

TERMS OF REFERENCE

DRIVER

Contract	Non-CS-03
Project	G0913-KGZ: Readiness of the project " Almaty-Bishkek Economic Corridor Regional Improvement of Border Services"
Qualification	Driver

Objective/Purpose of the Assignment:

The project provides for the development of a DED (Detailed Engineering Design) for the construction of three state border crossing points (BCP) Ak-Tilek in Chui, Karkyra in Issyk-Kul, Kichi-Kapka in Talas regions of the Kyrgyz Republic and a Training center in Bishkek. The project aims to eliminate restrictions related to transport and tourism at border crossings caused by (i) poor infrastructure and road crossing infrastructure; (ii) lack of modern border control technologies, which leads to a slowdown in border control procedures; and (iii) lack of knowledge and experience in using modern border control procedures and equipment, based on risk assessment, from border services. By addressing these key constraints, the project will simultaneously contribute to (i) improving climate resilience and green infrastructure at checkpoints and cross-border transport operations; and (ii) reducing the risk of human trafficking and improving border crossing conditions for vulnerable travelers.

The preparation of the project will be funded by the Small Expenditure Financing Fund "Grant 0001-KGZ: Multisectoral Support Mechanism" - Subproject activity 4 (SEFF-A4). First of all, this will include financing the detailed engineering design (DED), which will be compiled by the design and consulting firm, and the activities of the Project Management Unit (PMU).

The PMU driver will be a national employee (hereinafter referred to as the "Employee") who is the subject of this Terms of Reference.

Scope of work:

The driver will assist the project in logistics activities on a daily basis.

1. The driver will perform the following actions on the PMU vehicle:
2. Ensure that the vehicle is technically sound, clean and in a condition suitable for safe and comfortable transportation of passengers at all times.
3. Drive a car to the addresses and within the time limits specified by the employer, ensuring timely transportation of PMU employees and delivery of official correspondence on behalf of the employer.
4. Providing regular vehicle maintenance, including but not limited to: washing and cleaning the vehicle, seasonal tire changes (summer tires are changed to winter tires), engine oil changes, and filter changes.
5. Performing routine technical inspections of the vehicle in accordance with the vehicle manufacturer's operating instructions and ensuring compliance with safety and operating standards.
6. Full (material and personal) responsibility for the condition and safety of the car from the moment of acceptance.
7. Ensuring the safety and comfort of all passengers during transportation by following traffic rules and driving safety protocols.
8. All administrative fines, including those imposed by the staff of the General Directorate for Security Road Safety of the Ministry of Internal Affairs of the Kyrgyz Republic directly affects the driver in the process of work, paid by the driver independently and at his own expense

Performing other tasks on behalf of the PMU Director.

Qualification requirements

- Valid driver's license: Driver's license of category "B";
- Professional Driving experience: at least 15 years of general driving experience. including at least 3 years of work in international projects.
- Personal qualities: responsibility, punctuality, sociability and ability to work effectively in a team;
- Language skills: Good knowledge of Kyrgyz and Russian languages;
- Technical skills: The ability to independently identify and fix minor vehicle malfunctions.

Expected result/ Reporting requirements:

The driver is accountable to the PMU Director and is required to keep daily records of fuel consumption, issue travel documents, itinerary sheets indicating the route traveled, mileage (km at the beginning / end of the shift). Provide the finance department with a monthly fuel consumption report, confirmed by receipts from gas stations (gas stations), in accordance with the speedometer readings, as well as the established norms and regulations in force in the Kyrgyz Republic.

Subsequently, EA reserves the right to terminate the contract unilaterally in case of unsatisfactory performance of the Driver.

Place of Assignment:

Bishkek, Kyrgyz Republic