

Chapter 5 – Contingency Planning

among potential local or national partners. In the call for proposals you should provide clear specifications on:

- the objective of the programme
- the quantity and quality to be delivered and the number of beneficiaries to be reached / assisted
- the type of service required, e.g. for disbursement and delivery requirements
- the location(s) where the service has to be provided and the frequency / time frame
- the roles and responsibilities.

The applicants should include in their proposals:

- the type and quality of the service that they will deliver
- the technology solutions that will be proposed
- the costs and resources needed for the service delivery
- a detailed and achievable roll-out plan
- previous experience and references.

Selection criteria. Potential partners should be evaluated and selected according to criteria specific to their sectors. For example:

Financial and IT & telecommunications service providers:

- Service network, reach, accessibility, connectivity
- Experience
- Administrative and reporting capabilities
- Value for money
- Risks
- Cost.

Traders:

- Proximity (beneficiary access)
- Financial capacity (access to finance or self-financing)
- Price competitiveness
- Storage and handling standards
- Accurate weighing and measuring equipment
- Connectivity (point-of-sale machines).

Tool 5.5: Contracting Partners

Purpose of the tool

This tool will help you draft and negotiate pre-agreements with financial service providers and traders.

How to use the tool

This tool provides two checklists on the essential aspects to be considered when negotiating a pre-agreement with financial service providers or traders. The checklists should help you to develop pre-agreements, but are not exhaustive, as agreements vary case by case.

Checklist for pre-agreements with financial service providers:

- Partner's obligation
- Contracting agency's obligation
- Transaction and/or purchase costs
- Transfer, repayment, and reporting requirements
- Delivery mechanism(s)
- Applicable conditions
- Supply-agreed commodities
- General terms and conditions.

Checklist for pre-agreements with traders:

- Period covered by the pre-agreement
- Respective parties' roles and responsibilities
- Commodities that might be exchanged and restrictions on what could be sold or exchanged through vouchers
- Type of ID required for the identification of the beneficiaries
- Description of the distribution mechanisms
- Quality and quantity of commodities that should be made available – and how prices should be set
- Fees for providing the service
- Description of feedback mechanisms for beneficiaries
- Description of how the process will be monitored
- Potential distribution timetable and time frame for reimbursement.