UAct project – Procurement process – European Scout Region

UAct: scouts in humanitarian response for Ukraine

Procurement Policy

This procurement policy establishes standards along all of the nine country offices involved in the UAct: scouts in humanitarian reponse for Ukraine, partnership with UNICEF, project's finance number **#ECARO/PCA202256/HPD202237**, for the procurement of supplies, equipment, construction, and services. This policy will ensure that all means are obtained as economically as possible through an open and competitive process.

1. Code of conduct:

This Code shall apply to any conduct in relation to and work or any events in Scouting at the World, Regional or Zonal levels. Scouts code of conduct used, linked here.

- As an educational movement, Scouting is non-political. WOSM acknowledges the right of its members to partake in political activities in their personal and professional capacities. However, WOSM is political party neutral and does not make political party endorsements or contributions.
- Legitimate Funds and Partnerships: WOSM Team Members conduct Scouting by using legitimate funds and by seeking out reputable partners or donors, whose collaboration and services can best contribute to Scouting's purpose and represent its principles.
- WOSM Team members must formally report signs of potential financial crime or fraudulent behaviour at the earliest detection.
- All types of financial crime and fraud against WOSM, which is defined as any misappropriation of money, equipment, or other tangible or intangible property belonging to WOSM, is not tolerated and has no place in Scouting.
- WOSM Team members have the responsibility to promote high ethical standards.
- WOSM team members must take steps to promote and respect diversity and inclusion in the movement, especially with members who are part of groups normally excluded or marginalised from decision-making.
- A commitment to protect children and young people is a responsibility shared by every individual involved in the Scout Movement, as such we are committed to address and prevent practices that harm them.
- Within WOSM, any potential for conflict of interest must be recognised and disclosed, and appropriate steps taken to prevent and mitigate influence or favouritism. The reputation and credibility of WOSM rests on its ability to make fair, objective, and impartial decisions in accordance with carefully defined criteria.
- Consequently, it is essential to avoid situations where a conflict of interest may influence, or appear to influence the decision-making process. A conflict of interest

arises when one’s personal, professional, or political activities and relationships interfere, or appear to interfere, with one’s ability to act or make decisions in the best interest of WOSM.

2. Solicitation and competition

All procurement procedures or transactions will be conducted to provide – to the maximum extent possible – free and open competition among suppliers.

The corresponding NSO should begin the procurement process with an analysis of the need for the procurement, to avoid the purchase of unnecessary items. Procurement to be paid in cash should be minimized. If there is a need to pay in cash, each NSO should maintain an up-to-date cashbook that records receipts and payments in cash.

The NSO should then identify and clearly specify standards for the goods or services desired, and seek competitive offers where possible to obtain the best possible quality at the best possible price.

Some form of price analysis shall be made and documented in the procurement files in connection with every procurement action. Price analysis may be accomplished in various ways, including the comparison of price quotations submitted and market prices, together with discounts.

All receipts must be kept: bills/invoices/receipts should include purchase orders, suppliers’ invoices, contracts, delivery notes, leases, payment vouchers, bank statements, airline tickets, gasoline coupons, payroll records, employment contracts, attendance lists, expenses claims, petty cash receipts, journal vouchers, procurement files documenting competitive and fair selection, and any other relevant supporting documentation.

Any original documentation, including bills, invoices, receipts and any other relevant documentation, shall be kept by the NSO for a period of five (5) years after the completion of the last activity or the termination of the partnership, whichever happens later.

3. Procurement checklist

- Follow whenever possible a "separation of duties" approach in procurement processes to avoid/reduce/prevent fraud, errors and conflicts of interests. Upon this, the staff member in charge of applying for the purchase request should not be the same person who approves the request and undergoes the the purchase order.

- Before proceeding to the payment, all invoices should be reviewed and approved by at least one, but preferably two, uthorized staff members.
- The review of invoices should ensure that the invoice indicates goods and services that have been ordered and received, and that it is mathematically correct.
- The corresponding staff member should ensure that all invoices are stamped or signed as "paid," approved and marked with the relevant project code and funding source.

4. Procurement over 10.000 Eur.

For procurement over 10K, the NSOs need to provide their procurement and supply procedures, in order to allow UNICEF to conduct a procurement assessment. Following on this, for procurement processes over **10K** there has to be a minimum of three (3) different offers in writing, along with a written decision explanation provided. There will be a requirement to have at least two signatories/authorized individuals for bank transactions or cash payments over 10K .

5. Best practices to stay safe in procurement

- Each NSO should verify or count inventory regularly, ensure inventory is protected from possible damage
- There should be a requirement to have bank balances and cash ledgers monthly and ensure they are properly approved
- Inventory should be added as an annex to large procurement processes or requests, along with a written explanation
- Any procured product should comply with recognized quality and technical standards
- Improve communication with vendors, including ensuring that general conditions of contract align with the WOSM Code of Conduct
- Record minutes of any negotiations prior to contract signing
- Clarify all ambiguities prior to contract signing