

Common Cash Facility Steering Committee Amman, Jordan

Meeting Location	EMOPS Room UNHCR Khalda	Meeting Date	2. April. 2018
Facilitator	Elizabeth Barnhart (UNHCR) Manuel Rodriguez Pumarol (UNICEF)	Meeting Time	1.00 - 2.00 pm
Minutes Prepared by	Ruba Saleh (UNHCR)		
Purpose of Meeting	Monthly meeting		

1.) Summary of action points

No.	Action Point	Focal Point / Organization
1.	CCF partners to share the expected number of transfer per governorate by Thu 5 April COB	CCF members
2.	Additional comments on ToR and KPIs to be shared with UNHCR, UNICEF or ACF by April 10th.	Ruba Saleh (UNHCR)

2.) Session Summaries

Item	Discussion
Review and approval of tender	<ul style="list-style-type: none"> - The CCF members reviewed 2018 tender process for CCF financial services provider schedule. The CCF members are following the time frame and the RFP will be launched on 12 April. - CCF members agreed that UNHCR will continue to be the owner of the contract. Joint assessment of the tender will be conducted by UNHCR, UNICEF and ACF (representing the CCF partners). - The CCF members reviewed the following component of the tender : <ul style="list-style-type: none"> a) Review of Annex-A: <ul style="list-style-type: none"> ▪ Annex-A covers the scope of the CCF and terms of reference in addition to guiding principles related to cash flow assumption, technical solutions and requirements. ▪ CCF members agreed that UNHCR will provide the CCF partners with number of beneficiaries per governorate (based on data from activityinfo), CCF partners will share the expected number of transfer per governorate by Thu 5 April COB.

	<ul style="list-style-type: none"> ▪ CCF members agreed to remove the option of delivering gift cards through the bank from the tender. CCF members agreed to include an option of enrolling Jordanian beneficiaries through IRIS. ▪ The tender will request information on fees per transaction and per upload. ▪ The tender will include a request for report on status of ATM machines. In addition to obligation to report any security incident. ▪ The CCF members approved Annex-A <p>b) Review of Annex- B: Annex-B cover; duration of contract, general conditions and the key performance indicators (KPIs). The CCF members reviewed the Annex-B and agreed to include the following:</p> <ul style="list-style-type: none"> ▪ To add a request for 48 h to upload the cases manually, and on spot if uploaded on the portal. ▪ Discussion on penalties or conditions for lack of meeting KPIs (CCF members to discuss further on the penalty and to approve on the language). ▪ To add a condition for upgrading the ATM, and adding ATM sites for certain geographic location when identified needs arise. <p style="text-align: center;">-</p>
AOB	<ul style="list-style-type: none"> - The Next CCF steering committee meeting to take place on Monday 7 May 2018 from 1.00 pm to 2.00 pm in the UNHCR EMOPS conference room.

List of Participants

Organisation	Email	Name
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