

2. PROCUREMENT PROCESS FOR AN E-TRANSFER SERVICE PROVIDER

MAIN STEPS	LEADING DEPARTMENT	SUPPORTING DEPARTMENT
Procurement planning	Logistics	Technical
Procurement request + criteria for selection	Technical	Administrative (especially if banks are involved and administrative criteria need to be considered)
PFU integration + PD reference creation	Logistics	
Purchase process ↳ Call for interest Transfer service Provider selection Provider selection agreement	Logistics Logistics Logistics	Administrative and Technical Administrative and Technical through evaluation/ selection committee Administrative leads negotiation with financial institution, supported by Technical
Delivery of cash	Administrative	Technical
Payment of transfer service	Administrative	
Archiving	Administrative and Logistics	

Source : ACF (2012) *Logistics and Administration Guideline For Cash Based Interventions*