



Terms of Reference (TOR) **For financial service providers for cash transfers related to Nabad projects**

1. Background

Association Nabad for Development is seeking to engage a qualified and experienced financial service provider to offer comprehensive financial services in support of its operations.

This Terms of Reference (ToR) outlines the criteria, scope, and process for the tendering of the financial services contract. This tender process aims to identify the most qualified and capable service provider who can meet the financial needs and requirements of Nabad.

2. Purpose of the Tender

The purpose of this tender is to:

- Solicit proposals from qualified financial service providers who can deliver a range of financial services.
- Ensure transparency and fairness in the procurement process.
- Select the service provider that best aligns with the organization's financial management objectives, operational needs, and compliance requirements.

3. Scope of Work

The selected financial service provider will be required to offer cash payments for beneficiaries all over the Lebanese land. And provides Nabad with the signed receipts from the agents.

4. Tender Requirements

To be eligible for this tender, interested financial service providers must meet the following criteria:

- Proven experience in providing financial services to organizations of similar size and complexity.
- Relevant certifications and licences (e.g., CPA, CFA, etc.).
- Demonstrated expertise in financial management, accounting software, and financial reporting standards.
- Ability to comply with relevant laws, regulations, and industry standards.
- Proven track record of delivering quality services on time and within budget.
- References from at least three previous or current clients.
- A detailed proposal, including pricing structure, service level agreements, and timelines.

5. Selection Criteria

The selection of the financial service provider will be based on the following criteria:

- Experience and Expertise: Proven track record in providing similar services.
- Technical Proposal: Quality, relevance, and comprehensiveness of the proposal.
- Cost Competitiveness: Pricing structure and value for money.
- Compliance and Risk Management: Adherence to legal, regulatory, and industry standards.
- References and Reputation: Feedback from previous clients and stakeholders.

6. Tender Submission Process

- Tender Documents: Interested service providers are required to submit a detailed proposal, which must include:



- A company profile, including qualifications, experience, and relevant certifications.
- A technical proposal detailing the approach, methodology, and scope of services to be provided.
- A financial proposal with a breakdown of costs, including payment terms and pricing structure.
- Tender Deadline: All tender submissions must be received by **15/11/2024**. Late submissions will not be considered.
- Submission Address: Tender submissions should be sent to Procurement@nabadassociation.org
- Tender Opening: The tenders will be opened on **15/10/2024**, and the evaluation process will begin immediately thereafter. The results of the evaluation will be communicated to all participating providers.

7. Timeline

- Tender Issuance Date: **15/10/2024**
- Submission Deadline: **15/11/2024**
- Tender Opening: **18/11/2024**
- Contract Award: **19/11/2024**

8. Contract Terms

- The successful service provider will be required to enter into a formal contract with Nabad.
- The contract will outline specific service levels, performance expectations, and other relevant terms and conditions.
- The contract will be for a term of one year renewed automatically if none of the two parties asked for termination up to two years.

9. Confidentiality

All tender submissions will be treated as confidential. The selected provider will be required to sign a non-disclosure agreement (NDA) to protect any confidential information shared during the course of the engagement.

10. Rights of Nabad

Nabad reserves the right to:

- Reject any or all tenders without providing reasons.
- Negotiate with the selected provider to reach mutually acceptable terms.
- Extend or modify the tender process as needed.