

**TOR FOR MONEY TRANSFER SERVICES****1. Terms of Reference.**

Food for the Hungry is a not for profit international organization with operations in Upper Nile and Jonglei States. To support its field operations, FH requires the services of a competent money transfer service provider(s)/agent(s) to provide this service. Interested service providers are invited to submit their most competitive bids under the following terms and conditions. The terms and conditions provided below are only for the purposes of defining the scope of work of this TOR and do not constitute the terms of contract. Detailed conditions of service will be provided in the MOU that will be developed and signed by FH and the selected service provider.

**1. Location for the delivery of the cash**

FH will require the selected money transfer agent to send varying amounts of money at various times on a need basis to the counties listed below. The value of the cash however with actual amounts to be transferred will be communicated by FH on a need basis.

**A. Jonglei State:**

1. Akobo County
2. Ayod County
3. Bor County
4. Duk County
5. Fangak County
6. Nyirol County
7. Pibor County
8. Pochalla County
9. Twic East County
10. Uror County

**B. Upper Nile State**

1. AKoka County (may be served in Malakal)
2. Baliet County (may be served from Malakal)
3. Fashoda County (Kodok)
4. Longichuk County (Mathiang)
5. Maban County (Bunj)
6. Maiwut County
7. Malut County
8. Malakal County (Malakal PoC and Malakal Town)
9. Manyo (may be served from Renk or Kodok in Fashoda)
10. Nasir County (Jikmir or Mandeng)
11. Panyikang (may be served from Malakal)

12. Renk County

13. Ulang County

2. FH payment terms are bank transfer or cheque. Upon collection of the cheque or FH effecting a bank transfer, the service provider shall effect delivery of the money to the field location within 24hrs.
3. Service providers can place bids for **all** the counties or **selected** counties from the list given above.

Bidders should submit complete bids and for bids to be deemed complete, they should constitute the following;

- i. Copies of the valid company registration documents as a confirmation of an accredited money transfer agent.
- ii. A list of all the counties the service provider is bidding for.
- iii. Financial proposition per county providing clear rates of the cost of service as follows;
- iv. Reference list with evidence of having provided similar services for any organization of any entity.
- v. Quotation Validity
- vi. Your delivery lead time once you are issued with cash Transfer instructions.

Below are the rates:

- Cost of transfer of South Sudanese pounds paid in South Sudanese pounds
- Cost of transfer of South Sudanese pounds paid in United States Dollars
- Cost of transfer of United States dollars paid in United States Dollars
- Cost of transfer of United States dollars paid in south Sudanese.

For ease of interpretation, the rate should be expressed as a percentage of the currency FH will pay to the service provider. In the case where the service provider transfers South Sudanese pounds in the fields and FH pays in USD, the bases of conversions should be clarified.