

**UNICEF YEMEN**  
**TERMS OF REFERENCE FOR SERVICES - INSTITUTIONS**

**SHORT TITLE OF ASSIGNMENT**

Fuel Tracking System for UNICEF Yemen fuel tanks and vehicles

**BACKGROUND**

UNICEF Yemen is looking for fuel tracking system that can control the fuel tanks and vehicles in Sanaa and all field offices; Aden, Saada, IBB and Hodeidah. The system should provide a comprehensive vehicle and fuel tracking solution that allows UNICEF to track and monitor our fuel storage 24/7/365

**OBJECTIVE**

The main objective of the fuel tracking system is to control the real time quantity in fuel tank, separate reading for dual fuel tanks / dual engines, maximum capacity of fuel tank, consumption, total fuel consumption, average fuel consumption, maximum / minimum fuel consumption, fuel theft, sudden drop in fuel tank, irregular fuel consumption pattern, mileage, best mileage / worst mileage, real time range in kilometers with available fuel in tank, fuel cost, per kilometer costing, per hour costing, maximum cost / minimum cost per hour / kilometer, optimum range of fuel cost.

**SCOPE OF WORK, ACTIVITIES, TASKS, DELIVERABLES AND TIMELINES, PLUS BUDGET PER DELIVERABLE****Scope of Work.**

The proposed fuel system tracker should include the following:

1. Digital fuel sensors designed for tanks and vehicles.
2. Multi-level calibration procedure ensuring up to 98%\* accuracy.
3. Alerts on refuel & drain by SMS/Mobile & Email.
4. Alarms can be pre-set to alert you of high/low fuel levels.
5. Refuel & drain locations shown on map.
6. Reports on refuel & drain.
7. Fuel efficiency reports for detailed analysis on fuel consumption.
8. Monthly fuel consumption report.
9. Fuel log & Cost/km reports.

**Deliverables –**

1. Measures in real-time the fuel level
2. Detects theft by draining
3. Detects theft by overfilling
4. Generates local and remote anti-theft alarms
5. Provides significant cost savings month after month

**Payments –**

- Payment will be processed upon the installation of the system and its equipment. Monthly SMS subscription will be process in monthly basis upon the satisfactory of service delivery.

## CRITERIA FOR EVALUATION - INSTITUTIONS

TECHNICAL EVALUATION CRITERIA	REQUIRED SUPPORTING DOCUMENTS	RATING	SCALING	MAXIMUM SCORE
<b>COMPANY EXPERIENCE</b>				
1. Years of experience in the installation of <i>fuel tracking systems</i> and a proven record in delivering professional results	Project reports, reference letters etc.	7 years or more experience	8	8
		5 - 6 years' experience	6	
		3 - 4 years' experience	4	
		Less than 3 years' experience	2	
2. Work experience in the Yemen regions.	Location details, partners in the region etc.	Coverage in 4 or more countries	7	7
		Coverage in 2-3 countries	5	
		Coverage in 1 country	3	
		Coverage in 0 country	0	
3. Proven high-quality report writing in English	Reports presenting high level of proficiency in report writing in English	3 examples of High Quality Reporting	6	6
		2 examples of High Quality Reporting	4	
		1 example of High Quality Reporting	2	
		No examples of High Quality Reporting	0	
<b>PROPOSED TEAM EXPERIENCE</b>				
4. Experience of the individual team members in similar projects	CVs of team members	The team members having combined experience of minimum of 20 years work experience in Fuel tracking system installation	10	10
		The team members having combined experience of less than 20 years work experience in Fuel tracking system installation	8	
		The team members having combined experience of minimum of 15 years work experience in Fuel tracking system installation	4	
		The team members having combined experience of of minimum of 10 years work experience in Fuel tracking system installation	2	



		The team members having combined experience of less than 10 years work experience in Fuel tracking system installation	0	
9. Experience of the team members in Fuel tracking system installation	CVs of team members	The team members having combined experience of minimum of 15 years work experience in Fuel tracking system installation	6	6
		The team members having combined experience of minimum of 10 years work experience in .....	4	
		The team members having combined experience of minimum of 7 years' work experience in Fuel tracking system installation	2	
		The team members having combined experience of less than 7 years' work experience in Fuel tracking system installation	0	
10. Qualifications of the individual team members	CVs of team members	3 team members or more have university degrees or equivalent (fields related to Fuel tracking system installation .).	6	6
		2 team members or more have university degrees or equivalent (fields related to Fuel tracking system installation .).	4	
		Less than 2 team members or more have university degrees or equivalent (fields related to Fuel tracking system installation ).	2	
<b>METHODOLOGY</b>				
11. A detailed description of the proposed methodology, describing the approach that will be taken to deliver the outputs for each of the phases (section x of the TORs), including a description of activities, envisaged working modalities, which stakeholders	A description of the proposed methodology	The proposed methodology thoroughly describes the envisaged approach taken to deliver the outputs, including a detailed description of activities, working modalities, stakeholders and strategies to secure stakeholder involvement	17	17



are sought to be involved and how stakeholder involvement will be secured (the methodology shall be in accordance with the the Terms of Reference).	The proposed methodology mostly provides a satisfactory description of the envisaged approach taken to deliver the outputs, including a broad description of activities, working modalities, stakeholders and strategies to secure stakeholder involvement	12	
	The proposed methodology provides a partial description of the envisaged approach taken to deliver the outputs, including a partial description of activities, working modalities, stakeholders and strategies to secure stakeholder involvement	7	
	No methodology or description of activities provided	0	
<b>TOTAL TECHNICAL SCORE</b>			<b>60</b>

Minimum technical required score: 45 points (Technical Proposals scoring less than 45 points will be considered non- responsive, therefore will be rejected)

a) **Financial- 40 points:**

All costs to UNICEF and to the other parties in the transactions are to be identified and

*Price proposal calculation:*

The maximum score assigned to the price proposal (e.g. 32) is allocated to the lowest acceptable priced proposal. All other price proposals receive scores in inverse proportion according to the following formula:

Score for price proposal X = (Maximum score for price proposal (e.g. 32) \* Price of lowest priced proposal)/Price of proposal X.