



Scope of Work Template for Consultants

Activity Title: Seed voucher distribution system

Project Location(s): Mundri East, Mundri West and Koch counties.

Back ground

Mercy Corps began its programming in Sudan in 1985, and has been operating in states of what is now South Sudan since 2005; operations have continued since the independence of South Sudan in 2011. We have been working to meet people's immediate needs, and with communities, to build local capacity and promote economic development, especially with the eruption of violence in December 2013. Mercy Corps' approach to intervention is now changing to focus more to catalyzing change makers within the South Sudan private sector, civil society and government to create economically dynamic, healthy and secure communities. Our work focuses on building resilience and enabling economic growth and self-reliance for South Sudanese, refugees and host communities in Koch and Mundri with an emphasis on testing and piloting market systems approaches in a protracted crises context.

Program description

Mercy Corps is implementing the first phase two year STREAM program funded by Swiss Development Corporation (SDC) that aims at strengthening resilience and improve food security of 6,350 households through enhanced gender equitable market access and increased agricultural production and off farm and non-farm livelihood opportunities. To achieve this, Mercy Corps intends to work with Juba based input dealers and link them with farmers through establishment and support of local potential input dealers in Mundri East, Mundri West and Koch counties to facilitate access to improved inputs, testing opportunities for improved post-harvest handling (PHH) as well as forging links with off-takers for farmers produce. Dinner

Activity

Mercy Corps, South Sudan intends to support farmers and local input dealers from Koch, Mundri East and Mundri West counties with access to improved seeds and tools as well as build the capital base for the local input dealers to set up and take up input and output markets to boost the local farmers production capacities. It is upon this backdrop that Mercy Corps will engage with Financial Service Provider the finance service provider to design and support a voucher system that can be used by agro dealers to purchase and access improved seeds and tools from Juba based dealers and for the program participants identified to access such products from the local based input dealers. To facilitate this process, the financial service provider will thus be required to develop and design a voucher platform, print vouchers, train Mercy Corps teams and manage the voucher redemption dashboard.

Financial service provider key activities

- Design, print and deliver a total of vouchers in booklets with tear offs according to an agreed upon design that includes:
 - A distribution number (sequential) and aligned to a randomized unique redemption number for each state Unity and Western Equatoria where vouchers will be distributed. Distribution and redemption numbers should begin with U and W, for each of the states respectively.
 - Print two types of Vouchers where voucher one will be as capital grants to local input dealers to access seeds from the Juba-based dealers and voucher two for the producer groups/individual farmers to access seeds from the local input dealers.
 - The values for each voucher will be printed on the vouchers will be agreed upon and communicate to the financial service provider



Scope of Work Template for Consultants

- Once voucher numbers have been created in the system, send Mercy Corps an excel spreadsheet that matches each type of voucher serial numbers and voucher redemption codes.
- Provide Mercy Corps team members with logins/access to Financial service provider’s online voucher redemption dashboard that includes the following components:
 - Downloadable excel and pdf reports
 - Web table and dashboard that provides a summary of all activities and transactions with respect to voucher redemption, including:
 - Voucher distributed to both the local vendors and the producer group members (total number of vouchers/coupons distributed to agro dealers and producer groups);
 - Total redemption (% of redeemed coupons versus unredeemed coupons);
 - Total redemptions by sex and type of seed redeemed by voucher type
 - Weekly voucher redemption (time series graph indicating how many vouchers have been redeemed each month by type of inputs accessed)
 - Performance by county (total number of vouchers redeemed by agro dealers and their agents)
 - Secure log-in for authorized users
 - Back up of data to ensure availability in the event of data loss
 - Redundancy – the backing up of the platform’s primary resources in case they fail
 - Mobile application with off line store-and-forward capability
- Customize and manage the online dashboard of redemption and provide technical support to Mercy Corps and agro dealers throughout the redemption process.
- Provide a list of team members that will provide the technical support to Mercy Corps with their role and contacts.
- Assign days for the Financial service provider team to support Mercy Corps teams and respond to redemption questions and issues during the redemption period as well as provide training to the teams on redemption process either remotely or physically.
- Monitor the voucher redemption/distribution process and at any time FSP is aware that the online dashboard does not reflect the true status redemptions and dashboard records are not tallying with actual transactions, FSP will notify Mercy Corps immediately;
- Keep online dashboard open to Mercy Corps two months after activity end date to facilitate reconciliation there after upon communication from Mercy Corps, close the system and migrate all material to Mercy Corps for data protection.

Financial service provider deliverables:

The FSP will provide:

S/M	Deliverable description	quantity
1	Print producer group/individual farmer vouchers in booklets per the break down below. <u>Western Equatoria (Mundri east & West)</u> <ul style="list-style-type: none"> • Maize certified seeds vouchers for 960 farmers. (19 booklets and 10 pieces) • Groundnut certified seeds to 480 farmers (9 booklets and 30 pieces) • Sorghum certified seeds for 192 farmers (3 booklets and 42 pcs) • Okra vegetable seeds for 672 farmers (13 booklets 22 pcs) 	67 booklets for Western Equatoria



Scope of Work Template for Consultants

	<ul style="list-style-type: none"> • Tomatoes seeds for 288 farmers (5 booklets 38 Pcs) • Onion seeds for 480 farmers (9 booklets 30 pcs) • Green pepper seeds for 192 farmers (3 booklets 42 pcs) • Maize foundation seeds for 8 cooperatives (8 Pcs) • Ground nut foundation seeds for 8 cooperatives (8 pcs) • Pangas (960 Pcs) • Hand hoe(960 Pcs) • Axe (960 Pcs) <p><u>Unity State (Koch county)</u></p> <ul style="list-style-type: none"> • Maize certified seeds for 480 farmers (9 booklets 30 pcs) • Okra seeds for 320 farmers (6 booklets 20 pcs) • Onion seeds for 320 farmers (6 booklets 20 pcs) • Tomatoes seeds for 200 farmers (4 booklets) • Maize foundation seeds for 2 Cooperatives (2 Pcs) • Ground nut foundation seeds for 2 cooperatives (2 Pcs) • Maloda (160 pcs) • Hand hoe. (160 Pcs) • Axe (160 Pc) 	27 Booklets for Unity State
2	Develop redemption dash board and provide Mercy corps with login details	1 Lumpsum
3	Train Mercy Corps team members on use of the system	1 Lumpsum
4	Provide 6 redemption devices for the voucher redemption period	6 pcs

Timeframe / Schedule:

May to July.

The Financial service provider will report to:

Senior finance officer

The FSP will work closely with:

Director of programs, field program manager, project manager, director of programs, finance officer, program team members.

Required Experience & Skills:

- Minimum 3 years of experience in conducting cash transfers, voucher activities or similar works in South Sudan or in emergency context
- Have qualified staffs with knowledge in conducting voucher activities.
- Able to design and host web based applications for voucher tracking.
- Experience in using either USSD codes or any other application that allows for voucher redemption



Scope of Work Template for Consultants

- Reputable and trusted company with prior experience in facilitating cash transfers with both government and non governmental organizations.
- Licensed company to conduct cash transfers.