**Scope of Work: Financial Service Provider for Cash Money Transfers**

**1. Introduction**

RI is seeking a qualified Financial Service Provider (FSP) to facilitate cash money transfers in USD and LBP to designated beneficiaries. This service will be utilized within specific regions in Lebanon, including Beirut, Bekaa, North, South and Arsal.

If you want to know the estimated total value of transfers over the next 24 months please contact us on the following email: rilebanon.procurement@ri.org

This amount may vary depending on changes in RI's portfolio during the period.

**2. Requirements**

* **Web Application for Payment Management:**
	+ Implement a secure web application that allows RI Finance staff immediate and online/live access to all transactions processed through your offices.
	+ The application should offer user roles with distinct permissions (Maker, Viewer, Approver) for managing uploaded payment files.
	+ Users should be empowered to search for specific information within the portal and generate reports at their convenience: Full transactions processed, Paid and unpaid transactions, SOA, electronic signed receipts
* **Cash** **Disbursement:**
	+ Guarantee the ability to disburse cash to beneficiaries in both USD and LBP denominations at any given time.
* **Mode of Fund:**
	+ Primarily through bank transfers, with the cash deposit option.
* **Reconciliation and Reporting:**
	+ Provide RI with a monthly Statement of Account (SOA) detailing the reconciliation of all processed payments.
* **Supporting Documentation:**
	+ The scanned supporting documents (beneficiary IDs and receipts) should be available and accessible for RI users for all completed transactions trough the FSP system.
* **Liquidity Management:**
	+ Assure sufficient cash liquidity across all relevant offices to meet RI's beneficiary disbursement needs at all times.
* **Dedicated Project Focal Point:**
	+ A dedicated project focal point to serve as RI's primary contact person for this project.
* **Transaction Fee Calculation:**
	+ Ensure your system can automatically calculate FSP fees associated with each transaction.
* **Refund Functionality:**
	+ The system should be equipped to facilitate refunds of any amount from a beneficiary account back to RI's main account in case of cancellations or blocked transactions.