



**YSAT**  
EMPOWERING YOUTH  
GENERATIONS

**ADVERTISEMENT FOR SERVICE PROVIDER, BIOMETRIC BENEFICIARIES' REGISTRATION AND DISTRIBUTE CASH IN GUMURUK AND PIBOR COUNTIES OF GREATER PIBOR ADMINISTRATIVE AREA.**

Youth Social Advocacy Team (YSAT) is a national Youth led non-governmental organization in South Sudan is looking for financial service provider to carry out registration and distribution of unconditional cash transfer of the most vulnerable households in Gumuruk and Pibor Counties in Greater Pibor Administrative Area.

**Date:** 8<sup>th</sup> /8/2023.

**Reference no:** YSAT\_1010448-07/2023/FSP/01

**SUBJECT: FINANCIAL SERVICE PROVIDER TO CARRY OUT DISTRIBUTION OF UNCONDITIONAL CASH TRANSFER TO VULNERABLE HOUSE HOLDS IN GUMURUK AND PIBOR COUNTIES OF GREATER PIBOR ADMISTRATIVE AREA**

**CONTRACTING AUTHORITY:** YOUTH SOCIAL ADVOCACY TEAM (YSAT)

**Deadline for submission of RFQ:** 25<sup>th</sup> AUGUST 2023

**Terms of Reference - TOR**

YSAT invites qualified service providers of the above services to respond to this advertisement.

**Overall objective:**

The overall objective is to provide cash distribution services that will use biometric registration of beneficiaries and distribute cash to the registered beneficiaries in **GUMURUK AND PIBOR COUNTIES OF GREATER PIBOR ADMINISTRATIVE AREA**

**Purpose:**

*To ensure that 200 biometric registered beneficiaries (Most Vulnerable) receive cash grants of \$75 over 1 disbursement (ONCE) from the month of Sept -Oct (a total of \$75 per HH) in a secure and safe manner.*

**Goods and services needed:**

1. The Financial Service Provider will biometrically register the selected and verified beneficiaries
2. Transfer the money to the point of distribution
3. The Service Provider will support funds disbursement in collaboration with YSAT
4. The Service Provider will ensure security and safety during transfer and distribution.

**SCOPE OF THE SERVICES**

The activity will be implemented in the following, **GUMURUK AND PIBOR COUNTIES OF GREATER PIBOR ADMINISTRATIVE AREA**

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

- Capture bio geological features of the beneficiaries, (fingerprint, iris scan, face recognition etc), ID number, photo, etc
- 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, phone, email, gender, marital status, next of kin (multiple), next of kin ID, vulnerability status, beneficiary photo, beneficiary fingerprints, Payam, Boma, Village, etc. System should be to customise the data to be collect. (or any other data available from the beneficiaries)





- Able to provide an alternative way of identifying the beneficiary if the biometric system malfunctions due to one reason or another.

**The Service Provider will**

- Provide Cash grants to beneficiaries of YSAT and partners' programmes in the locations mentioned above.
- Remain fully responsible and liable for the money until it is paid to the beneficiaries.
- Ensure the secure transportation of funds to the agreed payment venues and the security of the payment venues themselves.
- Will cover all incidental costs necessary for the payment of cash to the identified beneficiaries; this shall include but is not limited to: secure transportation of cash to the agreed payment venues
- Responsible for all costs relating to the Service Providers staffing if applicable; all costs related to security at the agreed venue and all related costs incurred through the use of sub-contractors
- Will distribute the cash grants 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.
- Provide the Cash Grant to the beneficiary in the agreed payment venue in coordination with YSAT staff.
- Follow the distribution procedures which shall be developed and agreed, developed with YSAT.
- Agree with YSAT on the distribution plan time frame in accordance with the plans of YSAT
- Not decide who is entitled to receive the money.
- Remain solely responsible for the contract and accountable to YSAT



YSAT is responsible for this contract and the Service Provider will report to YSAT Head of Finance copying Programs Manager and Pro-Log Officer.

• **TIMING, LOGISTICS AND FACILITIES**

Line	Item	Date, year, time, and time-zone
1	RFQ publication date	3 <sup>rd</sup> /08/2023
2	Closing date and time for receipt of quotations	17 <sup>th</sup> /08/2023
3	Contract award forecast date	1 <sup>st</sup> /09/2023
4	Estimated Length of the contract	4 Days (2 days in Gumuruk County and 2 days in Pibor County)

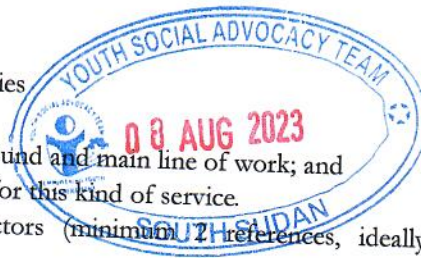
• **TERMS OF AWARDING**

The Service Provider shall provide the funds to the beneficiaries using their own funds and later be reimbursed after submitting the final report to YSAT.

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

Provide the following information:

- The company's name and contact details;
- Registration Certificates with local authorities
- Contact person;
- Brief description of the company's background and main line of work; and
- Experience with and geographic coverage for this kind of service.
- References from your previous Contractors (minimum 2 references, ideally from NNGO/INGOs/UN in South Sudan).



*Application to be submitted and addressed to:*  
**Youth Social Advocacy Team – YSAT South Sudan.**  
 Plot No.111 Juba Nabari Street, Thongpiny Residential Area  
 Near Turkish Embassy, Juba City South Sudan

Or by email **directly** to [procurement@youthsat.org](mailto:procurement@youthsat.org) with a copy to [gai@youthsat.org](mailto:gai@youthsat.org) | [lilian@youthsat.org](mailto:lilian@youthsat.org) | [loki@youthsat.org](mailto:loki@youthsat.org)

