

TERMS OF REFERENCE – CASH DISTRIBUTION

Background:

ZO-Dorcas South Sudan is an international NGO that was established in March 2022 as a result of the merger between ZOA and Dorcas in South Sudan. Both organisations were individually present in South Sudan for years (ZOA since 1998 and Dorcas since 2008) and the partnership is expected to further increase impact.

ZOA-Dorcas South Sudan is implementing humanitarian, recovery and development programs, applying the (triple) nexus approach that aims to enhancing resilience and adaptation to ever changing circumstances, including climate change. It is building upon its extensive experience and expertise in especially TVET & entrepreneurship, FSL and WASH, Nutrition and Peacebuilding & Reconciliation.

ZOA-Dorcas South Sudan is active in Western Bahr El Ghazal, Warrap and Jonglei States as well as Greater Pibor Administrative Area. The main office of the organisation is in Juba, with program offices in Akon North (Warrap), Bor (Jonglei), Pibor (GPAA) and Wau (WBeG).

Purpose / Project Description:

ZOA-Dorcas South Sudan under its A consortium consisting of **Zoadorcas**, Help a Child and Light for the World recently has received funding from the **EROPEN UNION EU** to implement a project aimed at the empowerment of women, including those with disabilities. The project is titled 'Pride!' and will be implemented in Western Bahr el Ghazal and Warrap States. Pride! Aims to empower women in Wau and Gogrial Counties, especially around Wau and Kuajok, to contribute to the development of inclusive and prosperous communities (Overall Objective). This will be done by:

- Enhancing knowledge about importance of inclusion of all, improving the mind-set and attitude towards women (including those with disabilities) and the creation of an enabling environment that supports participation of all women (Outcome 1/Pathway 1).
- Addressing barriers and increasing opportunities leading to enhanced participation of women (including those with disabilities) in community activities and local political decision-making process (Outcome 2/Pathway 2).
- Addressing barriers and increasing opportunities for (self) employment leading to increased contribution of women (including those with disabilities) to household income (Outcome 3/Pathway 3).

Objective(s):

- To ensure that all the 510 selected beneficiaries receive their cash with designated amounts in a professional, orderly, and timely manner.

Service Provider's obligations:

The contractor (Service Provider) will have to disburse cash to the selected beneficiaries in accordance with the roles outline below:

- a) Disbursement of cash to the selected beneficiaries in the mentioned locations with minimal assistance from ZOA-Dorcas or its project staff.
- b) Payment must be made in **USD** to the beneficiaries at \$100 each beneficiary.
- c) Provide its own transport and security of the money to these locations and also during the distribution exercise.
- d) Secure prior clearances from relevant authorities as required.
- e) Vindicates ZOA-Dorcas of any risks incurred during the delivery of this service.
- f) Carry out the distribution based on the statistics as in the below table:

S/No	Area	#of Beneficiaries	Rate per person	Total
1.	Kuac South, Gogriel West Country	260	TBA	\$26.000.00
2	Loklogo, Wau County	56	TBA	\$5,600.00
3	Agok, Wau County	96	TBA	\$9.600.00
4	ZOADORCAS VTC, Wau County	98	TBA	\$9,800.00
Grand Total				\$510.000.00

ZOA-Dorcas' obligations:

- a) Provide the service provider with the list of beneficiaries + the amounts designated for each person.
- g) Support the service provider in the identification of beneficiaries and making sure that the beneficiaries have signed correctly and provide the needed identifications and telephone numbers where necessary .
- h) Reimburse the Service provider upon completion of the grant disbursement.

Duration of cover:

This is a onetime-off service whose duration shall depend on the completion of the exercise.

Qualifications/Submission documents:

ZOA-Dorcas South Sudan will consider the following minimum attributes of the service provider;

1. At least 2 years of experience in providing cash disbursements/distributions.
2. Ability to provide such services across South Sudan.
3. Solid finance muscle (bank statements for a period of 6 months ending 31st July, 2022 should be provided) that can accommodate the said amount as payments are reimbursable upon completion of the exercise
5. Proven previous experience with NNGOs, INGOs, UN agencies etc. will be considered highly advantageous.
6. Fully registered with the Government of South Sudan and possessing valid documents at the time of submission (Valid Tax clearance and licenses).

Information on submission of proposals: Experienced and interested companies should submit their proposals + the aforementioned requirements not later than **Monday September 5, 2022** to procurement.southsudan@zoadorcas.ngo or Hand delivered in sealed envelopes to our ZOA-Dorcas Country Office located at Nyakuron West, Plot 85, Block GII, Behind the National Security building in Hai Jebel, Juba – South Sudan.