

Bid Reference Number: SSD2230-Pibor-2023-001

Bid Title: Cash distribution services in Pibor, GPAA – South Sudan

Appendix I: Terms of Reference – Cash Distribution

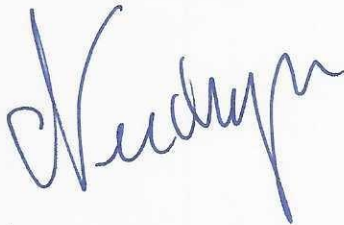
ZOA-Dorcas South Sudan is looking to engage the services of an experienced company with expertise in cash payment in South Sudan particularly in the Greater Pibor Administrative Area of Jonglei State. Please submit your bids via E-mail procurement.SouthSudan@zoadorcas.ngo by the 5th January, 2023 at or before 5:00pm (CAT).

Kindly indicate on your tender email subject line: **SSD2230-Pibor-2023-001 for cash distribution services in Pibor, GPAA – South Sudan**

For further inquiries, please send to the above email and you will be heard.

Looking forward to receiving your bids in order.

Sincerely,



ZOAC  **Dorcac**
South Sudan

Cor Verduijn
Country Director
ZOA-Dorcas South Sudan

Appendix I: TERMS OF REFERENCE – CASH DISTRIBUTION

Organizational background:

ZO-Dorcas South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA-Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei States as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

Objective(s) of the call to tender:

- To ensure that the selected beneficiary House Holds receive their cash with designated amounts in a professional, orderly, and timely manner.

Service Provider's obligation

Issuing of cash to 950 vulnerable House Holds in Pibor between 20th January, 2023 and 31st January, 2023. The service provider should be willing to carry out the service following the terms described below;

- Arrange for the amount of money to be distributed to the beneficiaries in South Sudanese Pounds using the Central bank rate of the 1st day of distribution with proof to be attached in accordance with ZOA-Dorcas' project criteria. The one-off amount to be distributed is up to USD 38,000 in SSP equivalent.
- Transport cash to the 3 distribution sites in GPAA using own means, whereas ZOA-Dorcas should not be involved by any means in the transportation and security of the cash before and during the distribution exercise. The service provider shall vindicate ZOA-Dorcas in case of loss of money by whatever reason.
- Distribute cash to selected, verified, and registered vulnerable households who ZOA-Dorcas will be responsible to check the identity before the service provider's agent issues the cash. The responsibility of the service provider will end once the beneficiary has received the cash. Therefore, in case of loss of money before distribution to beneficiaries at the distribution site, the service provider will need to cover its loss. In an event that the loss is due to wrong identification of beneficiary, ZOA-Dorcas will be responsible to refund the beneficiary. One ZOA-Dorcas staff will be assisting the service provider in verifying the beneficiaries but not getting involved in the issuing of the cash.
- Provide for own security during cash transit and at the distribution site ensuring that its vehicle remains ready at any time at the distribution site as may be required for security purposes.
- Secure prior clearances from relevant authorities as required.



ZOA-Dorcas' obligation

1. Reimburse the service provider the SSP equivalent in USD at the Central Bank Rate + the % commission charged after completion of the distribution exercise.
2. Be accountable for cash distributed to beneficiaries with special considerations such as House to House beneficiaries. The amount for such groups shall be requested by ZOA-Dorcas from the service provider in advance and will be accounted for and the service provider will be given the accountability documents and any balances not distributed in the house to house distribution.
3. Provide the service provider with the distribution statistics (List of beneficiaries + amount designated per household per location).
4. Support the service provider in the identification of beneficiaries and making sure that the beneficiaries have signed correctly and provide the needed identifications and telephone numbers where necessary.

Duration of cover:

This is a onetime-off service whose duration shall depend on the completion of the exercise to be carried between 20th and 31st January, 2023.

Selection Criteria

The criteria to be applied during the evaluation will be the legal conformity of the bidder, the percentage commission charged, the technical expertise, compliance with technical specifications and quality standards, capacity to deliver, service provider's proximity to beneficiaries, Bid validity period, delivery time, and list of Clientele.

Further instructions

1. Your Company shall bear all costs associated with the preparation and submission of the bid documents and ZOA-Dorcas shall, in no case, be held responsible or liable for these costs, regardless of the conduct or outcome of the bidding process.
2. Each of you will participate in and submit one set of bid. This rule applies equally to companies within the same group of companies with the same ownership.
3. Bidders shall prepare and submit bids independently and without any connection, knowledge, comparison of information or arrangement, direct or indirect, with any other bidder.
4. The bidder is expected to carefully examine the contents of its bid. Failure to comply with the requirements of the call for expression shall be at the bidder's own risk. Bids not submitted in conformity with the above bidding Conditions and its annexes shall be rejected.
5. The bidder must be a fully registered entity or group in South Sudan with all valid legal documents attached to the bid.
6. There is a ZERO TOLERANCE TO SEXUAL HARRASMENT, EXPLOITATION & ABUSE. Any bidder known to have indulged in such practice now or during this bidding process will be disqualified with the immediate effect.
7. Each bidding company and its director(s) shall be subjected to vetting against list of listed companies or individuals for money laundering or terrorist activities.

Amendment of Call for Expression of Interest

8. At any time prior to the deadline for submission of bids, the procurement committee, may for any reason, whether at its own initiative or in response to a clarification requested by a prospective bidder, modify the call for expression of interest documents by the issue of addenda.



- Any addenda that is issued shall be part of the ToR and shall be communicated in writing to all bidders who are requested to immediately acknowledge the receipt of each addendum by E-mail through the address above. To allow prospective bidders reasonable time in which to consider an addendum in preparing their bids, the tender committee may extend the deadline for submission of bids.

Process to be Confidential

- Information relating to the examination, clarification, evaluation and comparison of bids and recommendations for the award of the contract will not be disclosed with the process of evaluation. Any effort by a bidder to influence the processing of the bids or award decisions may result in the rejection of its bid.
- Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between ZOA-Dorcas and the bidder. Access to these materials shall not be granted to third parties without the prior written consent of ZOA-Dorcas.

Award of Contract

- Framework agreement will be issued to the selected supplier upon approval

General Conditions and Disclaimers

- This ToR is simply an invitation to bidders to submit a bid in accordance with this call to bid document. This Call to bid does not constitute an offer of any kind on the part of ZOA-Dorcas South Sudan.
- No contractual or other legal obligations arise on the part of ZOA-Dorcas to any bidder by this call to bid or the submission of a bid by a bidder nor is any legal relationship created between ZOA-Dorcas and any bidder until such time as an agreement, if any, is subsequently reached with a bidder.
- ZOA-Dorcas reserves the unilateral and exclusive right to modify or cancel this call to bid at any time without any obligation to any bidder and makes no guarantee that the process initiated by this call will continue.

Qualifications/Submission documents:

ZOA-Dorcas South Sudan will consider the following minimum attributes of the service provider;

- Description of the procedures to be used by the service provider in handling the distribution exercise.
- At least 2 years of experience in providing cash disbursements/distributions.
- Ability to provide such services across South Sudan.
- Solid finance muscle (financial statements of last three months).
- Proven previous experience with NNGOs, INGOs, UN agencies, etc.
- Fully registered with the Government of South Sudan and possessing valid documents at the time of submission (Valid Tax compliance certificate/TIN, copy of license to carry cash distribution, Certificate of incorporation, Copy of banking license if applicable, Certificate of operation, Incorporation, Chamber of Commerce).
- Company physical address
- Company Bank account details (For purposes of reimbursement transfers)

Information on submission of proposals: Experienced and interested companies should submit their proposals + the aforementioned requirements not later than **Friday the 6th January, 2023** to procurement.southsudan@zoadorcas.ngo or Hand delivered in sealed envelopes to our ZOA-Dorcas Country Office located at Nyakuron West, Plot 85, Block GII, Behind the National Security building in Hai Jebel, Juba – South Sudan.

Approved: **Cor Verduijn**

Position: **Country Director** Signature:

