

Global Alliance for Peace  
South Sudan Country Office  
Hamza Inn, Behind Equity Bank  
Juba, South Sudan



#### **ABOUT US:**

Global Alliance for Peace & Development, GAPD the acronym, is a non-governmental nonpolitical and a non-profit institution. It came to birth from a personal experience of the founder, who, is a refugee himself, and a passionate social worker. Having volunteered with several charity organizations, he felt the plight of refugees and began an endeavor to mitigate the situation.

Global Alliance for peace & Development has been is currently implementing an emergency project with a focus on people living with disability, WASH, food security and livelihoods and registered with Relief & Rehabilitation Commission. GAPD South Sudan is implementing programmed in Ulang and Renk in Upper Nile State, Twic, in Warrap State, Abyei Special Administrative Area and KajoKeji in Central Equatorial State. **Global Alliance for peace & Development South Sudan is funded by a number of donors.**

#### **TERMS OF REFERENCE FOR CASH TRANSFER AGENT**

**Scope of work** the main scope of work is to deliver and distribute cash in either in (SSP) or (USD) to the authorized person to receipt the cash in South Sudan.

#### **DISTRIBUTION SCHEDULE AND LOCATIONS**

Delivery location and Schedule will be agreed as per the instruction letter signed by Global Alliance for peace Africa authorized signature.

#### **SECURITY, TRANSPORT AND PERSONNEL**

The service provider shall pre-finance cash delivery and distribution to Global Alliance for peace Africa 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 Global Alliance. Global Alliance 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 Global Alliance for peace Africa authorized representative, the service provider will be expected to invoice Global Alliance for peace Africa for reimbursement of the delivery SSP in USD as agreed. Global Alliance for peace Africa will only effect reimbursement and commission payment through bank transfer to service provider's 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 Global Alliance for peace Africa.

**CONTRACT:**

Global Alliance for Peace Africa 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 Global Alliance for peace Africa 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 Bor, Wulu, Awiel North, Renk and Juba
- 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.

**MANDATORY REQUIREMENTS**

**All Firms must provide these documents, if NOT will lead to disqualification.**

1. Valid copy of the registration certificate with the renewal stamps on the back of the certificate.
2. Valid copy of Tax compliance Certificate from the revenue authority
3. Valid copy of Trading license
4. Valid copy of Chamber of Commerce Certificate
5. Copy of the First and last page of the Memorandum of Understanding or Article of Association (list of directors)
6. Copy of ID/passport of the Director (s)
7. Copies of recommendation letters, Purchase Orders, Service Contracts for supplies/services of similar type.
8. Recent Bank Statement for the last 6 months
9. Copy of Bank details
10. Company Profile.

**SUBMISSION OF APPLICATION**

The quotations shall be submitted to the following Address

Hamza Inn, Behind Equity Bank, South Sudan

Global Alliance for peace Office, Juba South Sudan

Att: Procurement Committee

Or [director@globalalliance-southsudan.org](mailto:director@globalalliance-southsudan.org) Before 4<sup>th</sup> January 2025

