ANNEX GEN 2-2:

Terms of Reference

<Office or project name> Procurement Committee

(Note: Please adjust or accept the information in the brackets/highlighted areas. After completion please delete the brackets and remove the colour. Please delete this note)

# The purpose

* To ensure that procurement planning is considered and included in the <office and/or project planning> and that all staff understand how the timeframe for procurement will affect the activities.
* To ensure that all procurement is carried out objectively in a fair and transparent manner, follows procurement principles and to prevent conflict of interest and corruption.
* To ensure that the best quality and value for money is obtained.

# The main responsibilities

* To ensure that procurement activities are initiated on time
* To ensure procurement plans are prepared for all projects that include procurement activities, including those of partners, and that procurement plans are regularly reviewed.
* To ensure that all internal and external experts required for the proposal writing, reviews, evaluations etc. are being consulted early and committed to provide the input/information/specifications needed for the procurement activities
* To ensure that the procurement plan and activity plan are matching
* To collect quotations, evaluate offers and issue purchase orders
* To ensure that the procurement fulfils NCA and donor requirements
* To ensure counter-terror screening is carried out in accordance with current NCA policies (See NCA Operations Manual Chapter 13).
* To document the procurement
* To ensure sufficient capacity is available to undertake procurement activities in compliance with donor and NCA procurement policies, and have received relevant training.

Please note it is compulsory that all NCA personnel undertake anti-corruption training. All members of the Procurement Committee should ensure that have successfully completed the Transparency International e-learning course available through the Disaster Ready website.

# Members

The <office or project name> Procurement Committee consists of the following <three> members:

<insert position title>

<insert position title>

<insert position title>

(Option) Due to the possible unavailability of staff on some occasions, the Procurement Committee may include all members of the Management Team or other senior positions so that there are more than three members. When the Procurement Committee meets to evaluate tenders, at least three members of the Committee should be present.

# Organisation of the work

This procurement committee is the organising entity of all procurement in the <project or office name> and it is established and involved before any procurement activities are initiated.

All members of the Procurement Committee shall sign a Declaration of Impartiality and Confidentiality (Annex GEN 2-1 in the Procurement Manual). When required, a person can join the procurement committee for a specific purchase to provide expert input or temporarily replace a permanent member. This is accomplished when the temporary member signs the declaration of impartiality and confidentiality for one or several purchases. All staff involved in procurement processes, including Finance and Logistics staff, shall also sign a Declaration of Impartiality and Confidentiality.

The procurement committee will meet <when required>, and meetings are called by the Secretary. The call for a meeting shall give sufficient notice to the members.

A purchase will be initiated through the approved Purchase Request (GEN 7-3). The procurement committee strives to plan and include as much detail as possible in the procurement plan reducing the unplanned purchases to a minimum.

Each procurement committee meeting will have minutes. The minutes will be saved in the Finance files and in the individual procurement file.

Procurement committee evaluations and decisions will have the date and signature of the members. Purchase Orders/Contracts can only be issued following signed evaluation forms. All members participating in the evaluation must sign.

Purchase Orders/Contracts will be signed as per the approved authorisation schedule.

Payment is made by check or bank transfer. The authority to sign is as per the approved authorisation schedule.

Signatory of checks/ approver of payments shall not have contact with suppliers.

## The role of the <first member e.g. Country Director/Project Manager/Head of Mission>

## (NOTE: Please customize the below list of tasks to fit your committee.)

* Overall responsible for the activities of the committee
* Approval of the annual office and/or project procurement plan
* Approval of internal requisition forms.
* Jointly review quotations, bids and comparative analysis and select a supplier/consultant.

## The role of the other members

## Provide technical input for the formulation of specifications.

* Review quotations, bids and comparative analysis and select a supplier/consultant.

## The role of the Secretary

* Call procurement committee meetings when required and requested by members
* Ensure that minutes are taken and signed by all members attending the meeting
* Uphold the procedures stipulated by the donor and in the Procurement Manual
* Provide advice to the procurement committee on donor requirements
* In co-ordination with the programme or other requisitioning departments, develop, maintain and file procurement plans
* Follow-up on the implementation of the procurement plan
* Obtain derogation when necessary (See NCA Procurement Manual Section 4.7).
* Ensure timely expert involvement, when necessary e.g. ToR and evaluation criteria from Project staff.
* Ensure that consultants needed are included in the annual office procurement plan
* Issuing procurement documents
* Review the procurement files and filing to ensure that they are in compliance with the NCA Procurement Manual and donor requirements
* Maintain a general project procurement file containing:
  + Donor Project Agreement
  + Budget
  + Procurement plan (approval and updates)
  + Signed declaration of impartiality and confidentiality
  + Terms of Reference of this procurement committee
  + Advertisement of Business Opportunities
  + Any general correspondence related to procurement ie. derogations, crisis declaration, etc.
* Maintain a specific procurement file as per the Procurement Manual
* Arrange that existing and new members sign the declaration of impartiality and confidentiality
* Formalize specifications with input from all committee members
* Collect quotations from suppliers
* Complete evaluation report
* Obtain members signatures on evaluation form prior to issuing purchase order
* Take and distribute minutes from the procurement meetings.
* Issue purchase orders
* Follow up on delivery
* Collect invoices
* Collect proof of delivery
* Prepare Payment Requests

The Secretary is not a member of the procurement committee. He/she does not have voting rights in selecting suppliers/consultants and should not attempt to influence any decision-making processes in this regard. The role of the Secretary is crucial to ensuring the smooth functioning of the committee.

# Thresholds

Note: Country Offices that have elected to use reduced thresholds than those stipulated by the NCA Procurement Manual, may formally record those thresholds within the Procurement Committee TOR.

If NCA Procurement Manual thresholds are being followed, delete this entire section.

## Procurement thresholds for NCA <name of Country Office> Programme have been set as:

|  |  |
| --- | --- |
| Simple procedure | <Currency> <amount> to <amount> |
| Negotiated procedure | <Currency> <amount> to <amount> |
| Local open procedure | <Currency> <amount> to <amount> |
| International open procedure | Above <Currency> <amount> |

This ToR was approved by the procurement committee on:

|  |  |
| --- | --- |
| Date: | Date: |
| Signature: | Signature: |
| Name and position: | Name and position: |

|  |  |
| --- | --- |
| Date: | Date: |
| Signature: | Signature: |
| Name and position: | Name and position: |

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| Date: | Date: |
| Signature: | Signature: |
| Name and position: | Name and position: |