**Activity 7**

**Preparing the Procurement Materials and Ranking Program Priorities**

This exercise helps you prepare technical requirements that clearly communicate your needs to potential payment service providers for a procurement process. It includes two actions:

1.) Take outputs from activity 6, and adjust wording to be ready to feed into procurement materials.

* The outputs from activity may not be as comprehensive as you like, or as they can be. Where you are unsatisfied with the output, this is an opportunity to scope for more information or more specifics to make more detailed procurement materials.

2.) Prioritize your requirements and preferences, distinguishing between essential and desirable specifications.

* Outputs from activity 6 establish needs and preferences; in this exercise we ask you to rank these based on relative importance to your program. While completing activity 6, you may also have defined some areas that are not a priority for provider selection.
* *Note:* *If you feel very strongly about certain priorities and feel the need to rank multiple with the same rank, you can do so. Be aware of how this may affect your selection process.*
* This prioritization can be converted to score responses in your procurement process.

Examples of draft procurement specifications and ranking matrixes follow but these formats can be adapted to match your needs or agency’s procurement formats.

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| **List of Outputs from activity 6**  | **Draft Procurement Specification** |
| *Examples from Activity 6:* | *Examples:* |
| *Ex.1* | *The provider and their solution needs to be able to handle a cash transfer frequency of USD$$ amount twice per month or more, across beneficiaries, and needs to able to demonstrate their capability to do so. This answer is also related to liquidity capabilities {covered in Activity 6 Q2.}, and* ***for my program*** *a provider* ***is required*** *to accommodate this high frequency.*  | *The payment solution offered must be able to handle a cash transfer frequency of $$$ amount delivered twice per month, for each beneficiary. The applicant must demonstrate their capability to do so in their application by describing their capabilities, and the risks they face in delivering the cash at this scale, and any actions they have to mitigate them. Please provide references of past cash transfer programs you have provided for.*  |
| *Ex.2* | *The capacity to scale-up very quickly and successfully is a priority in my selection decision. I may actually decide a time-frame requirement and include it as a requirement* | *We request the applicant to detail how they would scale –up operations beyond this present program, and include time frames to do so.*  |
| *Ex.3* | *The provider must detail how they will meet the liquidity and cash-out needs in* ***both rural and urban geographies*** *and must be included in their proposal. This requirement will correspond clearly with the value of the transfers. {Refer to Activity 6 Q.2}* | *Our program requires a solution that can serve cash-transfers and cash- out needs in both rural and urban geographies**In your application, The provider must detail how they will meet the liquidity and cash-out needs in**both rural and urban geographies:* *<enter your geographies here >*  *<enter liquidity needs as determined by Activity 6 Q1. and Q2. here>**The application should address any risks and describe mitigation actions that are taken.* |
| *Ex.4* | *It is a requirement that the payment solution can work offline and in offline areas.*  | *The payment solution must be able to work offline and in offline areas (areas without mobile connectivity.) Payment solutions that cannot work offline will not be accepted.* |
| *Ex.5* | *The payment solution must be able to accept voter ID, for registration and for cash transfer receipt* | *The payment solution offered must be able to accept voter ID as an accepted identification document to complete registration and also acceptable form of ID to receive cash.*  |
| *Ex.6* | *The solution must protect organization and beneficiary data consistent with national regulations.*  | *Please explain the company’s data protection policies and how they take into account national data regulations, including specifying how the proposed solution will safeguard beneficiary privacy when accepting, using and sharing (if applicable) data. Explain how the company’s policies for data retention can avoid data loss and demonstrate consistency with national regulations.*  |
| *Ex.7* | *The solution must have been used successfully in past humanitarian or development programs* | *Please provide contact information for references from work with similar organizations or programs.*  |

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| **List the Priorities from the Outputs of Activity 6** | **Essential or desirable?** | **Rank the priorities based on their importance to your program.** |
| *Examples from activity 6:* |  |  |
| *I will* ***prioritize*** *contracting with a single provider that demonstrates the best offering of coverage that serves all my diverse beneficiaries.* | *Desirable* | *4* |
| *I will* ***prioritize*** *a payment solution that can integrate with other assistance such as vouchers* | *Desirable* | *5* |
| *Based on what I have learned in the Scoping and Landscape assessment I have determined I will* ***prioritize*** *contracting with a single provider that demonstrates the best offering of coverage that serves all my diverse beneficiaries.* | *Desirable*  | *3* |
| *I will* ***prioritize*** *providers and platforms that offer monitoring that enhances our oversight of the cash program [in insecure environments]* | *Desirable* | *6* |
| *Ability to serve XX,XXX beneficiaries per month in XXXXXX province is required.*  | *Essential*  | *1* |
| *Time to complete Registration will be a* ***priority*** *in provider selection. The payment provider must include (and describe) the minimum time in which they can complete registration and also talk about risks and troubleshooting to completing it in the required timeframe.* | *Essential*  | *2* |

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