



Country office: Hai-Munuki, Opp. St. Johns Primary School, off Bilpam Road
Email: info@acra-ssd.org
Tel: - +211 919 809 324

Bid Reference Number: SSD2230-Baliet-2023-01

Bid Title: Terms of Reference – Cash Distribution Services in Baliet, UPN- South Sudan.

Agency for Child Relief Aid is looking to engage the services of an experienced company with expertise in cash payment in South Sudan particularly in Upper Nile state. Please submit your bids via E-mail- logistics@acra-ssd.org by the **15th April, 2023 at or before 5:00pm (CAT)**.

Kindly indicate on your tender email subject line: SSD2230-Baliet-2023-01 for cash distribution services in Baliet, Upper Nile state.

For further inquiries, please send to the above email and you will receive clarification from us.

Looking forward to receiving your bids in order.


Peter Kudu
Head of Operations



Appendix I: TERMS OF REFERENCE - CASH DISTRIBUTION

Organizational background:

Agency for Child Relief Aid (ACRA) is a national NGO founded in 2016 by South Sudanese professionals dedicated to building resilience to shocks and stressors that impact livelihoods, WASH, nutrition, health, and development through empowering and building the capacity of vulnerable communities in South Sudan.

ACRA's mission is to provide Hope and Recovery to conflict and natural disaster affected women, children and communities through engagement of different sectors. ACRA work towards addressing some of the most urgent humanitarian crisis and needs and contribute to development through rehabilitation and reconstruction following years of destructive conflicts which ruined the socioeconomic, health and institutional fabric of the Country.

The main office of the organization is in Juba with field offices in different States.

Objective(s) of the call to tender:

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

Service Provider's obligation

The service provider will issue cash for CHD staff incentives, Staff Salaries and project activities done in 5 Health facilities in Baliet County of Upper Nile state. The service provider should be willing to carry out the service following the terms described below;

1. Arrange for the amount of money to be distributed to the beneficiaries in both South Sudan Pounds using the Central bank rate and United states dollars as deemed necessary by the requester or the project guidelines.
2. Transport cash to Baliet County, UPN state using own means, whereas ACRA 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 ACRA in case of loss of money by whatever reason.
3. Distribute cash to selected and verified staffs or beneficiaries who ACRA 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, ACRA will be responsible to refund the beneficiary. One ACRA field staff will be assisting the service provider in verifying the beneficiaries but not getting involved in the issuing of the cash.
4. 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.
5. Secure prior clearances from relevant authorities as required.

Terms of Reference- Cash Distribution.



ACRA's obligation

1. Reimburse the service provider in USD. In case if SSP was issued ACRA will reimburse in USD using the Central Bank Rate + the % commission charged after completion of the distribution exercise.
2. Provide the service provider with the distribution statistics (List of beneficiaries or staffs + amount designated per person).
3. 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 continuous service whose duration shall depend on the completion of the exercise to be carried between 15/3/2023 and 30/06/2024.

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 ACRA 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 before, 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 issue of addenda.

Terms of Reference- Cash Distribution.



9. 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

1. 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.
2. Information contained in and with the RFQ is considered proprietary in nature and is to remain confidential between ACRA and the bidder. Access to these materials shall not be granted to third parties without the prior written consent of ACRA.

Award of Contract

1. Framework agreement will be issued to the selected supplier upon approval

General Conditions and Disclaimers

2. 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 ACRA South Sudan.
3. No contractual or other legal obligations arise on the part of ACRA to any bidder by this call to bid or the submission of a bid by a bidder nor is any legal relationship created between ACRA and any bidder until such time as an agreement, if any, is subsequently reached with a bidder.
4. ACRA 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:

ACRA 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)

Terms of Reference- Cash Distribution.



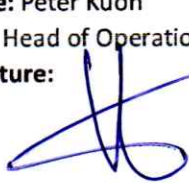
Information on submission of proposals: Experienced and interested companies should submit their proposals + the aforementioned requirements not later than 15th of ~~March~~^{April} 2023 ,5:00pm (CAT). to logistics@acra-ssd.org or Hand delivered in sealed envelopes to our ACRA Country Office located at Hai-Munuki, Opp. St. Johns Primary School, off Bilpam Road

Approved:

Name: Peter Kuon

Title: Head of Operations

Signature:

 27/03/2023

