

Request for Government Fleet and Fuel Management Consultant

Background

The Ministry of Finance being the responsible Ministry for the Government fleet seeks to improve and remodel government fleet management function and cadre. The overall objective of this assignment is to assist the Government of Lesotho to manage Government fleet and fuel in an economical way. The assignment will be undertaken over a period of 24 months.

The Government of Lesotho through Ministry of Finance and Development Planning now invites eligible consultants with relevant experience and expertise in fleet and fuel management to submit their proposals in response to this advertisement. Interested consultants must send their expression of interest with information indicating that they are qualified to perform the above mentioned service.

The Terms of Reference (TOR) will be obtainable at Ministry of Finance and Development Planning Procurement Unit, Room 2010 from 08 September 2025 and at www.finance.gov.ls.

Respondents must Possess the necessary technical expertise to undertake the proposed scope of work.

1.1.1 Proposal Submission

Respondents are required to submit their proposals in the following format:

- a) The proposal should be typed, with clear headings and page numbers.
- b) The proposal should be written in English.
- c) The proposal should provide experience of performing similar work and qualifications.

1.1.2 Deadline for Submission

Proposals must be submitted not later than **07 October, 2025**. Late submissions will NOT accepted.

1.1.3 Clarification and Inquiries

Clarifications and enquiries should be made in writing to;

The Secretary
Procurement Committee
Ministry of Finance and Development Planning
Email: moipone.ramollo@gov.ls

1.1.4 Evaluation Criteria 70:30

Criterion	Weight	
1. Profile(Please attach copies of academic qualifications)	15	

2. Proposed methodology and work plan - adequacy of the proposed methodology and workplan in response to the terms of reference A. Technical approach and methodology B. workplan	60	
3. Description of similar assignments:(Relevant experience)	15	
4. Relevant Experience and references:	10	

The minimum technical score shall be 70% or above, and only candidates who acquired 70% or above will further be evaluated financially.

INSTRUCTION FOR SUBMISSION

The consultant should submit the proposal in one original and four copies in sealed envelopes clearly marked "**Request for Consulting services for Lesotho Government Fleet and Fuel Management Consultant.**". One original and 4 copies envelopes should be in one big envelope or container, marked as above and delivered to the following address:
Finance House tender box situated at 3rd Floor, Government Complex not later than **21 October, 2025 on or before 1200hrs**. Proposals will be opened in the presence of bidders or their representatives who choose to attend at **1430hrs** on the same day (**21 October, 2025**) at 3rd Floor, Ministry of Finance Tender Board Room.

Please note that all costs associated with the preparation and submission of the proposal will be borne by the consultant.

This tender will be awarded by the Ministry of Finance and Development Planning Procurement Committee. **Bidders must however, note that awarding of this tender will be subject to an agreed contract**

The Ministry also reserves the right to cancel the tenders before submission/opening OR postpone the tender submission/opening dates and to accept/reject any or all tenders without assigning any reasons thereof. The Ministry is not bound to accept the lowest or any bid

TERMS OF REFERENCE (ToR)

Position Title: Fleet Management Advisor

Location: Maseru, Lesotho – Ministry of Finance

Duration: Two (2) Years with Possibility of Renewal

Reports To: Designated Reporting Authority (e.g., Principal Secretary or Appointed Contract Manager)

1. Background

The Ministry of Finance of the Government of Lesotho seeks to engage a qualified Fleet Management Advisor to provide technical support and strategic guidance in implementing a robust and sustainable fleet management system. The aim is to optimize government vehicle operations across line ministries and MDAs (Ministries, Departments, and Agencies), ensure regulatory compliance, reduce operating costs, and promote environmental responsibility.

2. Objectives of the Assignment

The main objectives of the Fleet Management Advisor are to:

2.1 Optimize Fleet Operations

- Improve efficiency and productivity in vehicle utilization
- Streamline fleet operations to minimize downtime and operational delays

2.2 Cost Reduction and Control

- Identify cost-saving measures in procurement, maintenance, and disposal
- Advise on budget-conscious acquisition and lifecycle strategies

2.3 Enhance Safety and Compliance

- Ensure compliance with safety and transport regulations
- Reduce accidents through training and preventive vehicle management

2.4 Improve Asset Utilization and Lifecycle Management

- Maximize vehicle utilization across ministries
- Design maintenance plans to extend asset life and reduce breakdowns

2.5 Establish a Structured Fleet Management Framework

- Develop standardized policies, controls, and procedures for fleet management across all MDAs

2.6 Leverage Technology and Data Analytics

- Introduce fleet tracking systems and data-driven monitoring tools
- Enable evidence-based decision-making

2.7 Promote Environmental Sustainability

- Advocate for the use of hybrid/electric vehicles
- Reduce fleet emissions and fuel consumption

2.8 Capacity Building and Training

- Train transport officers, drivers, and fleet managers
- Foster a culture of efficiency, responsibility, and safety

3. Scope of Work

The Fleet Management Advisor will perform the following tasks:

3.1 Fleet Assessment

- Conduct a diagnostic assessment of existing fleet operations, utilization, and policies

3.2 Strategy Development

- Design a comprehensive fleet management strategy aligned with ministry-specific needs

3.3 Fleet Management System Implementation

- Recommend and support the rollout of fleet tracking software
- Establish a reporting and monitoring framework (budgeting, licensing, maintenance, etc.)

3.4 Maintenance and Lifecycle Management

- Develop maintenance schedules and lifecycle optimization plans

3.5 Cost Optimization and Budgeting

- Analyze current expenditures and recommend cost-saving interventions

3.6 Safety, Compliance, and Risk Management

- Create and enforce driver safety programs and risk mitigation measures

3.7 Policy and Procedure Development

- Draft standardized fleet policies and procedures for implementation across MDAs

3.8 Capacity Building

- Conduct training and knowledge transfer to build internal capacity

3.9 Monitoring and Reporting

- Define KPIs and prepare regular performance and compliance reports

3.10 Sustainability Initiatives

- Recommend terrain-appropriate, environmentally friendly vehicle options

3.11 Stakeholder Coordination

- Liaise with relevant stakeholders, including internal departments and external vendors

4. Expected Deliverables

1. Executive summary report of assessment findings and implementation roadmap
2. Comprehensive fleet assessment report and strategic action plan
3. Finalized fleet management policy and procedural manuals
4. Operational fleet tracking and reporting system, with user training documentation
5. Monthly and quarterly performance and compliance reports
6. Final completion report highlighting key outcomes, challenges, and recommendations

5. Duration and Payment Terms

- Contract Duration: Two (2) years, renewable based on performance and institutional needs
- Payment Terms: Monthly payments upon submission of acceptable deliverables and time sheets
- Budget: [To be determined by the Ministry of Finance]
- Conditions of Payment: Submission and approval of deliverables and time reports
- Payment Schedule: To be detailed in the final contract

6. Qualifications and Experience

- Bachelor's degree in Mechanical/Automotive Engineering, Logistics, Business Administration, or a related discipline (Master's degree is an added advantage)
- Minimum of 5–10 years of experience in fleet management or logistics, with a proven advisory and operational track record
- Proficiency in fleet management systems, GPS/telematics tools, and data analysis
- Strong budgeting, forecasting, and KPI development skills
- Understanding of safety, environmental, and compliance standards in public sector fleet operations

- Excellent stakeholder management, training, and communication skills
- Professional Indemnity Insurance is required to cover professional responsibilities

7. Application Process

Interested candidates must submit the following documents:

- Detailed Curriculum Vitae (CV) outlining relevant experience and qualifications
- Cover letter articulating their approach to public sector fleet management and their motivation for applying
- Contactable references from previous fleet advisory or logistics projects
- Certified copies of academic and professional qualifications

Submission Deadline: 21 October 2025

Clarifications: moipone.ramollo@gov.ls

8. Evaluation Criteria for Applications

Applications will be evaluated using the following criteria:

Criteria	Maximum Points
Academic Qualifications	15 points
- Bachelor's degree (relevant field)	(10 points)
- Master's degree (bonus)	(5 points)
Relevant Experience	30 points
- 5–7 years' relevant experience	(20 points)
- Over 7 years' experience	(additional 10 pts)
Technical Knowledge & Skills	20 points
- Fleet systems, analytics, maintenance strategy	
Proven Record in Similar Advisory Roles	15 points
- At least two successful similar assignments	
Quality of Technical Proposal / Cover Letter	10 points
- Demonstrated understanding of the assignment	
References and Professional Conduct	5 points
Professional Indemnity Insurance	5 points

Total Possible Points: 100

Minimum Qualifying Score: 70 points

