



African Parks Network

Juba, South Sudan
RRC Reg No. 4401
www.africanparks.org

TERM OF REFERENCE FOR CASH TRANSFER SERVICES IN SOUTH SUDAN

1. Call for Tenders Schedule

ACTIVITY	DUE DATE	TIME
Tender issue date	30 th Januar5. 2025	2:00pm
Deadline for request for any clarification from African Parks	15 th February 2025	10:30am
Deadline for submission of tenders	17 th February 2025	4:00pm
Tender opening Session by African Park Procurement Committee	20 th February 2025	10:00am
Notification to the tenderers for presentation	15 th February 2025	10:00am
Presentation day by the invited tenderers	27 th February 2025	4:00pm
Notification of award to the successful tenderer	1 st March 2025	4:00pm
Signature of the contract	5 th March 2025	4:00pm

Background

African Parks is a non-profit conservation organisation that takes on the complete responsibility for the rehabilitation and long-term management of national parks in partnership with governments and local communities. We currently manage 22 national parks and protected areas in 12 countries covering over 20 million hectares in: Angola, Benin, Central African Republic, Chad, the Democratic Republic of Congo, Malawi, Mozambique, the Republic of Congo, Rwanda, South Sudan Zambia and Zimbabwe. Currently African Parks will manage Badingilo and Boma National Parks in South Sudan.

Scope of work

The main scope of work is to deliver cash drops (-USD /SSP) to African Parks Network

South Sudan field offices around South Sudan where African Parks Network South Sudan projects are located and direct cash to its beneficiaries in different communities





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Clarity in the rate is paramount.

Point of Delivery	Description	Rate
Juba	Cash Drop	
Field Offices (Boma National Parks)	Cash Drop	
Maruwa Sub Office (Boma National Park)	Cash Drop	
Pibor Sub office (Boma National Park)	Cash Drop	
Bor Sub Office (Badingilo National Park)	Cash Drop	
Badingilo National Park	Cash Drop	

Details of the Service:

The service provider shall pre-finance cash delivery to African Parks Network South Sudan field offices (Parks), African Parks Network South Sudan target beneficiary locations as per agreed upon schedule. They will also be expected to put in place their own transportation to field locations and security arrangements including insurance and liaison with state security organs as may be required. They should also have adequate and competent staff to deliver the cash to African Parks Network South Sudan field office. African Parks Network South Sudan shall take no liability for any losses or damages resulting from service provider personnel negligence and/or related to security or arm conflict or robbery. The service provider shall be responsible to ensure proper Health precaution practices during the course distribution of the cash.

Mandatory Company Required Information

- Must have a valid Tax Clearance Certificate
- All valid licenses for operating in South Sudan Must be provided.





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- iii. Must be a Bank and with a valid banking license to operate in South Sudan
- iv. Must have 4 years' experience working with UN and International NGOs in the field offices.
- v. Must have 4 years' experience in the use of digital systems for cash transfer.
- vi. Must be willing to pilot Mobile Money if Requested and demonstrate capacity to do so.
- vii. Have an agency network with staff to facilitate payments in our field offices.

Bidders will not be considered if:

- ❖ Involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings.
- ❖ They have a conflict of interest, as determined by African Parks Network South Sudan in its sole discretion.
- ❖ They are bankrupt or being wound up, are having their affairs administered by the courts, have entered an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- ❖ They or people having powers of representation, decision making or control over them have been the subject of a final judgment or of a final administrative decision for fraud, corruption.
- ❖ They or people having powers of representation, decision making or control over them have been the subject of a final judgment or of a final administrative decision for financial irregularity(ies).





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- ❖ It becomes apparent to African Parks Network South Sudan that they are guilty of misrepresentation in supplying, or if they fail to supply, the information required under this RFP and/or as part of the bid evaluation process.

Evaluation Criteria of the Proposal

The following procedure will be utilized in evaluating the proposals, with technical evaluation of the proposal being completed prior to any focus on or comparison of price.

The evaluation panel will evaluate the technical merits of all the proposals which have passed the Preliminary Examination of proposals based on the following weighting:

- -Technical Weighting: 75% of total evaluation
- Financial Weighting: 25 % of total evaluation

The technical evaluation of the proposals will include:

All legal documentation should be provided including valid tax clearance certificate.

The extent to which African Parks Network requirements and expectations have been satisfactorily addressed.

The quality of the overall proposal.

The appropriateness of the proposed approach.

The quality of the technical solution proposed.

The experience of the firm in carrying out related projects.

The qualifications and competence of the personnel proposed for the assignment.

Reference checks & feedback received from both UN and other NGO's.

Please provide the top 3 of each served in the last 12 months and estimated volumes.

Financial evaluation will include:

- Value for money





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- Equity- investment capacity

Here below the Evaluation Weighting Score rating

Technical Aspect	Weight	Score rating
Financial Soundness	Financial Stability	20%
	Bank Arrangement and Bonding	10%
Technical Ability	Experience with Cash Transfer within South Sudan	20%
	Past Performance and Quality	15%
	Past Owner/Contractor Relationship	10%
Best Price	Best Value	25 %
Overall Weighting Score		100%

Submission on of tenders

TIMELINES AND SUBMISSIONS

- 1) All documents should be submitted either electronic to (ssdprocurement@africanparks.org) or physically at Synergy Suits Plot nr 849 NO 3-K South 1st Class Residential Juba South Sudan, hereinafter referred to as "African Parks Network" in a sealed envelope. Persons dropping the tender should register in record provided at reception at drop-off point in the Tender Box
- 2) Bidders should not submit partial documents & information as application will not be considered.
- 3) Deadline to submit Technical & Financial Proposals is by **17th February 2025 @ 4:30 PM Juba Time**
- 4) For any clarifications relating to the Technical & financial Proposal, such should be sent to ssdprocurement@africanparks.org with copy to pujag@africanparks.org ; christophera@africanparks.org before close of the bid deadline.

