ANNEX GEN 2-2: Terms of Reference (TOR)

<Office or project name> Procurement Committee

(Note: Please adjust or accept the information in the brackets/highlighted areas. After completion please delete the brackets and remove the colour. Please delete this note)

# The purpose

* To ensure that procurement planning is considered and included in the <office and/or project planning> and that key <office and project> staff understand how the timeframe for procurement will affect the <office and project>activities
* To ensure that all procurement is carried out objectively in a fair and transparent manner and to prevent conflict of interest and corruption.
* To ensure that the best quality and value for money is obtained.

# The main responsibilities

* To ensure that procurement activities are initiated on time
* To ensure <biannually> reviews of the Procurement Plan
* To ensure that all internal and external experts required for the proposal writing, reviews, evaluations etc. are being consulted early and committed to provide the input/information/specifications needed for the procurement activities
* To ensure that the Procurement Plan and Activity Plan are matching
* To collect quotations, evaluate offers and issue purchase orders
* To ensure that the procurement fulfils donor requirements
* To document the procurement

# Members

The <office or project name> Procurement Committee consists of the following <three> members:

<Mr/Ms>. <Name>, <Title>

<Mr/Ms>. <Name>, <Title>

<Mr/Ms> <Name>, <Title>

# Organisation of the work

This Procurement Committee is the organising entity of all procurement in the <project or office name> and it is established and involved before any procurement activities are initiated.

All members of the Procurement Committee shall sign a Declaration of Impartiality and Confidentiality (Annex GEN 2-1 in the Procurement Manual). When required, a person can join the Procurement Committee for a specific purchase to provide expert input or temporarily replace a permanent member. This is accomplished when the temporary member signs the Declaration of Impartiality and Confidentiality for one or several purchases.

The Procurement Committee will meet <when required>, and meetings are called by the Chairperson. The call for a meeting shall give sufficient notice to the members.

A purchase can be initiated through the approved <Procurement Plan or Internal Requisition Form>. The Procurement Committee strives to plan and include as much detail as possible in the <office and project> Procurement Plan reducing the unplanned purchases to a minimum.

Each Procurement Committee meeting will have minutes. The minutes will be saved <online here: > and in the individual procurement file.

Procurement Committee evaluations and decisions will have the date and signature of the members. Purchase Orders can only be issued following signed evaluation forms. <Ordinarily, all members must sign; however, in exceptional cases, when a member is prevented from participating, and it will delay the purchase, it is acceptable to issue the purchase order and obtain the signature post purchase order.>

Payment is made by <check or wire transfer>. The authority to sign rests with two of the following positions: Regional Representative and Finance Officer.

Signatory of checks/approver of payments shall not have contact with suppliers.

## **The role of the <first member e.g. Project Manager>** (NOTE: Please customize the below list of tasks to fit your committee.)

* Overall responsible for the activities of the committee
* Approval of the annual office and/or project Procurement Plan
* Approval of Internal Requisition Forms
* Review quotations, bids and comparative analysis and select a supplier/consultant
* Sign Purchase Orders/Contracts
* Sign checks or wire transfer

## **The role of the <second member e.g. Procurement & Admin Officer>** (NOTE: Please customize the below list of tasks to fit your committee.)

## Chairperson of the Procurement Committee

* Call Procurement Committee meetings when required and requested by members
* Ensure that minutes are taken and signed by all members attending the meeting
* Uphold the procedures stipulated by the donor and in the Procurement Manual
* Provide advice to the Procurement Committee on donor requirements
* Develop, maintain and file the <office and project> Procurement Plan
* Follow-up on the implementation of the Procurement Plan
* Obtain derogation when necessary
* Ensure timely expert involvement, when necessary e.g. TOR and evaluation criteria from project staff
* Ensure that consultants needed are included in the annual office Procurement Plan
* Issuing procurement documents
* Review quotations, bids and comparative analysis and select a supplier/consultant.
* Review the procurement files and filing to ensure that they are in compliance with the Procurement Manual and donor requirements
* Maintain a general project procurement file containing:
  + Budget
  + Procurement Plan (approval and updates)
  + Signed Declaration of Impartiality and Confidentiality
  + Terms of Reference of this Procurement Committee
  + <Internal Requisition Form>
  + Procurement Committee minutes
* Maintain a specific procurement file as per the Procurement Manual
* Arrange that existing and new members sign the Declaration of Impartiality and Confidentiality
* Formalize specifications with input from all committee members
* Collect quotations from suppliers
* Make a comparative analysis of quotations and bids received and share this and the quotations/bids with the committee members prior to a committee meeting for selection of a supplier/consultant
* Obtain members signatures on evaluation form prior to issuing Purchase Order
* Take and distribute minutes from the procurement meetings. If time prohibits, delegate the minutes to a colleague
* Issue Purchase Orders/Contracts
* Follow up on delivery
* Collect invoices
* Collect proof of delivery

## **The role of the <3rd member e.g. Finance Admin Coordinator>** (NOTE: Please customize the below list of tasks to fit your committee.)

## Provide technical input for the formulation of specifications.

* Review quotations, bids and comparative analysis and select a supplier/consultant.
* Sign Purchase Orders/Contract
* Authority to sign checks

This TOR was approved by the Procurement Committee on:

|  |  |
| --- | --- |
| Date: | Date: |
| Signature: | Signature: |
| Name and title: | Name and title: |

|  |  |
| --- | --- |
| Date: |  |
| Signature: |  |
| Name and title: |  |