


12 RESOURCES

12.1 PROCUREMENT E-TRAININGS

 The e-trainings listed below offer online trainings on central aspects of procurement. The e-trainings are available on-demand from the [Procurement Manual Webpage](#) and can be accessed by DCA staff and implementing partners. The list will be updated as new e-trainings are launched.

To make the most use of the knowledge provided in the e-trainings, it is recommended to go through the e-trainings according to the sequence numbering. The e-trainings can also be used as reference tools.

Title	Learning Objective and Target Group
1. Procurement in the Project Cycle: (1.5 hour)	<p>The e-training provides a general introduction to procurement and how it is an essential and inherent part of the project cycle. The target group is project staff in general – ranging from Project- and Programme Managers to finance- and procurement staff. The overall aim is to advance procurement knowledge within an organisation and to generate:</p> <ul style="list-style-type: none">• A basic understanding of what procurement is and why it is a quality element of projects.• A basic knowledge of how procurement is planned, implemented and finalized.• A basic understanding of why procurement is an integrated and essential part of the project cycle and involves cooperation between various stakeholders.
2. Working with Lots: (1.5 hour)	<p>Knowing how to prepare lots is an essential aspect of procurement, and this training aims at providing procurement staff with the technical skills to prepare lots in a practical project context. The e-training takes a starting point in a case story and builds knowledge via examples, exercises and explanations. The learning objective is to provide users with thorough knowledge of:</p> <ul style="list-style-type: none">• What a lot is• Why it is important to work with lots• How to practically prepare lots – and sub lots <p>The e-training builds essential knowledge in order to be able to draft a Procurement Plan, and it is recommended to go through this training before moving on to the e-training Step Guide to the Procurement Plan.</p>
3. Step Guide to the Procurement Plan: (1.5 hour)	<p>The e-training provides a step guide to drafting the Procurement Plan at the project planning phase. The main target group is procurement staff. The e-training takes a starting point in the '7 step guide' from section 4.1 in the Procurement Manual, and through a case, examples, practical exercise and information, it guides the user on how to draft the Procurement Plan. The main objective is to provide procurement staff with the technical skills to:</p> <ul style="list-style-type: none">• Obtain all the relevant information which is needed in order to draft a thorough and correct Procurement Plan• Draft a Procurement Plan – step by step.• Fill in the Procurement Plan in GEN 7-1. <p>It is recommended to go through the e-training Working with Lots before this e-training.</p>
4. Thresholds and	This short e-training covers the subject of how to assign the correct Procurement

Procurement Procedures: (20 min)	<p>Procedure according to Contract Category and threshold. The user is taken through a few 'need to know' topics, quizzes and an interactive Procurement Procedure overview. The main objective of the e-training is:</p> <ul style="list-style-type: none"> To provide procurement staff with the necessary knowledge to assigning correct Procurement Procedures according to threshold and Contract Category.
6. Guide to SER 2: Request for Proposal: (2 hours)	<p>In short tutorials, this guide takes the user through the entire Template SER 2: Request for Proposal – article by article. The main objectives are to:</p> <ul style="list-style-type: none"> To build procurement responsible staff understanding and knowledge of the RFP template and enable users to fill in the template correctly and adapt to specific needs. Provide an on-demand reference tool, which will enable users to seek specific information per article in the RFP. <p>The e-training can also be used as a reference tool to learn about the articles in SER 6: Tender Dossier incl. Framework Contract</p>

12.2 USEFUL LINKS

ECHO

- ECHO helpdesk: <http://dgecho-partners-helpdesk.eu/helpdesk/start>
- ECHO Annex III: Principles and Procedures applicable to Procurement Contracts 1 January 2014: https://www.dgecho-partners-helpdesk.eu/media/annexiii_en_131112.pdf
- Humanitarian Aid Guidelines for Procurement 2011: www.HumanitarianAidGuidelines.org
- Financial Regulations: http://ec.europa.eu/echo/files/partners/humanitarian_aid/fpa/financial_guidelines_final_en.pdf
- ECHO HPC register: http://ec.europa.eu/echo/files/partners/humanitarian_aid/HPC-register_en.pdf
- General HPC information: http://dgecho-partners-helpdesk.eu/actions_implementation/procurement_in_humanitarian_aid/hpc
- Visibility Toolkit: http://ec.europa.eu/echo/files/partners/humanitarian_aid/toolkit_for_partners_sept_09_en.pdf

EuropeAid

- EuropeAid helpdesk: <http://www.puntosud.org/puntosud-academy/helpdesk/>
- Practical Guide to contract procedures for EU external actions (PRAG): http://ec.europa.eu/europeaid/funding/about-funding-and-procedures/procedures-and-practical-guide-prag_en
- EuropeAid list of eligible countries 2007-2013 and 2014-2020 - General annexes A2b2 + A2a Eligibility programmes: <http://ec.europa.eu/europeaid/prag/annexes.do?group=A>

USAID

- Standard Provisions for Non-U.S. Nongovernmental Organizations - A Mandatory Reference for ADS Chapter 303: <https://www.usaid.gov/sites/default/files/documents/1864/303mab.pdf>
- USAID resources for partners: <https://www.usaid.gov/work-usaid/resources-for-partners>

Ethical Procurement

- Danish Initiative for Ethical Trade (DIEH): <https://www.dieh.dk/about-dieh/>
- Ethical Trading Initiative: <http://www.ethicaltrade.org/resources/key-eti-resources>
- Danish institute for Human Rights: <http://humanrightsbusiness.org/>
- Business and Human Rights Resource Centre: www.business-humanrights.org
- UN Global Compact: <http://www.unglobalcompact.org/AboutTheGC/index.html>

- Responsible Purchasing Network: <http://www.responsiblepurchasing.org/#>
- Ethical Cargo: <http://www.ethicalcargo.org/>
- Human Rights Watch: www.hrw.org
- Maplecroft - Global risks and businesses: <http://maplecroft.com/>
- ICC's Guide to responsible sourcing:
http://www.iccwbo.org/uploadedFiles/ICC/policy/business_in_society/Statements/ResponsibleSourcing%20Brochure%20final.pdf
- Social Accountability International (SA8000 standard): <http://www.sa-intl.org/>
- ISO (International Organisation for Standardization): <http://www.iso.org/iso/home.html>
- UN Guiding Principles on Human Rights and Business:
http://www.ohchr.org/Documents/Publications/GuidingPrinciplesBusinessHR_EN.pdf
- The UN Security Council Sanctions List: <https://www.un.org/sc/suborg/en/sanctions/un-sc-consolidated-list> and <https://scsanctions.un.org/search/>
- EU Consolidated List of Sanctions: https://eeas.europa.eu/topics/sanctions-policy/8442/consolidated-list-of-sanctions_en
- EU Sanctions map: <https://www.sanctionsmap.eu/#/main>

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- DCA website: <http://www.danchurchaid.org/>
- DCA Procurement and Logistics webpage: <http://www.danchurchaid.org/about-us/quality-assurance/procurement-and-logistics>
- The DCA Procurement Manual: https://www.danchurchaid.org/how-we-work/quality-assurance/procurement-and-logistics/manuals-and-guidelines/procurement-manual/draft_procurement-manual-6th-edition#collapse2f8caf2d6e3d8f92ff8e3cdb0e918d45_1#collapse2f8caf2d6e3d8f92ff8e3cdb0e918d45_1
- The DCA Logistics Manual: <https://www.danchurchaid.org/how-we-work/quality-assurance/procurement-and-logistics/manuals-and-guidelines>
- Guide to USAID Procurement: <https://www.danchurchaid.org/how-we-work/quality-assurance/procurement-and-logistics/prolog-academy/donor-information/procurement-for-usaid-projects>
- DCA Procurement for UNHCR Projects 1st Revision: <https://www.danchurchaid.org/how-we-work/quality-assurance/procurement-and-logistics/prolog-academy/donor-information/procurement-for-unhcr>
- Fabo – DCA's Learning Catalogue: www.fabo.org
- Procurement Monitoring resource site: https://fabo.org/course/Procurement_Monitoring
- USAID Community on Procurement: https://fabo.org/course/Community_on_USAID_Procurement
- ProLog News and Announcements subscription and information site:
https://fabo.org/course/ProLog_News_and_Announcements

Other

- The DAC list of ODA recipients: <http://www.oecd.org/dac/stats/daclist.htm>
- Incoterms from ICC: <http://www.iccwbo.org/incoterms/id3042/index.html>.