

Procurement policy

For

Women Initiativefor Sustainable
Environment(WISE)



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1. Introduction

1.1 Purpose

The procurement policy sets out the general principles that shall govern the procurement of goods and services by or on behalf of the Women Initiative for Sustainable Environment (WISE) and establishes a framework for decision-making with respect to such procurement. Detailed regulations governing how such procurement shall be conducted are subject to the approval of the Program Director in consultation with the Board of directors of WISE.

The purpose of this policy is to ensure that WISE obtains the best value for money in the procurement of goods and services, by requiring the application of a clear and consistent approach to procurement that is based on the procurement principles given below.

1.2 Scope and Application

This policy applies to all WISE employees, consultants, officers, Board members, or agents (collectively referred to as 'Covered Individuals') who are directly or indirectly involved in the procurement of goods and/or services for or on behalf of the Women Initiative for Sustainable Environment (WISE).

It is the responsibility of such Covered Individuals to acquaint themselves with and adhere to this Policy. Any acts or omissions of a Covered Individual that are or may be perceived as a violation of this Policy will be dealt with through standard procedures as established for WISE institutions, as applicable.

The Program Director is responsible for ensuring the effective implementation of this Policy. Without prejudice to the foregoing and subject to any limitations contained in this Policy, the Program Director may delegate in writing to other officers such authority as is considered appropriate to the implementation of this Policy.

1.3 Code of Conduct & Conflict of Interest

The standards of conduct that shall govern the performance of Covered Individuals in relation to the procurement of goods and/or services for or on behalf of the Women Initiative for Sustainable Environment and the administration of goods and/or services are specified in the Policy in Ethics and Conflict of Interest for Women Initiative for Sustainable Environment. Any additional standards of conduct that apply specifically to or with respect to procurement may be specified in the regulations.

Women Initiative for Sustainable Environment is particularly diligent before entering into purchasing contracts with its employees, their family members or any other individual who would be perceived as having a potential conflict. Situations in which a supplier is affiliated with an employee of Women Initiative for Sustainable Environment is seeking a contract with WISE to provide the same or similar services that the employee provides in his or her position as a WISE employee require special attention because of the high risk of a conflict.

Employees must promptly disclose in writing all actual or potential conflicts of interest to the Program Director as actual or potential conflicts arise or are identified. If found significant, the conflicts must be eliminated or managed. Employees who are unsure whether a conflict of interest exists or not are encouraged to contact the Program Director for help in determining whether disclosure is appropriate.

Employees are prohibited from soliciting, negotiating, renegotiating, approving or otherwise representing Women Initiative for Sustainable Environment or the supplier in transactions.

Employees should not solicit nor accept money, loans, credits, entertainment, favors, services or gifts from current or prospective suppliers. Such gratuities, even if of seemingly low value, can give rise to a conflict of interest. In particular, a Women Initiative for Sustainable Environment employee should never accept gratuities from a current or prospective supplier that has submitted or may submit a bid for a contract for which a bid solicitation is being contemplated, developed or is actively accepting bids. If it is deemed necessary to visit a supplier site for a demonstration, Women Initiative for Sustainable Environment pays all related expenses.

1.4 Confidentiality

Women Initiative for Sustainable Environment employees must handle confidential or proprietary information with due care and proper consideration of ethical and legal ramifications and regulations. Women Initiative for Sustainable Environment employees may not tell outside parties the prices, terms, or conditions quoted by other suppliers. Program Director must pre-approve all communications with outside parties regarding potential or anticipated procurement-affiliated relationships.

1.5 Values

Diversity, social responsibility, and environmental sustainability are central to the mission of the Women Initiative for Sustainable Environment, which is committed to providing business opportunities to suppliers who help to honor these values.

1.6 Taxes

Purchases are subject to tax as stated by Nigerian Tax laws.

2. Procurement Principles

The procurement of goods and services for or on behalf of the Women Initiative for Sustainable Environment shall be conducted in a manner that is based on the principles set out below.

2.1 Value for money

Procurement shall be conducted with the aim of obtaining value for money (VfM). In determining what represents VfM, due consideration shall be given to factors such as:

- The direct and indirect costs of the goods/services over the whole procurement cycle;
- The quality and fitness for purpose of the goods/services to be procured; The proposed supply time frame for the goods/services; The performance history of each prospective supplier and their strategic importance and/or risks of engaging particular suppliers;
- The appropriateness of contracting options (for example, contract extension options)
- The potential risks associated with the procurement of the goods/services.

2.2 Competition

Procurements shall be carried out on a competitive basis to the maximum practicable extent.

- Competition thresholds – the extent of competition required in the procurement of goods and/or services shall be based on thresholds specified in the Procurement Policy. Such thresholds shall be established by reference to the estimated value of goods and/or services to be procured. In addition, specific competitive processes may be established in the Procurement policy for particular categories of goods and/or services based on risk management considerations.
- Exceptions to competition – exceptions to competition thresholds and processes shall be allowed in exceptional circumstances only. Such exceptions can only be approved by the Program Director. The Procurement Policy shall specify allowable exceptions to such exceptions. It is anticipated that the establishment of a portfolio of pre-qualified suppliers, as well as timely procurement planning on the part of users, will minimize the need for exceptions to competition.

2.3 Efficient and Effective Procurement

Procurement shall be conducted in a manner that maximizes the efficient use of the Women Initiative for Sustainable Environment resources and that ensures that the goods and/or services procured effectively meet the requirements of the users within the Women Initiative for Sustainable Environment Organization.

2.4 Impartiality, Transparency & Accountability

- Procurement shall be conducted in an impartial, transparent, and accountable manner.
- In ensuring impartiality, potential suppliers of goods and/or services shall be afforded equitable treatment, and their offers shall be evaluated based on their legal, technical, and financial abilities.
- In promoting transparency, information relating to procurement processes shall be documented in a manner that facilitates appropriate scrutiny of procurement activities. A minimum of three (3) bids will be compared, and the lowest price may not always be the best value. For purchases under 10,000NGN, end users should obtain pricing from the supplier before creating a Purchase Order. Purchases of 10,000NGN and above must follow the competitive bid process.
- In encouraging accountability, covered individuals shall be accountable for their acts with respect to procurement based on the lines of accountability. Upon receipt of goods and/or services, it is expected that proper inspection is carried out to ensure that everything is intact.
- A supplier performance tracker should be developed to monitor delivery by each supplier, which may serve as a basis for long-term engagements. When invoicing and paying for goods and/or services, it is expected that the standard process as stated in this policy is upheld and complied with. If an invoice is received, it should be scanned immediately, and a copy of that invoice should be emailed to the Accounts team with the Program Director in copy. Once payment is approved, payment should be made immediately without delay.
- The accounts team must always reconcile their Account statement against the activities on a timely basis to verify the business appropriateness of each transaction, confirm that all procurements were allowable and within budget and spending limits, ensure proper reporting of payments to suppliers, resolve any errors as soon as possible, check that proper credits have been made, and ensure that the appropriate process was used

- Women Initiative for Sustainable Environment expects that procurement is an open and competitive environment is done to ensure that a fair and reasonable price is reached. Though sole sourcing does not include a survey of the marketplace nor competition among suppliers, it makes it difficult to meet these expectations. Despite these drawbacks, there are some situations in which a sole source process is in the best interest of Women Initiative for Sustainable Environment:
 - If only one supplier provides the good or service
 - If an emergency procurement is necessary to avoid or mitigate a significantly disruptive event. In such a case, the Program Director must first be contacted to approve the procurement.

When submitting a request from the standard competitive bid process, a Sole Source Justification Form must be completed and submitted alongside all necessary documentation. Completion of the form does not guarantee that the procurement request will be approved.

2.5 Ethics

The Women Initiative for Sustainable Environment shall endeavor to select and use suppliers that provide written contractual undertakings that they comply with the intentionally recognized standards for human rights, labor, the environment, and anti-corruption, as reflected in the Women Initiative for Sustainable Environment code of conduct for suppliers.

Care must be taken to avoid the intent and appearance of unethical practices in relationships, actions, and communications. All procurement activities conducted must follow the standards outlined in the Procurement Policy. Procurement will be an open and competitive process, bids and proposals from competing suppliers will be evaluated before contracts are awarded. As part of stewardship responsibilities, end users are encouraged to compare prices between suppliers even when the purchase amount does not require a formal bidding procedure. An open and competitive purchasing environment requires that information pertinent to the bidding process be kept confidential until the conclusion of the process.

3. Procurement Review Committee (PRC)

3.1 Role

The PRC's role is to review and make a recommendation on the proposed award of a contract for the procurement of goods and/or services, or the proposed modification of an existing contract that represents a high cost and/or high risk to Women Initiative for Sustainable Environment, according to limits defined in the Procurement Policy.

The PRC may also review requests for exceptions to competitive thresholds and processes, as described in the Regulation.

3.2 Purpose & Scope

The purpose of the PRC review is to assess whether:

- The process by procuring the relevant goods and/or services has been in accordance with this policy and the regulations.
- The proposed award of the contract for goods and/or services is in the best interest of the organization, based on the principles set out in this policy.

3.3 Members

The PRC shall be an internal body composed of the Women Initiative for Sustainable Environment staff members.

Members of the PRC shall be appointed by the Program Director. Details regarding the composition, rules of procedure, and authority of the PRC will be specified by the Program Director based on standard regulations.

4. Purchase Authorizations

4.1 Authorization

The Program Director shall delegate to certain individuals within the Women Initiative for Sustainable Environment team with the authority to commit funds to finance the procurement of goods and/or services in accordance with the thresholds defined in the Procurement Policy and in accordance with the Accountability Framework (to be developed by the Program Director). Such authority shall be determined based on the estimated value and nature of the goods and/or services to be procured, as well as, where appropriate, the risk of the proposed procurement.

4.2 Availability of Funds

The availability of funds to finance the procurement of goods/services by the Women Initiative for Sustainable Environment shall be verified pursuant to applicable regulations.

4 Internal controls

The procurement Policy shall stipulate appropriate internal controls to cover the creation of supplier contracts.