



Terms of Reference Provision of a Standby Driver Services

Re- advertised

Twaweza East Africa is an NGO. Twaweza means “we can make it happen” in Swahili. Twaweza works on enabling citizens to exercise agency and governments to be more open and responsive in Tanzania, Kenya and Uganda.

Twaweza Tanzania is inviting qualified individuals and companies to submit bids for the provision of driver services for 4WD vehicle on a need basis. Bidders are advised to ensure that they read the requirement and conditions stipulated by Twaweza East Africa thoroughly.

All professional individuals/companies who fulfil the technical criteria specified under the terms of reference below, are invited and shall have equal rights to the tender

Eligibility

This call for tender is issued at the local level and is open to qualified individuals/companies who can provide professional drivers to the extent permitted by law in Tanzania and based on the guidelines followed by Twaweza East Africa.

Evaluation Process

Each potential company must carefully examine all the provisions stipulated in the Terms of Reference and fully comply with them. Not doing so will lead to automatic disqualification from the procurement process. Bidders are requested to ask for clarification of these provisions before the deadline.

Language

The language for all the documents to be submitted in reply to this call for tenders, as well as for all other related correspondence, shall be in English or Swahili.

Overall objective:

- Provide driver rental services on an hourly, daily, weekly, or monthly basis to support Twaweza activities
- Specifically, the company is expected:
- To provide professional driver services to the Twaweza office as per written request. This may include overnight stay outside Dar es Salaam in the field or point-to-point transport services to Twaweza staff or visitors as required.



- To ensure that deployed driver is professional, with a valid driving license and adheres to traffic regulations. These drivers should have a clean driving record.
- They are trustworthy, respectful, non-discriminatory, reliable, and punctual.
- A company that deploys a driver who has some basic knowledge of vehicle maintenance/checks would be an advantage.
- To monitor driver/s for their driving behaviour, speed acceleration, harsh braking, alcohol and drug use.

Key qualifications of the driver:

- Must have a clean and valid driving license, issued by TRA
- At least five (5) years of work experience, and ability to drive long distances beyond cities.
- Excellent communication (reading, writing, listening, and speaking) skills in English and Kiswahili language to effectively communicate with Twaweza staff and Twaweza visitors
- Ability to relate well with others, irrespective of their position.
- Must have the ability to treat people with respect and uphold Twaweza values.
- Must be reliable, trustworthy with a high level of integrity.
- Must be knowledgeable of and comply with laws and regulations applicable to the safe operation of motor vehicles.
- Must be knowledgeable of and be able to comply with the traffic laws and regulations of Tanzania.
- Ability to follow oral and written directions.

Deliverables:

- To ensure Twaweza staff are transported to the required destinations as required by Twaweza policy.
- Twaweza vehicle is kept clear throughout the period the driver/s are engagement in travelling.

How to apply

Interested companies/individuals should submit bids in English or Kiswahili language jobs@twaweza.org cc jkalemera@twaweza.org by Tuesday, August 29, 2023, by 5pm.