**TEMPLATE GEN 5: Procurement Capacity Assessment**

This checklist is for internal use and will help you identify the strengths and weaknesses in procurement skills/qualifications and additionally identify the need for capacity building within procurement and logistics.

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| **A.** | **General**  | **Yes** | **No** |
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| a.1 | Does the organisation have tax exemption and is it able to present an official letter to that fact? |  |  |
|  |  |  |  |
| a.2 | Does the organisation have a procurement person who has prior experience with Procurement Procedures and is capable of carrying out procurement in accordance with the described Procurement Procedures in the Procurement Manual:  |  |  |
| - International Open Tender |  |  |
| - Local Open Tender |  |  |
| - Negotiated Procedure  |  |  |
| - Simple Procedure |  |  |
|  |  |  |  |
| a.3 | Does the organisation have experience working with international donors e.g. EuropeAid, ECHO, USAID, UNHCR etc.? |  |  |
|  |  |  |  |
| **B.** | **Procurement of Supplies/stock handling/distribution** |  |  |
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| b.1 | Does the Procurement/Logistic Officer have experience with import regulations and custom clearance in the country of operation? |  |  |
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| b.2  | Does the Procurement/Logistic Officer have experience in dealing with damaged goods (insurance claims, claims to supplier, to keep haulers responsible etc.)? |  |  |
|  |  |  |  |
| b.3 | Does the organisation have a warehouse suited for the relevant goods? |  |  |
|  |  |  |  |
| b.4 | Does the organisation have an adequate stock management system? |  |  |
|  |  |  |  |
| b.5 | Does the organisation have an adequate security system for goods stored at the warehouse e.g. explosives, medicines, food items etc.? |  |  |
|  |  |  |  |
| **C.** | **Procurement of Services** |  |  |
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| c.1 | Does the Procurement/Logistics staff have experience in undertaking procurement procedures for Services? |  |  |
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| c.2 | Does the organisation have project/program staff with the expertise of preparing Terms of Reference? |  |  |
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| **D.** | **Procurement of Works**  |  |  |
|  |  |  |  |
| d.1 | Does the organisation have a specialist (engineer or project manager with experiences within construction) to draft technical specifications and drawings? |  |  |
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