



HELP A CHILD, SOUTH SUDAN

Country Office, Aweil, Northern Bahr el Ghazal State

TENDER NOTICE

Provision of Cash Distribution Services to 300 Vulnerable Households in Barnywin, Aweil Centre

Tender Reference No.: HAC/SSD/NBeG/2026/014 | Date of Issue: 24 August 2026

Help a Child South Sudan	Cash distribution services (one-off event)
LOCATION Barnywin, Aweil Centre, Northern Bahr el Ghazal State	TARGET BENEFICIARIES 300 vulnerable households
TOTAL DISTRIBUTION VALUE USD 27,000	DISTRIBUTION CURRENCY South Sudanese Pounds (SSP)
NUMBER OF DISTRIBUTIONS One (single distribution event)	AVERAGE PER HOUSEHOLD USD 90 equivalent in SSP
All funds must reach beneficiaries in South Sudanese Pounds at a transparent, documented exchange rate agreed in advance with the Organisation.	

1. About Help a Child

Help a Child (Red een Kind) is an international, Christian, non-governmental development organisation working with children, families and communities in some of the world's most fragile contexts. In South Sudan, Help a Child implements programmes in child protection, education, food security and livelihoods, and emergency response. Help a Child South Sudan operates in Northern Bahr el Ghazal State through its Aweil office.

2. Purpose of this Tender

Help a Child South Sudan (hereinafter "the Organisation") invites sealed bids from licensed and reputable financial service providers (FSPs) to distribute unconditional cash assistance to 300 vulnerable households in Barnywin, Aweil Centre, Aweil Centre County, Northern Bahr el Ghazal State. The total amount to be distributed is USD 27,000 (twenty-seven thousand United States dollars), which the successful FSP shall convert and distribute to beneficiaries in South Sudanese Pounds (SSP) in a single, one-off distribution event.

3. Scope of Services

The successful FSP shall be responsible for the end-to-end delivery of the cash distribution, including but not limited to the following:

3.1 pre-distribution

- Confirm the final beneficiary list of 300 households with the Organisation and agree on the beneficiary verification procedure (presentation of identification and/or distribution tokens).

- Convert the distribution budget of USD 27,000 into South Sudanese Pounds at a transparent, documented and mutually agreed exchange rate prevailing on or around the distribution date.
- Secure the full cash value in SSP in suitable denominations before the distribution day and arrange safe transport of cash to the distribution site in Barnywin.
- Agree with the Organisation on the distribution site layout, crowd management, queuing and payment point arrangements, and a contingency plan for adverse weather or security incidents.

3.2 Distribution event

- Conduct a single distribution event in Barnywin, Aweil Centre, serving all 300 registered households.
- Verify each beneficiary against the approved list before payment and record proof of receipt (signature or thumbprint) for every household.
- Always ensure the safety and dignity of beneficiaries, including separate, orderly queuing arrangements and reasonable accommodation for elderly persons, persons with disabilities and other at-risk individuals.
- Provide adequate, trained and identifiable staff, security arrangements and cash-handling procedures for the duration of the event.
- Facilitate monitoring and observation of the distribution by staff of the Organisation and, where applicable, donor representatives.

3.3 post-distribution

- Reconcile all payments made against the beneficiary list within five (5) working days of the distribution.
- Submit a final distribution report, including the signed payment sheets, the exchange rate(s) applied, total value distributed in SSP, number of households served, any undistributed funds and reasons, and any incidents or complaints recorded.
- Return any undistributed funds to the Organisation within ten (10) working days of the distribution event, or as otherwise agreed in the contract.

4. Key Assignment Details

Item	Details
Beneficiary caseload	300 vulnerable households, registered and verified by Help a Child South Sudan
Total funds	USD 27,000, transferred by the Organisation to the FSP upon contract signature
Distribution amount	USD 90 equivalent per household, paid in South Sudanese Pounds
Location	Barnywin, Aweil Centre, Aweil Centre County, Northern Bahr el Ghazal State
Distribution modality	Cash-in-hand, single distribution event at one agreed distribution site
Verification	Cross-check against the approved beneficiary list; signature or thumbprint as proof of receipt
Duration of assignment	Approximately 4 weeks from contract signature, including preparation, distribution and reconciliation

5. Eligibility and Mandatory Requirements

Bidders must meet all of the following requirements and submit the corresponding evidence with their bid:

0. Legal registration and a valid operating licence as a financial service provider in the Republic of South Sudan, with all statutory documents up to date.
1. A physical operational presence in Aweil (branch or agent network) and demonstrated ability to serve Barnywin, Aweil Centre.
2. Sufficient liquidity to provide the full distribution value (USD 27,000 equivalent) in South Sudanese Pounds in suitable denominations on the distribution date.
3. Documented experience of at least two (2) similar humanitarian cash distributions in South Sudan within the past three (3) years, preferably in Northern Bahr el Ghazal State (provide references).
4. Sound cash management, security and insurance arrangements for the transport and handling of cash.
5. A valid tax clearance certificate and compliance with anti-money-laundering and counter-terrorism-financing requirements.
6. Commitment to the Organisation's Code of Conduct, Child Safeguarding Policy and Protection from Sexual Exploitation and Abuse (PSEA) requirements, which shall form part of the contract.
7. No conflict of interest with the Organisation's staff or board members; bidders must declare any actual or potential conflicts.

6. Bid Submission Requirements

Bids shall comprise the following, submitted in two clearly separated sections:

6.1 Technical offer

- Company profile, legal registration documents, operating licence and tax clearance certificate.
- Description of the proposed distribution methodology, including verification, security, crowd management, safeguarding and contingency arrangements.
- Evidence of liquidity and cash-handling capacity in SSP.
- Reference list of at least two comparable cash distributions, with contactable references.
- CVs or profiles of key personnel to be deployed for the distribution.

6.2 Financial offer

- The service fee for the complete assignment, quoted in USD and stated inclusive of all costs (personnel, transport, security, insurance, communication, and any other charges).
- The exchange rate mechanism proposed for converting USD 27,000 into SSP (e.g. prevailing bank rate on an agreed reference date), including the source of the rate and any commission or margin, which must be stated separately and transparently.

The total value available for distribution to beneficiaries is USD 27,000. The FSP's service fee and any exchange-related costs must be quoted clearly so that the amount reaching beneficiaries can be determined precisely.

7. Evaluation Criteria

Bids that meet all mandatory requirements will be evaluated against the following criteria:

Criterion	Maximum Score	Weight
Relevant experience with humanitarian cash distributions in South Sudan	25	25%
Soundness of methodology, security and safeguarding arrangements	25	25%
Liquidity and operational capacity in Aweil / Northern Bahr el Ghazal	20	20%
Financial offer: service fee and transparency of exchange rate	30	30%
Total	100	100%

The Organisation is not bound to accept the lowest-priced bid and will award the contract to the bidder offering the best overall value, considering beneficiary safety, reliability and transparency of the exchange rate.

8. Tender Timeline

Activity	Date (2026)
Publication of tender notice	24 August
Deadline for clarification requests	31 August
Deadline for bid submission (16:30 CAT)	7 September
Bid opening and evaluation	8–10 September
Notification of award	14 September
Contract signature	By 18 September
Cash distribution event (target)	Within 10 working days of contract signature

The Organisation reserves the right to adjust the timeline; any changes will be communicated to all registered bidders in writing.

9. Submission Instructions

8. Bids must be submitted in a single sealed envelope containing two separate sealed inner envelopes marked “TECHNICAL OFFER” and “FINANCIAL OFFER”.
9. The outer envelope must be clearly marked: “TENDER HAC/SSD/NBeG/2026/014: Provision of Cash Distribution Services, Barnywin, Aweil Centre: DO NOT OPEN BEFORE THE OPENING SESSION”.
10. Bids must be delivered by hand or courier to: The Procurement Committee, **Help a Child South Sudan, Country Office, Hai Matara, Scandic Premises, Plot No. 21 (a), Block (bxvi), Juba, Republic of South Sudan** or by email to: info@hacsouthsudan.org
11. Deadline for submission: Monday, 7 September 2026, 16:30 hours Central Africa Time. Late bids will not be considered.
12. Requests for clarification must be submitted in writing to the Procurement Committee at the Country Office no later than Monday, 31 August 2026, 16:30 hours CAT.
13. Bids must remain valid for at least sixty (60) days from the submission deadline.

10. Terms and Conditions

- This tender notice does not constitute a commitment by Help a Child South Sudan to award a contract. The Organisation reserves the right to accept or reject any bid, in

whole or in part, and to cancel the tender at any stage without incurring any liability to bidders.

- All costs incurred in the preparation and submission of bids are the sole responsibility of the bidder and will not be reimbursed.
- All information provided in this tender and during the assignment is confidential and must not be disclosed to third parties without the written consent of the Organisation.
- The successful bidder will be required to sign a service agreement incorporating the Organisation's standard terms, including safeguarding, anti-fraud and anti-corruption provisions.
- Beneficiary personal data collected during the distribution shall be processed solely for this assignment and handled in accordance with the Organisation's data protection requirements.
- Any attempt at canvassing, collusion or corrupt practice will result in immediate disqualification of the bidder.

Issued by the Procurement Committee, Help a Child South Sudan

Juba, Country Office, 24 August 2026

