



14. September.2020

Expression of Interest Cash Transfer Service Provider

Universal Intervention and Development Organisation (UNIDOR) in partnership with Christian Aid South Sudan (CASS), is implementing a project: Strengthening Farmers and Fisher folks groups of Mayendit to acquire cooperative saving skills geared towards increasing productivity and sustainability while responding to the very vulnerable with cash transfer along with provision of safe adequate water and hygiene promotion, in Unity state.

The project goal is to save lives of conflict affected communities through cash transfers, inputs provision, and food security and livelihoods, therefore, the project seeks to avert dire food security situation in the Mayendit North area through provision of multipurpose cash transfers.

The project targets **400** beneficiaries to be reached and distributed cash in mayendit north.

INSTRUCTIONS TO BIDDER:

1. Bidders must have the financial capability needed to pre-finance the payment.
 2. Security, transportation, accommodation to and from project sites will be cover by the company.
 3. Bidders must provide a detailed implementation plan or mechanism on how they intend to accomplish said activity.
 4. Interested bidders must be registered, and holder of a valid permit licensed to operate as a FSP from Bank of South Sudan (BOSS). Bidders without valid permits are automatically disqualified.
 5. Bidder must have adequate number of staff to ensure service delivery in time and be able to meet insurance coverage for staff and funds.
- Cash to be delivered to beneficiary cannot be worn out or torn, preferably new notes.

6. It is the sole responsibility of the contractor to acquire the necessary permits for transport of cash to the field as it is required according to the law of South Sudan.

TERMS OF REFERENCE FOR CASH TRANSFER AGENT

Scope of work

The main scope of work is to deliver and distribute cash in (SSP) to the most vulnerable community members identified and registered by UNIDOR in exchange of coupon provided earlier to the beneficiary during registration in the four (4) payams of mayendit North where UNIDOR projects are located and direct and distribute cash to **400** beneficiaries.

Distribution schedule and locations

Delivery location and Schedule will be agreed as per the instruction letter signed by UNIDOR authorized signature.

Security, transport and personnel

The service provider shall pre-finance cash delivery and distribution to the 400 selected beneficiary 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 the selected location provided by UNIDOR.

UNIDOR 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.

Commission and Reimbursement

After the delivery and distribution of cash is done to the right destination and recipient as mentioned in the Instruction letter and upon presentation and verification of cash delivery and distribution documents duly signed by UNIDOR authorized representative, the service provider will be expected to invoice UNIDOR for reimbursement of the delivery SSP in USD as agreed.

UNIDOR will only effect reimbursement and commission payment through bank transfer to service providers account

TERMS AND CONDITIONS

Tax and insurance:

The service provider shall be responsible for his/her income tax and/or insurance during the assignment.

Code of conduct:

The project team's work is based on deeply held values and principles, it is essential that our commitment to the rights of beneficiaries is supported and demonstrated by all persons and entities working for UNIDOR.

Contract:

UNIDOR will enter into a contract with a competitively selected service provider (selection shall be based on capacity to pre-finance the transfers as well as cost of the commission among other criteria.)

The contract shall clearly stipulate; transfer terms and condition, agreed upon commission rates, timelines respective roles of UNIDOR and the service provider as well as additional terms and conditions of service.

The bid should clearly indicate the following:

- Currency of offer -USD
- Number of days required for delivery to field Mayendit North:
- Validity of the offer should be min 3 months
- Payment terms will be within 15-30 business days after receipt of service and invoice, by Electronic bank transfer/checks.
- A reference list.
- Business Contact details including President/Owners of the company.

SUBMISSION OF BIDS/QUOTE IN SEAL ENVELOPE AND CLEARLY LABELED.

Registration for submission:

Please ensure that, you register your hand delivered quotation/bid with the Procurement department and drop it in the bid box yourself, before you leave the Procurement department. Each hand delivered quotation/bid must be registered individually on the bids submission forms which will be available at Procurement department. Unregistered quotation/bid will not be considered even if it is dropped in the tender box.

Request for clarifications

Any request for clarification must be made in writing through the following emails:

1. nyak@unidorss.org
2. okumuj@unidorss.org
3. fm@unidorss.org

Not later than 24th, September, 2020 at 12:00 pm Local Time.

Deadline for the submission of the quotation

The deadline for the submission of the quotes will be strictly on **Friday the 25th, September 2020, at 04:00 pm Local Time.**

Notification of the results

Only the successful and competitive bidder will be notified, and if you do not receive email communication within two weeks after the expiry of the deadline, consider your bid not successful.

Language for the bids

The language for the bids shall be **English** only.

Disclaimer

This is only a Call for quotations and UNIDOR South Sudan reserves the right to either amend or cancel it at any time with or without notice. In such cases, UNIDOR South Sudan shall accept no liability whatsoever. The prospective bidder is wholly responsible for any and all costs related to the preparation and submission of their quotations.

The decision of the UNIDOR South Sudan Procurement Review Committee shall be final.