers)**

6 September – 15 October 2021

Nairobi, Kenya



COURSE DESCRIPTION

Course Objective

1. The course objectives of the Intermediate and Training of Trainers (TOT) courses are:
 - a. **Intermediate.** To provide trainees with the more advanced skills in the operation and general maintenance of HEE such as bull-dozers, motor graders, hydraulic excavators, and bucket or front-end loaders, self-propelled vibratory rollers supported by dump trucks and low bed semi-trailers in the execution of engineering tasks under field conditions.
 - b. **TOT.** To provide trainees with the skills as instructors to enable them to instruct others on how to operate and maintain bull-dozers, motor graders, hydraulic excavators, and bucket or front-end loaders, self-propelled vibratory rollers, dump trucks and low bed semi-trailers in the execution of engineering tasks.
2. The courses are being conducted by the United Nations with support from the Government of Switzerland. The training team will be led by a master trainer/chief instructor from Switzerland with six assistant trainers from Ghana, Kenya, Rwanda, and Uganda.

3. Trainees are expected from Kenya, Uganda, Ghana, Rwanda, Sierra Leone, Tanzania, and Zambia. There will be twenty trainees (20) on the Intermediate course and fourteen (14) on the TOT.

COURSE PROGRAMME

4. The following dates will apply to the training:
 - a. Trainers
 - Master Trainer/Chief Instructor: Arrival: 16 August 2021.
 - First Batch (Assistant Trainers): Arrival: 29 August 2021. Timings to be confirmed.
 - Second Batch (Assistant Trainers): Arrival: 5 September 2021. Chief Instructor to determine grouping of assistant trainers for each course and the arrival dates.
 - b. Trainees
 - TOT: Arrival: 4 September 2021. Timings to be confirmed.
 - Intermediate: Arrival: 11 September 2021. Course Start Dates:
 - c. Course Start Dates
 - TOT: 6 September 2021 at 0800 hrs
 - Intermediate: 13 September 2021.
 - d. Course End Date: 15 October 2021 at 1500 hours (for both courses)
 - e. Trainers and Trainees' Departure: 16 October 2021. Timings to be confirmed

SCHEDULE

5. The duration of courses is six (6) weeks for the TOT and five (5) weeks for the Intermediate. The courses will be conducted concurrently at the same location. There will be seven (7) hours of training daily from Monday through Friday. The weekends will be free unless otherwise stated. The training team will issue a detailed weekly training programme to the trainees before the start of each week. The team retains the right to revise the programme.



TRAINING LOCATION

6. The course will take place at Humanitarian Peace Support School (HPSS), Nairobi, Kenya. <http://www.ipstc.org/hpss-location-and-map.aspx>
7. The UN will arrange meeting and movement of non-Kenyan trainers and trainees from Jomo Kenyatta International Airport in Nairobi to the training location at the start of the course and participants will similarly be dropped off at the airport on the day of departure. Similarly, the Kenya Defence Force (KDF) will be responsible for the movement of its personnel to and from the training location.

HEAVY ENGINEERING EQUIPMENT

8. The Heavy Engineering Equipment (HEE) for the two courses are as indicated in the tables below.

Type and Mobilisation Date

	Equipment Type	27-Aug-21	3-Sep-21	17-Sep-21	Total
1	Crawler Bulldozer	1	1	2	4
2	Self-Propelled Vibratory Roller	1	1	0	2
3	Bucket Loader	1	1	2	4
4	Hydraulic Excavator (Tracked)	1	1	2	4
5	Motor Grader	1	1	2	4
6	Dump Truck	1	1	0	2
7	Truck Tractor with Lowbed	0	1	0	1
	Total	6	7	8	21

27-Aug-21

1	Self-Propelled Vibratory Roller-Dynapac CA 2500D	1	27-Aug
2	Bucket Loader - Leibherr L538	1	27-Aug
3	Hydraulic Excavator (Tracked) - Doosan DX 225 LCA with demolition and sorting grapple and hydraulic hammer	1	27-Aug
4	Motor Grader - Caterpillar 140K	1	27-Aug
5	Crawler Bulldozer - Caterpillar D6R	1	27-Aug
6	Dump Truck - Mitsubishi FJX3	1	27-Aug

3-Sep-21

1	Truck Tractor - FAW CA 4161 with Bhachu Lowbed	1	03-Sep
2	Self-Propelled Vibratory Roller-Dynapac CA 2500D	1	03-Sep
3	Bucket Loader - Leibherr L538	1	03-Sep
4	Hydraulic Excavator (Tracked) - Caterpillar 320DL	1	03-Sep
5	Dump Truck - Mitsubishi FJX3	1	03-Sep
6	Motor Grader Komatsu GD 663A	1	03-Sep



7	Crawler Bulldozer - Caterpillar D6R	1	03-Sep
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17-Sep-21

1	Crawler Bulldozer - CAT D6R	1	17-Sep
2	Crawler Bulldozer - Caterpillar D6R	1	17-Sep
3	Bucket Loader - Leibherr L550	1	17-Sep
4	Bucket Loader - Leibherr L550	1	17-Sep
5	Hydraulic Excavator (Tracked) - Komatsu PC 200	1	17-Sep
6	Hydraulic Excavator (Tracked) - Caterpillar 320DL	1	17-Sep
7	Motor Grader - Caterpillar 140K	1	17-Sep
8	Motor Grader - Caterpillar 140K	1	17-Sep

9. The Chief instructor will allocate the HEE to the individual courses based on the training programme requirements. The HEE will be demobilised from HPSS on 16 October 2021.

TRAVEL DOCUMENTS

10. Travellers usually require the following documents to enter Kenya:

- Passport with at least 6 months validity remaining.
 - Valid visa. (usually can be obtained on arrival)
- See <https://immigration.ecitizen.go.ke/index.php?id=6>

11. Depending on your nation’s agreement with Kenya, a military ID card may also be required:

12. Your Governments shall ensure that you have valid travel documents such as passport, immunization cards, etc. and the necessary visas or entry permits for Kenya. Proof of yellow fever vaccination is a mandatory requirement for entry into Kenya.

13. Your Government will also ensure that you undergo a Covid PCR test with a negative result for your travel. Carry proof of the negative test result with you and be prepared to show it on arrival in Kenya. Please note that the validity period of a COVID PCR test in Kenya is 72 hours

MEDICAL

General

14. Travellers arriving from African countries are likely to be requested to show proof of yellow fever vaccination. If not produced individuals may be asked to pay for and receive a vaccination at the airport.

15. More information on Kenya health, malaria and vaccination recommendations can be found here:

http://travelhealthpro.org.uk/country/117/kenya#General_information

16. Medical and dental insurance is not covered by the project. This is the responsibility of the participant or the national’s country.



17. Basic first aid and a referral service will be provided by HPSS.

Covid- Related

18. Kenyan borders are open however flights from UK and India are suspended. Passengers who have been to or transited through India in the past 14 days are not allowed to enter Kenya.

Kenya’s Current Coronavirus Requirements

19. All passengers must comply with the following requirements:
- All travellers entering Kenya must have negative PCR based Covid-19 test carried out within 72 hours on arrival.
 - The mandatory Ministry of Health Travellers Health Surveillance online form must be filled and submitted prior to travel. The online form should be accessed from the Ministry of Health website: https://ears.health.go.ke/airline_registration/.
 - After submitting the travel surveillance form, Passengers are advised to download the QR code. Passengers will be required to display the received QR codes to port health officials on arrival for them to be allowed to proceed to arrival immigration
 - Submit to medical screening upon arrival in Kenya
 - Undergo quarantine if necessary.
 - All passengers must present a medical certificate verifying that they tested negative for coronavirus before coming to Kenya.
 - For those who have been vaccinated against COVID 19, present a vaccination certificate

Kenya Coronavirus Quarantine Regulations

20. Upon arrival, passengers are subject to medical screening. Arrivals from most countries and territories are exempt from Kenyan quarantine requirements. However, if passengers show COVID-19 symptoms, they must quarantine at their own cost.

21. There are over 180 countries and territories whose citizens do not have to quarantine upon arrival as long as they meet the following criteria:

- The passenger does not have a body temperature above 37.5°C (99.5°F)
- The passenger does not have a persistent cough, difficulty breathing, or other flu-like symptoms
- The passenger has a negative PCR-based COVID-19 test conducted within 96 hours before travel

https://www.kcaa.or.ke/sites/default/files/docs/covid_19/exempted_states.pdf

<https://www.kenyanevisa.com/entry-restrictions/>

HPSS Specific Provisions

22. With a negative PCR test result HPSS does only a confirmatory institutional test at its own cost with no requirement for quarantine if the test results are negative. In the unlikely event the participant turns positive, they do not attend class programs face -to-face but they will be provided with a virtual connection to follow the same virtually.



23. HPSS will conduct regular temperature checks and Covid tests on course participants and cases of positive results will be quarantined immediately for follow on medical action. More serious cases are referred to Outpost medical facilities in line with individual participant international/national medical insurances in force at the time of occurrence.

24. The School will provide sufficient sanitiser, hand washing locations, hygiene, soap, toiletries, and related health facilities as per the demand, dependent upon the training environment (indoor/ outdoor), course loading numbers and facilities in use.

25. The training will be conducted in a “bubble” where course participants will be expected to remain within the training location throughout the course. Group outings will be organised by the TPP, in liaison, with HPSS, when it is deemed safe to do so. Exceptions, with justifiable reasons, may be granted with the consent of the School and the TPP.

PERSONAL PROTECTION EQUIPMENT (PPE)

26. Trainees will be provided with the following PPE: safety hats, dust masks, high visibility vests, safety glasses and whistles.

27. Participants should bring their own additional PPE requirements suitable for undertaking an engineering training programme. This may include safety boots, gloves, coveralls.

28. Additionally, trainees will be provided with Covid-related PPEs such as nose masks and hand sanitisers.

ACCOMMODATION & CATERING

29. Accommodation will be provided at HPSS. HPSS provides individual rooms with ensuite bathrooms.



30. Each accommodation block has a communal area, shared between residents of the block. These shared areas have a tv, microwave, refrigerator and drinking water dispenser.

31. Participants can heat food however they are not allowed to cook in the accommodation area.



Accommodation Common Area

32. Smoking indoors is not allowed.

Available services are:

- Fee based laundry service
- Cable TV in common areas
- Shared wifi / internet
- Cash bar (evenings only)
- Gymnasium

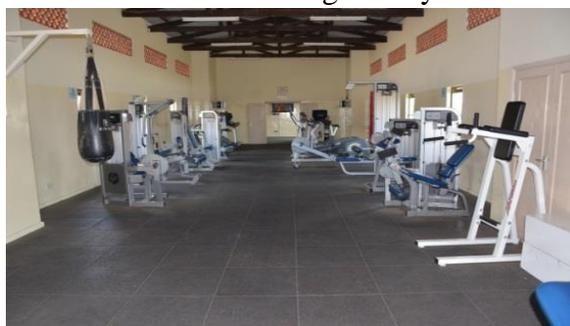
33. The United Nations will arrange, through HPSS, to provide all meals and accommodation for all trainers and trainees throughout the duration of the training course. Participants should inform the TPP Training Officer of any special dietary requirements for meals the trainees may have (allergies, vegetarians, etc.)



Mess dining facility



Conference Room



Gym



Classroom



ELECTRICITY

34. Electricity in Kenya is 240V, 50Hz. The plugs are the standard British 3-pin type. Bringing an adaptor is advised.



LOCAL CURRENCY AND FOREIGN EXCHANGE

35. Kenya's currency is the Kenyan shilling. Participants are advised to bring means (cash, card) for the duration of the training. Kenya has several banks with ATM's that accept major credit card withdrawals. All visa and master cards are acceptable in majority of financial institutions.

36. Most major currencies are accepted at the airport for changing into Kenyan shillings, but US dollar, Euro and British Pound are the most widely accepted foreign currencies. It is recommended travellers change some funds at the airport upon arrival although HPSS can assist in changing money on any working day. Real time currency exchange rates can be verified on the Central Bank of Kenya portal via this link: <https://www.centralbank.go.ke/rates/forex-exchange-rates/>

37. Personnel are to ensure that all financial allotments for the support of their families are concluded before the commencement of the course.

COMMUNICATION

38. Cable internet connection and/or wifi will be available in the accommodation and lecture rooms. **Note that the service is not for downloading very large volume files or watching movies which can potentially slow down the service and necessitate restrictions on usage.**

39. Participants may bring their own laptops, tablets, cell phones, etc. The security of all such personal items is the individuals own responsibility.

40. Various cell phone providers are available in Kenya. SIM cards and credit can be purchased within HPSS on an individual basis. A SIM card costs 300 Kenya Shillings or \$3. A copy of identification is required for the purchase of a Kenyan SIM card.

41. Internet data bundles cost roughly: 350MB = 250KES or \$2.5, 1GB = 500KES or \$5, 3GB = 1000KES or \$10.

KENYA WEATHER

42. Kenya lies on the equator and has a pleasant tropical climate. Nairobi is at an altitude of 5,000 feet above sea level, ensuring daytime temperatures average between 20°C and 26°C cooling at night.

January & February - During these months a dry spell in the rainy season occurs and it rains less. How long the spell lasts and when it takes place, exactly, is unpredictable.



March, April & May - ‘*Long rains*’ - These months get the most rain and it can downpour daily, although seldom the entire day. It is very cloudy especially in the highlands.

June, July, August, September & October - These are the coldest months. Daytime temperatures are usually around 23°C. During the Dry season, the sky is clear, and days are sunny. Early morning temperatures are typically 10°C. There is very little rain.

November & December - ‘*Short rains*’ - A period of unpredictable, short rains between November and December lasts about a month. The rain is sometimes heavy, but mostly falls in the late afternoon or evening.

SECURITY

43. Accommodation and training activities will be conducted at HPSS which is a secure, fenced compound location less than 10 km for Jomo Kenyatta International Airport in Nairobi, Kenya. Security for the training will be provided by the Kenya Defence Force.

44. On arrival, briefings will be given on orientation, security, regulations, and restrictions relating to HPSS, the training, the UN and in country safety and security.

TRAINER/TRAINEE CONDUCT

45. The United Nations expects that interactions during the course are handled with respect, dignity, constructiveness, and friendliness. We expect that the diverse opinions will generate a lot of discussions and lead to greater bonding.

46. Respect for diversity and cultural differences are required from all course participants.

47. The highest standard of discipline is expected from all course participants. Cases of indiscipline will be handled through the individual national military command.

48. The most senior trainee will be responsible for the command and control of all other trainees from the same country including administration. The said officer shall forward all issues relating to administration and logistics in writing to or shall verbally inform the UN designated official for such matters. Where multiple countries are represented at the training, a course leader from among the trainees will be appointed to facilitate the smooth administration of the training.

49. All training issues that requiring urgent attention shall be addressed to the TPP Training Officer who will in turn liaise with the head of the training team.

DRESS CODE

50. During the training hours, and during all informal meetings, participants are expected to be wearing their national military uniforms (working/fatigue dress/camouflage). Trainers may bring along overalls/coveralls for field work.

51. For the opening and closing ceremonies, combat dress for uniformed military personnel is required.



52. After training hours, including mealtimes, casual and cultural dressing is permitted. Sportswear is only allowed in the gymnasium.

GYMNASIUM

53. HPSS has a fully equipped gymnasium. Towels and water are provided, however, mindful of Covid-19 situation, course participants may bring their own towels. Proper sportswear must be worn inside the gym.

SHOPPING AND PROVISIONS

54. HPSS has a small shop available with limited provisions. Please note this is not a full supermarket.

NATIONAL PRESENTATIONS

55. Trainees from individual countries will be required to prepare and deliver a 15-minute presentation on their individual countries highlighting culture, people, landscape, outline military horizontal engineering capabilities, training, etc. Only one presentation per country is required. The presentation format is by means of PowerPoint, but short video clips and other forms of presentation are also welcome.

POINTS OF CONTACT

56. The Points of Contact for the course are:

- a. **Triangular Partnership Programme, United Nations Headquarters, New York.**

Mr. Julian Otinkorang, Deputy Project Manager, +1 917 467 4167,
otinkorang@un.org.

- b. **Triangular Partnership Programme, Nairobi, Kenya.**

Ms Mary Njeri Thiong'o, Training Officer, + 254 720357573, mary.thiongo@un.org

- c. **Humanitarian Peace Support School (HPSS) Nairobi, Kenya.**

Major Stephen Charo, Course Coordinator: +254 721 470 586, trgoffr-mineaction@hpss-ipstc.org. (for administrative issues).