



***CPIU IFAD***

# **Terms of Reference for Consulting Services**

for

***Driver/Administrative Clerk***

Ref No: ***57/21 PRR***

**Submission date: 17.09.2021**

# Foreword

These terms of reference have been prepared by *CPIU IFAD* and are based on the 1<sup>st</sup> edition of the IFAD-issued standard procurement documents template for terms of reference available at [www.ifad.org/project-procurement](http://www.ifad.org/project-procurement) This document is to be used for the procurement of services in projects financed by IFAD.

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**Terms of Reference (TOR)**  
**The Rural Resilience Project**  
**Driver/Administrative Clerk**

**1. Client**

The client for this assignment is The Consolidated Programme Implementation Unit (CPIU) which is responsible for day-to-day management and implementation of the Rural Resilience Project (RRP) which has established a robust and well-recognised track record of competent and diligent programme management of IFAD's previous and ongoing projects.

**2. Country background**

Moldova is a small lower-middle-income economy. Although it is among the poorest countries in Europe, it has made significant progress in reducing poverty and promoting inclusive growth since the early 2000s. Poverty in Moldova dropped from 28 percent in 2010 to 13 percent by 2018. The reduction in poverty, however, stalled in 2019 and has potentially reversed in 2020 following the COVID-19 pandemic. Moldova is exposed to an array of natural hazards, and their impact disproportionately affects the poor.

**3. Background on project**

The Rural Resilience Project (RRP), the seventh IFAD programme in Moldova (IFAD VII), was designed to be implemented during 72 months period, starting from 14<sup>th</sup> of August 2017 and completing 30<sup>th</sup> September 2023. The RRP is joint GoM and IFAD response to the significant challenges facing the rural poor. It also attempts to size the transformative opportunities available at this critical juncture in Moldova's story.

**4. Background of the assignment**

Under the guidance and supervision of the Head of Financial Management, the Driver/Administrative Clerk provides reliable and safe driving services to CPIU IFAD employees as well as administrative/logistics support ensuring high standards of discretion and integrity, sense of responsibility, excellent knowledge of protocol and security issues. The Driver also demonstrates a client-oriented approach, courtesy, tact and ability to work with people of different national and cultural backgrounds.

Upon request of the supervisor, the Driver can be also required to provide driving services to the Selection and evaluation committee members, Steering Committee members, consultants and experts. The Driver/Administrative Clerk works on a full-time basis under the supervision of the Senior procurement specialist or nominated Supervisor (according to the CPIU IFAD Organigram) and manages the procurement activities for RRP Project.

**5. Overall objectives**

The overall goal of the RRP is to improve the well-being of Moldova's rural population and reduce poverty. The underlying project development objective is to strengthen the resilience and improve economic opportunities for the rural poor. This will be achieved by making farms more competitive and helping agribusinesses adopt climate-smart technologies. The RRP targets Moldova's structural issues in agriculture, notably poverty and migration, food and nutritional

security, climate vulnerability, as well as lack of competitiveness. It will have targeting mechanisms to ensure broad inclusion in RRP activities, strengthening inclusion mechanisms to benefit more rural poor households, including vulnerable groups and woman-headed households.

## **6. Objectives of the assignment**

The objective of this assignment is to recruit an individual consultant as a local driver/administrative clerk who under the guidance and supervision of the Financial Manager will provide reliable and safe driving of the staff members/others high-ranking officials and visitors. The Driver/Administrative clerk will demonstrate a client-oriented approach, high sense of responsibility, courtesy, tact and the ability to work with people of different national and cultural backgrounds. This will be a full-time position with social-package benefits. The Driver will be based in the CPIU IFAD offices. Only local applicants will be considered. The driver will ensure proper day-to-day maintenance of the assigned vehicle through timely minor repairs (checking of oil, water, battery, brakes, tyres, car washing etc) and arranges for other repairs to ensure that the vehicle is kept clean with the purpose to manage on time the working activities.

## **7. Scope of work**

Duties and Responsibilities:

7.1 Provision of reliable and secure driving services.

7.2 Proper use of vehicle.

7.3 Day-to-day maintenance of the assigned vehicle.

7.4 Provision of administrative and logistical support.

7.1. Ensures provision of reliable and safe driving services by:

- Driving office vehicles and providing transportation of staff members and other high-ranking officials and visitors, Consultants and Experts and IFAD staff on mission, and delivery and collection of mail, documents and other items.
- Meeting official personnel and visitors at the airport, including visa and customs formalities arrangement when required.
- Ensuring that all immediate actions required by rules and regulations are taken in case of involvement in accidents.

7.2. Ensures cost-savings through proper use of vehicle:

- Accurate maintenance of daily vehicle logs for proper control of mileage, petrol/oil consumption, maintenance and repairs.
- Maintains vehicle history cards and other documents required for use of vehicles. Provides inputs to preparation of the vehicle maintenance plans and reports.

7.3. Ensures proper day-to-day maintenance of the assigned vehicle:

- Timely minor repairs, arrangement for major results, timely changes of oil, check of tires, brakes, car washing, etc. in close cooperation and coordination with Operations Unit.
- Arranges for repair of vehicles in commercial garages. Gets estimates and prepares work orders for approval and follow up.
- Keeps assigned vehicle clean and in good working condition.
- Inspects technical condition of transport pool and brings any repairs required to the attention of Head of Operations.

#### 7.4. Ensures provision of administrative and logistical support:

- Ensures availability of all the required documents/supplies including vehicle insurance, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle.
- Provides clerical and logistic support to the Country Office when available.
- Assists with dispatching and receipt of incoming/outgoing mail, delivery and collection of mail, documents and other items.
- Assists with the receipt of shipments, customs clearance arrangements, preparation of documents for outgoing shipments, arrangements for shipments.
- Takes actions for proper registration of new vehicles procured for CPIU office or projects, including comprehensive and third-party insurance for office and projects' vehicles, respectively.
- Assists in maintenance of files and records relevant to CPIU IFAD administration.
- Provides administrative support by processing requests in several areas of Operations such as procurement, travel, logistics and general services.
- Ensures effective relationship building and management with service providers.

#### 8. Capacity building and transfer of knowledge

Ensures facilitation of knowledge building and knowledge sharing in the CPIU IFAD focusing on achievement of the following results:

- Participation in trainings for the operations/projects staff on administrative matters.
- Shares knowledge with and train newly recruited drivers for the CPIU IFAD.

#### 9. Reports and schedule of deliverables

N/A

#### 10. Consultant's qualifications and experience:

##### Qualifications and skills:

- Valid Driver license;
- Secondary education. University degree in technical sciences is an advantage.
- Experience in administrative work, preferably in an international organisation;
- Knowledge of Romanian and Russian. Knowledge of English is desired;
- Excellent communication skills, including inter-personal;
- Experience of administrative/clerical work;
- Good knowledge of Word and Excel is necessary.

**The criteria for shortlisting are the following:**

Criterion	Weight
1. General qualifications:	
• A minimum secondary education. University degree in technical sciences is an advantage	15
• Valid Driver license for B category	10
2. Specific previous experience in the field for vacant position:	

• At least 3 years of professional experience in the field for vacant position	10
• Other experience in international funded project is an advantage	5
3. Language skills: Fluency in Romanian and good in Russian. Knowledge of English will be an advantage	10
4. Good computer management skills especially in the use of office productivity tools	5
5. Competencies (through Interview for candidates that score at least 30 points on the above criteria 1 to 4):	
• Technical and knowledge of Road Rules and Moldovan Traffic Regulations demonstrated during driving test	25
• Highest standards of professionalism and integrity, confidentiality and responsibility	10
• Excellent communication and coordination skills, analytical skills, planning and organizational abilities, attention to detail, and ability to work and perform under pressure	10
<b>TOTAL</b>	<b>100</b>

Driver/Administrative clerk will be selected in accordance with the Individual Consultant Selection procedure (ICS) as per IFAD Procurement Handbook (2020). The top ranked consultant will be invited in due course to submit a technical and financial proposal that will be evaluated and negotiated. The passing score for shortlisting is 70%.

Interested Candidates shall submit information on their credentials to perform the services, including descriptions of similar assignments, experience in similar conditions, availability of appropriate skills, qualifications and other relevant information. The short list of the candidates will be selected through comparison of qualifications. If you have experience of working in a similar capacity and want to make an active and lasting contribution on IFAD programme implementation, send the scanned copy of driver's license, together with a detailed curriculum vitae in Romanian or English language to: [procurement@ucipifad.md](mailto:procurement@ucipifad.md). Expression of Interest must be delivered before **30 of September 2021** at 5:00 p.m.

#### **11. Location and period of execution**

The Driver/Administrative Clerk will be offered a fixed-term employment contract based on 40-hour weekly work programme at the Consolidated Unit for the Implementation of the IFAD Programs headquartered located in Chisinau city, Stefan cel Mare boulevard no. 162.

The Driver/Administrative clerk will undergo an internal evaluation of performance using an individual standard Performance Evaluation Form that will be completed and updated by the Driver/Administrative clerk, discussed with and approved by CPIU management at the end of the trial period (3 months) and every 12 months thereafter. Negative performance evaluation documented in the individual Performance Evaluation Form may lead to contract termination earlier than the period of contract duration.

#### **12. Project coordination**

The Driver/Administrative Clerk will report to the Financial Manager and work in close cooperation with the CPIU involved departments.

### **13. Services and facilities to be provided by client**

The CPIU IFAD will provide car communication facilities (including access to the Internet), as well as any other necessary means and support for consultant in order to carry out this assignment. The Client either directly or through IFAD avails the opportunity for continuous professional development through training.

### **14. Services and facilities to be provided by the consultant**

For the driver will be set a three-month probation period, which will start from the date of contract signing.

The finalist will be offered a fixed-term employment contract based on 40-hour weekly work programme and concluded in line with national labor legislation.

**Note:** Only first short-listed candidates will be contacted for interview and test drive.

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