Call for

Expression of Interest



ANNEX A

**EOI Application Form – BANK ACCOUNT (Physical cash distribution through a Field agent)**

# ADMINISTRATIVE COMPLIANCE

## Know You Customer (KYC)

Is your organization/company compliant with the country legislation on Know Your Customer? **🞎 Yes / 🞎 No**

What are the minimum documents required from individual clients to access the banking services through a field agent you provide and other requirement? Do these requirements differ for (if so, please provide further detail):

* Nationals: ………………………………………………………………………….
* Foreigners: ………………………………………………………………………….
* Refugees: ………………………………………………………………………….
* Internally Displaced Persons:…………………………………………….
* Other Demographic Group:………………………………………………

What are the banking solutions you can provide for clients who do not comply with the minimum documents required?

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## Authorization to work in Sudan

### Is the company registered as a legal entity in the company register of Sudan?  Yes /  No (if yes, please provide the documentary proof of registration as a legal entity for Administrative evaluation)

### In order to offer banking services through an agent, does the company operate directly, indirectly through intermediary organization(s) or both?  Directly /  Indirectly /  Both

### If indirectly or both, does the company have existing partnerships with intermediaries in Sudan?  Yes /  No (if yes, please provide documentary proof of registration as a legal entity in Sudan for all relevant intermediary partners for Administrative evaluation)

### Does the company usually ensure intermediaries have the legal authorization needed to work in Sudan?  Yes /  No

### If the company operates wholly or partially through intermediary(ies) but does not yet have existing partnerships in Sudan, might the company be willing and able to contract other intermediary organizations in Sudan?  Yes /  No

### Might the company be able to work with an intermediary partner selected independently by DRC?  Yes /  No

### If yes, please precise which type of intermediaries with which it might be possible to work?

 Banks

 Mobile money companies

 Micro-Finance institutions

 Money Transfer companies

 Money transporters

 Traders / local sellers

 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Legal and Commercial Binding

### Does the company possess the ability to legally and commercially bind all branches and/or intermediary partners in the event of the signature of a framework contract between the DRC and the company.  Yes /  No /  Not applicable (please specify reasoning)

*Additional comments:*

*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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# TECHNICAL INFORMATION

## Technical solution, type(s) of cash and/or voucher delivery mechanisms/payment systems provided

### Do you already have access to required technology for ensuring efficient and effective bank transfers: 🞎 Yes / 🞎 No

### Would you need to develop new solutions / implement or adapt or rent through third party in order to effect bank transfers to DRC beneficiaries? 🞎 Yes / 🞎 No

### If so, how long would it take for you to set these up in calendar days? ………………. Calendar days

### In order to deliver bank transfers, do you operate directly or indirectly through any intermediary organization(s)? 🞎 Directly / 🞎 Indirectly

### What are the bank services you can provide?

🞎 Open bank accounts

🞎 ATM cash out

🞎 Over-The-Counter cash out

🞎 Bank transfers

🞎 Mobile Money transfers

🞎 Other (please specify): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## Presence and coverage across relevant geographical areas of operation for DRC’s cash and voucher assistance

### Total number of branches / service centers / franchises in DRC’s Targeted areas are:

|  |  |
| --- | --- |
| **Areas** | **Number of branches/Services center/Franchises** |
| **White Nile**  |  |   |
| **Khartoum**  |  |   |
| **Al Jazeera** |  |  |
| **Gedaref**  |  |  |
| **South Kordofan**  |  |  |
| **Central Darfur**  |  |   |

### Total Number of field Agents in DRC’s Targeted AREAS: (Please attach the list)

|  |  |
| --- | --- |
| **Areas** | **Number of Agents** |
| **White Nile**  |  |   |
|  |   |
|  |   |
|  |   |
|  |   |
| **Khartoum**  |  |   |
|  |   |
| **Al Jazeera** |  |  |
| **Gedaref**  |  |  |
| **South Kordofan**  |  |  |
| **Central Darfur**  |  |   |

### Any other additional information about your coverage:

|  |
| --- |
|  |

### If you do not have any field agents in any of DRC’s targeted areas, how would you rapidly respond and distribute cash and/or vouchers?

|  |
| --- |
|  |

## Capacity to deliver the volume of assistance requested by DRC

### What are the minimum and maximum amounts of funds you can disburse in a day?

Minimum……………………… (amount) …………….. (currency)

Maximum……………………… (amount) …………….. (currency)

### How much (in monetary value) cash and voucher assistance are you able to deliver in the programmatic areas targeted by DRC within 1 month (maximum amount)?

|  |  |
| --- | --- |
| **Areas** | **Value and Currency**  |
| **White Nile**  |  |   |
| **Khartoum**  |  |   |
| **Al Jazeera** |  |  |
| **Gedaref**  |  |  |
| **South Kordofan**  |  |  |
| **Central Darfur**  |  |   |

### How long does it take to distribute cash and voucher assistance to 100 / 500 / 2,000 / 5000 people in the areas targeted by DRC programming once all recipients are registered?”

|  |  |
| --- | --- |
|   | **Time in days / hours?** |
| **Region** | **100 people** | **500 people** | **2000 people** | **5000 people** |
| **White Nile**  |  |  |  |  |  |
| **Khartoum**  |  |  |  |  |  |
| **Al Jazeera** |  |  |  |  |  |
| **Gedaref**  |  |  |  |  |  |
| **South Kordofan**  |  |  |  |  |  |
| **Central Darfur**  |  |  |  |  |  |

## Existing experience and competency in supporting delivery of humanitarian cash and voucher assistance in the country of programming

### Do you have experience in humanitarian cash and voucher assistance? If yes, please provide a short description and list down the clients you have worked with and/or are working with on cash or voucher assistance / cash distributions including payment methods.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the client | Payment Method | Total amount distributed | Targeted areas | Comments |
|  |  |  |  |  |
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### Do you have any working experience with DRC? If yes, please describe this experience below (completed projects and / or ongoing projects):

|  |  |  |  |
| --- | --- | --- | --- |
| Payment Method | Total amount distributed | Targeted areas | Comments |
|  |  |  |  |
|  |  |  |  |
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|  |  |  |  |

### If you have no experience in humanitarian cash and voucher assistance programming, would you be interested in possible future involvement? Please describe your interest.

|  |
| --- |
|  |

### Please provide reference, including contact details, from at least one other NGO or international organisation proving experience and competency in supporting the delivery of humanitarian cash and voucher assistance.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of the NGO | Name of the contact | e-mail address  | Telephone number | Period |
|  |  |  |  |  |
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## Data protection and management

### Does your organization have a Data Protection Policy? 🞎 Yes / 🞎 No

### Is your company compliant with the European Union’s General Data Protection Regulation (“GDPR”) (Regulation (EU) 2016/679)? 🞎 Yes / 🞎 No

# Additional information

Please include any additional information you want to add in this EOI.