

## **TERMS OF REFERENCE AND TECHNICAL SPECIFICATIONS**

### **VEHICLE RENTAL SERVICES WITH DRIVER PROVISION FROM INDIVIDUAL PROVIDERS OR RENTAL COMPANIES**

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#### **Introduction:**

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##### **About Expertise France:**

Expertise France is a public agency part of the AFD Group, merging six agencies under the supervision of the French Ministries of Foreign Affairs and Economy and Finance with a strong inter-ministerial vocation. EF offers programme engineering and technical assistance by developing and implementing international cooperation actions worldwide. EF operates in various development and institutional cooperation fields, including safety and security reform, post-crisis/stability, public health, human rights, strengthening of institutions and NGOs, and governance.

Expertise France designs and implements projects which aim to contribute to the balanced development of partner countries, in line with the Sustainable Development Goals (SDGs) of the 2030 Agenda and the priorities of France's external action.

##### **I. About IWEE project:**

The IWEE project, launched in January 2024, aims to enhance the economic empowerment of women in Iraq by facilitating the creation and development of women-led businesses. Funded by the French Agency for Development (AFD) with a total budget of 10 million euros and managed by Expertise France, the project spans 36 months. A primary focus of the initiative is to structure and support the women entrepreneurial ecosystem, assist in the establishment of micro-businesses, and expand the growth of existing female-run businesses across Iraq.

The intention is to empower women economically by providing them the means to start and sustain businesses, thereby fostering a conducive business environment for female entrepreneurs. The strategic approach of the project encompasses three main components: structural support for the entrepreneurial ecosystem, assistance in micro-business creation, and enhancement of existing women-led businesses. The expected outcomes include a strengthened entrepreneurial framework for women, increased training and opportunities for Iraqi women to initiate micro-businesses, and reinforced business development for existing enterprises led by women.

This comprehensive support for women in Iraq not only addresses immediate economic empowerment but also aims at long-term sustainability and independence of women in the business sector. The project seeks to make a lasting impact on the economic landscape for women in Iraq, aligning with broader goals of gender equality and economic inclusivity.

Since the project operation covers most regions of Iraq apart from KRG, IWEE is looking for a service provider as a “**driver along with his vehicle**” to enhance team productivity by ensuring reliable and timely transportation, allowing team members to focus on their core responsibilities instead of travel logistics. Additionally, it will improve safety through professional driving and proper vehicle maintenance, and offers flexible scheduling to accommodate sudden or after-hours travel requirements, supporting efficient project operations.

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## II. Objectives and desired results:

IWEE is looking to hire a service provider as “driver along with his vehicle” to assist with the project operation across region of Federal Iraq, the service provider should be achieving these required results:

- i. **Timeliness and Reliability:** Ensuring all transportation is timely, allowing team members to attend meetings, events, and complete tasks according to schedule without delays.
- ii. **Safety and Maintenance:** Maintaining high safety standards by practicing defensive driving, adhering to all traffic laws, and ensuring the vehicle is well-maintained and in excellent operating condition.
- iii. **Flexibility and Availability:** Demonstrating flexibility in scheduling to accommodate last-minute changes and being available for after-hours or emergency travel needs, ensuring the team can reliably meet project demands at any time.
- iv. **Professionalism and Discretion:** Displaying professionalism in all interactions, maintaining confidentiality where necessary, and representing the organization positively during the transportation of team members and guests.
- v. **Route and Traffic Management:** Efficiently planning routes and managing travel times by staying informed about traffic patterns and road conditions to avoid delays and ensure the fastest, safest routes.
- vi. **Vehicle Cleanliness and Presentation:** Keeping the vehicle clean and well-presented at all times, creating a positive and professional impression for passengers and aligning with the organization's standards.
- vii. **Emergency Preparedness:** Being prepared to handle vehicle-related emergencies or unexpected situations, including having a well-stocked first-aid kit, knowing basic

- vehicle troubleshooting, and understanding the procedures for emergency services coordination.
- viii. **Record Keeping:** Accurately logging travel details such as mileage, fuel consumption, and maintenance schedules, contributing to efficient fleet management and cost control.
  - ix. **Communication Skills:** Maintaining clear and effective communication with team members and management about schedules, routes, and any potential delays or issues, ensuring all parties are well-informed.
  - x. **Adherence to Policies:** Strictly following organizational policies regarding vehicle use, driver conduct, and passenger safety to uphold standards and minimize liability.
  - xi. **Adaptability:** Adapting to various types of vehicles if required, managing different driving conditions and passenger needs effectively.

**Support strategy:**

In case of sickness, emergency situation, detention of the car or an accident, the service provider is expected to provide a temporary qualified alternative service provider to fill his assignment not exceeding 7 calendar days subjected to EF acceptance.

### **III. Description of the assignment:**

The service provider is expected to perform these required tasks:

**Movement and logistics:**

1. Ensure the transportation of EF staff and other personnel related to the project to the designated destination in all of Federal Iraq.
2. Strictly adhere to EF policies regarding vehicle use, driver conduct, and passenger safety, particularly in emergency situations, by having a clear emergency response protocol in place
3. Handle the carry of goods and mail as assigned by the project.
4. Coordinate the movements and requests according to the project
5. Arrive at destinations on schedule and use navigation applications to determine the best route.
6. Follow all rules and regulations in relation to the Road Safety Transport Authority.
7. Perform other duties as assigned by the supervisor.

**Check and Maintenance:**

1. Ensure the daily check of the state of the car (levels of oil, fuel, water, etc.).
2. The service provider shall carry all expenses related to the vehicle, including fuel (for use within Baghdad), maintenance, car wash services, and any other associated costs. Expertise France (EF), however, will cover fuel costs for missions outside Baghdad and will also handle the driver's accommodation expenses during these missions.
3. Guarantee daily cleaning of the interior and exterior of the car.
4. Check the stocks of materials of the first aid kit in the car prior to each field trip.
5. In case of an accident during the working hours and assignment, EF will not bear the cost since the vehicle and the passengers including the driver should be fully insured.

**Reporting:**

1. A logbook, with a template provided by Expertise France, is required and must be completed on a daily basis. Entries should include details such as the passenger's name, departure and arrival times, date, destination, starting and ending kilometer (KM) readings, along with any other pertinent information.
2. Maintenance invoices are to be submitted at each interval of 5,000 or 10,000 kilometers.
3. Additional reporting documents may be requested over the course of the assignment, as necessary.

**IV. Place, duration and terms of performance:**

The service provider will be based at the Expertise France (EF) office in Baghdad, with potential travel to various regions across Federal Iraq as required by the project. Working hours will align with EF-Baghdad's official schedule, from 9:00 a.m. to 5:00 p.m., Sunday through Thursday.

Any additional working hours or days will qualify as overtime and be compensated with equivalent hours or days.

The contract will be structured as both a daily and monthly agreement. If the service provider works 22 days, with 8 hours each day, this will be considered a monthly contract. However, if the driver works fewer than 22 days, the agreement will be classified as a daily contract.

The assignment period for the service provider is expected to be from January 15, 2025, to December 31, 2025.

**V. Required expertise and profile**

- Qualifications and skills:
  - i. At least a High School Graduate.
  - ii. Having a car model 2023-2024 and car (SUV) should be with clean title.
  - iii. Having a valid B1, C1 or D1 Iraqi driving license with 5 years of driving experience.
  - iv. Knowledgeable in vehicle maintenance and minor repairs
  - v. Valid full coverage insurance for the vehicle and its passengers, including the driver, is required.
  - vi. Able to work under minimal supervision and be proactive and initiative.
  - vii. Complete mechanical, security, and first aid training courses.
  - viii. Effective time management skills.
  - ix. Excellent interpersonal skills.
  - x. Good communication skills.
  - xi. The driver must be fluent in Arabic and possess basic English skills. Basic proficiency in Kurdish is an advantage, particularly for travel to the Kurdistan region, where it may be useful at border checkpoints.
  - xii. Ability to perform multiple tasks and work under pressure.
  - xiii. Maintenance of confidentiality at all times.
- General professional experience:
  - Previous working experience at Foreign public agency is desirable.
  - Previous working experience at UN and international organization is preferable.
  - Support strategy to be outlined through the email.

- Non-criminal record up to date.
- Include certificates of completion for safety, and first-aid training. Additional training like advanced navigation will be considered a plus.

## **VI. Eligibility of the application :**

- Technical proposal should include:
  - Curriculum Vitae (CV): Must include relevant experience and current residential address.
  - Vehicle Photographs and Details: Clear images of both the car's interior and exterior, along with details including model, make, color, mileage, and specifications.
  - Documentation: A copy of the vehicle registration card and a valid driving license.
- Financial Proposal should include:
  - A detailed proposal outlining the rates, which should include costs for fuel, maintenance, car wash, parking tickets, and other relevant expenses. Mission-related costs, excluding fuel and accommodation (to be covered by Expertise France), should also be considered:
  - Daily Rate
  - Monthly Rate

## **VII. Evaluation of application:**

The selection process is based on the evaluation of technical proposals (70%) and considering Financial proposal (30%), as follows:

<b>Criteria</b>		<b>Score</b>
Technical Proposal		
1	Experience more than 5 years	10%
2	Experience with international agencies and NGOs	35%
3	2023 – 2024 clean title (SUV) vehicle	15%
4	A valid certificate in one of the following areas: Security, Mechanical Skills, or First Aid	10%
Financial Proposal		30%
TOTAL		100%

Expertise France holds exclusive authority to initiate and supervise a negotiation phase, a pivotal process that may involve one, selected, or all applicants, meticulously determined at their discretion. This strategic decision-making aligns with the specific requirements of the situation, ensuring an accurate and effective selection process.

## VIII. Application:

- Applicants can be:- Individual providers or vehicle rental Companies .
- Applicants may submit questions until November 20<sup>th</sup>, 2024, at 11:59 pm (Baghdad time), regarding the submission of tenders through the provided email address: [erbil.office@expertisefrance.fr](mailto:erbil.office@expertisefrance.fr). Expertise France will provide clarification within 5 working days or earlier.
- Applicants must submit their documents by December 7, 2024, at 11:30 pm (Baghdad time) to the same email address: [erbil.office@expertisefrance.fr](mailto:erbil.office@expertisefrance.fr) with a clear
- The application should be submitted in English with clear indication to the announcement title in the email subject.
- Only shortlisted candidates will be called for an interview.
- Please be informed that our server can receive files/documents up to 9 MB. Files/documents larger than this limit will result in the failure to receive your full application.
- Applicants are required to submit the following documents after the selection process and prior to finalizing the contract:
  - Insurance Contract: Proof of valid insurance coverage for the vehicle, driver, and passengers.
  - Criminal Record: A recent criminal record for the driver, in addition to the background check conducted by Expertise France.
  - Emergency Replacement Documentation (for substitute personnel as outlined in Objectives and Desired Results):
    - Curriculum Vitae (CV)
    - Photographs and details of the vehicle
    - Copies of the ID, vehicle registration card, and valid driving license
    - Criminal record for the replacement driver
    - Insurance Contract