

Terms of Reference

Cash Distribution Plan Sudan

Cash Distribution Assistance Service Provider Terms of reference in Sudan (Non-Financial Obligation)

**INTRODUCTION**

Plan International aims to significantly contribute to the advancement of Cash Distribution Assistance and ensure that its approaches are mixed modalities, gender sensitiveand rationally designed to meet the needs and outcome of the programme and are also adaptable to the context, feedback and evidence. Plan International initiated the use of Cash Distribution as a modality in 2011. In Sudan Plan is working in White Nile, Kassala, Gadaref, South Kordofan, North Kordofan, North Darfur and Khartoum and Plan International will have to work towards scaling up the CVA modalities by making good use of existing knowledge, platforms and networks within Sudan and skilled people, following a common process to get a more effective and dignified humanitarian response.

This document provides the Terms of Reference for the minimum expected cash distribution standards and the working relationship with the project participants/beneficiaries, Plan International and the identified financial service provider. Cash Distribution Assistance can transform the humanitarian sector by providing more efficient and effective support to people in the face of disaster and conflict. It plays an important role in helping the affected communities to recover from the negative impacts of the disaster and crisis like climate change and other natural calamities, economic shocks, conflict and protracted crisis. Cash distribution can be used to provide aid in a more respectful and dignified manner and it is also an effective modality preferred by the modern humanitarian community to deliver aid in various humanitarian thematic response sectors. The outlined standards, guidelines and tools, therefore outline Plan International Sudan CO’s approach towards Cash Distribution Assistance. The document provides a series of procedures and tools that will not only be useful in improving accountability to affected persons but also minimize risks for both beneficiaries and Plan staff and that of the financial service provider. The procedures also help in exploring opportunities of collaboration and coordination to drive the actions for ensuring safety, rights, respect and equality during cash/voucher transfers.

**Purpose**

The purposes of this Terms of Reference among others include; ensuring that

* Operational and contextual Cash Distribution Assistance related risks and opportunities are identified to inform age and gender responsive.
* Agree on the project participants/beneficiary identification documents to be recognized and used specifically for the purpose of the cash distribution based on project objectives.
* To make sure safe, accessible and effective mechanism(s) are identified to deliver Cash voucher, based on situation analysis and cash transfer value to be delivered to be agreed by all parties.
* Transfer value, frequency and duration are set based on an analysis safety and accessibility by project participants.
* To agree on the monitoring and reporting key Cash Distribution-related issues.
* To be on the same understanding of the cash transfer options for delivering Cash Distribution, alongside the infrastructural and regulatory environment

**OBJECTIVES OF Cash Distribution Assistance Terms of Reference (ToR).**

The main objective of this ToR is to provide the Financial service Provider and Plan staff with the basic cash distribution intervention guidelines and procedures that provide cash assistance to the affected persons without exposing them to further risks and also without exposing Plan staff to risks associated thereto.

Main objectives of Cash Distribution Assistance in emergencies:

1. To address the basic needs of families affected by disasters (i.e., resulting from either man-induced or natural hazards).
2. To protect, establish, or re-establish livelihoods of families affected by the disasters through the following:

For areas without access to markets or where markets are not functioning, other modalities may be considered. Another objective is to ensure that cash assistance complements the government’s existing social protection program, subject to market functionality and availability of service providers to transfer funds.

**Roles & Responsibilities**

Plan International;

1. Plan will be working with community and government line ministries to identify and register project participants/beneficiaries.
2. Plan shall provide the project beneficiary/project participants with ID cards specifically for the project to be recognized by the Financial Service provider (FSP)
3. Plan working with the community will identify the cash distribution points and share these with the service provider.
4. Plan shall share the beneficiary/project participants list with the Financial Service Provider before the distribution date
5. Plan shall prepare a distribution plan and share with the Financial Service Provider at least three (3) weeks before the distribution date.
6. Plan shall upon receiving the distribution report and invoice from the Financial Service Provider shall transfer the equivalent amount of money distributed to the registered beneficiaries/project participants including the agreed service fees in.
7. Plan shall carry out on site and post distribution monitoring and share with the Financial service providers findings and issues that concern the Financial Service Provider only.

Financial Service Provider (FSP)

1. The Financial service Providers to ensure that all government laws, procedures and regulations for cash voucher assistance are in place and complied with.
2. The Financial Service Provider shall arrange for the cash distribution and ensure the environment is safe for all parties, the beneficiaries/project participants and Plan staff to carry out the distribution.
3. The FSP shall use the distribution list and the beneficiary project Identification Document to verify the beneficiary before distributing cash distribution.
4. The Financial Service provider shall within one (1) week after distribution submit the distribution report attaching the invoice for payment and re-imbursement by Plan.

**All Parties**

1. Both parties shall agree to have a short-term project specific agreement.
2. Payment will only be discussed on specific project agreements that may be short or long term developed alongside the design of the project.
3. **Target Group:**

The target group are **300 House Hold in both Kassala and New Halfa localities**

1. **Total approved budget for Cash Distribution Assistance activity**

**The total approved budget is 39,703,500 SDG for 300 HHs, IDPs and host communities, each HH will received 44,115.00 SDG per month, three frequent times (Oct, Nov, and December).**

1. **Targeted Areas: IDPS center & host communities**

* **Kassala locality:** In 8 communities: Murbaat, Turaa, Hanalanga Wasat, Mirgania, Katmia El-Gadima, Elssauagi El-Ganubia, Hia El-Omal, Hai El-Arab
* **New Halfa locality:** In 6 communities: Basawla Neighbourhood, Elthoura Neighbourhood, Block number 7, Block number 10, Village number 1 and village number 7.

1. **Payment Methodology:**
2. The Cash will be delivered directly to the targeted selected HHs by verified Plan International venders who will be directly supervised by GFFO project staff, Finance, Support Services, monitored by M&E person and over supervised by the Area Manager. Plan International policies and regulation, e.g. Anti-fraud and money laundering, safeguarding and accountability mechanism will be adhered to.
3. The approved final list will be handed with official documents for each beneficiary will be attached if available with each HHS will be given a cod
4. The selected service provider will be givens verified list for the beneficiaries, attached with related documentation
5. Unified Distribution card designed with unique security features will be printed for each beneficiary, the card contains the details of the beneficiary. Project participants will be oriented on the features of the card to avoid potential cases of fraud. The project participant cards will be distributed to the identified and registered project participants 3 days prior to the cash distribution. The project participant will present the card to the distribution team for verification and confirming against the register before disbursement of cash.
6. Total amount of cash for each HHS will indicated in the distribution list against each name and the same amount will be indicated on the envelop and the project participant will be asked to count the amount before signing in the distribution list. The project participants will NOT sign in the distribution list if the amount tendered does not tally with the amount written in the distribution list or on the envelop. A mobile help desk will be set up at each distribution center manned by the distribution committee members selected by the community and there will be a plan staff member among the committee members to allow quick responses and handling of emerging issues and complaints. The beneficiaries will be divided in to groups to facilitate and accelerate the payment and minimize the risk on the beneficiaries as the context is fragile in terms of the security to reduce risk Location and time will be prepared as gathering place with confidentiality to provide safety for vender and beneficiaries.
7. Each beneficiary will be informed which group they are and when and where the distribution will take place and what required from them during that day
8. The registered house hold head will also be the recipient and a proxy will also be registered as a recipient in cases where the household head for a reason may not be able to travel to the distribution center. Each household will be required to provide the name of a proxy which will be verified by the help desk committee (Service provider).
9. The cash will be provided by the plan international **approved venders**, with capacity provide the required amount of the needed, Ideally the financial service provider/vendor must have enough capacity to distribute cash at the same time in all the IDP & host communities centers to reduce the risk of project participants travelling more than 30 minutes to the distribution center.
10. The selected servicer provider will be contracted with agreed term of agreement.