**Terms of Reference**

Sudan Joint Response 3 North Darfur Innovation Consultant For

Provision of Up2U Card North Darfur Food Security JR3 Project 2021

Terms of reference for the provision of Up2U Card and training of Plan staff.

**Purpose**: The purpose of the Up2U card, an electronic cash/voucher is to improve the provision of cash transfers using a combination of mobile phone and electronic technology. The project has 2 components:

• Provision of timely and confidential information to beneficiaries on when to redeem the vouchers through automatically generated text messages. The text messages also contain automatically generated unique identification codes to secure payments.

 • Easy and safer redemption of vouchers by using a Near Field Communication system, with electronic beneficiary cards, unique identification codes and point of services (PoS)/scanner devices (= special phones). This system can also work in areas where there is no internet. There is an online platform to monitor use of vouchers.

**The process**

1. Beneficiaries are provided with e-cards and simple phones; pre-selected vendors are provided with special phones, with NFC device.( + training)

 2. Cards are loaded on a monthly basis via the platform with the value of the commodity voucher and beneficiaries are informed with sms message that they can start redeeming vouchers and the unique pin code to be used

3. Beneficiaries go to the shop of the pre-selected vendors, “shop” the commodities they are entitled to, swipe the e-card on the phone of the vendor, the vendors ticks the items bought, the beneficiary controls and identify him/herself using the pin sent and the vendor validates the purchase

4. The phones of the vendors are brought back to the office where there is internet. On the online platform, Plan can see the use of the vouchers, do the reconciliation and pay the vendor

**Specific training outcomes:** -

Relevant Plan staff can extract reports on beneficiaries with outstanding balances from the Up2U Card system

- Relevant Plan staff can extract reports and conduct analysis of the value vouchers redeemed by beneficiaries from the Up2U Card system

- Relevant Plan staff can register, assign, and block beneficiaries on the Up2U Card system.

- Relevant Plan staff can create, assign, and load new vouchers on the Up2U system and

 the Up2U Card app.

- Relevant Plan staff can register new traders on the Up2U Card system.

- Relevant Plan staff can use the attendance monitoring feature on the U2U Card app

- Relevant Plan staff can extract attendance reports from the Up2U Card system.

- Relevant Plan staff can extract transaction reports per trader from the Up2U Card system

- Traders can successfully complete transactions using the Up2U Card app.

- Beneficiaries are familiar with using the Up2U Card app for redeeming their vouchers.

- Beneficiaries are familiar with the Up2U card attendance function of the Up2U Card app.

**Additional support activities:**

- Develop a quick guide to loading value vouchers, including the complete breakdown of the full

 Process.

- Provide ongoing technical support to Plan Staff in case of technical challenges to hardware or software.

**Other Provisions**

1. Printer - Magicard Pronto ID Card Printer (Single-Sided) Quantity 2
2. Additional 3 ribbons
3. Smart Cards - MIFARE Ultralight Card EV1 Quantity 400
4. Phones - Blackview-BV5900-Waterproof Shockproof-Smartphone Quantity 15

**Support required from Plan International Sudan**

- Facilitation of training, including transportation, accommodation and fees