

INDIVIDUAL CONSULTANT PROCUREMENT NOTICE
IRQ10/IC-074/18



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Date: 13 November 2018

Reference Number:	IRQ10-IC074/18
Title of Consultancy:	Procurement of Individual Contractor: Driver/Dispatcher for UNOCHA
Consultancy type:	National
Duty Station:	Dohuk, Iraq
Period of assignment/services:	12 Months.
Estimated Starting Date:	1 December 2018
Proposals should be submitted:	Not later than 23 Nov 2018, 4:00 PM (EST Time)

Important Notices:

Request for Clarification: Any request for clarification must be sent in writing and submitted via the e-tendering portal. UNDP will provide a written response, via the same channel, without identifying the source of inquiry.

1. Organizational Context:

Under the overall guidance of Head of Office and under direct supervision of the Administrative assistant, the driver provides reliable and safe driving services and clerical administration assistance to the team providing humanitarian support to the UNMM Office in Iraq and ensuring high accuracy of work. The Driver demonstrates a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds.

2. Functions / Key Results Expected:

Under the day-to-day supervision of the administrative Assistant, the incumbent will perform the following duties:

- Act as transport support staff (dispatcher) and ensure timely assignment of duty drivers for in-town shuttle and for field trips;
- Pick up and drop off the staff during all working days and drive them on official trips in and outside of the city as directed by the direct supervisor and according to the security and transportation procedures of UNMM, ensuring safe and on time arrival of staff to the duty station/destinations and back as required;
- Remain flexible for traveling to outside of the city and working additional hours if required;
- Full compliance with implementation of all security measures for the passengers and the vehicle during all the trips regardless of the location, destination and distance of travel.
- Ensure proper maintenance of the vehicle, cleanliness, and regular checking of the vehicle parts, as described on the driver's checklist;
- Maintain the vehicle logbook is properly filled out with fleet information as well as invoices for fuel and maintenance of the vehicle and making sure it is signed by the authorizing officer;
- Responsible for the day-to-day maintenance of the assigned vehicle, checks oil, water, battery, brakes, tires, etc., performs minor repairs and arranges for other repairs and ensures that the vehicle is kept clean and ready for use;
- Report immediately to direct supervisor of any accidents, mechanical failure occurring during a trip in or outside the city;
- Keep records use of vehicle daily mileage trips, gas consumption, oil changes, greasing, etc.

- Use radio communication and carry out tasks as directed by the supervisor and shall remain vigilant and professional all the time.
- Pouch/mail delivery and distribution of documents and other items when needed;
- Follow up on staff visas/stay permits and custom clearances when required;
- Follow up on regular vehicle servicing and repair/maintenance with local garages;
- Liaise with traffic department when required for vehicle registration etc;
- Perform any other relevant duties as required;

3. **Impact of Results:**

To ensure the smooth and on time provision of transport services and facilitate the successful implementation of the project

4. **Competencies:**

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Teamwork: good interpersonal skills, ability to work in a multi-ethnic environment with sensitivity and respect for diversity;
- Willing to work in shifts including some nights, weekends and official holiday duty;
- Pleasant personality, clean and well groomed;
- Perform any other relevant duties as required;
- Demonstrates excellent knowledge of driving rules and regulations and skills in minor vehicle repair;
- Demonstrates excellent knowledge of security issues, confidentiality and time management;
- Consistently approaches work with energy and a positive, constructive attitude;
- Remains calm, in control and good humored even under pressure.

5. **Recruitment Qualifications:**

Education:

- Primary school certificate. Valid Driver's license

Experience:

- 2 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair;
- Experience in driving various types of vehicles including armored vehicles;

Language Requirements:

- Good Knowledge of English, and Kurdish.

1. **Documents to be included when submitting the Proposal:**

Interested individual consultants must submit the following documents/information to demonstrate their qualifications:

A. Technical Proposal: (which will include the following):

- **Signed Template Confirmation of Interest and Submission of Financial Proposal –Annex 1 attached.**
- **Personal CV including past experience in similar projects and at least 3 references.**

B. Financial proposal:

The financial proposal will specify the monthly fees payments are made to the Individual Consultant on monthly basis.

Important note: the consultant is required to specify the daily fee in his proposal.

2. Selection Criteria:

The award of contract will be made to one individual consultant whose offer has been evaluated and determined as being:

- a) Responsive/compliant/acceptable, and
- b) Achieving the highest combined score (financial and technical).

The Offer will be evaluated based on the following methodology:

Only candidates obtaining a minimum of 70 points will be considered for the Financial Evaluation

<i>Criteria</i>		Max. Point 100	Weight
Technical	<p><u>Education:</u></p> <ul style="list-style-type: none"> Primary school certificate. Valid Driver's license (20 points) <p><u>Experience:</u></p> <ul style="list-style-type: none"> 2 years' work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair; (40 points) Experience in driving various types of vehicles including armored vehicles; (20 points) <p><u>Language Requirements:</u></p> <ul style="list-style-type: none"> Good Knowledge of English, and Kurdish. (20 points) 	100 Points	70%
Financial	<u>Lowest Offer / Offer*100</u>		30%
Total Score = (Technical Score * 0.7 + Financial Score * 0.3)			

Weight Per Technical Competence	
5 (outstanding): 96% - 100%	The individual consultant/contractor has demonstrated an OUTSTANDING capacity for the analyzed competence.
4 (Very good): 86% - 95%	The individual consultant/contractor has demonstrated a VERY GOOD capacity for the analyzed competence.
3 (Good): 76% - 85%	The individual consultant/contractor has demonstrated a GOOD capacity for the analyzed competence.
2 (Satisfactory): 70% - 75%	The individual consultant/contractor has demonstrated a SATISFACTORY capacity for the analyzed competence.
1 (Weak): Below 70%	The individual consultant/contractor has demonstrated a WEAK capacity for the analyzed competence.

Annexes:

Annex 1 – Procurement Notice-Terms of Reference

Annex 2 - Template Confirmation of Interest and Submission of Financial Proposal.

Annex 3 – Individual Consultant General Terms and Conditions.