



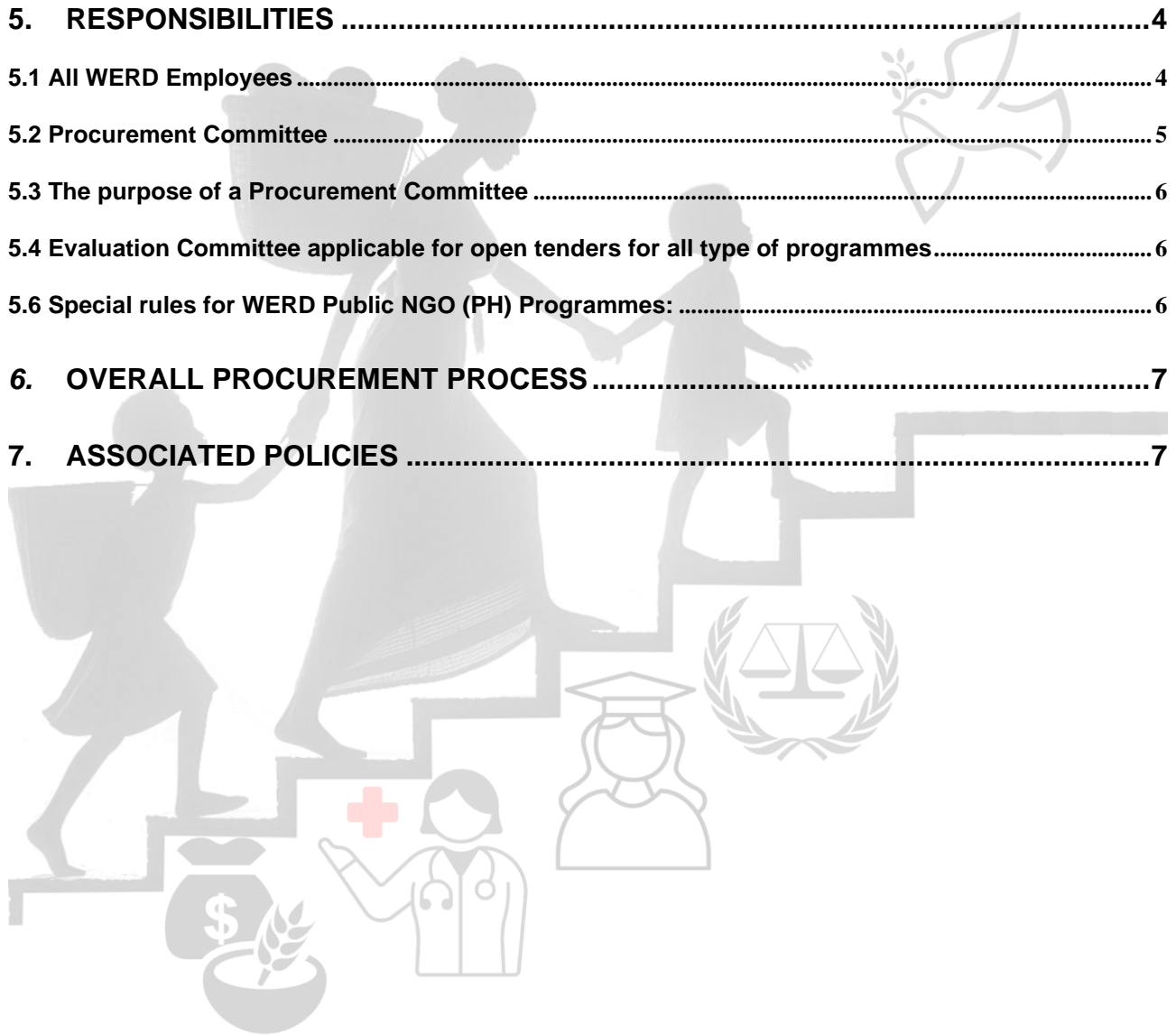
# WOMEN EMPOWERMENT FOR RECONCILIATION & DEVELOPMENT (WERD)

*To enable us deliver its mandate of empowering the community, WERD must procure quality goods, works, and services at the most competitive price, ensuring value for money in a manner that is efficient, effective, transparent, accountable and consistent with best business practices. This policy articulates the guiding principles, roles, authority levels, and main procedures to be used in procurement processes at WERD.*

## **PROCUREMENT POLICY**

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# WERD PROCUREMENT POLICY

## 1. INTRODUCTION

WERD's vision is to build hope, livelihoods, tolerance and social justice; overcoming poverty and creating an environment where all people live in dignity and security in a sustainable manner. To achieve this, WERD must procure quality goods, works, and services at the most competitive price, ensuring value for money in a manner that is efficient, effective, transparent, accountable and consistent with best business practices. This policy articulates the guiding principles, roles, authority levels, and main procedures to be used in procurement processes at WERD.

The WERD Procurement Policy applies to all WERD operations whether implemented by WERD office or implemented by partners. **If stricter procurement procedures are stipulated by a donor, then the donor's procedures shall prevail.** If less strict procedure is set by the donor, then the procedures outlined in this policy and detailed in the WERD Procurement Manual shall be followed.

## 2. PURPOSE

To enable WERD to procure quality goods, works, and services at the most competitive price, ensuring value for money in a manner that is efficient, effective, transparent, accountable and consistent with best business practices. This policy articulates the guiding principles, roles, authority levels, and main procedures to be used in procurement processes at WERD with the following aims;

To ensure:

- compliance with general principles
- a professional, standardised approach

A clear understanding of procurement methods is necessary to:

- Buy supplies, services and civil works for project activities within a time-period
- Get the right resources, at the right time and at the right price
- Pay for supplies, services and civil works
- Avoid delays and higher costs in project implementation.

The procurement policy shall ensure compliance with the General Principles and ensure that:

- Resources (supplies/services/works) needed to carry out the project are procured with due attention to economy and efficiency (lower cost, best quality and timely availability)
- Project funds are used to pay for resources needed
- All suppliers have an equal opportunity to compete

- Ensure that **WERD** and implementing Partners DO NOT use suppliers who cannot comply with the conventions on child labour and forced labour or who are engaged in any sale or manufacture of land mines or components.

### 3. CORE PRINCIPLES

WERD personnel and partners shall always guarantee equal treatment of suppliers and high standards for integrity, transparency, price, performance and quality.

The following key aspects of the procurement process are common donor requirements:

- **Transparency, fairness and fraud prevention** is important so that everyone will know that funds are being honestly spent and accounted for.
- **Equal opportunity** ensures that the suppliers/contractors are provided with equal opportunity.
- **Economy and efficiency** (value for money) means that supplies, services and civil works will be purchased at a reasonable price. This also means that the procurement planning process of WERD / Partners is of satisfactory status.
- **Effectiveness** means that the supplies, services and civil works will fulfil project objectives.
- **Certainty of the ability of the supplier/contractor to provide the supplies and services.** This has to be documented so that there is a reasonable assurance that what is promised can be provided.

**WERD** or partner staff should be alert to individual or organisational conflicts of interest and/or non-competitive practices among suppliers. No procurement of supplies, services or civil works of any kind will be conducted if the supplier, to the knowledge of **WERD** or partner personnel,

- is a member of any of **WERD's** or partner's employees' immediate family
- has any financial interest with a **WERD** or partner employee.

**The following General Principles shall always be respected and adhered to in all procurement, irrespective of the procurement method:**

- The award of contracts, with independence of the procurement procedure followed, shall always conform to the principles of economy and efficiency. The works, services or goods supplied must comply with the following requirements:
  - (a) Satisfactory quality
  - (b) Timely delivery or completion
  - (c) Price corresponding to market prices

- Put all procurement contracts out to tender on the broadest possible base. This is without prejudice to the special procedures applicable to single quote, negotiated procedures, urgent operations, property contracts, the procurement of pharmaceuticals and medical equipment.
- Ensure that **WERD** and implementing partners, tenderers, candidates and contractors observe the highest ethical standards during the procurement and execution of contracts.
- Ensure non-exploitation of child labour and forced labour and the respect of basic social rights and working conditions by contractors.
- Ensure that **WERD** or partners **DO NOT** use suppliers who are engaged in any sale or manufacture of land mines or components.
- Always endeavour to use local human and material resources whenever it is possible and pertinent.

#### 4. SCOPE OF APPLICATION

All staff are required to adhere to the policies, and to conduct themselves in a way that align with the principles of Procurement. All procurements must be undertaken in the best interest of WERD. Specifically:

- a) All procurements must be efficient and effective to achieve best value for money
- b) Introducing best practices in procurement in order to avoid overdependence with already existing supplier. Where practical (e.g. quote is slightly higher up to 5% of the competitive quote and it is within budget), this may include selecting small and medium scale suppliers including those led by women, youth or individuals with disability provided they meet minimum requirements.
- c) Adhering to all government and authority regulations
- d) Managing internal and external relationship effectively.
- e) Encouraging use of technology to support efficiency in procurement of good, works and services
- f) Avoid and manage conflict of Interest, fraud and corruption
- g) Increasing transparency, accountability, integrity, fair dealing and competitiveness

#### 5. RESPONSIBILITIES

##### 5.1 All WERD Employees

All WERD Employees and Related Personnel It is the responsibility of all WERD Employees and Related Personnel to uphold the Core Principles and Commitments of this policy.

Senior Managers, Supervisors and Human Resource Managers Senior Managers, Supervisors and Human Resource Managers shall ensure that all WERD Employees and Related Personnel understand and comply with this policy. Human Resource Managers are also responsible for robust recruitment, induction and training whilst Senior Managers and Supervisors are responsible for performance management to ensure the implementation of the policy.

WERD Members, Affiliates will ensure this policy is implemented, monitored and reported against every two years to the National Directors Committee. WERD Members, Affiliates and Candidates are responsible for defining work plans and procedures to uphold and operationalize this policy. WERD Lead Members will provide the necessary support to all forms of WERD engagement including regional offices; country offices and others. WERD Lead Members will ensure Country Offices have in place the resources to implement this policy.

WERD Secretariat will coordinate oversight of this policy and review and update as required. The WERD Secretariat will provide support to the collection and analysis of reporting against the policy.

## **5.2 Procurement Committee**

The Programme Manager shall ensure that a procurement committee is established before any procurement activities are initiated.

The Procurement Committee shall consist of at least two persons, the Procurement Officer and the Programme Manager (or a person appointed by the Programme Manager). The main responsibility of the Committee is:

- a) To make sure that procurement activities are initiated on time
- b) To make sure that all internal and external experts required for the project are being consulted early in the project phase and committed to provide the input/information/specifications needed for the procurement activities – and to ensure that procurement plan and activity plan correspond
- c) To collect quotations, evaluate offers, issue purchase order
- d) The Procurement Officer shall be designated responsibility for the committee upholding the procedures stipulated in this policy and in the WERD procurement manual.
- e) Ensure that the procurement fulfils donor requirements (procurement procedures/rule of origin and nationality)

It is the overall responsibility of the Programme Manager to ensure that a Procurement Plan has been drafted and

- a) Corresponds to the programme's operational plan in respect to material need and timing for delivery of material
- b) That it fulfils donor requirements (procurement procedures/rule of origin and nationality)

- c) To ensure sufficient cash flow in the programme to pay suppliers on time in order not to cause delays.

All members of the Procurement Committee shall sign a Declaration of impartiality and confidentiality

The role and tasks of the Procurement Committee/Evaluation Committee is further described under each procurement method.

### 5.3 The purpose of a Procurement Committee

The two main reasons for establishing a Procurement Committee are:

- a) To ensure that procurement planning is considered and included in the project cycle and that key project staff understand how the timeframe for procurement will affect the project – and to ensure that all procurement requirements are planned for at the beginning of the project, i.e. to receive the right goods at the right time
- b) To ensure that all procurement is carried out objectively in a fair and transparent manner and to prevent corruption and fraud. As a rule, procurement and payment may not be done by the same person.

### 5.4 Evaluation Committee applicable for open tenders for all type of programmes

For local open tenders an Evaluation Committee is applicable. The Evaluation Committee must possess the necessary technical and administrative expertise to perform tender evaluation. If this is not possible through appointment of the members of the Procurement Committee, such expertise must be gained through internal experts or external consultants. (For the same project the Procurement Committee may use different experts for evaluation of the individual lots whether it is a service (consultancy) or supply of works contract). However, the procurement officer shall always be a member of the Evaluation Committee as the expert on the procedures.

### 5.6 Special rules for WERD Public NGO (PH) Programmes:

The Programme Manager/Regional Representative shall establish a Procurement Committee, which shall be responsible for the local procurement and the procurement plan.

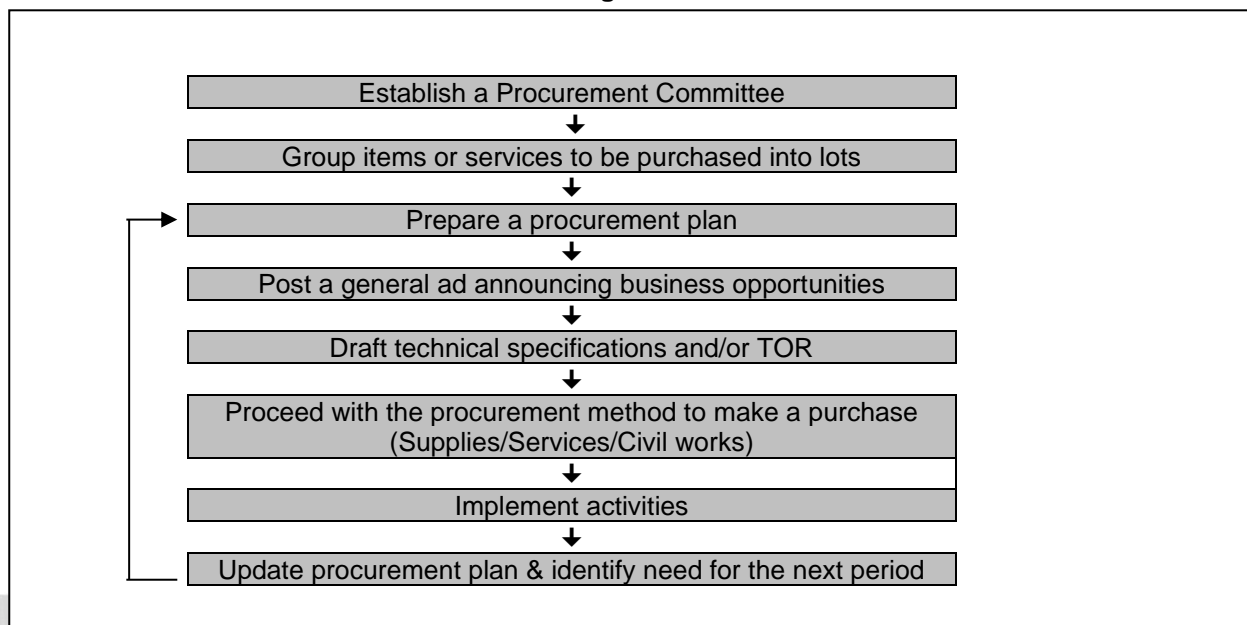
The committee shall have at least **three members** having respective expertise in **logistics, technical & and financial management** (Procurement Officer, Finance Officer and Operations Manager). The Procurement Officer shall be designated responsibility for the committee upholding the procedures stipulated in this policy and in the WERD procurement manual and for preparing and updating the procurement plan. The task of the Finance Officer is to ensure that the procurement plan corresponds to the budget and to arrange for payment to suppliers. The Finance Officer shall not have any direct contact to contractors. The Operation Manager shall provide the Procurement Officer with technical

specifications (with support from the technical advisors, when required) and assist in evaluation of local quotations and quotations received from WERD Head Office.

## 6. OVERALL PROCUREMENT PROCESS

Figure 1 shows the overall procurement process.

Figure 1



## 7. ASSOCIATED POLICIES

This policy is complementary to the WERD Procurement Manual and the set of standards of behavior that all WERD employees are required to adhere to in the WERD Code of Conduct and Code of Ethics and any further codes or related policies defined by WERD Members, Affiliates, Candidates and Country Offices. This Policy is also a response to WERD's accountability to our donors and to the communities it works with and is therefore to be operationalized as part of the broader WERD Accountability Framework.