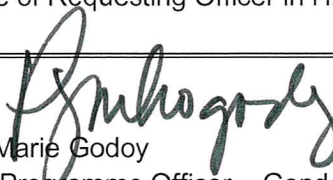


**TERMS OF REFERENCE FOR INDIVIDUAL CONSULTANT**  
**Driver for the Gender-based Violence (GBV) Working Group**

| <b>TERMS OF REFERENCE (to be completed by Hiring Office)</b>   |   |
|--|---|
| Hiring Office:   | Gender Unit Unit  |
| Purpose of consultancy:  | To support the Gender-based Violence Working Group GBV Coordinator and Information Management Specialist who will be deployed in Iligan in relation to the Marawi Recovery and Rehabilitation.  |
| Scope of work:<br><br><i>(Description of services, activities, or outputs)</i>                           | <ul style="list-style-type: none"> <li>• Drives for UN officials and staff. Ensures provision of reliable and safe driving services by driving the assigned office vehicle for the transport of UN staff, officials and visitors;</li> <li>• Ensures cost-savings through proper use of vehicle through accurate maintenance of daily vehicle logs, provision of inputs to preparation of the vehicle maintenance plans and reports;</li> <li>• Ensures proper day-to-day maintenance of the assigned vehicle through timely minor repairs, arrangements for major repairs, timely changes of oil, check of tires, brakes and water levels, car washing, etc. so that the vehicle is kept clean and in good running condition at all times;</li> <li>• Ensures proper use of vehicle maintenance plans and assistance in preparing vehicle history report;</li> <li>• Ensures availability of all the required documents/supplies including vehicle insurance, vehicle registration, vehicle logs, office directory, map of the city/country, first aid kit, and necessary spare parts in the assigned vehicle;</li> <li>• Ensures that the steps required by rules and regulations are taken in case of involvement in an accident; and,</li> <li>• Performs other tasks as assigned by the supervisor.</li> </ul> |
| Duration, working schedule, fee basis<br><i>(daily / weekly / monthly / lump sum / per deliverables)</i> | Six months (15 January 2018 to 14 July 2018)  |
| Place where services are to be delivered:  | Duty station: Iligan City, Lanao del Norte, Region X (Northern Mindanao)  |
| Delivery dates and how work will be delivered<br><i>(e.g. electronic, hard copy etc.):</i>               |   |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline:      |   |

|  |   |
|--|---|
| Supervisory arrangements:  | Under the overall supervision of the Senior Driver in UNFPA Country Office Philippines and the direct, day-to-day supervision of the Gender-based Violence (GBV) Working Group Coordinator.   |
| Expected travel:   | The Consultant will be expected to travel to Marawi City and other cities and municipalities in Lanao del Norte and Lanao del Sur.  |
| Required expertise, qualifications and competencies, including language requirements:  | <ul style="list-style-type: none"> <li>• Completed Secondary Level education</li> <li>• Valid driver's license</li> <li>• Three years work experience as a driver in an international organization, embassy or UN system with a safe driving record</li> <li>• Knowledge of driving rules and regulations, chauffeur protocol and courtesies, and local roads and conditions</li> <li>• Skills in minor vehicle repairs</li> <li>• Willingness to travel in conflict-affected areas.</li> </ul> |
| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | <p>Vehicle</p> <p>Daily subsistence allowance for authorized travel outside of duty station</p>   |
| Other relevant information or special conditions, if any:  |   |

Signature of Requesting Officer in Hiring Office:

  
Pamela Marie Godoy  
National Programme Officer – Gender/Gender-based Violence

Date: 21 Dec 2017

Approved by:

Klaus Beck  
Country Representative

Date: 22 Dec 17

OIC 

Consultancy to be charged to: PHL7U505 SALARY06H PU0074 FPA90  
Proposed post level: GS2