

TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT Temporary Drivers

TERMS OF REFERENCE (to be completed by Hiring Office)	
Hiring Office:	UNFPA country office
Purpose of consultancy:	To hire individual consultant temporary drivers: 1 driver working full time and 2 drivers on calls
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> • Drive the UNFPA office vehicles for the transport of authorized UNFPA personnel and cargo • Regularly checking on daily basis and keeping the UNFPA office vehicle cleaned • Maintenance log sheet on daily basis and make sure the authorized UNFPA personnel is signed • Regularly checking (car booking white board for request for transportation services) • Delivery and collection of mail, meet official personnel at airport or any ports of entries and facilitate immigration and customs formalities • Provide other logistic supports if required • Make sure when driving is safe and comply to local regulations and laws • Assist team as requirement: running documents, photocopy, scan and etc., • To perform any other assigned tasks by supervisor, Operations Managers
Duration and working schedule:	October 2023 to September 2024 (11 months)
Place where services are to be delivered:	UNFPA country office in Vientiane and field missions
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	Support to UNFPA country office on dairy basis
Monitoring and progress control, including reporting requirements,	

periodicity format and deadline:	All log sheet is properly signed
Supervisory arrangements:	Admin / Finance Assistant / Operations manager
Expected travel:	In Vientiane capital or field visit as needed
Required expertise, qualifications and competencies, including language requirements:	<ul style="list-style-type: none"> • Minimum secondary school certificate or equivalent or other related fields. • Obtain the valid driving license • Minimum 2 years of relevant working experience with UN agencies, Embassies, INGO, Projects and government bodies • Basic English Language skills
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	N/A
Other relevant information or special conditions, if any:	N/A