

## 2 PROCUREMENT RESPONSIBILITIES

In DCA's decentralized organisation the procurement responsibilities are divided between DCA Country Offices (CO), DCA implementing partners and the DCA Procurement and Logistics Unit in Copenhagen as per below.

### 2.1 THE DCA PROCUREMENT AND LOGISTICS UNIT HQ

As a service to implementing partners and COs, the ProLog Unit in Copenhagen assists and advises on the following procurement tasks, as per agreement:

- Activity planning
- Project input planning including the procurement plan
- Procurement related costs in budgets (identifying storage, transport and other required resources)
- Identifying the procurement capacity
- Assessing derogations from the Procurement Procedures
- Capacity building and development
- Monitoring and learning

At project implementation stage and as per agreement, the ProLog Unit provides support and training in the use of the Procurement Manual to implementing partners and procurement staff at Country Offices. [The ProLog Academy](#) offers several online procurement trainings to support Country Offices and implementing partners. These online trainings are available on demand at the convenience of the user. Please take care to incorporate any training and support needs in the project planning phase and include it in the project budgets.

The procurement plan is a central document in any procurement effort and is drafted simultaneously with the budget. Implementing partners and COs are required to provide a procurement plan to the ProLog Unit in Copenhagen for review and approval.

#### **Approval of Procurement Plans**

Please note that Procurement by DCA and implementing partners can only commence once the project's Procurement Plan is approved by the ProLog Unit. The ProLog Unit assumes responsibility for approving Procurement Plans at project planning stage, in connection with annual or interim reporting as well as approval of final Procurement Plans for project closure and final reporting.

DCA Country Offices work directly with implementing partners to support them in their procurement efforts. The ProLog Unit is available to Country Offices for any questions they might have on procurement rules and procedures, implementation difficulties, ethical issues and for the provision of procurement related templates and guidance.

Depending on the project, the ProLog Unit's assistance might be agreed upon for implementation, supervision and monitoring of procurement activities. It is important to stress the need to incorporate these services in the project planning phase and include them in the project budget.

## 2.2 DCA HUMANITARIAN MINE ACTION PROGRAMME

For DCA Humanitarian Mine Action programmes (HMA) all international procurement shall be carried out by the ProLog Unit in Copenhagen, unless otherwise stated in the approved Procurement Plan. All other purchases are carried out by DCA COs or implementing partners through established Procurement Committees according to the Procurement Manual.

**NOTE:** For all HMA programmes and projects, the [DCA Logistics Manual](#)<sup>1</sup> is also applicable.

For HMA programmes it is mandatory to use the DCA's ADMIND procurement and logistics database system for asset management. For supplier registration, file handling, issuing Purchase Orders and delivery documents (gift certificates, delivery notes, pro-forma invoices and packing list) as well as fleet management, it is strongly recommended to use the ADMIND system. Contact the ProLog Unit for more information and to gain access to the system.

## 2.3 DCA COUNTRY OFFICES AND IMPLEMENTING PARTNERS

DCA Country Offices (CO) and implementing partners are responsible for establishing a Procurement Committee to carry out the procurement planning and implementation for the offices and projects. The decision on procurement approval is guided by the internal authorisation thresholds and responsibilities in the implementing partner's or CO's own organisational rules. It may be necessary to introduce new rules for authorisation and responsibilities in order not to obstruct or slow down the procurement process.

The Procurement Manual applies to all procurement carried out by COs and DCA implementing partners.

**NOTE:** For logistics at DCA COs and implementing partners it is recommended to follow the guidelines in the [DCA Logistics Manual](#) and apply relevant templates.

DCA's ADMIND procurement and logistics database system is available to all DCA COs and is recommended for supplier registration, file handling, purchase orders, delivery documents (gift certificates, delivery notes, pro-forma invoices and packing list), assets, stocks- and fleet management. Please contact the ProLog Unit for more information and to gain access to the system.

## 2.4 PROCUREMENT COMMITTEE

To organize procurement, a Procurement Committee shall be established before any procurement activities are initiated. Procurement can be organized in several ways and please refer to section 4.2 Multi Partner Projects and 4.3 Consortium Projects for decisions to make concerning joint or separate committee scenarios or a combination of the both. In addition, procurement may be organized through permanent or ad-hoc procurement committees, depending on the need of the organisation and the project.

For each purchase, the members of the procurement committee must comply with the Declaration of Impartiality and Confidentiality (GEN 2-1). This requirement can be fulfilled by signing the GEN 2-1 document or the declaration included in the evaluation grid (SUP 4, SUP 5, SER 3, SER 7 and WOR 3) for the respective procedures.

The Procurement Committee shall consist of at least three members and preferably an odd number. To safeguard the integrity of the Procurement Committee, prevent conflicts of interest and protect the members against false accusations, duties must be segregated. An example is procurement and finance tasks. This means that a committee member who has supplier contact e.g. collecting quotations, discussing products, negotiating terms, shall not also approve payment to the suppliers. Please refer to section 1.3 No Conflict of Interest and Anti-Corruption.

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<sup>1</sup> Please use the same login as for the DCA Procurement Manual

The main responsibilities of the Procurement Committee are to:

- Ensure that a Procurement Plan is drafted and corresponds to the activity plan and the budget
- Ensure that all procurement requirements are planned for at the beginning of the project
- Ensure that procurement activities are initiated on time
- Ensure that ethical risks are considered and addressed in the procurement process
- Ensure that the procurement fulfils donor requirements
- Ensure that required procurement staff are on board (see support template GEN 5 for the procurement capacity check list)
- Ensure that all internal and external experts required for the project are being consulted early in the project phase and committed to provide the information and specifications needed for the procurement activities
- Ensure the collection of quotations and issue Purchase Orders or Contracts
- Evaluate quotes or proposals
- Uphold the procurement principles and ensure that the best quality and value for money is obtained

For the evaluation of high value tenders under the Local and International Open Tender procedures, it is especially important that the committee possesses the necessary technical and administrative expertise to perform the evaluation. For the evaluation of tenders below EUR 500, the Procurement Officer or any other committee member, may be designated to evaluate and undertake the purchases following a subsequent review and approval by the procurement committee at a future committee meeting. If the members of the Procurement Committee do not possess the required qualifications, internal or external experts shall be appointed. The Procurement Officer shall always be a member of the Procurement Committee as the expert on Procurement Procedures.

Please refer to support template GEN 2-2 for suggested Terms and References for a Procurement Committee.