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| **Location** | **Iraq** |
| **Level of Urgency**  | **High Priority**  |
| **IOM Preferred Delivery Timeline**  | **4-6 weeks**  |
| **RFP Reference No.:** | **2022/ERB/FMR/07-25** |
| This call is open to all professional leading consulting firms for Transport & Logistics services that at least have five (5) years’ experience in Fleet Management Review and provide at least three (3) References of similar work. |
| 1. **Background**
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| Established in 1951, the International Organization for Migration (IOM) is the leading United Nations Migration Agency in the field of migration that works closely with governmental, intergovernmental, and non-governmental partners. IOM ensures the orderly and humane management of migration, promote international cooperation on migration issues, assist in the search for practical solutions to migration problems, and provide humanitarian assistance to migrants in need including refugees and Internally Displaced Persons (IDPs).The International Organization for Migration (IOM) in Iraq, within fragile security environment, operates a multi-sectoral response that includes the provision of camp management and camp coordination, shelter and infrastructure rehabilitation, health care, mental health and psycho-social support services, livelihood assistance, protection, and support for national migration policy development. IOM Iraq while operating to achieve its goals of the stated activities operate and use vehicles rented from third parties for IOM staff members with a total number that range between 250 to 350 vehicles on a monthly basis in all over Iraq for different offices and for different progrmme units.IOM is looking for a professional leading consulting firms for Transport & Logistics services that can do an overall evaluation of the organization’s current decentralized fleet management practices of their third-party vehicles and cover shortcomings, costs and benefits and disadvantages and provide recommendation in line with the scope of this Terms of Reference. |
| **SCOPE OF WORK AND RESPONSIBILITIES** |
| 1. **RESPONSIBILITIES**

IOM Iraq is seeking an experienced consulting firm to perform a Fleet Management Review addressing the below components:1. An Analytical Assessment of IOM Iraq’s existing fleet and best exit strategy.
2. An Analytical Assessment of IOM Iraq’s new fleet management under consideration.
3. Report/Recommend Best Practices and new Fleet Management Solution and associated risks mitigation.
4. Report/Recommend Fleet management software (WFP FleetWave, IOM Turkey FMS, WFP Humanitarian Booking Hub, Book&Move by CLC and/or any other systems).
5. **SCOPE OF WORK**

IOM to looking to enhance its fleet management by exiting the current methodology used and adopt a new fleet management approach & practices with the aim of covering shortcomings and centralize fleet management to IOM Iraq Logistic Unit instead of Programme Units and to determine the most effective manner in which to provide fleet services to the 250-300 third-party vehicles required to support IOM Iraq operations and incorporate best practices. Also, to identify the risks associated with such change and provide recommendation how to mitigate them. The selected firm will be responsible to submit a comprehensive assessment report covering the above (4) four components mentioned in point 5, and develop a business plan and recommendations regarding the services provided by the Fleet Service to all IOM Iraq different departments and office operating in Iraq upon a review of: 1. IOM Iraq existing fleet management, operational needs, and allocated budget.
2. Vehicles rental local market rates, including review of methodology and costing with regards to the impact on operational budgets,
3. Optimal replacement timing, versus leasing, versus renting considering seasonal operational needs,
4. Recommendations do more to ensure the use of simple eco-driving techniques and better trip planning
5. How IOM Iraq Fleet Operation compares with similar UN Agencies, and/or private sector organization’s performance measurement criteria and benchmarking information.

The entire process should be carried out in close consultation with the requesting unit in IOM Iraq, which is the Procurement & Logistics Unit which will also coordinate the other consultation session with other internal units and external parties as well.  |
| 1. **ELIGIBILITY & REQUIREMENTS**
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| * Licensed and specialized in the logistical services field subject of this Call for proposal.
* Have at least five (5) years’ experience in Fleet Review Management out of which at least one in a context similar to Iraq.
* Provide at least three (3) References of similar work.
* The consulting firm selected to provide the services should be able to operate in Iraq in line with their proposal and assessment mythology to be applied and to be able to closely cooperate with IOM Iraq staff and other staff and entities may be brought in or designated to support the project as required.
* The company should ensure the services received by IOM under this project is of a high quality and standards and Business Plan & Recommendations are realistic and can be implemented by IOM to its full satisfaction.
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| **CONFIDENTIALITY, AND INTELLECTUAL PROPERTY** |
| 1. **Confidentiality**

 All information which comes into the Service Provider’s possession or knowledge in connection with this project is to be treated as strictly confidential. The Service Provider shall not communicate such information to any third party without the prior written approval of IOM. The Service Provider shall comply with IOM Data Protection Principles in the event that it collects, receives, uses, transfers or stores any personal data in the performance of this project. 1. **10. Intellectual Property**

All intellectual property and other proprietary rights including, but not limited to, patents, copyrights, trademarks, and ownership of data resulting from the performance of the Services shall be vested in IOM, including, without any limitation, the rights to use, reproduce, adapt, publish and distribute any item or part thereof. |