



**iDICE**

Investment in Digital and Creative  
Enterprises Programme

**Terms of Reference (TOR) for the Engagement of a  
Driver**

**for the**

**Investment in Digital and Creative Enterprises  
(iDICE) Programme**

**Sector: Technology and Creative  
Financing Agreement reference: 2000200005160  
Project ID No.: P-NG-K00-009**

**25<sup>th</sup> March, 2025**



### 1. Background

The Federal Government of Nigeria has received financing from the African Development Bank (AfDB), Agence Française de Développement (AFD) and the Islamic Development Bank (IsDB) towards the implementation of the Investment in Digital and Creative Enterprises (iDICE) Programme<sup>1</sup>. The objective of the iDICE Programme is to promote entrepreneurship, boost innovation, create jobs, enhance social development, and achieve economic transformation by fostering growth in the digital technology and creative ecosystem, building on brownfield investments and synergies with ongoing initiatives in Nigeria.

In line with implementation arrangements, the iDICE Programme Coordination Unit (PCU) within the Bank of Industry (BOI) is seeking to engage the services of a **Driver** as part of the Programme Coordination Unit.

### 2. Objectives

The primary objective of the Driver within the iDICE PCU is to provide reliable, safe, and efficient transportation services to support the effective implementation of the iDICE Programme. This includes ensuring the timely and secure transport of PCU staff, programme beneficiaries, and materials to various locations, maintaining the assigned vehicle in optimal condition, while adhering to all relevant traffic and safety regulations.

### 3. Scope of work

The Driver shall be responsible for a specific range of duties which will include, but are not limited to:

- a) Provide reliable and safe transportation for PCU staff, programme beneficiaries, stakeholders and other authorized personnel to various locations as required by the iDICE Programme.
- b) Ensure timely pick-up and drop-off of passengers, adhering to the scheduled times and routes.
- c) Regularly inspect and maintain the assigned vehicle to ensure it is in optimal working condition, including performing routine checks on oil, water, battery, brakes, tires, and other essential components.
- d) Adhere to all traffic laws, regulations, and safety standards to ensure the safety of passengers and other road users.

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<sup>1</sup> More details about the iDICE Programme as documented in the Program Appraisal Report (PAR) can be accessed at <https://www.afdb.org/en/documents/nigeria-investment-digital-and-creative-enterprises-i-dice-program-project-appraisal-report>

- e) Ensure that all necessary vehicle documents (e.g., registration, insurance, and inspection certificates) are up-to-date and available in the vehicle.
- f) Plan travel routes and schedules to optimize journey times while adhering to traffic regulations and considering road conditions.
- g) Assist in the transportation of programme materials, equipment, and supplies to various locations as needed.
- h) Support the logistical arrangements for events, workshops, and meetings by transporting necessary items and setting up venues.
- i) Maintain accurate records of vehicle usage, including mileage, fuel consumption, and maintenance activities.
- j) Prepare and submit regular reports on vehicle performance, maintenance needs, and any incidents or accidents.
- k) Be prepared to respond to emergencies and provide assistance as needed, including first aid and vehicle breakdowns.
- l) Ensure that the vehicle is equipped with necessary emergency supplies, such as a first aid kit, fire extinguisher, and spare tire.
- m) Maintain effective communication with PCU staff and other relevant parties to coordinate transportation needs and schedules.
- n) Report any issues or concerns related to transportation services to the appropriate authorities promptly.
- o) Demonstrate professionalism, courtesy, and respect in all interactions with passengers, colleagues, and the public.
- p) Maintain a neat and professional appearance at all times.
- q) Participate in training and capacity-building activities to enhance skills and knowledge related to the role.
- r) Assist with other administrative and logistical tasks as needed to support the overall functioning of the PCU.

#### **4. Qualification and Experience**

- a) A minimum of a Secondary School Certificate (SSC) or its equivalent..
- b) A minimum of 5 years of professional driving experience, preferably within an organization, government agency, or international development programme.
- c) A valid Nigerian driver's license with a clean driving record.
- d) Proficiency in vehicle maintenance and basic troubleshooting to ensure the vehicle is in optimal working condition.
- e) Familiarity with local and regional road networks and traffic regulations.
- f) Strong interpersonal and communication skills, with the ability to interact professionally with PCU staff, programme beneficiaries, and other stakeholders.
- g) High level of professionalism, integrity, and reliability in performing duties.

- h) Demonstrated ability to interact professionally with a diverse range of people, providing courteous and efficient service.
- i) Proficiency in English is required. Knowledge of local languages is an added advantage.
- j) Understanding of road safety regulations and best practices to ensure the safety of passengers and other road users.

**5. Reporting and Deliverables**

The Driver will report to the **National Coordinator**. The Driver will submit reports as follows:

S/N	Deliverable	Description	Timeline
1.	Vehicle Log Report	A detailed log of vehicle usage, including dates, mileage, destinations, purpose of trips, and passenger details.	Daily entries with monthly summary
2.	Maintenance and Service Record	Documentation of regular maintenance checks, services performed, repairs needed or completed, and any vehicle issues encountered.	Immediate recording of incidents or maintenance needs with a comprehensive report submitted quarterly
3.	Fuel Consumption Report	A record of fuel purchases and consumption rates, providing insights into vehicle efficiency and potential issues.	Monthly

**6. Duration and Commencement**

The duration of the assignment shall be for an initial period of one (1) year, to be renewed annually subject to satisfactory performance. The Driver will be expected to commence work in June 2025.