Scope of Work – Baseline Template for Physical cash & Vouchers

**Scope of Work reference : {SCI/\*\*/\*\*\*/\*\*\* (\*\*\*) / 0001}**

The Services described in this Scope of Work will be provided under the terms and conditions set out in the CTP services framework agreement **{SCI/\*\*/\*\*\*/\*\*\* (\*\*\*)}** between Save the Children International (“**SCI**”) and {*insert name of Service Provider}* (“**Service Provider**”) dated {insert date contract is signed} (the “**Agreement**”).

The start date of the Services described in this Scope of Work will be {insert start date for Services described in this Scope of Work} and will end on {insert end date for the Services described in this Scope of Work}, as may be extended in accordance with Clause 2.3 (*Commencement & Duration*) of the Agreement.

1. Description of The Service

The Service Provider will manage {the printing of paper vouchers and} the distribution of cash to Beneficiary locations via a network of secure transport vehicles within { geographic area}.

1. Scope of the Service

The Services will be provided in { geographic area} and will distribute a total value of {insert value} in {select currency} to {insert number of} Beneficiaries via { number of disbursements} of { value of each disbursement } { select frequency }.

1. Service Specifications

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| 1. **Creation of Beneficiary Details** | * Service Provider will receive a file in CSV format or via web services from SCI and will create a database of Beneficiary details without additional cost. * Service Provider will validate the received data file and will check records for duplicates and incomplete data. * Service Provider will notify SCI of any data inaccuracies within 7 (seven) days of receiving the file. | | |
| 1. **Printing of Vouchers** | * Service Provider will arrange for the printing of a sufficient number of vouchers in accordance with the specification in Schedule 2 of this Scope of Work. * Service Provider will ensure that the printing of vouchers is managed in a secure environment to prevent theft and fraud. * Service Provider will be responsible for ensuring that the exact number and value of vouchers is printed and that any additional vouchers or test vouchers are fully destroyed. | | |
| 1. **Voucher Volumes and Values** | The following denominations of vouchers are required; | | |
| Quantity | Currency / Goods | Value / Quantity of goods |
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| 1. **Preparation of Cash & Vouchers for Distribution** | * Service Provider will arrange and prepare vouchers into logical order for distribution to Beneficiaries in accordance with SCI’s instructions. * Service Provider will ensure that the location where the arranging and preparing of cash {and vouchers} is secure and that staff are appropriately trained and vetted to prevent theft and fraud. | | |
| 1. **Transport to Locations** | * Service Provider will transport the {vouchers and} cash to the locations and times described in clause 6 of this Scope of Work | | |
| 1. **Management of Services** | * Service Provider will train Agents at Service locations to deliver the Services | | |
| 1. **Receipt of Beneficiary File** | * Service Provider will receive a {monthly} file in CSV format or via web services, with details of the Beneficiaries {and identification that must be presented by the Beneficiary to disburse the Funds}. | | |
| 1. **Payment of Benefits** | * On receipt of this file, the Service Provider will (on the disbursement date) disburse the amount in cash {and vouchers} to each Beneficiary in accordance with SCI instructions. * Service Provider will not make any deductions or charges to Merchants, Agents or Beneficiaries from the Beneficiary Funds * For the avoidance of doubt, the Beneficiaries shall receive 100% of the Beneficiary Funds as allocated by SCI | | |
| 1. **Provision of Liquidity** | * Service Provider will monitor the local availability of cash prior to disbursements and will ensure, through local contact with banks, that sufficient liquidity is available to fully satisfy the value of the disbursement. | | |
| 1. **Repayment of any unallocated funds** | * The Service Provider will arrange for any cash {and vouchers} that are not disbursed to be given to the SCI Key Personnel within 24 (twenty four) hours following the disbursement date. | | |
| 1. **Training and support** | * Ensure that all Service Provider personnel involved in the delivery and performance of the Services have received suitable training from the Service Provider for that purpose. * Ensure that all Service Provider personnel have ben security vetted to prevent theft or fraud. | | |
| 1. **Collection and recording** | * Collect and upload data as required for reporting * Beneficiary transaction details (including. amount disbursed) * Commissions and charges * Complaints received and if they were resolved / remain open | | |

1. Transfer Of Funds For Beneficiaries

SCI will reimburse to the Service Provider, on properly issued invoice and verification, the amount which was transferred to the Beneficiaries for that month’s disbursement.

1. Fees And Charges
   1. Service Provider will provide the Services in accordance with the Rate Card in Annex 4.
   2. The fees and charges for the Services are fixed for the duration of this Scope of Work.
   3. Invoices shall be in the same currency as the disbursement; For this Scope of work the currency shall be {insert currency} and invoice shall be delivered to {specify location}. Where the Service Provider requests and SCI agrees to the transfer of funds in a currency other than used for disbursement, the exchange rate will be {insert exchange rate or source of rates}
   4. Invoices shall show full details of the disbursement and Fees on separate lines.
   5. Payment will be made in arrears and subject to invoice verification.
   6. SCI shall pay correctly rendered invoices within 45 days of the date of invoice or of submission, whichever is later.
   7. For the avoidance of doubt, the Service Fees for this Statement of Work will be;

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| ***Fee or Charge Type*** | ***No. of units*** | ***Total Fee*** |
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* 1. In accordance with applicable local laws, no tax shall be payable on the Beneficiary Funds. In respect of all Service Fees paid to the Service Provider under this Scope of Work, SCI shall withhold and deduct, if applicable, any withholding tax required by applicable local laws and provide the relevant Service Provider with a certificate accordingly. The Service Provider shall be responsible for all other taxes imposed by applicable local laws on the payments made by SCI to the Service Provider under this Scope of Work.

1. Performance Of Services
   1. The Services shall be performed at the following locations and at the following times:

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| ***Location*** | ***Times*** |  |
|  |  |  |

* 1. The Service Provider shall be responsible for ensuring the locations where the Services are to be performed are safe and secure.
  2. The Service Provider shall assist SCI staff and Agents to identify suitable locations for the performance of the Services.

1. Key Performance Metrics & Performance Standards
   1. The Service Provider will ensure (and procure that the Service Provider’s Team will ensure) that the Services meet the following service levels: **(Performance Metrics)**

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| --- | --- | --- |
| **Performance Metric** | **Target** | **Minimum Acceptable Standard** |
| SCI Problem Response | Written response or resolution within 24 hours | Written response or resolution within 48 hours |

1. Penalties
   1. The Service Provider shall meet, and time is of the essence as to, any service level, project milestones, or key performance indicator specified in this Scope of Work.
   2. If the Service Provider fails to discharge the above obligation, the parties to agree specific remedies which shall include, without limitation, the following:

{To be agreed}

1. Technical support
   1. The Service provider will provide the following technical support services.
   2. A 24 hour toll-free hotline for customer support.
   3. The general support email for issues is {support@techsupport.com}; response within one business day.
2. SCI Information and Data Security
   1. Service Provider shall represent and warrant that it has developed and continues to maintain a comprehensive written information security program consistent with leading information security standards and best practices.
   2. Service Provider shall, upon SCI’s request, provide assurance on compliance with data protection and information security requirements including administrative, technical, and physical safeguards to ensure the security and confidentiality of SCI information and prevent its unauthorized use or disclosure.
   3. Service Provider shall report any information or data security violation affecting SCI’s information within {a mutually agreeable timeframe}
   4. Service Provider will ensure that any issuance of cards and funds is in compliance with PCI-DSS and any technical specifications as listed in Schedule 2 unless otherwise agreed with SCI in this Scope of Work.
   5. All reports and data must be password protected or encrypted in accordance with good industry practice.
   6. Service Provider shall not use Beneficiary Data for any marketing, sales or any purposes that are not directly related to the delivery of the Services.
3. Reporting
   1. The Service Provider will provide an online reporting tool and/or web service and unlimited number of licences for SCI staff to use in order to access reports. Where SCI is leading a consortia of NGO’s the Service Provider will provide access to each member of the consortium. Usage rights and confidentiality will be covered under the consortium Memorandum of Understanding between SCI and the consortium members.
   2. Access to the tool and any upgrades shall be free of charge.
   3. At a minimum, the online reporting tool shall permit the generation of these reports in CSV format:
   4. SCI distribution report (summary by location; containing each transaction, including units and value).
   5. Beneficiary transaction report (each transaction by beneficiary, including units, unit price, type of commodity and value)
   6. Agent transaction report (details of transactions per cash-out agent, including daily totals per agent.
   7. Beneficiary balance information including, but not limited to, current balance.

1. Project Manager And Key Personnel
   1. For SCI:

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| --- | --- | --- | --- | --- |
| **Role on Project** | **Name** | **Title/Role** | **Contact Phone** | **Contact Email** |
| Project Manager | \*\* | \*\* | \*\* | \*\* |

* 1. For Service Provider:

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| --- | --- | --- | --- | --- |
| **Role on Project** | **Name** | **Title/Role** | **Contact Phone** | **Contact Email** |
| Project Manager | \*\* | \*\* | \*\* | \*\* |
| Key Personnel | \*\* | \*\* | \*\* | \*\* |
| Key Personnel | \*\* | \*\* | \*\* | \*\* |

1. Service Review
   1. Service Provider will procure that their Key Personnel and Project Manager will prepare and conduct a weekly teleconference with SCI Staff to review the progress of the Project
   2. Where reasonably requested, the Service Provider will ensure that the Key Personnel will prepare and conduct a quarterly face to face meeting
   3. Service Provider’s staff will prepare reports in advance of these meetings showing the Service Performance.
   4. SCI will not reimburse any costs for attending and preparing for these meetings.
2. Special Conditions
   1. Handover of data on expiry or termination of Agreement

At the request of SCI, made before or within {60} days after the expiration or termination of the Agreement, the Service Provider will make available to SCI, through an encrypted channel, a complete and secure download file of SCI data in CSV format along with attachments in their native format. Sixty-one (61) days after expiration or termination of the Agreement, the Service Provider will notify SCI of its intention to unrecoverably delete all SCI data from the Service Provider’s system; upon SCI’s positive acknowledgement of such deletion, or SCI’s failure to respond within ten (10) business days of the Service Provider having provided notice of such pending deletion, the Service Provider will complete the deletion of all SCI data. If SCI requests that the Service Provider not execute the aforementioned deletion, the Parties will work in good faith toward an amicable resolution

* 1. The parties shall agree an exit plan within {6 months} of the start of the Agreement.

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| **Signed on behalf of {insert name of Service Provider}** |  | **Signed on behalf of Save the Children International, {insert country} Country Office** |
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| Title: |  | Title: |
| Name: |  | Name: |
| Date: |  | Date: |

SCHEDULE 1 – SERVICE REPORTING TEMPLATE

SCHEDULE 2 – TECHNICAL SPECIFICATIONS TEMPLATE