



## FAO REPRESENTATION OFFICE IN NIGERIA

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The Food and Agriculture Organization of the United Nations (FAO) in Nigeria is requesting Expressions of Interest (EOI) from eligible companies in anticipation of a tender for the following services :

### ***“FINANCIAL SERVICES/ CASH DISTRIBUTION IN VARIOUS LOCATIONS IN BORNO, YOBE and ADAMAWA STATES, NIGERIA”***

Date of REOI: <b>23 July 2018</b>
Closing Date for receipt of EOI : <b>31 July 2018, 12:00 (noon) (Nigeria time)</b>
Reference: <b>EOI-FAO-NG-2018-001 – Financial Services / Cash Distribution</b>
Expression of Interest (EOI) to be sent to : <b><a href="mailto:NG-Procurement@fao.org">NG-Procurement@fao.org</a></b>

#### **1. GENERAL INFORMATION**

The Food and Agriculture Organization of the United Nations (“FAO” or “Organization”) is an intergovernmental organization with more than 194 member countries. Since its inception, FAO has worked to alleviate poverty and hunger by promoting agricultural development, improved nutrition and the pursuit of food security - defined as the access of all people at all times to the food they need for an active and healthy life.

In the North East Nigeria, the already fragile and strained socio-economic and environmental system has been exacerbated in the past few years by the Boko Haram insurgency, particularly in the three States of Adamawa, Borno and Yobe. The conflict has negatively affected availability and access to food, farming land and inputs as well as agricultural and alternative livelihood options. The insurgency has generated interconnected vulnerabilities that threaten the access, availability, utilization and stability of food for the internally displaced persons (IDPs), returnee and host populations in North East Nigeria.

According to the last Cadre Harmonise analysis 2.9 million people in northeastern Nigeria are expected to be food insecure (Phase 3 to 5) in the three states of Adamawa, Borno and Yobe during the 2018 lean season (June-August 2018). To respond to the food and livelihoods crisis, FAO is implementing an extensive programme with the objective to contribute to the improvement of the food security and nutrition of people affected by the conflict (displaced, returnees, host communities) in the north-eastern States of Borno through the protection and restoring of agricultural livelihoods.

#### **2. DESCRIPTION OF SERVICES**

***FAO would like to use financial services suppliers to disburse and distribute cash directly to the identified beneficiaries with different livelihoods as following:***

1. Cash transfers to beneficiaries in September and October 2018 in Borno, Adamawa and Yobe, for a total cash requirement of **NGN 40,732,400**
2. Cash transfers to beneficiaries in September 2018 in Borno, Adamawa and Yobe for a total cash requirement of **NGN 25,940,700**
3. Cash transfers to beneficiaries (amount required in two instalments, one in October and one in December 2018) in Borno for a total cash requirement of **NGN 41,100,000**

FAO will provide a list of the beneficiaries to the financial services supplier with at least the following

details: *Name, Gender, State, LGA, ward, community, Age.*

The financial services supplier will work with the implementing partners of FAO to coordinate on the cash distribution. The financial services supplier will pay to the beneficiaries the required amounts in Nigerian Naira (NGN) and will provide the report on the distribution process, the number of beneficiaries reached, the proof of payment and an invoice to FAO. Upon submission and clearance of final report, 100% of the contract amount will be paid.

The different payments will occur during the months of September, October and December 2018.

### **3. DOCUMENTS TO BE SUBMITTED**

FAO invites financial services suppliers to express their interest in providing the above indicated services, providing the following mandatory documents:

- i. Notarized and/or authenticated copies of the certificate of registration of the bidder's firm or company;
- ii. A profile of the company, association or institution including the contact details of the person to whom the bidding documents must be sent (geographical address, company email address, city, country, phone number
- iii. Total value of similar services executed in each of the last three (3) years, showing a minimum of USD 50,000 (or the equivalent amount in NGN) of payments transferred to field locations over the three (3) years period.
- iv. A minimum of one (1) contract for services showing field payments to a minimum number 2000 households/traders/entities/organizations in at least one state in Nigeria
- v. Written and signed statement of acceptance that FAO will reimburse the Financial Service Supplier after the service is rendered. No advance payments are foreseen.

**Failure to provide required information/documents will result in the disqualification of the potential financial services supplier from the prequalification process.**

The subsequent bidding document and awarded purchase order(s) will be issued in accordance with the Rules and Regulations of FAO and in compliance with FAO General Terms and Conditions.

### **4. PROCEDURE FOR SUBMISSION OF EXPRESSION OF INTEREST (EOI)**

Interested potential financial services suppliers should forward their Expression of Interest including above information to email [NG-Procurement@fao.org](mailto:NG-Procurement@fao.org) on or before **31 July 2018, 12:00 (noon) (Nigeria time)** in order to be considered to receive the tender documents. Prices are not required at this stage. The potential financial services suppliers **SHOULD NOT** provide any indication of your financial offer at this stage.

The Expression of Interest should specify FAO reference “**EOI-FAO-NG-2018-001 – Financial Services / Cash Distribution**” in the email subject line and in the documents.

This request for EoI does not constitute a formal tender process. Submitting a reply to the request for EoI does not guarantee receipt of the tender documents when available.

FAO reserves the right to require compliance with additional conditions as and when issuing the final solicitation document.

FAO reserves the right to change or cancel the requirement at any time during the request for EoI and/or solicitation process, without any obligation to inform the interested institutions of the grounds for FAO's action.

Any query concerning this request for EoI should be addressed by email to: [NG-Procurement@fao.org](mailto:NG-Procurement@fao.org).

**Suffyan KOROMA**  
***FAO Representative in NIGERIA***