



## TERMS OF REFERENCE (TOR) FOR FINANCIAL SERVICE PROVIDERS (FSPS) TO DISTRIBUTE CASH.

### BACKGROUND

Caritas Archdiocese of Juba is the official organization and the humanitarian wing of the Catholic Archdiocese of Juba and part of Caritas South Sudan.

Guided by Catholic Church Social Teaching and international humanitarian principles (CHS and Sphere standards) it carries out all social activities in the Catholic Archdiocese of Juba. Solidarity with the poor and commitment to serve the human person in Love and dignity are the underpinnings to the agency's initiatives. Programs that include capacity building for sustainable development, campaigns advocating for peace and national reconciliation, disaster preparedness and humanitarian relief to deploy a prompt response to a country prone to regular disasters, both natural and man-made, such as droughts, famines and conflict.

Caritas Archdiocese of Juba is a member of Caritas South Sudan. The agency collaborates with Caritas partners to facilitate their initiatives, such as a projects supports in order to provide shelter, water, capacity building, sanitation and hygiene promotion, health/nutrition, protection and NFI+ FSL.

**Purpose:** The purpose of the terms of reference therefore is to search for professional service of a qualified Financial Service Provider (FSP) in South Sudan to undertake the assignment of distributing cash.

**Scope of Work:** The selected FSP will undertake the assignment of cash distribution in two-three rounds for refugees (Vulnerable including persons with disabilities and older persons Households) in Gorom, the exercise will take place within the month of June 2026

### FINANCE SERVICE PROVIDER'S RESPONSIBILITIES:

1. Avail and distribute Cash, South Sudanese Pounds (SSP) to **600** individual/Households. The transfer value for each household will be equivalent of **USD 25.** (excluding commission) in SSP at the exchange rate indicated in response to cash distribution order letter to be communicated in an email a week before distribution.
2. Transport and provide security for the Cash to project location site.
3. Submit distribution report accompanied with original signed distribution sheet (Caritas Juba will provide) immediately after the distribution exercise is completed.
4. Submit invoice (inclusive commission) for total cash distributed, immediately after the distribution exercise is completed.

### CARITAS JUBA RESPONSIBILITIES

1. Caritas Juba will conduct identification & registration of beneficiaries, produce/print & issue distribution tokens to beneficiaries.
2. Caritas Juba will organize the distribution site and provide distribution clerks to support with crowd control, calling names of beneficiaries, receiving complaints and other logistics arrangements at the distribution site.
3. Caritas Juba will provide the list of registered beneficiaries and distribution sheets/forms with names to the FSP to use for preparing and distributing cash.
4. Caritas Juba will issue distribution order to FSP a week prior to distribution exercise.



**ASSIGNMENT DURATION:**

The cash distribution Period: Week commencing **22<sup>nd</sup> June 2026**

**EXPECTED DELIVERABLES:**

- Signed Distribution List (Original)
- Distribution Report
- Clear Photos showing proves of distribution

**SUBMISSION OF PROPOSALS.**

Financial Service Providers (FSPs) will submit their proposals indicating clearly their commission % of the total amount to be distributed to beneficiaries, submitted to the Admin/Procurement Manager by or before **12<sup>th</sup> June 2026, 12:00 Noon South Sudan local time**. Send your inquiries to this email: [caritasjubahr@gmail.com](mailto:caritasjubahr@gmail.com) copying [caritasjubahp@gmail.com](mailto:caritasjubahp@gmail.com)

**NB: Only qualified bidders shall be considered for technical evaluation**

**EVALUATION CRITERIA:**

In principle, the financial evaluation of complete and responsive offers from qualified service providers will be conducted based on the total cost for the requirement and award based on the lowest price technically qualified bid.

**Preliminary evaluation:**

Non-discretionary "Pass" or "fail" rating based on submission of the following documents.

1. Not more than 2 pages cover letter signed and stamp providing an executive summary of the service provider's strength, experience, capacity and suitability to undertake this work.
2. Financial offer inclusive commission.
3. Must be legally registered and duly licensed to provide money transfer services within South Sudan.
4. Must have a minimum of three (3) years of proven relevant experience in cash transfer services within South Sudan.
5. Valid Certificate of Incorporation (Including a copy of the updated stamp).
6. Valid business Operation license.
7. Valid Tax Clearance Certificate.
8. Implementation timetable (must indicate detailed list of tasks, duration, and allocated resources per task as per the requirement).
9. Previous experience, copies of PO/contracts of at least 2 similar projects to the requirements of the tender (Cash distribution project) implemented during the last 2 years and corresponding completion certificates awarded/recommendations.
10. Active bank Account / Bank letterhead clearly stamped and signed.
11. Tender validity of 60 days

**Only qualified bids shall be considered for the technical evaluation.**



## TECHNICAL EVALUATION

Responsiveness/full compliance to technical requirements Completeness of tender to the requirement Currency of quotation is **USD Financial Evaluation**  
Financial Comparison of the technically qualified bids after arithmetic analysis and award to Lowest Priced bidder. Only successful bidders shall be contacted

**Note:** Successful service providers may be included in Caritas Juba list of suppliers.  
We, the undersigned, hereby accept in full the Caritas Juba General Terms and Conditions and hereby offer to provide the services listed above in conformity with the requirements of Caritas Juba as per details provided in the ToR.

### For the supplier

**Name:**

**Title:**

**Signature and stamp:**

**Date:**

