

TERMS OF REFERENCE – CASH DISTRIBUTION

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).

Purpose / Project Description:

ZOA-Dorcas South Sudan under its Community at Work Project which is a cash for work project meant to support the communities of Marial Baai and Udici Payams respectively in Jur County would like to engage the services of an experienced company with expertise in cash payment and with a capacity to make cash payments to 2,021 (Two thousand and twenty one) beneficiaries in the locations of Marial Baai Payam and Udici Payam in Jur River County, Western Bahr El Gahazal.

Objective(s):

- To ensure that all the 2021 selected beneficiaries receive their cash with designated amounts in a professional, orderly, and timely manner.

Service Provider's obligations:

The contractor (Service Provider) will have to disburse cash to the selected beneficiaries in accordance with the roles outline below:

- a) Disbursement of cash to the selected beneficiaries in the mentioned locations with minimal assistance from ZOA-Dorcas or its project staff.
- b) Payment must be made in **SSP** to the beneficiaries using the **Central Bank Rate of the day** with proof to be attached. Should the distribution continue to the following day, the **Central Bank rate of that following day** should be used and proof should be attached.
- c) Provide its own transport and security of the money to these locations and also during the distribution exercise.
- d) Secure prior clearances from relevant authorities as required.
- e) Vindicates ZOA-Dorcas of any risks incurred during the delivery of this service.
- f) Carry out the distribution based on the statistics as in the below table:

S/No	Area	#of Beneficiaries	Rate per person	Total
1.	Marial Baai Payam	1,031	TBA	\$77,040
2	Udici Payam	990	TBA	\$67,500
Grand Total				\$144,540

ZOA-Dorcas' obligations:

- a) Provide the service provider with the list of beneficiaries + the amounts designated for each person.
- g) 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 .
- h) Reimburse the Service provider upon completion of the grant disbursement.

Duration of cover:

This is a onetime-off service whose duration shall depend on the completion of the exercise.

Qualifications/Submission documents:

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

1. At least 2 years of experience in providing cash disbursements/distributions.
2. Ability to provide such services across South Sudan.
3. Solid finance muscle (bank statements for a period of 6 months ending 31st July, 2022 should be provided) that can accommodate the said amount as payments are reimbursable upon completion of the exercise
5. Proven previous experience with NNGOs, INGOs, UN agencies etc. will be considered highly advantageous.
6. Fully registered with the Government of South Sudan and possessing valid documents at the time of submission (Valid Tax clearance and licenses).

Information on submission of proposals: Experienced and interested companies should submit their proposals + the aforementioned requirements not later than **Sunday the 14th August, 2022** 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.