

**Terms of Reference
for
Individual consultancy services (national) to provide temporary driving services to UNFPA
Turkmenistan CO.**

TERMS OF REFERENCE	
Hiring Office:	UNFPA Turkmenistan CO
Title:	Personal Vehicle Temporary Driver
Purpose of consultancy:	<p>UNFPA is the lead UN agency for delivering a world where every pregnancy is wanted, every childbirth is safe and every young person's potential is fulfilled. UNFPA's strategic plan (2022- 2025), reaffirms the relevance of the current strategic direction of UNFPA and focuses on three transformative results: to end preventable maternal deaths; end unmet need for family planning; and end gender-based violence and harmful practices. These results capture our strategic commitments on accelerating progress towards realizing the ICPD and SDGs in the Decade of Action leading up to 2030. Our strategic plan calls upon UN Member States, organizations and individuals to "build forward better", while addressing the negative impacts of the Covid-19 pandemic on women's and girls' access to sexual and reproductive health and reproductive rights, recover lost gains and realize our goals. In a world where fundamental human rights are at risk, we need principled and ethical staff, who embody these international norms and standards, and who will defend them courageously and with full conviction.</p> <p>To ensure smooth office operation and programme implementation there's a need for temporary driving services with own vehicle in the absence of office driver and during the high workload periods.</p>
Scope of work: <i>(Description of services, activities, or outputs)</i>	<ul style="list-style-type: none"> - To provide transportation service to UNFPA CO staff and other authorized persons; - Meet UNFPA CO staff and other authorized persons at the airport and facilitate immigration and customs formalities as required; - Deliver and collect mail, documents and other items; - Provide necessary logistics support to the CO; - Properly maintain driving logs records; - Assist to staff in making travel arrangements for project personnel, experts on mission, including visa arrangements, custom clearance, booking and purchasing of tickets; - Perform other duties as required. -
Duration and working schedule:	01 March to 31 December 2025 (on a call basis)
Place where services are to be delivered:	Ashgabat, Turkmenistan
Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.):	This is a retainer basis consultancy with own vehicle . Services to be provided during the absence of UNFPA office driver on a need basis.
Monitoring and progress control, including reporting requirements,	The consultant will submit daily driving logs to Administrative Assistant and/or Admin/Finance Associate upon completion of each enrolment period.

periodicity format and deadline:	
Supervisory arrangements:	Consultant will work closely with Programme and Operations staff, and will directly report and work under the supervision of Admin/Finance Associate, along with the overall guidance from the UNFPA Head of Office.
Expected travel:	No travel is expected.
Required expertise, qualifications and competencies, including language requirements:	<p>Qualifications and Education:</p> <ul style="list-style-type: none"> - Completed secondary education - Driver’s license (at least “B” category) - Minimum three years of working experience as a driver - Excellent knowledge of and adherence to national traffic rules and regulations, safe driving history - Excellent knowledge of road directions - Skills in minor vehicle repair - Fluency in Russian and/or Turkmen, basic knowledge of English language is an asset - Excellent communication skills, accuracy and discipline in job performance, ability to work in a team - Showing sensitivity in handling confidential information - Demonstrating ability to quickly shift from one task to another to meet multiple support needs - Good health condition appropriate for driving <p>Vehicle requirements:</p> <ul style="list-style-type: none"> - Preferably not older than 10 years - Clean, properly maintained in a good working condition - Must be registered with appropriate authority with all required documentation available - Must be equipped with at least: First Aid Kit, fire extinguisher, spare wheel, jack and tools, reflector triangles, battery-powered lantern, seat belts, essential spare parts. - Advisable: availability of drinking water, sanitizer, masks.
Inputs / services to be provided by UNFPA or implementing partner (e.g support services, office space, equipment), if applicable:	UNFPA Turkmenistan CO will provide necessary information and temporary office space (if needed) to perform the duties.
Other relevant information or special conditions, if any:	The payment will be done based on the actually performed service in accordance with the Interagency Memorandum dd. 25.11.2014: 8 USD per hour (Sedan) 60 USD per day (Sedan) 13 USD per hour (minibus/Jeep) 100 USD per day (minibus/Jeep)
Signature of Requesting Officer in Hiring Office:	
Date: 15 January 2025	