# Procurement Assessment

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| *Note:* This procurement assessment is used when partnerships with CSO require the procurement of services or supplies exceeding US$10,000 and a micro assessment is not available or required for the CSO. In the case of sudden onset or rapid deterioration of a humanitarian crisis, where slowed delivery of supplies will negatively impact children and women, an assessment of procurement capacities is not required for immediate response but is undertaken within three months.  Instructions:   1. Provide the template to the partner to complete or complete it through an interview with the CSO procurement / operations / finance staff. 2. Review the answer and obtain evidence of the statements if applicable. 3. For each question assign low or high risk depending on the answer. 4. If the assessment results in significant or high risk, UNICEF should procure the goods / services directly. 5. If the assessment results in significant or high risk and the office determines to allow the IP to do large value procurement, the programme officer documents the rationale, the risk mitigating measures put in place and obtains approval from the budget owner as per the table of authority in the office. |

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| **Implementing Partner:** |  | | Date: |  |
| **Procurement Question** | **Yes / No / NA** | **Brief Description or link to policy** | **For UNICEF** | **Points Allocation** |
| 1. Does the IP have written procurement policies and procedures? |  |  |  |  |
| 2. Does the IP require written or system authorizations for purchases with adequate access controls and segregation of duties between entering purchase orders, approval and receiving of goods? |  |  | Yes = Low Risk (1 point)  No = High Risk (4 points) |  |
| 3. Does the IP obtain sufficient approvals before signing a contract in accordance with the IP table of authorities? |  |  |  |
| 4. Does the IP follow a well-defined process for sourcing suppliers and prequalifying suppliers, or do formal procurement methods include wide broadcasting of procurement opportunities? |  |  |  |
| 5. Does the IP follow a well-defined process to ensure a secure and transparent bid and evaluation process? |  |  |  |
| 6. When a formal invitation to bid has been issued, does the IP award the contract on a pre-defined basis set out in the solicitation documentation taking into account technical responsiveness and price? |  |  |  |
| **Average Risk Points** | | |  | |

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| **Average Number of Points** | **Risk Rating** |
| 4 | High |
| 3 | Significant |
| 2 | Moderate |
| 1 | Low |

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| Prepared by: |  |  |
|  | *Name and Date of IP Authorized Officer* | *Name and Date of UNICEF Officer* |

In case of significant or high risk and the Office decides to allow the IP to procure directly, provide explanation below and risk mitigating measures:

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| Rationale : |
| Mitigating measures: |

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| Approved by |  |  |
|  | Date | Deputy Representative |