|  |
| --- |
| V:\Design Bridge\3996_Save the Children templates\Assets\red circle top.png  Part 1 - Cover Letter |
| For the Provision of Global Cash Transfers 2017  SCI/2017/003 |



Date: 10/05/2017

## Request for Proposal

Save the Children International (SCI) would like to invite you to respond to this RFP (Request for Proposal) for a **Global Cash Transfer Solution (GCTS).**

The Global Cash Transfer Solution (GCTS) is likely to result in a network of global or regional Private Sector partners who are leaders in their delivery mechanism and who wish to partner with Save the Children International on a global/regional basis to provide best-in-class coverage for cash transfer to beneficiaries in humanitarian response and development programmes.

We are very keen to receive responses from commercial providers who believe that they have a solution that might suit our needs. This is likely to include;

* **Regional and International Banks,**
* **International Money Remittance Agents,**
* **Card Payment Providers,**
* **Mobile Network Operators** and
* **IT Platform Providers**

Following an assessment phase, Save the Children intends to conclude one or more Framework Agreements which will be supported by a communication and development plan with the selected provider(s) who will be the preferred vendor(s) by region for each service. This will be supported with a policy that reinforces the usage of this provider for future programmes.

We include the following information as the contents of the Request for Proposal:

* Part 1: This Cover Letter (including conditions of responding)
* Part 2: Response Guidance
* Part 3: Geographic Coverage response template
* Part 4: Draft Contract & SCI policies

## How to Respond

* Please let us know if you intend to respond (or are declining to respond), by sending an e-mail to [IPUtenders@savethechildren.org](mailto:IPUtenders@savethechildren.org) , (copying any individuals within your organisation who you would like to receive notifications) and stating either of the following in the title /subject line of the mail.

**INTEND TO RESPOND** – {company name} – SCI/2017/003

**DECLINE TO RESPOND** – {company name} – SCI/2017/003

* Please submit your response to Part 2 in Microsoft PowerPoint or Microsoft Word. Pdf would also be acceptable, but it makes it more difficult for us to analyse your response.
* Your response to Part 3 should use the provided Microsoft Excel template. You should not sort, delete or add any columns or rows.
* You may password protect your response documents if you are concerned about sensitive data.
* Please be concise. We do not want to read blocks of text or large PowerPoint presentations. We also don’t want you to spend huge amounts of time crafting un-necessary detail. Just tell us what you propose as simply as possible. As a guideline you should aim to summarise your proposal (with a maximum of 3-4 pages per service offering).
* Equally, we don’t want large files that may not make it through our firewall. Our firewall can accept documents under 10 MB and we would ask that you keep well below that limit.

## Timeline for Responses

* We aim to follow the following timelines

|  |  |
| --- | --- |
| Issue RFP | Wednesday 10th May 2017 |
| Q&A session | Monday 22nd May |
| Closing Date | Saturday 10th June 2017 |
| Contract Award (Target) | Friday 7th July 2017 |

* All timelines are subject to adjustments, at the discretion Save the Children International.
* Your response should be received at [IPUtenders@savethechildren.org](mailto:IPUtenders@savethechildren.org) before 16:00 GMT on Saturday 10th June 2017 (**“Closing Date”**) and should include the Reference Number SCI/2017/003 in the subject title.
* Any passwords must be submitted by the same time to the same address.
* We will acknowledge receipt of your response within 24 hours and if you have not received an acknowledgement by then, you should call +44 (0) 20 3272 0300, asking for David Lyon to discuss your options.
* Failure to meet the Closing Date or incomplete responses may result in your response being void.
* Proposals must remain valid for a period of not less than 90 days from the Closing Date.

## Questions / Clarifications

* We will organize a clarification Question & Answer (Q&A) session on the 22nd May.
* Instructions for joining this call will be sent out separately.
* Any answers given on the call, will be summarized and issued to all parties that have informed us of their intention to respond.
* If you do not inform SCI of your intention to respond, you may still attend the call, but you may not receive the summary answers or other communications.
* Should you require further information or clarification on the requirements, please contact David Lyon at [david.lyon@Savethechildren.org](mailto:david.lyon@Savethechildren.org)

## Volumes and Pricing

* Save the Children International can’t know all the countries and volumes where a cash solution will be needed in future. We are seeking partners that can offer a competitive pricing rate card for a range of eventualities.
* An indication of the expenditure volumes provided to countries by SCI 2015 is provided in Part 3: Geographic Coverage response template. For further details, this information is publicly available at : [Link](https://www.savethechildren.net/sites/default/files/libraries/Save%20the%20Chidren%20International%20Trustees%27%20report%202015.pdf)
* We have also given an approximation of the percentage of these expenses which were issued as Cash in 2016 by SCI and we would encourage you to bid on the basis of the future potential and growth in cash as a means of delivering aid and development. For more information see [Doing Cash Differently](https://www.odi.org/publications/9876-doing-cash-differently-how-cash-transfers-can-transform-humanitarian-aid)
* Where it makes sense, we would prefer a **single pre-agreed percentage-based arrangement for each service type** (e.g. a percentage of transferred funds)
* We would also be open to other simple mechanisms of pricing (including, programme size, volume rebate, performance incentive or Activity Based Costing (ABC) if these can be prepared meaningfully on a multiple-country basis).
* We recognise that this pricing structure means that some programmes may be cost neutral while others may generate higher revenues (especially where multiple NGO’s are collaborating).
* We therefore wish to provide coordination and cooperation with other NGO’s and where it makes sense we will offer to act as the consortium lead for local delivery of cash transfer programmes to increase volumes and drive efficiencies.
* All prices should be quoted in USD
* Prices must be shown as both inclusive of and exclusive of any Value Added Tax chargeable or any similar tax (if applicable).

## How we will Decide / Select

* We have established a cross-organisation selection committee which will select impartially on the basis of:
  + - Coverage 20%
    - Quality of Service 40%
    - Cost of Service 40%

## What to expect after Submission

* If we like what we have seen in your response, Save the Children may contact you present the proposal face to face (or via videoconference/teleconference).
* If invited to present, you should consider that we are very interested in what you had to say and would like to get more clarity on your offering.
* If you do not receive any feedback from Save the Children 90 days after the Closing Date, please assume your proposal response was not successful.
* We will consider any reasonable request from any unsuccessful bidder for feedback and, where it is appropriate, will provide the unsuccessful bidder with reasons why their response was not accepted. We will aim to do this within 30 business days from the date on which SCI receives the request.

## Response Strategy

* Bidders are strongly advised to submit competitive first round proposals as short listing for further discussions will be based on first round submissions only.

## Additional Conditions

* This invitation does not constitute any agreement to contract the participants and in agreeing to participate you are accepting the conditions set out within this document.
* SCI shall not be liable for any fees that arise as a result of the bidder involvement in this Request for Proposal and implementation processes.
* Expenses incurred in the preparation and dispatch of the Request for Proposal will not be reimbursed
* SCI will not be liable for any inaccuracies contained in this Request for Proposal.
* SCI may, unless the Bidder expressly stipulates to the contrary in the request for Proposal, accept whatever part of a response that SCI so wishes. SCI is under no obligation to accept the lowest or any response.
* Bidders must treat the Request for Proposal, Contract and all associated documentation and any other information relating to SCI’s employees, servants, officers, partners or its business or affairs (the "**Confidential Information**”) as confidential. All bidders shall:
* recognise the confidential nature of the Confidential Information;
* respect the confidence placed in the bidder by SCI by maintaining the secrecy of the Confidential Information;
* not employ any part of the Confidential Information without SCI's prior written consent, for any purpose except that of responding to this Request for Proposal;
* not disclose the Confidential Information to third parties without SCI's prior written consent;
* not employ their knowledge of the Confidential Information in any way that would be detrimental or harmful to SCI;
* use all reasonable efforts to prevent the disclosure of the Confidential Information to third parties;
* notify SCI immediately of any possible breach of the provisions of this Condition and acknowledge that damages may not be an adequate remedy for such a breach.
* The contract awarded shall be for the supply of goods and/or services, subject to SCI’s Draft Contract (attached to this Request for Proposal).
* In submitting a response, you are confirming that you accept the terms of Part 4: Draft Contract including the Baseline Scope of Work that describes the Services for which you respond.
* SCI reserves the right to undertake a formal review of the Contract after twelve (12) months.
* Any bidder will automatically be excluded from the process if it is found that they are guilty of misrepresentation in supplying the required information within their response or fail to supply the required information.
* All bidders are required to comply fully with SCI’s Anti-Bribery and Corruption Policy .
* All bidders are required to comply fully with SCI’s Child Safeguarding Policy.
* Where bidders indicate in Part 3: Geographic coverage template that they are licenced to provide the service in a country, SCI may require the bidder to provide proof of such licence/registration.

## In Addition

* We would like to be able to share your response toPart 3: Geographic Coverage with other NGO’s. We will always contact you in advance, but please indicate if you are not willing for us to do so.

--------- END ---------