



RRAA

**Ref #: WRO-ITB-007-200736.1**

## **Terms of Reference (TOR)**

**Assignment for Direct Cash Disbursement activity as part of Cash for Food Assistance Project, supported by UNOCHA, Afghanistan programme**

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Deadline for submission of proposal with Quotation is: 08 July 2020 at 04:00 PM Afghanistan time

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### **1-Background:**

Rural Rehabilitation Association for Afghanistan (RRAA) is non-profit, non-governmental and non-political organization established in 1990. The Head Office of the organization is based in Kabul, Afghanistan and delivers services in the sectors of civil society, health and livelihood through its four regional offices located in Kabul, Herat, Jalalabad and Mazar-e-Sharif.

RRAA is working in Afghanistan in the sectors of livelihood, Good Governance, WASH and Emergency.

RRAA/Cordaid, has been supported by OCHA for a six months humanitarian assistance project, i.e. May to Oct 2020, to assist the most vulnerable acute food insecure people in Ghor Province with cash for food assistance. Project is being implemented in four districts of Ghor Province (Dowlatyar, Dolayna, Shahrak and Lal wa sarjangal).

RRAA invites Mobile Money Companies to submit their proposal with Quotation documents for Direct Cash Distribution in Ghor Province.

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### **4. Expected deliverables**

Description of Services requests:

RRAA is to conclude a framework agreement with a Financial Services Provider (FSP) for six months, for the provision of financial services in support of its humanitarian assistance program for 4430 beneficiaries in Dowlatyar, Dolayna, Shahrak and Lal wa sarjangal Districts of Ghor Province.

#### **Mechanism for the transfer and disbursement minimum standards:**

Potential bidders should describe the ability of their system both in terms of regularity and predictability of transfers of money throughout the year. They should present evidence and / or examples of the effectiveness of their services, especially in the geographical areas concerned by the present terms of reference, or at least in areas with similar conditions. They also describe how their system will deal with one-time cash transfers. In addition, FSPs must ensure the availability of facilities to implement disbursements in cash among the target populations and to ensure their accessibility. The mechanism or a combination of transfer and disbursement mechanisms should be clearly presented, detailed and developed in the proposal for the FSP.

#### **Types of transfer mechanisms and disbursement:**

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- The preferred transfer mechanism for this contract/ project is Mobile money. Transfer/delivery mechanism Minimum standards Mobile money (preferred);
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- The FSP must require that the beneficiary complies with the procedures of verification of the identity of the person and require the signature of the recipient on the list of payment (except in the case of automated operations);
  - A mechanism should be applied which doesn't require the beneficiaries having registered sim card, biometric and cell phones as the communities have no access to the communication systems;
  - Beneficiary Payment List includes name, father name and NID will be shared by RRAA to the Mobile Money Company to generate systematic token numbers for each beneficiary;
  - Distribution of token slips to the beneficiaries, informing beneficiaries of the specific place and date for collection of the money is responsibility of RRAA;
  - The Direct Cash beneficiaries will be notified by RRAA to assemble in a designated location for Cash out of their tokens;
  - RRAA will supply all necessary information for the company to carry out the services properly;
  - Mobile Money company must move to any place selected by RRAA for more convenient cash out and registrations;
  - Cash out or payment to end user should be done within 48 working hours after disbursement of Tokens to recipients;
  - Company is supposed to share update and systematic reports on time and when required.
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#### **Confidentiality:**

- Each party undertakes and warrants that it will treat as confidential all information related to and received from the other party, which it acquires as a result of the operation of this Agreement and to afford it the same degree of confidential treatment as it affords to its own confidential information.
  - Neither party will reveal any confidential information of the other to any third party, without the express written consent of the disclosing party, except where such information is already in the public domain, has been legally acquired by the third party, or where disclosure of the confidential information is ordered by a court or other competent authority.
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Note: Proposal with Quotation will be accepted only from mobile money companies.

#### **Submission guideline:**

**Please submit soft copy of completed Proposal with Quotation through the following E-mail add:**

[wro.procurement@gmail.com](mailto:wro.procurement@gmail.com) and cc to [wro.hradmin@rraa.org.af](mailto:wro.hradmin@rraa.org.af)