**STATEMENT OF WORK**

**WORLD BANK GROUP OFFICE IN TAJIKISTAN**

**INTRODUCTION**

The World Bank Group Office in Tajikistan is seeking freelance drivers and outsourced transportation companies to provide driver services for its office. The purpose of this document is to outline the scope of services and responsibilities to ensure the delivery of high-quality service at the purchaser’s office located at Business Centre Sozidanie, 48 Ayni Street, 3rd Floor, Dushanbe, Tajikistan.

**BACKGROUND**

Tajikistan joined the International Bank for Reconstruction and Development (IBRD) in 1993, the International Development Association (IDA) and the International Finance Corporation (IFC) in 1994, which together form the World Bank Group (WBG). During this time, it invested grants and highly concessional IDA credits, and trust fund resources to support Tajikistan’s efforts to reduce poverty and improve people’s lives. The current active World Bank portfolio includes 23 projects with a commitment of US$1.70 billion. The portfolio’s largest share is in the energy sector, followed by transport, access to quality drinking and irrigation and water services. Other sectors benefiting from World Bank financing include health and education, agriculture and rural development, social protection, public finance management, tax reform, private sector development and disaster risk management.  IFC — a member of the World Bank Group — is the largest global development institution focused on the private sector in emerging markets. We work in more than 100 countries, using our capital, expertise, and influence to create markets and opportunities in developing countries. For more information, please visit [www.worldbank.org](https://www.worldbank.org/) , [www.miga.org](http://www.miga.org/) , and [www.ifc.org](http://www.ifc.org/).

**SCOPE OF WORK AND ACTIVITIES**

The driver will be responsible for the following duties:

1. **Transportation Services:**
	* Provide transportation services according to the policy’s minimum safety standards and rules for to the World Bank Tajikistan Country Office team and visitors to ensure the safe and efficient transportation services.
2. **Logistics:**
	* Assist in the mailing and distribution of invitation cards, newsletters and publications as and when required
	* Meet official visitors at the airport.
3. **Vehicle Maintenance:**
	* Ensure that the vehicles comply with the Minimum Operating Security Standards (MOSS).

**DRIVERS**

The driver assigned to perform Category 1 Driver services must meet the following minimum standards.

**MINIMUM REQUIREMENTS:**

* High school diploma with 10 years of experience or equivalent combination of education and experience as a Driver or similar background with an international organization, diplomatic missions, United Nations Office and/or an MNC. Literate and fluent in English – written and spoken.
* Be at least 25 and not older than 62 years of age.
* Knowledge of/ability to perform routine activities that are specific in objective.
* Ability to operate basic office equipment.
* Basic knowledge of at least one computer application, such as electronic mail.
* Familiarity with GPS devices.
* Ability to handle mobile phone apps, navigational devices and radio devices.
* Availability to work on weekends and after office hours.
* Availability to drive staff on road missions out of city.
* A polite and professional disposition.
* Ability to remain calm in stressful driving situations.
* Be able to effectively understand and carry out rules, orders, and instructions.
* All Drivers must be sufficiently trained, which shall include but is not limited to, training on defensive driving techniques (anti-car-jacking) and knowledgeable in handling of emergency devices, e.g. fire suppression, etc. and should be familiar with the functions of the vehicle. The Drivers to be trained at the Contractor’s expense.
* Minimum ten (10) years of driving experience.
* Must have good geographical knowledge.
* All Drivers must be licensed by the appropriate Government entity to operate the class of motor vehicle with certification of good driving record or equivalent reference check.
* Have a no-fault record for a road accident within the previous three (3) years.
* Must carry valid Commercial Driving License in original and any applicable permits to operate an automobile as a contract Driver.
* Drivers must follow safety rules (e.g. speed limits) while driving.

**MEDICAL REQUIREMENTS:**

Must be medically fit for driving with acceptable vision as per statutory laws and have no permanent disability which can affect driving. Must be healthy and free from all communicable diseases, as proven by periodical medical exams, by a licensed local practitioner.

**CONTRACTOR PROVIDED VEHICLE:**

1. Only commercially registered vehicles (contract carriage) will be put into service for the Purchaser unless specifically permitted by the Purchaser Project Manager.
2. The Purchaser will introduce a gradual move to contracting vehicles 4X4 not lesser than the 2013 year.
3. The Contractor shall ensure that the vehicle, which is put to the service of the Purchaser, is equipped with the basic minimum requirements.
4. The vehicle must have planned maintenance performed as per manufacturer specification. Maintenance records must be made available to the Purchaser upon request.
5. The vehicle head and tail-lights must be clear, clean, and in working condition at all times.
6. The vehicle must be checked for brakes, lights, etc., monthly, and the Contractor must ensure that it is functional and effective.
7. All vehicle tires shall have adequate tread and be free of excessive wear.
8. All vehicle tires shall be changed to a winter type during the snow season.

**APPLICATION PROCESS:**

Interested candidates should submit their applications, including a detailed CV and cover letter, to Fbozorova@ifc.org and rrajabboev@worldbank.org by March 20, 2025.