



CARE SOUTH SUDAN
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SUB - OFFICES
Panyagor
Bentiu
Torit
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Mankien

Date: 20th January 2023

**TERM OF REFERENCE FOR CASH TRANSFER SERVICES IN SOUTH SUDAN
RE-ADVERTISED**

1. Call for Tenders Schedule

ACTIVITY	DUE DATE	TIME
Tender issue date	20 th January 2023	2:00pm
Deadline for request for any clarifications from CARE in South Sudan	23 th January 2023	10.30 am
Last date on which clarifications are issued by CARE in South Sudan	25 th January 2023	4.00 am
Deadline for submission of tenders	27 th January 2023	4.00 pm
Tender opening session by CARE	30 th January 2023	10.00 am
Notification to the tenderer for presentation	31 st January 2023	10:00 am
Presentation day by the invited tenderers	1 st February 2023- 3 rd February 2023	10:00 am
Notification of award to the successful tenderer	5 th February 2023	4.00 pm
Signature of the contract	6 th February 2023	4.00 pm

Background

CARE is a humanitarian and development non-governmental organization committed to working with poor women, men, boys, girls, communities, and institutions to have a significant impact on the underlying causes of poverty. CARE seeks to contribute to economic and social transformation, unleashing the power of the most vulnerable women and girls.

CARE's operations in South Sudan dates to the early 1980s, focusing on emergency and disaster relief to the conflict affected populations. Currently, CARE South Sudan works in the 5 States of: Unity, Jonglei, East Equatorial, Greater Bahr el Ghazel, Central Equatorial and 2 Administrative areas of Ruweng and Greater Pibor addressing both humanitarian and recovery/development needs. In development/recovery programming, CARE South Sudan focuses on four broad areas namely Gender and Protection, Food security and Livelihoods,

Nutrition and Health, and Partnership and advocacy.

Scope of work

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

Clarity in the rate is paramount.

Point of Delivery	Description	Rate
Juba	Cash Drop	
Juba	Distribution	
Field Offices	Cash Drop	
Field Offices	Distribution	

Details of the Service:

The service provider shall pre-finance cash delivery to CARE field offices/Juba area, CARE 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 CARE field office. CARE 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 along proper crowd management.

Mandatory Company Required Information

- i. Must have a valid Tax Clearance Certificate
- ii. All valid licenses for operating in South Sudan Must be provided.
- 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 CARE 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).
- ❖ It becomes apparent to CARE 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 CARE 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
- 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 (SSD.Procurement@care.org) or physically at Care International South Sudan office, located at NPA Building 3rd floor, Martyrs Street, Juba South Sudan, hereinafter referred to as "CARE", 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 **27th January 2023 @ 4:30 PM Juba Time**
- 4) For any clarifications relating to the Technical & financial Proposal, such should be sent to Gabriel.Puja@care.org with copy to Richard.Matale@care.org before close of the bid deadline.

Signature and Stamp



Name: Abel Simbarashe Whande

Title: Country Director