Assignment Title:	**Provision of On-Call Vehicle Rental with Driver**
Organisation:	**Welthungerhilfe e. V. (WHH)**
Project:	**IRQ 1094-24**
Contract Duration:	**6 Months**

WELT HUNGER HILFE – IRAQ

TERMS OF REFERENCE (TOR) FOR Provision of On-Call Vehicle Rental with Driver

1. BACKGROUND AND CONTEXT:

WELT HUNGER HILFE (WHH) is a humanitarian, non-governmental, nonprofit organization that has been registered and operating in Iraq and Kurdistan Regional Government since 2015 to fulfill its mandate by providing direct assistance to conflict-affected populations – refugees, internally displaced people (IDPs) and host communities in the conflict areas.

WHH works to support the safety, dignity, and resilience of conflict and displacement-affected people in Iraq by providing for critical basic needs as well as developing sustainable long-term solutions for individuals and communities. To meet these goals, WHH's programming in Iraq focuses on economic recovery initiatives, individual and community protection, shelter and infrastructure provision, and Humanitarian Disarmament and Peacebuilding.

Scope of Work & Geographical Coverage

- **Service Nature:** Provision of transportation services strictly on an **On-Call basis** (as needed).
- **Advance Notice:** The Organization will notify the driver/service provider (Company) **24 hours prior** to the scheduled trip.
- **Trip Routes:** Inter-governorate travel originating from Erbil or Basra to destinations including, but not limited to:
    1. Diyala
    2. Baghdad
    3. Nineveh
    4. Dhi Qar
    5. Basra

6. Erbil

7. (In addition to any other routes between governorates that the organization's activities might require)

3. Mandatory Requirements & Technical Specifications

1. **Driver Requirements:**
    - Must hold a valid, official driving license.
    - Strict adherence to traffic safety standards, local regulations, and humanitarian codes of conduct.
2. **Vehicle Specifications:**
    - **Model Year: 2022 or newer**.
    - **Vehicle Type: SUV and Hybrid** vehicles are strongly preferred.
    - **Condition:** Must be in excellent mechanical condition with a minimum seating capacity of 4 passengers plus the driver.
    - **Safety & Fitness Standards:** Fully equipped with functional safety gear (First Aid Kit, valid Fire Extinguisher, Warning Triangle, Spare Tire, working seatbelts for all seats, and operational A/C).
3. **Operational Expenses:**
    - The driver/contractor(company) is fully responsible for all fuel, maintenance, lubricants, tires, car washing, and any other vehicle running costs. Financial offers must be all-inclusive.

4. Financial Offer & Pricing Structure

All financial quotations must be submitted in **Iraqi Dinars (IQD)** and formatted as follows:

- **Hourly Rate (IQD):** for short-duration trips and long – duration trips. Including Driving, Waiting, and resting hours

5. Required Documentation

- Clear copy of a valid Driver's License.
- Clear copy of valid Vehicle Registration (سنوية).

- Clear copy of National ID / Civil Status Card.
- Completed and signed Financial Offer Form with the location of work schedule.
- For company: legal documents – registration certificate.
- Vehicle Photo.

6. General Terms

- The Organization reserves the right to inspect the vehicle and assess the driver's suitability prior to award.
- The Organization is not bound to accept the lowest bid, and selection will be based on technical compliance, vehicle safety, and price value.
- Strict compliance with anti-corruption and safeguarding policies is mandatory.

Please fill out the two attached documents, ANNEX 1 and ANNEX 2.