

## Terms of Reference

### Tonga Office Rental Vehicle August - December 2024

The rental company should include in the agreement the full insurance of the vehicle, monthly service, and any maintenance required. It is the full responsibility of the vendor to make the vehicle available 7 days a week, especially during workshops/ meetings or official engagement with partners are necessary. The rental services will be assessed on an annual basis and the contract will be renewed based on the quality and timeliness of the services provided. An extension of the agreement would be possible depending on availability of the funds, resources and good performance of the vendor.

Hire of vehicle requirements.

1. The vehicle is needed by August 1, 2024 and will be utilized until 31 December 2024.
2. The vehicle should be less than 3 years old from the procured date with road worthiness certificate.
3. The rental car needs to be adequately insured to protect against any potential accidents or damages.
4. The vehicle should have the capacity to carry at least 4 passengers
5. The vehicle should be available 24 hours, 7 days a week.
6. The vehicle needs to be washed at least once a week and well maintained.
7. The vehicle is serviced and examined on a monthly basis.
8. Comply with all safety requirements. Safety belt, fire extinguisher, safety cone, first aid kit, etc.
9. Have at least 0.5 cubic loading capacity.
10. The vehicle should not have any defaults while carrying UNFPA staff.

#### **Background:**

Public transport services in Tonga are limited and not reliable to suit the needs of the office. Due to this limitation, most ministries/agencies/organizations and private firms hire/ purchase vehicles to transport their staff to work and attend workshops/meetings within the island of Tongatapu. UN agencies namely, UNRCO, WHO and IOM who are present in the UNJPO building have their office vehicles which cater to their staff while official meetings/workshops or other engagements are needed.

In April- June 2024, the UNFPA Office in Tonga rented a car from the private company for two months, which enabled staff to provide timely support to our implementing partners. Our implementing partner is located about 10- 15 minutes drive away from the UNFPA office. By public transport, this will easily take 30 minutes to an hour including waiting time as the bus stops in every village to drop and pick passengers whereas taxis may not be available at the exact times needed due to their attendance to other passengers. With the availability of a driver and car rental, staff can be transported to where they need to be on a timely matter without having to rely on the availability of public transport and this will also ensure the safety of staff's mobility from one place to another. The convenience of having UNFPA's own office vehicle will result in building closer relationships and partnerships with our IP and Sub IPs.

**Implementation modality and procedures:**

The vehicle will comply with the office vehicle policy. A logbook of the vehicle movements will be maintained. It is the responsibility of the SRHR Specialist (country lead) and Programme/Finance Associate for the vehicle agreement and management and movement including a valid driving license, insurance and fuel monitoring. The rental company should include in the agreement the full insurance of the vehicle, monthly service. It is the full responsibility of the vendor to make the vehicle available from 7 days a week, and during weekends or holidays when workshops/ meetings or official engagement with partners are necessary.

The rental services will be assessed on an annual basis and contracts will be renewed based on the quality and timeliness of the services provided together with availability of funds and resources.