



Date 3rd October 2024

**Terms of Reference (TOR)
Hiring Financial Service Provider
SSHF First Standard Allocation
Aweil East 2024**

1- Background:

ForAfrika, in collaboration with the National NGOs-Christian Agenda for Development (CAD), is implementing a six-month Food Security and Livelihoods (FSL) intervention in Northern Bahr el Ghazal state's Aweil East County with the support of the South Sudan Humanitarian Fund (SSHF). The project targets 40,000 individuals facing severe food insecurity (IPC5) during the 2024 lean season, focusing on five Payams; Mangar Tong I, Wunlang, Madhol, Baac, and Mangok.

Among the main project interventions is a cash-based transfer program aimed at enhancing food security and livelihoods of the target communities. In this regard, the project plans to distribute lifesaving cash assistance to 8,000 vulnerable Households (or 40,000 people) in Aweil East. To this end, there is a need to engage a reputable and efficient financial service provider (FSP) to manage and deliver cash transfers to beneficiaries across various locations. This ToR outlines the objectives, scope of work, and deliverables for the recruitment of the FSP.

2. Objective

The main objective is to identify and contract a Financial Service Provider to efficiently and securely disburse cash transfers to beneficiaries in 5 Payams of Aweil East County. The provider must have the capacity to manage the financial flow, ensure transparency, and adhere to compliance standards required by ForAfrika and SSHF.

3. Scope of Work

The selected FSP will be responsible for the following:

- **Cash Distribution:** Efficient and timely delivery of cash to registered beneficiaries in identified project locations.
- **Beneficiary Identification:** Collaborate with ForAfrika to verify and authenticate beneficiary lists and identification details.
- **Delivery Mechanism:** Provide physical cash disbursement.
- **Security and Fraud Prevention:** Implement measures to ensure secure transactions, prevent fraud, and minimize risks.
- **Reporting:** Provide transaction reports that include detailed information about cash disbursements, reconciliation of funds, and any discrepancies.

- **Regulatory Compliance:** Ensure all operations adhere to local laws, SSHF guidelines, and international standards related to cash transfer programming.

4. Deliverables

The FSP is expected to deliver the following:

- **Number of beneficiaries to be served:** Transfer cash to 8,000 Households according to agreed timeline and amount.
- **Geographical areas to be served:** 5 Payams of Aweil East (Mangar Tong I, Wunlang, Madhol, Baac and Mangok)
- **Number of cycle of cash transfer:** One-off Cash Transfer or one cycle only
- **Maximum amount of cash to be transferred:** A total of USD \$604,800 or equivalent SSP value to be computed based on BOSS rate as the Distribution schedule is agreed (or computed at a rate of USD\$ 75.6 per household).
- **Reconciliation Report:** A final reconciliation reports post-transfer, detailing funds distributed, any remaining balance, and any irregularities or issues encountered.
- **Incident and Fraud Reports:** Immediate reporting of any incidents or fraudulent activities observed during the distribution process.

5. Duration of the Contract

- The contract with the Financial Service Provider is expected to last for a period of **30 days**, starting from the date of signing. The duration may be extended based on the project needs and performance.

6. Minimum Qualifications and Experience

The selected FSP must demonstrate the following qualifications:

- Proven experience in delivering large-scale cash transfers, preferably in South Sudan in the targeted County.
- Strong financial management, risk management, and fraud prevention systems.
- Compliance with South Sudanese financial regulations and donor standards.
- Ability to generate detailed reports and provide transparent documentation of all transactions.
- Prior experience working on cash-transfer to beneficiaries in remote location with international NGOs or donor-funded programs is an added advantage.

7. Application Process

Interested Financial Service Providers should submit the following documents:

1. **Company Profile:** Including evidence of past experience with similar projects.
2. **Technical Proposal:** Detailing how they intend to carry out the assignment, including the cash transfer mechanism, timeline, and security measures.
3. **Financial Proposal:** Cost breakdown for the services.
4. **Legal Documentation:** Proof of registration and compliance with South Sudan's regulatory requirements.

8. Selection Criteria

The selection of the Financial Service Provider will be based on the following:

- Demonstrated experience and capacity to deliver similar services.
- Technical soundness of the proposed cash transfer mechanism.
- Security and fraud prevention measures.
- Value for money based on the financial proposal.
- Ability to meet deadlines and respond to challenges effectively.
- Must have a valid registration documents

9. Submission Deadline

All proposals must be submitted and addressed to the

Procurement Department ForAfrika

4th Flour UAP Tower, Juba South Sudan.

Email: jamss.logs@jamint.org cc: j.samuel@forafrika.org

Dateline for submission of the proposal is 10th October 2024

