

## Advertisement of Business Opportunities



**NRDC IS LOOKING FOR A FINANCIAL SERVICE PROVIDER TO CARRY OUT BIOMETRIC REGISTRATION OF BENEFICIARIES AND DISTRIBUTE CASH IN FASHODA (Aburoc IDP Camp).**

**Date:** 4/07/2019

**Reference No:** NRDC\_JB\_JULY\_2019

**Contracting Authority:** National Relief and Development Corps.

**Deadline for submission of letter of interest:** 19/JUL/2019 – 4:30 PM Juba Time

### **Term of References (ToR):**

National Relief and Development Corps is a National NGO officially registered with RRC operating in Greater Upper Nile State since 2001 and primarily works with local communities, local Government and stakeholders to actively contribute towards poverty alleviation through promotion of sustainable self-reliance and self-sufficiency in food production and social services to attain social-economic prosperity. National Relief and Development Corps with support from DCA and Diakonie Katastrophenhilfe and German Federal Foreign Office plans to pilot a biometric beneficiary registration and management system for unconditional cash assistance in its project location in Fashoda County (Aburoc IDP camp). The project will support 2,770 Households with unconditional/unrestricted cash amounting to 150 USD in two rounds of instalments.

NATIONAL RELIEF AND DEVELOPMENT CORPS is seeking qualified financial service providers that can supply the above mentioned services to respond to this advert. Service providers who respond to this advert and provides relevant documentation will be invited to participate in the bidding process.

### **Overall objective:**

The overall objective is to provide cash transfer services that will use biometric registration of beneficiaries and distribute cash to the registered beneficiaries in Fashoda County (Aburoc IDP camp).

### **Purpose:**

To ensure that biometrical registered beneficiaries receive cash grants of \$150 over 2 disbursements in a secure and safe manner. And all beneficiary disbursements will be transacted in USD

### **Goods and services needed:**

1. Train NRDC Staff on biometric beneficiary registration and its use
2. Register the selected and verified beneficiaries through a biometric system.
3. Transfer the money to the point of distribution
4. Support in the cash distribution in collaboration with NRDC.
5. Ensures security and safety during transfer and distribution of cash
6. Manage funds in the field independently from NRDC in the field during distribution period
7. transport cash and their staff to different cash distribution sites

#### **SCOPE OF THE SERVICES**

In Fashoda County (Aburoc IDP camp) with possible upscaling to Panyikang and Manyo County.

The biometric registration system should be able to provide the following:

- Capture biological features of the beneficiaries, (fingerprint, iris scan, face recognition, photo, e.t.c) one primary beneficiary and two household members
- Function online and offline
- Generate reports in excel or word
- Ensure that data is secure and protected
- Ensure that data cannot be changed after registration
- Able to generate identification codes for beneficiary
- Capture the following information: - name, ID number, date of birth, gender, marital status, next of kin (multiple), next of kin ID, vulnerability status,, payam, Boma, Village, etc. System should be to customise the data to be collect.
- Able to provide an alternative way of identifying the beneficiary if the biometric system malfunction due to one reason or another.

The Service Provider will

- Transfer cash to beneficiaries of NRDC in Fashoda County, Manyo County and Panyikang.
- Remain fully responsible and liable for the cash until it is paid to the beneficiaries.
- Ensure that there security at the distribution site and during transportation of cash in different field locations
- Will cover all incidental costs necessary for the payment of cash to the identified beneficiaries; this shall include but not limited to secure transportation of cash to the agreed distribution.
- Responsible of all costs relating to the Service Providers staffing if applicable; all costs related to security at the agreed distribution sites and all related costs incurred through the use of sub-contractors
- Will distribute the cash and shall allow each beneficiary sufficient time to count the funds received and to sign a confirmation of receipt.
- At the end of each distribution, issue a daily distribution and reconciliation report to be signed by the relevant parties. This will be used to produce the FSP service fees invoice.
- Return any undistributed cash to NRDC.
- Transfer cash to the beneficiary in the distribution site in coordination with NRDC staff.
- Follow the distribution procedures which was developed by NRDC and DCA.
- Adhere to the distribution plan timeframe in accordance NRDC plans.
- Deals with already identified and verified list by NRDC staff..
- Remain solely responsible for the contract and accountable to NRDC.

NRDC is responsible for this contract and the Service Provider will report to Logistics and Procurement Department of NRDC

#### **• TIMING, LOGISITICS AND FACILITATION:**

The Contract will commence in August 2019 and the period of implementation is 01.08.2019 to 31.05.2020.

#### **• REPORTING**

The Service Provider shall report any irregularities, damage or similar to NRDC within 24 hours of occurrence.

The interested supplier shall provide the following information to the Contracting Authority using the contact details below:

- The company's name and contact details;
- Registration Certificates or Incorporation certificate.
- Valid Trading licence
- Evidence of registered physical address.
- Contact Person.
- Brief description of the company's background and main line of work.

- Experience working in the geographical area and evidence of physical presence in Fashoda County (Aburoc IDP camp).
- References from your previous Contractors at least two.

This is purely information on business opportunities and does not constitute a commitment to purchase or any other form of contractual commitment with the Contracting Authority.

All interested companies offering financial service provisions should submit their sealed well addressed envelope to NRDC offices at the below address not later than July 19, 2019.

National Relief and Development Corps,  
Opposite TM Lion, Kololo Road, Tongging.  
+211926087173  
Jane Sisia,  
Finance Assistant,  
NRDC

