

Procurement Process and Practice Harmonization in Support of Field Offices

PROJECT STATUS REPORT

Status Date:	15 November 2011
Project Name:	Procurement Process and Practice Harmonization in Support of Field Operations
Lead Agencies:	UNICEF
Project Budget:	US\$ 682,819

Project Summary

Project Overview

The **objectives** of the project are to

- 1) Create a common framework for harmonization of procurement related regulations, rules, policies, procedures and business practices;
- 2) Document and include country level outcomes and best practices in collaboration with the UNDG Task Team on Common Services and procurement in (selected) countries; and
- 3) Develop a standardized toolkit for country level procurement practitioners taking into account the best practices, needs and insights from the country level

These objectives will be measured by **success indicators**:

- Policies and principles of standardized UN procurement are agreed and adopted by a measurable number of agencies
- A standardized framework and hierarchy of procurement-related manuals, guidelines, and other working tools for headquarters and country level is agreed and adopted by a measurable number of agencies
- The revised 'Guidelines for Harmonized UN Procurement at the Country Level' are distributed throughout the UN system. A measurable number of UN country teams establish common procurement
- A measurable number of country level procurement practitioners, who are aware of harmonized policies and/or use a standardized procurement toolkit

Expected Benefits:

- The main benefit derived from the introduction of harmonized rules, regulations and practices will be an overall improved supply chain for the UN system, i.e. more timely, appropriate and cost effective delivery of goods and services to beneficiaries. Efficiency and effectiveness gains in procurement-related operations shall be documented.
- Increased volume and value of goods and services procured by UN country teams through common procurement, thereby pooling of limited resources and sharing technical expertise, attracting better services and reliable suppliers, and overall strengthening of supply chains for the UN.
- Expected results from the harmonization also include a qualitatively strengthened capacity

of the UN system as a whole, supporting operations (programmes, projects and missions) and ultimately the mandate of the UN

Project Activities

Due to initial delays in the successful recruitment of a procurement specialist, the start of the project was delayed until May 2011. Since then, the project has been progressing well. The HLCM Procurement Network at its 10th meeting in September 2011, commended the dynamics of the project and the progress made.

The Harmonization Project has been partitioned into ten different **work packages** as follows:

- **WP1:** Revision of “Guidelines for Harmonized UN Procurement at the Country Level”
- **WP2:** Documentation and assessment of country level outcomes
- **WP3:** Comparative analysis of organizations’ procurement-related financial regulations and rules
- **WP4:** Development of recommendations for harmonized procurement-related financial regulations and rules (procurement)
- **WP5:** Comparative analysis of organizations’ procurement policies, procedures and manuals
- **WP6:** Development of a harmonized manual and harmonized policies and procedures
- **WP7:** Analyze requirements on standardized toolkit
- **WP8:** Development of standardized toolkit
- **WP9:** Development of strategic options for harmonized procurement
- **WP10:** Development and dissemination of training and communication materials

Project Activities Undertaken in the Period: 15 May – 15 November 2011

List of on-going activities

Current on-going activities:

- Revision of “Guidelines for Harmonized UN Procurement at Country Level” (March 2012) including promotion of implementation of the Guidelines (trainings, workshops)
- Development of a harmonized, standardized table of contents for UN entities’ procurement manuals (March 2012)

Planned activities

- Common UN procurement glossary (Summer 2012)
- Update on global inter-agency country-level survey (Summer 2012)
- Inclusion of Guidelines into Procurement Certification programmes (2012)
- Enabling joint procurement review committees (2012)

Project Deliverables for Six Months Ending 15 November 2011

Key achievements (with decisions from the HLCM Procurement Network)

- The Procurement Network has taken a decision to adopt guidance on cooperation among UN entities at all relevant levels of its member entities' regulatory framework. It has also recommended to its members to integrate five specific issues on UN cooperation into the entity-specific procurement manuals based on template texts.
- The Procurement Network has also taken decisions on detailing the conditions under which a secondary procurement review may be waived and the adoption of a harmonized supplier code of conduct.

Further achievements

- Report on comparative analysis of UN entities' financial regulations and rules (completed)
- Comparative analysis of UN entities' procurement manuals and policies (on-going)
- Global inter-agency country-level survey and OMT chair interviews on status of harmonized UN procurement in collaboration with UNDG (completed)
- Global inter-agency HQ-level survey on status of harmonized UN procurement (ongoing)
- Revision of "Guidelines for Harmonized UN Procurement at Country Level" (on-going)
- Mailing list for common UN procurement practitioners (completed)
- Developed and facilitated UNSSC training module on common UN procurement (two trainings conducted so far in October and November 2011)

Project Duration Estimates

Project Milestone	Date Estimate	Implementation Level
Project Start Date/Release of Funds	9 July 2010	Completed
Project staff recruited	15 May 2011	Completed
WP1: Revision of "Guidelines for Harmonized UN Procurement at the Country Level"	March 2012	On-going (50% completed)
WP2: Documentation and assessment of country level outcomes	Summer 2012	On-going (50% completed)
WP3: Comparative analysis of organizations' procurement-related financial regulations and rules	October 2011	Completed
WP4: Development of recommendations for harmonized procurement-related financial regulations and rules (procurement)	October 2011	Completed
WP5: Comparative analysis of organizations' procurement policies, procedures and manuals	March 2011	On-going (80% completed)
WP6: Development of a harmonized manual and harmonized policies and procedures	November 2011	On-going (50% completed)
WP7: Analyze requirements on standardized toolkit	March 2012	On-going (90% completed)
WP8: Development of standardized toolkit	November 2012	On-going (20% completed)
WP9: Development of strategic options for harmonized procurement	November 2012	On-going (80% completed)
WP10: Development and dissemination of training and communication materials	Summer 2012	On-going (2 trainings conducted)