



Date 18th July 2023

JTI FOUNDATION IS SEEKING FOR A FINANCIAL SERVICES PROVIDER TO CARRY OUT BIOMETRICS REGISTRATION OF BENEFICIARIES AND DISTRIBUTE CASH IN RENK AND MALKAL

TERMS OF REFERENCES (TOR)

JTI Foundation is seeking for a reliable, established and competent services provider for registration and cash distribution using biometrics devices in Renk, Ulang and Malakal

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 unity.

PURPOSE

To ensure that biometrical registered beneficiaries received cash grants of 380 USD over in 2 disbursements in a secure and safe manner. And all the beneficiaries will be transacted in USD.

Goods and Services Needed:

- Train JTI foundation staffs on biometrics beneficiaries registration and its use
- Registered the selected and verified beneficiaries through a biometrics system
- Transfer the money to the point of distribution
- Support JTI staffs in cash distribution
- Transport cash and vendor staffs to the sites on daily basis
- Ensure security and safety during the distribution



SCOPE OF THE SERVICES

The distribution will be done in Renk and Malakal POC and some payam and Bomas

The Biometrics registration system should be able to provide the following

- Capture biological features of the beneficiaries (fingerprint, Iris scan, face recognitions and photo e t c)
- Generates daily reports in word or excel
- Ensure that data is secure and protected
- Ensure that data cannot be change after registration
- Able to generates identification codes for beneficiaries
- Capture the following information, name, boma, villages, and next of kin
- Give an alternative way of identifying the beneficiaries in case the biometrics system fail

THE SERVICES PROVIDER WILL

- Transfer cash to beneficiaries in Renk and Malakal POC
- Remain full responsible and liable for the cash until its paid to the beneficiaries
- Ensure that there is a security at the distribution site and during transportation of cash
- Will cover all the incidental cost necessary for the payments to the identify beneficiaries this shall include transportation and security
- Delivery timeframe and indicate the number of days needed to carry out the payments
- Vendor will distribute the cash and shall allow the beneficiaries to count their cash before they go and ensure the sign a confirmation receipts
- At the end of distributions, there should be daily reports and reconciliation to be sign by the relevant parties
- Return undistributed cash to JTI focal person
- Transfer cash to the beneficiaries in coordination with JTI foundation staffs



- Follow the distributions producers that are developed by JTI foundation and its partners
- Adhere with the distributions timeframe according to the JTI work plans
- Deals with the only beneficiaries identify by the JTI foundation in the list
- Vendor and require to reports to procurement and finance departments
- Vendor should submit an invoice immediately after the payments.

Interested should provide the following information to the contracting Authority and are mandatory

- Company Name and contact details
- Registration certificates of in cooperation
- Valid trading licenses
- Evidence of physical Office in the location will be an advantage
- Contact details
- Background of the company and experiences
- Attached the Owners of the company details
- Have capacity to implement the project without sub contracts
- Bank Statement for the last 3 months
- References from the last contractors

CLARIFICATION ABOUT THIS RFQ

Any request for clarification must be made in written through the procurement@jti-southsudan.org and must be before 30th of July 2023 at 5:00 PM South Sudan local time.

The dateline for submission is date 30th of July 2023 at 5:00 PM South Sudan Local Time. Late Submission will be rejected.



DISCLAIMER:

This is only call for quotation/bid and JTI foundation reserves right to either emend or cancel it at any time with or without notice. In such cases JTI shall accept no liability whatsoever. The bidder is responsible for any cost related to submission of their quotation.

SUBMISSION

Submit quotation in sealed enveloped clearly indicating, the RFQ number to JTI Procurement Committee through the email above procurement@jti-southsudan.org before 30th July 2023