



Provision of Services

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UNDP - Procurement Support Office
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OBJECTIVE

- To understand how services could be delivered within UNDP
- To explore how and when LTAs for services could be a useful tool in programme implementation

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Under UNDP, the provision of services could be fulfilled via:

- **Programme and project management framework**
- **Procurement framework**

The provision of services via Programme and Project Management Framework



Harmonized operational modalities	Non-harmonized operational modalities
<ul style="list-style-type: none"> • Government plays its role via the Country Programme Action Plan • Projects are usually nationally executed <p><u>Implementing Partners</u></p> <ul style="list-style-type: none"> a) Government agencies b) UN Agencies c) NGO d) UNDP itself <p>Responsible for the ownership of the programme activities.</p> <p>Vetting/Review: Done via Project Appraisal Committee (PAC)</p>	<p><u>Executing Entity</u></p> <ul style="list-style-type: none"> a) Government agencies b) UN Agencies c) NGO d) UNDP itself <p>Responsible for overall <i>management</i> of specific programme activities</p> <p><u>Implementing Entity</u> Responsible for the procurement and delivery of UNDP programme activity inputs</p> <p>Vetting/Review: Done via Project Appraisal Committee (PAC)</p>
<p>Micro-Capital Grant</p>	

The provision of services via Programme and Project Management Framework



Micro-Capital Grant

What?

The financial assistance provided to an intermediary which includes NGO, CSO or CBO in an amount not exceeding \$150,000 for each individual grant. The NGO, CSO or CBO acts as a Grantee

Why?

To finance a proposal from NGO, CSO or CBO.

How?

- The general parameters and selection criteria are set by UNDP
- The grant projects are designed by the NGO, CSO or CBO based on their ideas, needs and capacity.
- Competitive bidding in the conventional sense does not apply. A steering/selection committee is established to select grants on a competitive basis emphasizing innovative ideas, new approaches, sustainability, impact, feasibility and cost.
- Memorandum of Understanding is signed to bind the relationship

The provision of services via Procurement Framework

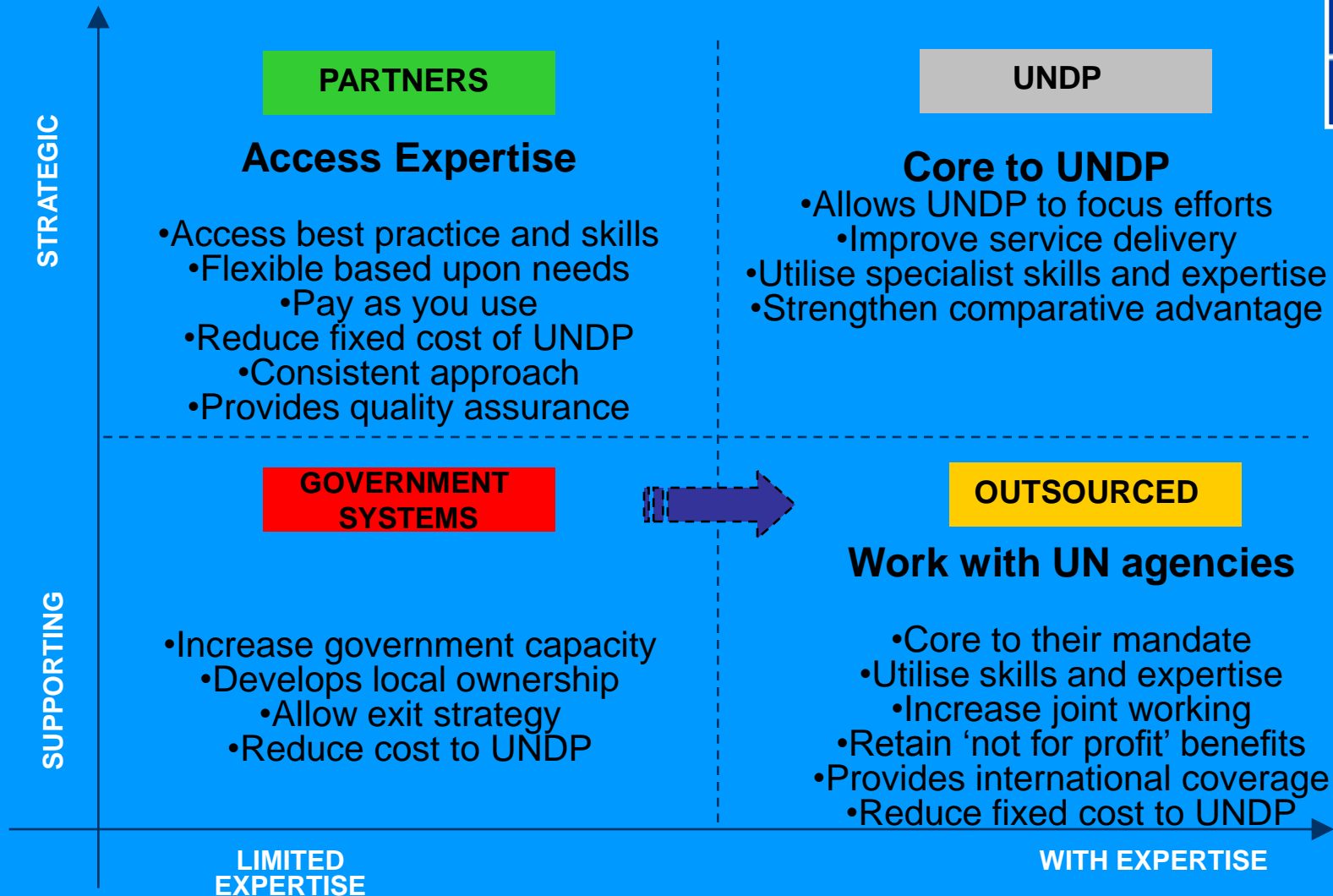


Harmonized operational modalities	Non-harmonized operational modalities
<p><u>Responsible Parties</u></p> <ul style="list-style-type: none"> - A procurement activity - The implementing partner selects the responsible partner to carry out the provision of goods and services to support the implementation of UNDP programme via a competitive process 	<p><u>Suppliers/Contractors</u></p> <ul style="list-style-type: none"> - A procurement activity - The Implementing Entity selects the supplier/contractor to carry out the provision of goods and services to support the implementation of UNDP programme via a competitive process
<p>Vetting/Review:</p> <ul style="list-style-type: none"> • If UNDP is implementing, done via Contracts, Asset and Procurement Committee (CAP) • If other entities, the procurement rules of the contracting agency <p>Contract for professional services is signed to bind the relationship</p>	

Procurement within an Electoral Cycle



STEP 2: HOW? - Focus on what is core



In the pipeline - Long Term Agreements for Services



What?

LTAs covering the provision of common services in an Elections Projects:

- 1. Civic information, awareness and education**
- 2. Voter Information, Awareness and Education**
- 3. Media capacity building**
- 4. Voter Registration Exercise**
- 5. Voting Exercise**
- 6. Domestic observation programs**
- 7. Capacity-development for key stakeholders**
- 8. Biometric solution – software dev**
- 9. Recycling services**

In the pipeline - Long Term Agreements for Services



Why?

Tool for UNDP Country Offices to increase procurement efficiency by cutting down the administrative time and resources required to conduct repetitive tender exercises

How?

- The LTA service providers have been ‘pre-qualified’ and selected via a formal competition or via natural partner selections
- LTAs form a framework to engage
 - Procurement process is simplified by requesting the LTA providers for a proposal to meet the Terms of Requirement
- The LTA service providers shall charge a pre-determined management fee for the services on top of actual cost of services

In the pipeline - Long Term Agreements for Services



When?

Proposed time line –

Task	days	accumulated	start date	finish date
Tendering for Services				
1. Civic information, awareness and education				
2. Voter Information, Awareness and Education				
3. Media capacity building / Media Monitoring				
4. Voter Registration Exercise				
5. Voting Exercise				
6. Training; Domestic observation programs / Political Party Agents etc.				
7. Capacity-development for key stakeholders	0	0	2009/01/01	2009/01/01
Preparation of Tender Documents	28	28	2009/01/01	2009/01/29
Expression of Interest	14	42	2009/01/30	2009/02/12
Solicitation/Tendering Period	35	77	2009/02/13	2009/03/19
Tender Evaluation Period (Tech, Financial, CAP, ACP)	35	112	2009/03/20	2009/04/23
Award & Negotiations	14	126	2009/04/24	2009/05/07

LTAs for Services ready for use on 07 May 2009

References:

1. UNDP and CSO:

http://webdev.undp.org/csotoolkit/section_three/en/

2. Programme and Operations Policies and Procedures:

<http://content.undp.org/go/userguide/results/ppm-overview/implementing-partner/?lang=en#top>



Thank You