



WOMEN FOR WOMEN INTERNATIONAL®

TERMS OF REFERENCE

For

CAR RENTAL SERVICES

Ref: WFWI-CRM-2025-01-01

BACKGROUND:

Women FOR Women International in Iraq is planning to hire an SUV car rental with a driver based in Erbil who has frequent trips to other parts of KRI and Iraq and will report to the logistics officer.

PURPOSE

The service provider will be responsible for providing and driving the vehicle and providing related services and necessary support to logistics under the direct supervision of the Logistics Officer with the following details:

- SUV-vehicle all-inclusive (Driver, Insurance, Fuel, Maintenance, and repairs).
- Based in Erbil with movements within KRI and GOI, including but not limited to Mosul.
- The vehicle and driver will work 8 hours daily, five days a week, for monthly contracts.
- The normal working hours will be 08:30-4:30:00 PM from Sunday to Thursday.
- The Used Mileage During working hours ranges from 2000 to 4000KM per month.
- WFWI plans to hire extra Cars on a daily basis. and half-day or full-day may apply as needed.

DURATION

The contract is for six months and possibly renewable per available funds.

DUTIES AND RESPONSIBILITIES

- Performing reliable and secure driving services by:
 - a. Driving his/her vehicle for the transport of authorized personnel and delivery and collection of project equipment
 - b. Assisting project staff in the loading and offloading of project equipment, as necessary
- Take care of the day-to-day maintenance of the assigned vehicle; check oil, water, battery, brakes, tires, etc.; perform minor repairs; arrange for other repairs and ensure that the car is kept clean.
- Ensures availability of all the required documents/supplies, including incident records, vehicle logs, office directory, map of the city/country, fire extinguisher, first aid kit, and necessary spare parts.
- Ensure that the steps required by INGO and Iraq government rules and regulations are taken in case of involvement in an accident.
- Driving assignments are carried out safely and on time.
- Perform any other logistic, transport, and technical services as may be required or assigned.
- Comply with all Women for Women International standards and communicate the basic concepts of the vehicle's rules to all passengers.
- To provide regular vehicle and other equipment reports as required by the Line Manager
- Perform administrative activities and other logistics duties when not driving as required.

COMPETENCIES OF THE DRIVER

- **Professionalism** – Good knowledge of the area and the current condition of roads and highways.
- **Security and safety awareness** – Ability to apply good judgment in assignments.
- **Planning & Organizing** – Ability to adhere to work assignments and meet designated deadlines.
- **Communications** – Communication skills (spoken and basic written skills).
- **Mechanical Awareness** – Basic mechanical skills.



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- **Teamwork** – Sufficient interpersonal skills and ability to establish and maintain effective working relations with people in a multi-cultural, multi-ethnic environment with sensitivity and respect for diversity.
- **Client orientation** – Courteous and tactful; trustworthy and reliable.
- **Accountability** – High sense of responsibility. Operate in compliance with road and safety regulations and rules.
- **Commitment to continuous learning** – Initiative and willingness to learn new skills.

SKILLS AND QUALIFICATIONS OF THE DRIVER

- Must have a clean driving record, a valid driving license, and no driving convictions.
- Good interpersonal skills and ability to work in a team.
- Kurdish and Arabic languages are both required (reading, writing, and speaking); the English language is an advantage.
- Demonstrated behavior of professional and personal ethics, transparency, and openness
- Adaptable, flexible, and Reliable
- Keeping confidentiality of information accessed during working hours.
- Ability to remain calm under pressure.

REQUIREMENTS OF THE VEHICLE (SUV)

- The vehicle should be in excellent condition with a year of manufacture, not older than the 2020 model.
- The vehicle offered should have the best quality possible without apparent damage; the windscreens must be in an impeccable state without any impact.
- The vehicle provided should be supplied with the complete toolkit, including but not limited to the spare wheel, wheel change kit, battery jumper kit, first aid kit, fire extinguisher, functional seat belt (front and rear), etc.
- The Vehicle should have genuine body parts.
- The Vehicle should be Safe and equipped with minimum genuine airbags and seat belts.
- The vehicle should be legally registered and have a PVI passed. In case it is not registered under the name of the driver, there should be a formal delegation issued by a legal entity.
- The vehicle should be insured when starting Work with WFWI.

OTHERS

- CV of the driver's CV with car specifications must be provided and submitted for competition within the application process.

FAVOURABLE ASPECTS FROM BIDDERS:

- White Colour vehicle
- Model year newer than 2020 vehicle.
- Fully equipped with genuine airbags and vehicles.
- Low mileage (KM)vehicle
- Benzene or hybrid fuel operating vehicle
- publicly recognized and recommended for safety.
- Professional experience of the driver
- Experience of the driver with NGOs
- Ownership of the car by the driver.