

TERM OF REFERENCE FOR CASH TRANSFER SERVICES IN SOUTH SUDAN

World Vision South Sudan program has been operational in South Sudan since 1989 and has served over 1.3 million people, more than 600,000 of them children, through our humanitarian work. Our operations cover four major zones: Juba, Greater Upper Nile, Greater Bhal El Ghazal, and Greater Western Equatoria.

Scope of work

The main scope of work is to deliver cash drops (-USD /SSP) to WVSS field offices around South Sudan and Juba where WVSS projects are located and direct cash to its beneficiaries in different communities.

Description of Service

The service provider shall pre-finance cash delivery to WVSS field office/Juba area, WV target beneficiary locations as per agreed upon schedule. They will also be expected to put in place 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 WVSS field office. WVSS 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 COVID-19 precaution practices during the course distribution along proper crowd management.

Mandatory Company Information

1. Must be a Bank and with a valid banking license to operate in South Sudan
2. Must have 3 years' experience working with UN and International NGOs in the field offices
3. Must have 3 years' experience in the in the use of digital systems for cash transfer
4. Must be willing to pilot Mobile Money if requested and demonstrate capacity to do so
5. Must have a valid Tax Clearance Certificate
6. All valid licenses for operating in South Sudan Must be provided.
7. Have an agency network with staff to facilitate payments in our field offices.

Bidders will be excluded if:

- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into 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 persons 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,



involvement in a criminal organization, money laundering, terrorist-related offences, child labor or trafficking in human beings;

- They or persons 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);

- It becomes apparent to WVI 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;

- They have a conflict of interest, as determined by WVI in its sole discretion;

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: 60 % of total evaluation

- Financial Weighting: 40 % 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 WVI 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 top 3 of each served in last 12 months and estimated volumes

Financial evaluation will include:

- Value for money

- Equity – investment capacity

Submission of tenders

TIME LINES AND SUBMISSIONS

- 1) All documents should be submitted either electronic (**Email: SDNO_SCMQuotations@wvi.org**) or physically at World Vision South Sudan office (next to MTN-Hai Cinema) in a sealed envelope. Persons dropping the tender should register in record provided at reception at drop-off point.
- 2) Bidders should not submit partial documents & information as application will not be considered.
- 3) Deadline to submit Technical & Financial Proposals is by **26th July 2022 @ 9:30 AM Juba Time**
- 4) For any clarifications relating to the Technical & financial Proposal, such should be send to below **Email: SDNO_SCMQuotations@wvi.org** before close of the bid deadline.

