

Terms of Reference

for a Driver to provide ad-hoc driving services to UN Women Moldova Country Office

Location:	Chisinau, Moldova with occasional trips within and outside Moldova as and when required
Primary Category:	Women's empowerment
Type of Contract:	Individual Contract
Languages required:	Romanian, Russian, basic knowledge of English will be an asset
Application Deadline:	20 February 2015
Expected duration of the assignment:	up to 200 days within a 10 months period
Starting Date: (date when the selected candidate is expected to start)	10 March 2015

BACKGROUND

UN Women, grounded in the vision of equality enshrined in the Charter of the United Nations, works for the elimination of discrimination against women and girls; the empowerment of women; and the achievement of equality between women and men as partners and beneficiaries of development, human rights, humanitarian action and peace and security.

In Moldova UN Women is operational since 2010 on the basis projects presence, which were laid and active in the country from 2007. It extended continuous support to the Government of Moldova, to key stakeholders from national and local levels, through various programmes and activities aimed at creating an enabling environment for gender equality, recognized as a prerequisite for sustainable development with a strong and active policy on gender equality.

Starting with 2014, UN Women Country office has been established in the Republic of Moldova to provide continuous support for the Government, UN and Civil Society to promote gender equality and women's empowerment based on the four key strategic areas in Moldova: (i) Women lead and participate in decision-making at all levels, (ii) Women, especially the poorest and most excluded, are economically empowered and benefit from development, (iii) Women and girls live a life free of violence and (iv) Governance and national planning fully reflect accountability for GE commitments and priorities.

Currently, UN Women is implementing the following major projects: "Joint Integrated Local Development Programme" (JILDP), Project on Enhancing Women's Political Representation (WiP), Gender Responsive Budgeting (GRB) as part of a regional project, and Women Labor Migrant project, as part of a global project. The first two projects are joint projects with UNDP.

With the overall aim to ensure effective country strategy implementation, UN Women Moldova plans to hire a temporary driver to provide safe driving services on an as-needed basis to UN Women Country Office.

DUTIES AND RESPONSIBILITIES

The objective of this assignment is to provide reliable and safe driving services to UN Women Country Office and high-ranking UN officials and visitors ensuring highest standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues.

More specifically, the national consultant will perform the following key activities:

- Liaise with the Administrative Assistant to organize the calendar of the UN Women Country Office, with due regard to all transport needs;

- Provide driving services to the UN Women Country team and any other person authorized by UN Women Country Office to travel in official UN Women transport, including delivery/collection of mail, documents, cargo, pouch and other items as and when required by the office;
- Regularly maintain UN Women vehicle and ensure it is in perfect condition through undertraining timely minor repairs, arrangements for other related repairs, timely change of oil, check of tires, brakes, car washing etc.;
- Help take care of UN Women vehicle in accordance to UN Women rules, including through maintenance of daily vehicle logs, preparation of monthly summary of fuel consumption;
- Ensure availability of all the required documents/supplies including vehicle insurance, vehicle logs, map of the city/country, first aid kit, and necessary spare parts in the vehicle.
- Support in the organization of workshops and seminars in accordance to the UN Women Country Office workplan, including logistical assistance.

EXPECTED KEY DELIVERABLES AND TIMEFRAMES

This assignment is expected to be undertaken over a period of 6 months after the recruitment of the national consultant and signing of the contract.

The main deliverables expected from the national consultant include:

#	Deliverable	Timeframe	Tentative # of days required for accomplishment of task (Percentage of milestone/output)
1.	Driving the UN Women Country Office team and other authorized people to meetings, conferences, seminars and other locations for the purpose of implementing the mandate of UN Women in Moldova	Mar.- Dec.2015	max. 180 working days (90%)
2.	Maintaining the UN Women vehicle in good working condition and maintaining proper records	Mar.- Dec.2015	max. 20 working days (10%)

The timeframe for the work of the driver is tentatively planned from early March through mid-December 2015 with an estimated total volume of work not to exceed 200 working days, coordinated in advance with the UN Women Operations Manager.

Note: The mentioned number of working days has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of assignment. It cannot and shall not be used as criteria for completion of work/assignment. The provision of envisaged deliverables approved by the Operations Manager shall be the only criteria for national consultant's work being completed and eligible for payment/s.

MANAGEMENT ARRANGEMENTS

The Driver will work under the guidance and direct supervision of the Operations Manager and in close coordination with the Administrative Assistant. He/she will be required to work for up to 40 hours a week. UN Women will provide an official vehicle.

PERFORMANCE EVALUATION

Consultant's performance will be evaluated against such criteria as: timeliness, responsibility, initiative, communication, accuracy, and quality of the products delivered.

FINANCIAL ARRANGEMENTS

Payment will be disbursed on a monthly basis upon submission and approval of timesheets with actual days worked and certification by the Operations Manager that the services have been satisfactorily performed.

REQUIRED SKILLS AND EXPERIENCE

Education:

- Relevant education; Valid driver's license (B,C categories)

Experience

- Minimum 5 years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair;
- Minimum 2 year experience of undertaking clerical work;
- Experience of work for UN or other international organisation is an asset;
- Knowledge of MS Office applications is an advantage.

Language Requirements:

- Fluency in Romanian. Working knowledge of Russian. Basic knowledge of English will be an asset.

Evaluation Procedure

Initially, individual consultants will be short-listed based on the following minimum qualification criteria:

- Relevant education; Valid driver's license (B,C categories);
- Minimum 5 years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair

The short-listed individual consultants will be further evaluated based on a cumulative analysis scheme, with a total score being obtained upon the combination of weighted technical and financial attributes. Cost under this method of analysis is rendered as an award criterion, which will be 30% out of a total score of 500 points.

Evaluation of submitted offers will be done based on the following formula:

$$B = T + \frac{C_{low}}{C} \times X$$

where:

- T is the total technical score awarded to the evaluated proposal (only to those proposals that pass 70% m 350 points obtainable under technical evaluation);
- C is the price of the evaluated proposal;
- C_{low} is the lowest of all evaluated proposal prices among responsive proposals; and
- X is the maximum financial points obtainable (150 points)

Technical evaluation will be represented through desk review of applications, driving skills assessment and further interview if needed only, depending on the short-listed candidates' qualifications.

A) Technical Evaluation: The technical part is evaluated on the basis of its responsiveness to the Terms of Reference (TOR).

#	Criteria for technical evaluation	Scoring	Max. points
1	Relevant education; Valid driver's license (B,C categories)	<i>Secondary education, Valid driver's license - 20 pts</i> <i>Bachelor degree, Valid driver's license - 30 pts</i>	30
2	Minimum 5 years of work experience as a driver; safe driving record; knowledge of driving rules and regulations and skills in minor vehicle repair	<i>(5 years - 50 pts, each year over 5 years - 5 pts, up to a max of 80 pts)</i>	80
3	Minimum 2 year experience of undertaking clerical work	<i>2 year - 20 pts, each year over 1 year - 5 pts, up to a maximum of 40 pts</i>	40
4	Experience of work for UN or other international organisation is an asset	<i>max - 30 pts</i>	30
5	Knowledge of MS Office applications is an advantage (assessed based on submitted application)	<i>max - 30 pts</i>	30

#	Criteria for technical evaluation	Scoring	Max. points
6	Fluency in Romanian. Working knowledge of Russian. Basic knowledge of English will be an asset	15 pts - fluency in Ro, 15 pts - working knowledge of Russian, 10 pts – basic knowledge of English)	40
7	Driving skills assessment	Max – 100 pts	100
	Total Technical Scoring		350

B) Financial evaluation:

In the Second Stage, the financial proposal of candidates, who have attained minimum 70% score in the technical evaluation (at least 245 points), will be compared.

WINNING CANDIDATE

The winning candidate will be the candidate, who has accumulated the highest aggregated score (technical scoring + financial scoring).

APPLICATION PROCESS AND SUBMISSION PACKAGE

Interested candidates must submit via online submission system the following documents/ information to demonstrate their qualification:

1. Brief description of why the individual considers him/herself as the most suitable for the assignment;
2. Duly filled Personal History Form (P11) and / or personal CV, including records on past experience in similar assignments as well as the contact details (email and telephone number) of at least three (3) professional references;
3. Financial proposal (in MDL) - specifying a daily all-inclusive fee as per template provided.

Please note that only applicants who are short-listed will be contacted.

Please note that UN Women Moldova reserves the right to select more than one candidate from this announcement.

In July 2010, the United Nations General Assembly created UN Women, the United Nations Entity for Gender Equality and the Empowerment of Women. The creation of UN Women came about as part of the UN reform agenda, bringing together resources and mandates for greater impact. It merges and builds on the important work of four previously distinct parts of the UN system (DAW, OSAGI, INSTRAW and UNIFEM), which focused exclusively on gender equality and women's empowerment.

The United Nations in Moldova is committed to workforce diversity. Women, persons with disabilities, Roma and other ethnic or religious minorities, persons living with HIV, as well as refugees and other non-citizens legally entitled to work in the Republic of Moldova, are particularly encouraged to apply.

Sample of Financial Proposal

The format shown on the following tables is suggested for use as a guide in preparing the Financial Proposal

A. Cost Breakdown per Deliverables*

	Deliverables	# of days and Percentage of Total Price (Weight for payment)	Price, MDL (Lump Sum, All Inclusive)
1	Driving the UN Women Country Office team and other authorized people to meetings, conferences, seminars and other locations for the purpose of implementing the mandate of UN Women in Moldova	max. 180 working days (90%)	
2	Maintaining the UN Women vehicle in good working condition and maintaining proper records	max. 20 working days (10%)	
	Total	max. 200 working days (100%)	MDL

**Basis for payment tranches*

B. Cost Breakdown by Cost Component:

The Applicants are requested to provide the cost breakdown for the above given prices for each deliverable based on the following format. UN Women shall use the cost breakdown for the price reasonability assessment purposes as well as the calculation of price in the event that both parties have agreed to add new deliverables to the scope of Services.

Description of Activity	Unit of measure (e.g., day, month, etc.)	Unit price, MDL	No. of units	Total Price, MDL
Remuneration fee				
Other related costs (please specify)				

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