

Scope of Work (SOW)

Description of Services Required for CVTN Activities

1. Visual checking:

- Conducted visual checking for the prepositioned commodities against the given list of commodities in order to ensure that CVTN service providers prepare the commodities as per distribution plans.
- Conducted inventory at food distribution point level to ensure that service providers prepositioned the commodities as per the allocated household in the food distribution point (ensure correct quantities are being delivered).
- Specifications including quality of the commodities distributed to beneficiaries against those contained in the contract
- Other aspects, including, but not restricted to, the following should also be included in the examination such as freedom from infestation; quantity and bag weights; quality and sealing of packaging (damaged, leaking packages, colour, brand, type, weights, and size).
- Monitor operations to ensure that they meet WFP standards, and this is included in two sheets at the end of this SOW (Field Visit Report & Checklist Concerns).
- Taken samples from different outlets as planned by WFP.
- Verified the commodities expiration date.

2. Lab test using laboratory analysis for commodities taken in step 1.

If both packing size of wheat flour (50KG and 25KG) have the same brand, contractor is requested to do lab test analysis for only one sample.

3. Other field monitoring and checking duties when required.

Requirements:

- Provide daily feedback on field visits supported by photos.
- At the end of visits, company has to provide a final report including recommendations.
- Lab test results should to be provided within the cycle.
- Commodity types: below are the commodity types WFP distributes in CVTN projects.

Wheat Flour	Pulses	Oil	Sugar
Wheat flour 85%-97%	Green Peas	Palm oil	Sugar
Wheat flour 75%-80%	White beans	Sun flower oil	

Additional information:

- Service provider will be sudden checked in any district (one or more) from the below list
- Service provider has to ensure filling WFP's visit report with accurate information
- Service provider should conduct field visits and pick up samples as planned by WFP
- Service provider has to provide lab test results after three days from the visit
- Limited communication should be done with suppliers (location, opening the stores/warehouse)
- No information should be provided to suppliers on the result of the inspection process
- Rapid response to WFP's request for inspection when needed

Location:

The below table shows the current operational areas in CVTN projects. WFP will inform the contractor with any changes in the areas.

Governorate	District Name
SANA'A CITY	OLD CITY
	SHAWOOB
	AZAL
	ATTHAWRA
	BANIHART
HODEIDAH	QANAWES
	AZZAYDIYAH
	BAJIL
	MARAWYA
	BAYT FQIH
	AI HAWAK
	MINA
	HALI
	ZABID
DHAMAR	AL HADA
	DHAMAR CITY
MAREB	MAREB City
	MAREB
JAWF	MATAMMA
	AL HAZM
	AL MATON
	AL KHALQ

Governorate	District Name
JAWF	MATAMMA
	AL HAZM
	AL MATON
	AL KHALQ
BAYDA	BAYDA CITY
	RADA
	ALQURAIISHYA
HAJJA	ARSH
	HAJJA City
IBB	HAJJA
	JIBLA
LAHJ	AL MASHANNA
	AL DHIHAR
	YAHR
	HALIMAYN
	AL MILAH
	TUR AL BAHA
	AL MAQATIRA
	AL MUSAYMIR
	RADFAN
	AL HAD
AL QABBAYTA	

Field Visit Report (in Food Distribution Points – FDP)

Governorate:	Date (D-M-Y):
District:	FDP Name:
Service Provider:	Cycle:
Number of Beneficiaries in FDP:	

Visit period:

When the visit conducted?	Before the distribution		During the distribution	
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Commodities Type:

No.	Item description	Brand name	Quantity for each HH (Size)	Expiry Date
1				
2				
3				
4				

Checklist Concerns

No.	Questions	Yes	No	Remarks
Distribution Point				
1	Is there adequate space for commodities and people?			
2	Is the shop located in a safe location? (If "No", please explain in the remarks)			
3	Is the shop easily accessible by beneficiaries?			
4	Are there means of transportation available to/from the shop? (Please specify in the remarks)			
5	Are the commodities brought to the FDP in the allocated quantities, as per beneficiaries' number in the FDP?			
6	is there available scale equipment at FDP?			
7	Is the commodity matching the weight and size?			
8	Did beneficiaries redeem vouchers with proper verification?			
Storage Condition				
9	Is the FDP properly clean?			
10	Are commodities stored in good condition? (no leakages, wet packaging)			
11	Were commodities well organized in stacks?			
12	Are commodities on pallets?			
13	Is the ground of the warehouse paved?			
Redemption activity (Quality of services to beneficiaries)				
14	Did beneficiaries exchange vouchers for cash with retailer?			
15	Are all food items in the voucher available?			
16	Did FDP employees request fees from beneficiaries to redeem vouchers?			
17	Do beneficiaries received the full quantity as specified in the voucher?			
18	Are there separate queues for male and female?			
19	Is a drinking water point available?			
20	Are there special arrangements for vulnerable people such as: elderly, pregnant women, people with disabilities?			
21	Is there a mechanism of crowd control purposes? (line for verification and other for goods issue, having ropes to control crowd, labour to organize and guide beneficiaries, etc)			
22	Is there a help desk for females?			
23	Do the labourers deal in good manner with beneficiaries?			
24	Are there brokers near the FDP who buy the food baskets from beneficiaries?			
25	Are there provisions of basic facilities (shades, latrines)?			
26	Is the outlet working 8 hours (during working hours) / 6 business days during the week?			
27	Do retailers charge beneficiaries extra fees to redeem vouchers or offer to purchase vouchers? (If "Yes", please explain in the remarks)			
28	What is the duration beneficiaries spend to redeem their vouchers?	(Minutes)		

29	How many labourers are there in the FDP (who issue goods and verify vouchers)?	(Number)	
Visibility			
30	Is there printed material (banners, etc)?		
31	Are there visible samples of distributed commodities to beneficiaries? or a list of commodities printed in paper?		
32	Are there warning messages for selling food baskets at the FDP?		
Outlets			
33	Is the outlet retailer shop or wholesaler shop rented exclusively for WFP?		
34	How big is the outlet (in sqm)?		
35	How long is the duration of contract (if rented)?		
36	How much is the rent (if rented)?		
<u>Other Observations:</u>			