

Terms of Reference

CVA Transfer Plan Sudan

Long-Term all-weather Cash/Voucher Assistance Service Provider Terms of reference in Sudan (Non-Financial Obligation)

**INTRODUCTION**

Plan International aims to significantly contribute to the advancement of CVA 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 CVA 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 transfer standards and the working relationship with the project participants/beneficiaries, Plan International and the identified financial service provider. Cash/Voucher Assistance (CVA) 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. CVA 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 CVA. 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.

**Objective:**

The overall objective of this paper is to create and establish an all-weather Cash/Voucher Service provider partnership where the financial service provider will be available to provide the cash/ voucher services within a short notice and for short periods that can either be one-off payment or multiple payments depending with the project design.

**Purpose**

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

* Operational and contextual Cash/Voucher Assistance (CVA) 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/voucher transfer based on project objectives.
* To make sure safe, accessible and effective mechanism(s) are identified to deliver CVA, 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 CVA-related issues.
* To be on the same understanding of the cash transfer options for delivering CVA, alongside the infrastructural and regulatory environment

**OBJECTIVES OF Cash Voucher Assistance (CVA) Terms of Reference (TOR).**

The main objective of this ToR is to provide the Financial service Provider and Plan staff with the basic CVA intervention guidelines and procedures that provide cash/voucher 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 and Voucher Assistance (CVA) in emergencies:

• To address the basic needs of families affected by disasters (i.e., resulting from either man-induced or natural hazards).

• To protect, establish, or re-establish livelihoods of families affected by the disasters through the following:

a. Cash-For-Work (CFW)

b. Unconditional Cash Transfer (UCT)

c. Multi-Purpose Cash Grants (MPCG)

d. Cash-For-Training (CFT)

e. Vouchers

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/voucher distribution points and share these with the service provider.
4. Plan shall share the beneficiary/project participants list with the Financial Service Provider at least two (2) weeks before the distribution date
5. Plan shall prepare a distribution plan and share with the Financial Service Provider at least two (2) 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/voucher 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/transferring cash/voucher.
4. The Financial service Provider will follow up the STANDARD OPERATING PROCEDURES (SOP) Cash / Voucher Assistance (CVA) for Plan International and Security SOP for Plan international. (attached)
5. The Financial providers will responsible to provide the transportation and Meals for their staff as well as transportation of the money during the implementation.
6. The Financial Providers will responsible for security and safety for the staff and Cash during the distribution at the community level.
7. The Financial Providers will responsible for any unseen fees related to the cash distribution.
8. 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 in addition to the long-term all-weather partnership 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. The long term all weather Financial service provider must not expert any payment when there is no cash/voucher transfers done.
4. Long-term all-weather partnership period is 12 months and to be reviewed after every 12 months and can be renewed on condition of availability of such projects and performance.