



Rural and Renewable Energy Agency

Securing modern energy access for all Liberians



LIBERIA ELECTRICITY SECTOR STRENGTHENING AND ACCESS PROJECT (LESSAP)

Project ID: P173416

REQUEST FOR EXPRESSIONS OF INTEREST (NON-CONSULTING SERVICES)

Issue date: August 13, 2024

Recruitment of Two (2) Drivers under the Liberia Electricity Sector Strengthening and Access Project (LESSAP) – Off-grid Component

The Government of Liberia has received financing from the World Bank toward the cost of the Liberia Electricity Sector Strengthening and Access Project (LESSAP), and intends to apply part of the proceeds for non-consulting services for Drivers.

The non-consulting services (“the Services”) include the hiring of Drivers under the implementation of the LIRENAP and LESSAP to ensure the timely and effective delivery of all activities related to the project staff directly involved in supervising various projects in relation to the construction of the T&D network, Diesel power plant, Solar Home System, Street Lighting, Solar Mini-grid, etc., in accordance with the Project Implementation Manual (PIM) and Liberia’s Renewable Energy Investment Plan under the Scaling-up Renewable Energy Program.

Specific tasks that will be performed and completed over a contract period of 12 months, renewable based on performance, will include:

1. Duty Reporting

- Report on duty according to the office-prepared duty roster.

2. Vehicle Maintenance

- Ensure that the assigned vehicle is clean and roadworthy.
- Check the vehicle's condition/requirements and properly fill out the Log Book.
- Ensure that proper maintenance and servicing of the assigned vehicle are up-to-date on a day-to-day basis, and report such information to supervisors promptly.

3. Driving Responsibilities

- Drive the office vehicle for the transport of authorized personnel and the delivery/collection of mail, documents, cargo, pouches, and other items.
- Make field trips to various regions of the country, including remote areas. These trips may involve:
 - Navigating challenging terrains and weather conditions.
 - Ensuring the safety and comfort of passengers during long journeys.

- Coordinating with local authorities and stakeholders for smooth travel and operations.
- Adapting to unexpected changes in travel plans and schedules.
- Transport Rural and Renewable Energy staff to project sites and to places where official business will be transacted.

4. Record Keeping

- Prepare monthly summaries of fuel and oil consumption and report to the supervisor.
- Maintain a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of the vehicle.

5. Additional Duties

- Assist in the delivery of outgoing project documents.
- Perform all other related duties as assigned.

The RREA now invites you to submit your curriculum vitae (CV) for the position. Please provide information demonstrating that you have the required qualifications and relevant experience to perform the Services, including the attachment of a valid Driver's License. The shortlisting criteria are:

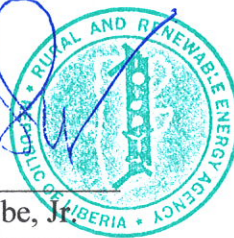
Qualifications, Experience, and Competencies

- At least a High School Diploma.
- Excellent driving skills.
- Professional Driver's License Holder with at least 5 years of driving experience in a similar institution.
- Knowledgeable in vehicle maintenance and minor repairs.
- Ability to remain calm under pressure.
- Basic writing skills.

Please send your application to the emails below by August 20, 2024, at 5:00 PM:
augustinem@rrealiberia.org; info@rrealiberia.org; tenniej@rrealiberia.org;
dehkonteew@rrealiberia.org; samueln@rrealiberia.org; roselineb@rrealiberia.org

Signed: _____

Samuel B. Nagbe, Jr.
Executive Director



Term of Reference (TOR) for LESSAP Project Driver

Scope of Work

The Driver will be responsible for the following services, including but not limited to:

1. Duty Reporting

- Report on duty according to the office-prepared duty roster.

2. Vehicle Maintenance

- Ensure that the assigned vehicle is clean and roadworthy.
- Check the vehicle condition/requirements and fill the Log Book properly.
- Ensure that proper maintenance and servicing of the assigned vehicle is up to date on a day-to-day basis and report such information to supervisors on time.

3. Driving Responsibilities

- Drive office vehicle for the transport of authorized personnel and delivery/collection of mail, documents, cargo, pouches, and other items.
- Make field trips to varied and any region of the country, including remote areas. These trips may involve:
 - Navigating challenging terrains and weather conditions.
 - Ensuring the safety and comfort of passengers during long journeys.
 - Coordinating with local authorities and stakeholders for smooth travel and operations.
 - Adapting to unexpected changes in travel plans and schedules.
- Transport the Rural and Renewable Energy staff to project sites and from places where official business will be transacted.

4. Record Keeping

- Prepare monthly summaries of fuel and oil consumptions and report to the supervisor.
- Maintain a record of all trips made as well as the consumption of fuel and other materials used for the operation and maintenance of the vehicle.

5. Additional Duties

- Assist in the delivery of outgoing project documents.
- Perform all other related duties as assigned.

Required Qualifications

- At least a High School Diploma.
- Excellent driving skills.
- Professional Driver License Holder with at least 5 years of driving experience in a similar institution.
- Knowledgeable in vehicle maintenance and minor repair.
- Ability to remain calm under pressure.
- Basic writing skills.