



**Ministry of Posts and Telecommunications
Republic of Liberia**

**Western Africa Regional Digital Integration Project-Series of Projects 2
Liberia (WARDIP SOP2-Liberia)**

Project ID: P500628

Request for the Expression of Interest for the Position of Drivers

Project ID:	P500628
Contract Type:	Individual Consultant
Recruitment Type:	Drivers (two positions)
Duration of Assignment:	Twelve (12) months, renewable based on satisfactory performance, demonstrated project need, progress in knowledge and availability of funding
Reporting Line:	WARDIP SOP II Liberia Project Coordinator
Duty Station:	Monrovia, Liberia, with regular field and regional travel As required

1) BACKGROUND

The Government of Liberia has received financing from the World Bank for the implementation of the Western Africa Regional Digital Integration Project-Series of Projects 2 Liberia (WARDIP SOP II–Liberia). The Project seeks to increase broadband access and usage, strengthen the enabling environment for digital development, enhance the security and resilience of digital infrastructure and systems, support digital services and skills, and advance the integration of digital markets within Liberia and across West Africa. WARDIP SOP II involves implementation of activities across multiple institutions and locations and requires regular movement of Project personnel, consultants, Government counterparts, World Bank missions, development partners, technical teams, equipment, and official documentation. The Ministry of Posts and Telecommunications (MoPT) is the principal implementing and coordinating institution for WARDIP SOP II–Liberia. A Project Implementation Unit (PIU) has been established within MoPT to coordinate the day-to-day management and implementation of Project activities.

To support effective Project operations, field supervision, stakeholder engagement, implementation monitoring, workshops, missions, inspections, and other official activities, the PIU intends to recruit qualified and experienced Drivers. The Drivers will be responsible for providing safe, reliable, timely, professional, and efficient transportation services while ensuring the proper operation, cleanliness, security, and routine care of Project vehicles assigned to them.

2) PURPOSE OF THE ASSIGNMENT

The purpose of the assignment is to provide safe, dependable, efficient, and professional transportation services to WARDIP SOP II PIU and authorized Project stakeholders in support of Project implementation. The Driver shall ensure that Project personnel and authorized passengers are transported safely and punctually and that vehicles assigned to the Project are properly operated, maintained, secured, documented, and used exclusively in accordance with approved Project purposes and applicable Government and World Bank requirements. The position also contributes to the protection of Project assets, road safety, operational efficiency, and the continuity of Project activities.

3) OBJECTIVES OF THE ASSIGNMENT

The Driver shall contribute to the following objectives:

- a. ensure safe and timely transportation of Project personnel and authorized passengers;
- b. support field missions, stakeholder consultations, workshops, meetings, inspections, and implementation activities;
- c. maintain Project vehicles in safe, clean, roadworthy, and serviceable condition;
- d. ensure proper documentation and accountability for vehicle use, fuel consumption, mileage, maintenance, and repairs;
- e. protect Project vehicles, equipment, documents, and other assets entrusted to the Driver;
- f. minimize avoidable vehicle downtime, accidents, misuse, and operating costs;
- g. comply with road safety requirements, traffic regulations, Project procedures, and applicable administrative controls; and
- h. provide courteous, professional, confidential, and dependable logistical support to the PIU.

4) SCOPE OF WORK AND RESPONSIBILITIES

Under the supervision of the Project Coordinator or designated official, the Driver shall perform the following duties:

A. Transportation Services

- a. safely transport WARDIP PIU personnel, consultants, officials, authorized visitors, World Bank mission members, and other approved passengers;
- b. provide transportation to meetings, workshops, field visits, project sites, airports, hotels, Government institutions, stakeholder offices, and other approved destinations;
- c. undertake field travel within Monrovia and throughout Liberia, including travel to counties and remote Project locations where required;
- d. undertake regional or cross-border travel where specifically authorized and permitted;
- e. ensure punctual arrival for scheduled assignments and plan routes in advance to minimize delays;
- f. remain available for official duties during approved working hours and for authorized assignments outside normal working hours where operationally necessary; and
- g. assist passengers with loading and unloading official materials, luggage, equipment, and supplies here appropriate.

B. Road Safety and Defensive Driving

- a. operate Project vehicles safely and responsibly at all times;
- b. comply with Liberian traffic laws, road safety regulations, speed limits, and applicable Project requirements;
- c. apply defensive-driving practices and exercise additional caution during poor weather, night travel, rural travel, and travel on difficult road conditions;
- d. ensure that all vehicle occupants use seat belts where fitted;
- e. never drive under the influence of alcohol, narcotics, or any substance that may impair safe driving;
- f. avoid use of handheld mobile phones or other distracting devices while driving;
- g. immediately report accidents, traffic incidents, security events, or vehicle damage to the appropriate Project authority; and cooperate fully with accident-reporting, insurance, security, and administrative procedures.

C. Vehicle Inspection and Routine Maintenance

The Driver shall conduct routine checks before and after vehicle use, including:

- a. engine oil and other fluid levels;
- b. coolant and radiator condition;
- c. fuel level;
- d. brakes;
- e. tires, tire pressure, and spare tire;
- f. lights and indicators;
- g. windshield, mirrors, and wipers;
- h. battery condition;
- i. horn;
- j. seat belts;
- k. basic tools, jack, wheel spanner, and emergency equipment; and
- l. general vehicle condition.

The Driver shall identify and report mechanical defects promptly and shall not knowingly operate a vehicle where doing so could endanger passengers or cause significant additional damage.

D. Vehicle Maintenance and Repairs

The Driver shall:

- a. monitor servicing requirements and advise the designated Project official when preventive maintenance is due;
- b. ensure that scheduled servicing, inspections, oil changes, tire maintenance, and other routine requirements are undertaken in a timely manner;
- c. transport vehicles to approved workshops or service providers when authorized;
- d. verify that authorized maintenance and repair work has been completed satisfactorily before accepting the vehicle;
- e. maintain records of servicing, maintenance, repairs, and replacement of parts;
- f. report unusual noises, warning lights, mechanical problems, or changes in vehicle performance immediately; and
- g. ensure that maintenance and repairs are not undertaken without appropriate authorization, except here an emergency requires immediate action to protect life or prevent significant damage.

E. Fuel and Mileage Management

The Driver shall:

- a. accurately record all vehicle movements in the official vehicle logbook;
- b. record opening and closing mileage for each trip;
- c. document trip purpose, destination, passenger or requesting unit where applicable, and relevant authorization;
- d. record fuel purchases and quantities accurately;
- e. monitor fuel efficiency and immediately report unusual fuel consumption;
- f. obtain and retain fuel receipts or other supporting records where required;
- g. ensure that fuel supplied for Project vehicles is used solely for authorized Project purposes; and support periodic reconciliation of vehicle mileage and fuel consumption.

F. Vehicle Cleanliness and Presentation

The Driver shall:

- a. maintain the interior and exterior of the assigned vehicle in a clean and professional condition;
- b. ensure that passenger areas remain clean and free of unnecessary materials;
- c. ensure that vehicle identification, registration, and required Project markings remain properly displayed where applicable;
- d. ensure that emergency equipment is stored securely and remains accessible; and
- e. maintain the vehicle in a condition appropriate for transporting Government officials, World Bank representatives, consultants, and Project stakeholders.

G. Vehicle Security and Asset Protection

The Driver shall:

- a. ensure that vehicles are securely parked at approved locations when not in use;
- b. lock vehicles whenever unattended;
- c. safeguard keys and hand them over according to established procedures;
- d. not allow unauthorized persons to operate or use Project vehicles;
- e. immediately report theft, attempted theft, vandalism, loss, or damage;

- f. protect official documents, equipment, and other items transported in the vehicle; and
- g. avoid leaving sensitive documents, valuable equipment, or confidential material unattended in vehicles.

H. Administrative and Logistical Support

When not engaged in driving duties, and where reasonably required, the Driver may support the PIU with basic operational tasks, including:

- a. delivery and collection of official correspondence;
- b. dispatch of documents to Government ministries, agencies, banks, service providers, and Project stakeholders;
- c. collection of authorized supplies and materials;
- d. logistical support during workshops, missions, meetings, and Project events;
- e. airport reception and drop-off services for official visitors;
- f. coordination of approved vehicle servicing and inspection appointments; and
- g. other reasonable logistical duties consistent with the position.
- h. Such activities shall not interfere with the Driver's primary responsibility for safe vehicle operation and transportation services.

5) VEHICLE USE AND ACCOUNTABILITY

Project vehicles shall be used exclusively for **authorized official purposes**.

The Driver shall not:

- a. use the assigned vehicle for unauthorized personal purposes;
- b. transport unauthorized passengers;
- c. lend, transfer, or allow another person to operate the vehicle without authorization;
- d. transport prohibited, illegal, or inappropriate items;
- e. alter vehicle mileage records, fuel records, or trip documentation;
- f. purchase fuel, parts, repairs, or services without required approval, except in a genuine emergency;
- g. remove Project equipment or accessories from the vehicle without authorization; or
- h. use the vehicle in any manner that could expose the Project or Government to unnecessary safety, financial, reputational, or legal risk.

Any suspected misuse of a Project vehicle shall be reported through established Project procedures.

6) ACCIDENT AND INCIDENT MANAGEMENT

In the event of an accident, breakdown, security incident, or other emergency, the Driver shall:

- a. prioritize the safety and medical needs of passengers and affected persons;
- b. secure the vehicle and location to the extent reasonably possible;
- c. notify the Project Coordinator or designated official immediately;
- d. contact appropriate police, emergency, medical, security, or other authorities as required;
- e. avoid admitting liability or entering into unauthorized settlements;
- f. obtain relevant information regarding other vehicles, drivers, witnesses, and circumstances where safe and practicable;

- g. cooperate in completing required accident or incident documentation; and
- h. support insurance, administrative, investigation, or repair processes as required.

All accidents, regardless of apparent severity, shall be reported promptly.

7) CODE OF CONDUCT AND PROFESSIONAL BEHAVIOR

The Driver shall maintain high standards of integrity, professionalism, courtesy, discretion, and confidentiality. The Driver shall:

- a. treat passengers, Project personnel, Government officials, communities, and stakeholders respectfully;
- b. maintain confidentiality regarding official discussions, documents, passenger movements, and information encountered during the course of duty;
- c. refrain from harassment, discrimination, intimidation, exploitation, or inappropriate behavior;
- d. comply with applicable Project codes of conduct and environmental and social requirements;
- e. avoid political campaigning or other inappropriate activities while operating Project vehicles or representing the Project;
- f. dress appropriately and maintain a professional appearance while on duty; and
- g. comply with all lawful instructions issued through the established reporting structure.

8) REPORTING AND RECORD KEEPING

The Driver shall maintain complete and accurate vehicle records, including, as applicable:

- a. daily vehicle logbooks;
- b. mileage records;
- c. fuel records;
- d. trip authorizations;
- e. preventive-maintenance schedules;
- f. maintenance and repair records;
- g. vehicle inspection checklists;
- h. accident and incident reports;
- i. registration and insurance documentation; and
- j. other records required under Project procedures.

Vehicle documentation shall be available for review by authorized Project, Government, audit, and World Bank personnel.

9) KEY PERFORMANCE INDICATORS

Performance may be assessed against the following indicators:

- a. percentage of authorized assignments completed safely and on time;
- b. completeness and accuracy of vehicle logbooks and mileage records;
- c. accuracy and accountability of fuel records;
- d. compliance with scheduled preventive maintenance;
- e. vehicle availability and minimization of avoidable downtime;
- f. number of preventable accidents or traffic violations attributable to the Driver;
- g. cleanliness and general condition of the assigned vehicle;

- h. timely reporting of defects, incidents, repairs, and maintenance requirements;
- i. compliance with Project vehicle-use and safety procedures;
- j. feedback from authorized passengers and supervisors regarding professionalism and reliability; and
- k. protection and responsible use of Project assets.

10) QUALIFICATIONS AND EXPERIENCE

Education

The candidate should possess at least:

- a. a Minimum of high school diploma or equivalent qualification; and
- b. the ability to read and write English sufficiently to understand instructions, maintain logbooks, prepare basic records, and communicate effectively with Project personnel.

Additional vocational or automotive training will be an advantage.

Driving License

The candidate must possess:

- a. a valid Liberian driver's license appropriate for the category of vehicle to be operated;
- b. a license that has been valid for an appropriate period and is in good standing; and
- c. demonstrated knowledge of Liberian traffic regulations and road-safety requirements.

Professional Experience

The candidate should have:

- a) At least two (2) years of relevant professional driving experience, with a demonstrated clean and safe driving record;
- b) Experience driving standard passenger vehicles; experience operating four-wheel-drive (4WD) vehicles would be an advantage;
- c) Good knowledge of Monrovia and major road networks in Liberia, with the ability to undertake official travel within and outside Monrovia;
- d) Ability to drive safely under varying roads, traffic, weather, and field conditions, including on unpaved roads where required;
- e) Basic knowledge of vehicle operation, routine inspection and preventive maintenance, including the ability to identify and report common vehicle faults promptly;
- f) Ability to maintain accurate vehicle logbooks, mileage records, fuel records, maintenance records, and other required vehicle documentation; and
- g) Demonstrated reliability, punctuality, discretion, professionalism, and adherence to applicable road-safety and traffic regulations.

Preferred Experience and Additional Qualifications

The following would be considered an advantage but should not constitute mandatory requirements:

- a) Previous driving experience with a Government institution, World Bank-financed or other donor-funded project, international organization, NGO, development partner, or diplomatic mission;
- b) Experience undertaking inter-county or long-distance official travel, including field missions to remote locations in Liberia;
- c) Experience operating four-wheel-drive vehicles and driving under difficult road conditions;
- d) Training or certification in defensive driving, first aid, or basic automotive mechanics; and
- e) Familiarity with basic security, accident, and emergency-response procedures applicable to official travel.

11) REQUIRED COMPETENCIES

The Driver should demonstrate:

- a) excellent driving and road-safety skills;
- b) reliability and punctuality;
- c) honesty and integrity;
- d) good judgment and situational awareness;
- e) ability to remain calm under pressure;
- f) strong interpersonal and communication skills;
- g) respect for confidentiality;
- h) flexibility to work outside normal hours when required;
- i) willingness and physical ability to undertake extended field travel;
- j) basic administrative and record-keeping skills; and
- k) respect for cultural, institutional, and professional diversity.

12) DUTY STATION AND TRAVEL

The primary duty station shall be Monrovia, Liberia. The Driver shall be expected to undertake frequent travel throughout Liberia in support of Project activities, including missions to counties, infrastructure sites, border areas, Government facilities, telecommunications facilities, project implementation locations, workshops, consultations, and stakeholder meetings. The Driver may occasionally be required to work early mornings, evenings, weekends, or public holidays where necessary for airport transfers, field missions, emergencies, World Bank missions, or other officially approved Project activities. Any travel outside the normal duty station shall be undertaken in accordance with applicable Project travel and administrative procedures.

13) SUPERVISION AND REPORTING

The Driver shall work under the overall supervision of the WARDIP SOP II Project Coordinator and the day-to-day direction of the designated PIU administrative, operations, or logistics officer. Vehicle assignments shall be undertaken only on the basis of authorized Project requirements. The Driver shall immediately escalate significant safety, security, mechanical, operational, or vehicle-management issues through the established reporting structure.

14) TERMS AND DURATION OF ASSIGNMENT

The assignment shall initially be for a period of **twelve (12) months**, subject to satisfactory performance. The contract may be renewed based on:

- a) satisfactory performance evaluation;
- b) continued operational requirements of the Project;
- c) compliance with Project policies and procedures; and
- d) availability of funding.

Continuation of the assignment shall not be automatic and shall remain subject to Project requirements and applicable contractual provisions.

15) RECRUITMENT METHOD

The recruitment shall be undertaken in accordance with the applicable **World Bank Procurement Regulations for IPF Borrowers**, Project procurement arrangements, and approved recruitment procedures. Candidates may be shortlisted based on qualifications and relevant experience and may be required to undergo:

- a) an interview;
- b) verification of driver's licence and employment history;
- c) reference checks;
- d) a practical driving test;
- e) assessment of knowledge of road safety and basic vehicle maintenance; and
- f) any other reasonable verification required by the Project.

16) APPLICATION REQUIREMENTS

Interested candidates shall submit:

- 1. A signed application or Expression of Interest;
- 2. A detailed Curriculum Vitae;
- 3. Copy of a valid driver's licence;
- 4. Copy of academic or vocational qualifications;
- 5. Evidence of relevant driving experience;
- 6. Contact details for at least three professional references; and
- 7. Any relevant defensive-driving, first-aid, mechanics, or other professional certifications.

Only shortlisted candidates will be contacted for further assessment.

17) SPECIAL CONDITIONS

Appointment shall be subject to satisfactory verification of the candidate's driver's license, references, driving record, qualifications, and suitability for the position.

The selected Driver shall be required to comply with all WARDIP SOP II policies and procedures relating to vehicle management, occupational health and safety, environmental and social standards, security, code of conduct, safeguarding of Project assets, confidentiality, and professional conduct.

18) RECRUITMENT METHOD

The Consultant will be selected in accordance with the World Bank Procurement Regulations for IPF Borrowers, as applicable to the Project, using the approved method for the selection of Individual Consultants, and in accordance with the provisions of the Project's approved Procurement Plan. Selection will be based on the candidate's qualifications, relevant technical experience, demonstrated competence, and suitability for the assignment. Only shortlisted candidates may be contacted for interview and/or further assessment.

19) APPLICATION PROCEDURE

Interested and qualified candidates are invited to submit an Expression of Interest (EOI) demonstrating their qualifications and experience relevant to the assignment. Applications should include:

1. a signed Expression of Interest/Cover Letter;
2. a detailed and updated Curriculum Vitae;
3. copies or evidence of relevant academic and professional qualifications;
4. evidence of relevant experience in digital infrastructure, telecommunications, ICT infrastructure, or development-financed infrastructure projects, where applicable;
5. contact details for at least three professional references; and
6. any other supporting documentation considered relevant to demonstrating suitability for the assignment.

Electronic Submission: Applications may be submitted to wardip.project@mopt.gov.lr, with copies to neorgreaves@mopt.gov.lr and morris123karu@gmail.com.

Hard Copy Submission

Attention:

Ka-Rufus G. Morris

Project Procurement Specialist

Western Africa Regional Digital Integration Project-Series of Projects 2 Liberia (WARDIP SOP II–Liberia)

Ministry of Posts and Telecommunications

McDonald and Carey Streets

Monrovia, Liberia

Applications must be received no later than 4:00 p.m. (GMT) on Wednesday, October 13, 2026