

Terms of reference (ToRs) for the procurement of services below the EU threshold

Rental Transportation Service	Project number/ cost centre:
	18.9206.6-001.00

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0. List of abbreviations

AVB General Terms and Conditions of Contract (AVB) for supplying services and work 2022
ToRs Terms of reference
RMO Risk Management office

1. Context

The Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH is a global service provider in the field of international cooperation for sustainable development with around 16,400 employees. GIZ has over 50 years of experience in a wide variety of areas, including economic development and employment, energy and the environment, and peace and security. As a public-benefit federal enterprise, GIZ supports the German Government public and private sectors clients in around 130 countries in achieving their objectives in international cooperation. With this aim, GIZ works together with its partners to develop effective solutions that offer people better prospects and sustainably improve their living conditions.

GIZ projects are operating in different governorates and districts throughout central and south of Iraq. These projects are looking to sign a contract for a potential company who can provide daily transportation service in a secure and safe manner

2. Tasks to be performed by the contractor

The contractor is required to provide transportation services to areas in central and south of Iraq for national staff located in Baghdad governorate and other governorates if requested by GIZ. In addition to transportation, the contractor is required to maintain professionalism, provides adequate technical capacity, and maintain insurance and logistical support for all vehicles (including fuel and maintenance) in addition to providing access letters from relevant security authorities.

The contractor is also expected to provide up to seven soft skin SUV (Sport utility vehicle) vehicles and Iraqi drivers (registered and insured) with the ability to deploy additional vehicles and drivers in a short notice when requested by GIZ. The contractor is also expected to have the vehicles and drivers on standby for tasks in GIZ Baghdad offices or other locations as seen fit by GIZ Risk Management Office (RMO) or GIZ projects (vehicles and drivers' standby locations are to be provided by the contractor)

The contractor is responsible for providing the following services:

- Provide SUV vehicles driven by Iraqi drivers to meet GIZ transportation's needs (the number of vehicles can increase, or decrease based on GIZ request with a proper advance notice).
- Provide transportation for national staff in central and south of Iraq as directed by GIZ.
- Ensure that all vehicles are operational and ready for use by creating regular check and maintenance schedules and ensuring that a quick repair mechanism is available in case of a breakdown.
- Ensure that each vehicle has a valid security access facilitation that allows for access to governorates in Federal Iraq (this includes access letters from Operation Commands or

Joint Operation Commands). The contractor must also update each letter as needed by security forces.

- The contractor must adhere to GIZ vehicles' safety and security regulations and producers and drivers' GIZ SOPs and regulation and commit to the health standard operating producers.
- The contractor is responsible for selecting, preparing, training and steering the international and national, short and long-term experts assigned to perform the advisory tasks.
- The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the current AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH.

Certain milestones, as laid out in the table below, are to be achieved during the contract term:

Milestones/process steps/partial services	Deadline/place/person responsible
SUV vehicles ready for use	Deadline: Once the contract is signed Place: Parked near GIZ offices in federal Iraq Person responsible: Contractor and a Representative from the RMO (place to be provided by contractor)
Drivers are identified and trained (by a joint team from GIZ RMO and the contractor).	Deadline: No later than 14 calendar days after signing the contract Place: GIZ offices Person responsible: Representative from the RMO and the contractor
The contractor remains on daily close coordination with GIZ relevant parties (such as projects or the RMO)	Deadline: throughout the contract period Person responsible: Team leader and Drivers
The contractor conducts daily/weekly/monthly transportation tasks to transport GIZ staff from and to an agreed upon locations.	Deadline: By the end of contract Place: GIZ offices, partners offices and other locations requested by GIZ Person responsible: contractor

Period of assignment: from 15/08/2023 until 15/08/2024.

In General the contractor is to provide the following:

a) Vehicles:

1. The vehicles should be SUV model no older than 2021-2022 in good running condition with clean interior fitted with general safety requirements (first aid kit, warning triangle and high visibility jacket, spare tire, tools box, jumping cable, torch, and towing cable).
2. Each vehicle should have a GPS (GSM and Iridium) device enabled and can be tracked via an online tracking platform. The contractor must provide access to the tracking platform to GIZ fleet management. Data management of the tracking system must comply with the general data protection and privacy in the European Union (EUGDPR) criteria.
3. Immediate vehicle replacement in-case of an accident or break down.

4. The vehicle should be included with the first Aid kit (**see Annex 6**), Fire Extinguisher, spare tyre, jumping cables, emergence signs, towing cable, and basic hand-box.
5. Regular vehicles maintenance & periodic routine check:
 - Daily check by drivers to ensure that the vehicle is ready for operations (this including checking gas, front and back lights, fluid and water levels, tires condition and air pressure and windshield wipers).
 - Monthly check by driver and coordinator; this includes assuring engine, transmission, and brakes fluids are in good condition as well as air and fluid filters, front and rear suspension systems and air-bag system.
 - Maintenance: based on the above checks, needed maintenance must be applied as soon as detected. Additionally, routine maintenance must also be conducted (this including changing engine fluid every 3000 Kilo, radiator water every 6 months, brake fluid every 2 years, transmission fluid every 6 months and fuel filter 6 months).
 - Maintenance and monthly check logbook must be added for each vehicle (signed and dated by the driver and the coordinator).
 - In case of provider does not own a workshop, vehicles must be repaired in authorized workshops only.
6. The contractor's vehicles must have a comprehensive, valid insurance to cover their operations according to the Iraqi law have the required valid insurances for their operations as required by the existing laws in Iraq that the vehicles have the required comprehensive insurance covers.
7. All vehicles used are compliant with the national transport safety authority requirements

b) Drivers:

1. Up to date drivers and vehicle licensing and Registration.
2. Drivers must comply with the Iraq traffic laws and regulations.
3. The drivers must comply with GIZ COVID-19 SOPs. This includes daily disinfection and cleaning regime.
4. The contractor shall ensure that all drivers are qualified and have valid Driver's Licenses, clear and updated criminal record as well as all other necessary permits as required by the laws existing in Iraq.
5. The drivers must meet the standards of GIZ in terms of safety, driving conduct (**See Annex 5, GIZ standard drivers conduct**). If this is not the case, the contractor shall replace the drivers within 24 hours upon request.

c) Other:

The contractor is required to explain its approach for coordination with GIZ as well as provides a focal of communication and coordination of movement requests.

1. The contractor maintains on call service, drivers and vehicles must be ready to conduct tasks (no longer than 30 minutes) in case of urgent requests during work hours (the actual working days will be Sunday to Thursday 0800 – 1700).
2. Provide valid access facilitation letters approved from relevant security and military authorities, this includes access to provinces and through checkpoints between provinces.

3. The contractor must provide all Covid-19 Personal Protection Equipment (PPE) including masks, gloves, and hand sanitizers for all drivers when needed as per GIZ Covid-19 policies updates
4. The contractor is responsible for training Drivers and coordinators on confidentiality and information security. An Information security breach by drivers or coordinators will result in contractual reconsideration and possible contract termination.
5. The contractor is required to provide an up to date, not expired medical kit pack in each vehicle (according to GIZ Medical kit – technical specifications list, see Annex 6).
6. The contractor is responsible for providing accommodation and meals for the driver for overnight missions.
7. The contractor should provide CVs for all drivers upon signing the contract and the driver's qualification should meet that mentioned on 4.2, GIZ retains the right to ask to replace any driver who doesn't meet the required qualification.
8. Drivers and vehicles should be based in accordance with GIZ needs as per table below (base and operational region can be changed upon GIZ requests /needs)

Vehicle and driver Base	Operational region
Baghdad	Diyala, Salah Al Din, Anbar, Babil, Karbala and Baghdad
Anbar	Anbar, Baghdad
Thi Qar	Thi-Qar, Maysan, Muthanna
Diwaniya	Karbala, Najaf, Diwaniya

9. In coordination with GIZ, the contractor is responsible for selecting, preparing, training, and steering the experts (drivers) assigned to perform the transportation tasks. In case of need, GIZ reserve the right to provide tailored trainings on specific or general subjects in addition to request to be involved in the recruitment phase of drivers and coordinators.
10. The contractor makes the following equipment and supplies available:
 - COVID-19 Personal protection equipment in accordance with GIZ Covid-19 policies updates.
 - Required stationary to maintain movements records and details
 - All associated operating and administrative costs.
11. The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.
12. The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2022
13. In addition to the reports required by GIZ in accordance with AVB, the contractor submits the following reports:
 - Inception report
 - Brief half-yearly reports on the implementation status of the project. (5-7 pages)
14. Ensuring compliance with reporting requirements
15. Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

16. The contractor implements the following workshops/study trips/training courses for the drivers:

- Basic and intermediate first aid training
- Road Navigation
- Defensive driving
- Fire safety
- Personal safety and security

3. Concept

In the tender, the tenderer is required to show how the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept). In addition, the tenderer must describe the project management system for service provision.

Note: The numbers in parentheses correspond to the lines of the technical assessment grid.

Strategy (1.1): The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

The tenderer is required to describe the key **processes** for the services for which it is responsible and create an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable.

Project management of the contractor (1.6)

The tenderer is required to explain its approach for coordination with the GIZ project. In particular, the project management requirements specified in Chapter 2 (Tasks to be performed by the contractor) must be explained in detail.

The tenderer is required to draw up a personnel assignment plan with explanatory notes that lists all the experts proposed in the tender; the plan includes information on assignment dates (duration and expert months) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The tenderer is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the tender in accordance with Section 3.3.1 of the GIZ AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between the tenderer and GIZ
- Assuming personnel responsibility for the contractor's experts
- Process-oriented steering for implementation of the commission
- Securing the administrative conclusion of the project

4. Personnel concept

The contractor is responsible for background check of the drivers and the team leader and takes full responsibilities for the hired staff's behaviour, misconduct, illegal activities or connections (this includes tribal connections or armed groups connections). GIZ will still have the right to conduct a parallel background check on each personal involved in the service (Drivers and coordinators) in case of need and retains the right to ask to replace any of the personnel in case of a security background check issues.

In addition to drivers, the contractor must also assign a dedicated movement coordinator to organize movements and communicate with GIZ fleet management and risk management office.

The contractor must also provide a backstopping strategy to ensure smooth operation.

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

4.1 Team leader (Movement Coordinator)

The team leader is a staff hired by the contractor who must maintain daily coordination with GIZ fleet management and provider relative information on traffic, security and technical changes or developments. The Team leader is also responsible for all drivers (experts)

Tasks of the team leader (movements Coordinator)

- Coordinates, monitors, controls and supervises the movement of personnel in coordination with GIZ risk management office (RMO), fleet management and GIZ project's movement coordinators.
- Prepares transportation plans and related forms for all movements.
- Oversee Drivers performance
- Maintain Daily communication with GIZ fleet management and risk management office (RMO)
- Responsible for training and supervision of drivers in coordination with GIZ fleet management.
- Effectively presents information and responds to questions from managers, department directors, auditors and customers.
- Monitor traffic conditions in areas of interests and advice GIZ fleet management on severs changes of traffic.
- In Coordination with line management, assures that all facilitation letters are update to date and in a valid condition before each movement.
- Assures that all vehicles are in operating condition and compliant with GIZ regulations and chapter 3 of the terms of reference
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): university degree (BSC) in any related field
- Language (2.1.2): B2-level language proficiency in English,

- General professional experience (2.1.3): 5 years of professional experience in working with international companies.
- Specific professional experience (2.1.4): 3 years in fleet management.
- Leadership/management experience (2.1.5): 2 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 5 years of experience in projects in federal Iraq
- Other (2.1.8): working knowledge of Microsoft Office applications

4.2 Key experts (drivers)

Tasks of drivers

- Transporting clients from/to requested locations.
- Carrying out vehicle maintenance checks.
- Interacting with clients in a professional manner.
- Maintaining an organized travel schedule.
- Ensure that vehicles have sufficient gas and are always ready for use.
- Arranging for vehicle repairs when necessary.

Qualifications of drivers

- Education/training (2.2.1): high school degree
- Language (2.2.2): C1 -level language proficiency in Arabic
- General professional experience (2.2.3): 5 years of general work experience
- Specific professional experience (2.2.4): 3 years of driving experience
- Regional experience (2.2.6): 5 years of working knowledge of federal Iraq
- Other (2.2.8): proficiency of using GPS devices

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Socio-cultural skills
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

5. Costing requirements

Specification of inputs

Fee days	Number of experts	Period of assignment	Comments
Designation of Team Leader / Movement coordinator	1	12 months	One is required
Designation of Key expert / Driver with Vehicle	Up to 7	12 months	Up to seven vehicles, the confirmed number of vehicles to start with will be communicated before starting the service

6. Data protection

Personal data collected by GIZ may be entrusted to the contractor in order to fulfil the contract. The contractor is obliged to protect this data under the standards of the GDPR, in particular the Art. 44-50 GDPR. The contractor shall act as an independent data controller for the personal data that he processes in connection with the contract and shall comply with the applicable obligations under data protection legislation.

7. Annexes

- Medical Kits.
- GIZ Standard drivers conduct.