



INTERNATIONAL INSTITUTE FOR DEMOCRACY AND ELECTORAL ASSISTANCE

ANNEX B

TERMS OF REFERENCE (TOR)

Tender Reference No: **2025-11-077**

Local Transportation Services in Nigeria

1. **Background**

International Institute for Democracy and Electoral Assistance (International IDEA) is an intergovernmental organization with 35 member states hailing from different continents around the world. Located at the interface of research and practice, International IDEA serves as a forum for dialogue and uses comparative experience and analysis to identify good practices for democracy-building. It also produces knowledge tools and practical guides for democracy support. The Institute maintains a global network of experts, provides training materials, and offers strategic advice to democracy actors at the international, regional, and national levels. The Institute is headquartered in Stockholm with field offices in Africa and West Asia, Asia and the Pacific, North America, Europe, and Latin America and the Caribbean.

International IDEA is currently managing the second phase of the “Rule of Law and Anti-Corruption (ROLAC II) Programme”. The programme is funded by the EU for a period of five years. The programme will work towards three anticipated Outcomes:

Outcome 1: Enhanced performance, quality, and oversight of the criminal justice system and of justice service delivery.

Outcome 2: Improved access to justice for vulnerable women, children, juveniles, persons with disabilities and victims of sexual and gender-based violence.

Outcome 3: Increased transparency and accountability of anti-corruption systems and reforms.

International IDEA is also managing The CSO Strengthening Bridge (CSO Bridge) Project which is designed to contribute to a more enabling environment for Civil Society Organisations (CSOs) to thrive and contribute to sustainable development in Nigeria. The project will run for 36 months and builds on the achievements of the recently concluded EU-funded Agents for Citizen-driven Transformation (ACT) Programme. The specific objective of the CSO Bridge Project is to enhance the credibility and effectiveness of CSOs in Nigeria. This will be achieved by promoting and strengthening multi-stakeholder collaboration, structures, and mechanisms that support regulatory reforms and compliance among CSO actors. However, the Institute may manage future projects in Nigeria.

2. Scope of Work

International IDEA requires the provision of professional local transportation (car hire) services to support its operations in Nigeria. The services will cover official movements within and between the following current project locations: Abuja, Adamawa, Benue, Sokoto, Anambra, Edo, Lagos, Plateau, Abia, and Kano States.

Please note that these locations are subject to expansion, as International IDEA may undertake new projects in additional states, including, but not limited to Kaduna, Enugu and Oyo States.

The selected service provider(s) will be expected to provide well-maintained vehicles and qualified, experienced drivers to support staff, consultants, and participants' official movements as required.

The proposal should include detailed rates in accordance with the Price Schedule, covering the following categories:

1. Full-day rate
2. Airport pick-up and drop-off rate
3. Hourly rates for overtime
4. Any other service requests will be considered complementary or supplementary and will be subject to future needs. The costing for such future requests will be determined through mutual negotiation and confirmed in writing and specified in any contracts that may arise out of this process.

All services must be rendered with the highest standards of professionalism, safety, reliability, and comfort, in line with International IDEA's operational requirements and policies.

3. Objectives of the assignment

The successful tenderers shall provide prompt, accurate and safe transportation services to International IDEA, in accordance with the International IDEA policies, procedures and guidelines. Local Transportation services, as referred to in this TOR, would include complementary and supplementary services to International IDEA.

Kindly find below the range of vehicles required for official purposes. This list may include, but is not limited to, the following:

1. **Saloon car** – 4-seater
2. **7-seater wagon** – e.g., Toyota Sienna
3. **12-seater bus**
4. **15-seater bus**
5. **30-seater bus**
6. **SUV**
7. **Utility vehicle** – e.g., Toyota Hilux or similar truck

Other Requirements:

The company will be expected to provide the following:

8. Mechanically sound and roadworthy vehicles, equipped with airbags, ABS, power windows and locks, and seatbelts for all passengers, including rear seats. All seats must be in good, usable condition.
9. Vehicles must be roadworthy prior to deployment and should be models manufactured from 2010 onwards.
10. Air-conditioned vehicles in good working condition.
11. Valid registration and vehicle particulars (i.e. **Vehicle Registration Certificate and Roadworthiness Certificate** must be provided.
12. Periodic vehicle inspections must be up to date, in accordance with the manufacturer's standards.
13. Vehicles should be equipped with fire extinguishers, reflectors, spare wheel, tyres, tow chains, wheel-changing tools, and other basic tools to assist in minor breakdowns.
14. Accurate recording of trip durations and names of staff/consultants using the timesheet template provided by International IDEA.
15. Vehicles must always be clean and odour-free.

4. Timing and Work Plan

International IDEA intends to enter into framework contracts with the selected service providers.

5. Deliverables and Reporting

The service provider will report to the staff member responsible for the administration of each assignment.

6. Management and Organization

Request for quotation from International IDEA with specifications will be sent via email from IDEA representatives.

Subcontracting arrangements: During the execution of the assignment, shall the main contractor be hiring subcontractors, the bid must clearly identify the subcontractor(s), contact information of subcontractor(s), and the work they will perform. The Bidder will provide all the necessary documents required in response to the tender notice/RFQ or additional information required by International IDEA/RoLAC related to the proposed subcontractor. The Contractor shall inform IDEA/RoLAC and obtain its written approval for the new subcontractor(s).

Payment terms: payments are processed usually within 30 days after satisfactory completion of assignment and presentation of a valid Invoice on your letter head paper.

It is the responsibility of a supplier to assess its VAT liability for the supply of services. Where VAT is applicable, the Service Provider's invoice should show all the necessary entries thereon to make it a valid tax invoice for VAT purposes; and in particular, it must show the amount of VAT charged separately.

7. Length of contract

The contract/s will be up to Five (5) years, and price adjustments will be allowed after each year to cover for changes in the price and other justifiable factors such as inflation.

8. Invoicing

Invoicing would be done once a month to cover the previous assignments in the preceding month. The invoice needs a unique number, supported by a duly signed time sheet for movement, and the name of the programme activity supported.

9. **Monitoring and evaluation**

The performance of the contractor will be evaluated based on the following KPIs:

- Work performed in compliance with contract terms.
- Timeliness of Work/Deliveries.
- Prompt Handling of Complaints and effective correction of situations and conditions.
- Communication and Accessibility.
- Quality of Work/Service Provided