



UNHCR

United Nations High Commissioner for Refugees
Haut Commissariat des Nations Unies pour les réfugiés

DATE: 26 SEPTEMBER 2024

REQUEST FOR EXPRESSION OF INTEREST: 2024_REOI_005

FOR THE PROVISION OF DEFENSIVE DRIVING TRAIN OF TRAINER COURSES

CLOSING DATE AND TIME: 06 NOVEMBER 2024 23:59 HRS CEST

The Office of the United Nations High Commissioner for Refugees (UNHCR), established on December 14, 1950 by the United Nations General Assembly¹, requests your expression of interest **for the provision of Defensive Driving Train of Trainer Courses** as specified in the attached Terms of Reference – Annex A.

1. PURPOSE OF THIS DOCUMENT

UNHCR seeks qualified service providers being interested in providing Defensive Driving Train of Trainer Courses.

The purpose of this Request of Expression of Interest (REOI) is to:

- a. Establish a shortlist of pre-qualified suppliers capable of providing said services for the next solicitation stage.

This solicitation will be run as a two-stage process with this first REOI stage followed by a solicitation exercise for the pre-qualified suppliers.

2. REQUIREMENTS

Find attached in ANNEX A – Terms of Reference more information about the service, location, and timeframe.

3. PRE-QUALIFICATION CRITERIA:

- At least one successfully implemented similar contract in teaching defensive driving training (ToT) within the last 3 years
- At least one successfully implemented similar contract in providing regular defensive driving training within the last 3 years
- Adapting training to local conditions and legislations, by providing an example of training adaptation in a foreign country and explaining the training adaptation methodology.
- Demonstrating an online platform for collecting the information of the ToT trainees, and the subsequent drivers who are trained by them.

- Certification(s) and/or qualification(s) of:

¹ For further information on UNHCR, please see <http://www.unhcr.org>

- The trainers. Trainers must be certified by ROSPA, IRU, the USA NSC, or an institution providing equivalent defensive driving programs.
 - The training programme. Certification of the proposed training program and/or trainers by any international or regional institution is mandatory.
- Proven capacity of delivering training in French. The potential suppliers must have trainers who can speak French.
- Trainer(s) to be in possession of valid, clean B driving license. C (HGV) driving license is desirable
- Ability to commit to provide in person training in the given countries and complete the requested training according to the timeframe set in Annex A – ToR and satisfying pre-qualification criteria.
 - Provide certification to the successful instructors on Train the Trainers

4. ACKNOWLEDGMENT:

We would appreciate your informing us of the receipt of this REOI by return e-mail to martha@unhcr.org and to kokkinia@unhcr.org as to:

- Your confirmation of receipt of this REOI
- Whether or not you will be responding

5. REQUEST FOR CLARIFICATION:

Any request for clarification in respect of this EOI, shall be sent by e-mail to martha@unhcr.org and to kokkinia@unhcr.org on or before 23:59 hrs CEST on 16th of October 2024.

UNHCR plans to reply to all questions shortly after they are received. UNHCR may, at its sole discretion post the list of compiled questions on-line on UNGM and UNHCR websites. The names of potential suppliers will remain anonymous.

6. REGISTRATION WITH UNHCR Supplier Portal:

Vendors are encouraged, if not already done, to register their companies with UNHCR at the following [link](#)

7. REOI Submission

Your expression of interest should be concisely presented, structured and detailed but not necessarily limited to the requirements in Chapter 3 above.

Note: Certificates and supporting documents/information emitted in other language than English must be sent with the corresponding translation.

Your submission shall be received on or before **06 NOVEMBER 2024 23:59 HRS CEST** by e-mail in PDF format to martha@unhcr.org and to kokkinia@unhcr.org.

Please be aware of the fact that the e-mail policy employed by UNHCR limits the size of attachments to a maximum of **10 Mb** so it may be necessary to send more than one e-mail for the whole submission.

Please indicate in the e-mail subject field:

- **2024_REOI_005**
- Name of your Company

- Number of e-mails that are sent
- For example: **2024_REOI_005** “Company Name” (email 1 of 3)

8. Annexes

- Annex A: Terms of Reference

IMPORTANT:

UNHCR may, at its discretion, extend the deadline for the submission of REOs notifying all prospective parties simultaneously.

UNHCR reserves the right to change or cancel the requirement at any time during or after the REOI. UNHCR also reserves the right to require compliance with additional conditions if and when issuing any subsequent procurement exercise. Please do NOT provide any financial information in your submission.

L. Hovsepyan

Levon Hovsepyan
Head of Sourcing and Global Markets Unit
UNHCR