Introduction to Strategic Electoral Procurement

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PSO/SAT - ELECTION

UNDP - Procurement Support Office
Copenhagen, 29-31 October 2008
OBJECTIVE

- Understanding of various roles and its interlinkages
- Planning Tool

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Procurement within an Electoral Cycle

- Identify Needs
- EOI - Sourcing
- Procurement Method & Solicitation Documents
- Receipt & Opening of Offers
- Evaluation: Technical & Financial
- Contracts Review Committee
- Awards & Contract Finalisation
- Logistics: Transport & Warehousing
- Invoice Certification
- Goods Receipt
- Payment
- End User Monitoring
- Contract Management & Administration
How do we MARRY the Electoral Cycle Groom to the Procurement Cycle Bride?
OPERATIONAL PROCUREMENT PLAN

WHAT?
A Road Map to Where the project is going, How it's going to get there and How it will know if it got there or not.
Procurement within an Electoral Cycle

STEP 1: WHAT?

• Training and education:
  Printing services (manuals, posters), training programme, logistics, training kits, venue, hiring of experts

• Voter Registration:
  Printing, purchase of office equipment, ICT, registration kits, logistics, hiring of experts, logistics

• Data Centre
  Hardware, software, training programme, integration of services, venue (rent or rehabilitate)

• Electoral campaign
  Media monitoring, printing and venue set up for ballot lottery services

• Elections day
  Security & non-security printing, ballot boxes, polling day kits, voting screens, ink, furniture, logistics
Procurement within an Electoral Cycle

**STEP 2: HOW? - Focus on what is core**

- **PARTNERS**
  - **Access Expertise**
    - Access best practice and skills
    - Flexible based upon needs
    - Pay as you use
    - Reduce fixed cost of UNDP
    - Consistent approach
    - Provides quality assurance

- **UNDP**
  - **Core to UNDP**
    - Allows UNDP to focus efforts
    - Improve service delivery
    - Utilise specialist skills and expertise
    - Strengthen comparative advantage

- **GOVERNMENT SYSTEMS**
  - **Work with UN agencies**
    - Increases government capacity
    - Develops local ownership
    - Allows exit strategy
    - Reduces cost to UNDP

- **OUTSOURCED**
  - **Work with UN agencies**
    - Core to their mandate
    - Utilises skills and expertise
    - Increases joint working
    - Retains ‘not for profit’ benefits
    - Provides international coverage
    - Reduces fixed cost to UNDP
## Procurement within an Electoral Cycle

### STEP 3: CREATE THE PLAN

<table>
<thead>
<tr>
<th>ITEM</th>
<th>HANDLED BY</th>
<th>METHOD</th>
<th>SPECs finalized by</th>
<th>ITB/RFQ launch</th>
<th>ITB opening/receipt of quotations</th>
<th>CAP meeting</th>
<th>ACP</th>
<th>PO</th>
<th>ESTIMATED FCA</th>
<th>ESTIMATED CPT KABUL (1st LOTS W/ STAGED DELIVERIES)</th>
<th>STAGED DELIVERIES IN KABUL</th>
<th>STATUS</th>
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<td>all 8-10 Sept</td>
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Thank You