Provision of Services

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PSO/SAT - ELECTION

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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
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

<table>
<thead>
<tr>
<th>Harmonized operational modalities</th>
<th>Non-harmonized operational modalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Government plays its role via the Country Programme Action Plan</td>
<td>Executing Entity</td>
</tr>
<tr>
<td>• Projects are usually nationally executed</td>
<td>a) Government agencies</td>
</tr>
<tr>
<td>Implementing Partners</td>
<td>b) UN Agencies</td>
</tr>
<tr>
<td>a) Government agencies</td>
<td>c) NGO</td>
</tr>
<tr>
<td>b) UN Agencies</td>
<td>d) UNDP itself</td>
</tr>
<tr>
<td>Responsible for the ownership of the programme activities.</td>
<td>Responsible for overall <em>management</em> of specific programme activities</td>
</tr>
<tr>
<td>Vetting/Review: Done via Project Appraisal Committee (PAC)</td>
<td>Implementing Entity</td>
</tr>
<tr>
<td></td>
<td>Responsible for the procurement and delivery of UNDP programme activity inputs</td>
</tr>
<tr>
<td></td>
<td>Vetting/Review: Done via Project Appraisal Committee (PAC)</td>
</tr>
</tbody>
</table>

### Micro-Capital Grant
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

<table>
<thead>
<tr>
<th>Harmonized operational modalities</th>
<th>Non-harmonized operational modalities</th>
</tr>
</thead>
<tbody>
<tr>
<td>Responsible Parties</td>
<td>Suppliers/Contractors</td>
</tr>
<tr>
<td>- A procurement activity</td>
<td>- A procurement activity</td>
</tr>
<tr>
<td>- 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</td>
<td>- 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</td>
</tr>
</tbody>
</table>

**Vetting/Review:**
- If UNDP is implementing, done via Contracts, Asset and Procurement Committee (CAP)
- If other entities, the procurement rules of the contracting agency

Contract for professional services is signed to bind the relationship
Procurement within an Electoral Cycle

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

### 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

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

### Work with UN agencies
- Core to their mandate
- Utilise skills and expertise
- Increase joint working
- Retain ‘not for profit’ benefits
- Provides international coverage
- Reduce fixed cost to UNDP
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 –

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

*LTAs for Services ready for use on 07 May 2009*
References:

1. UNDP and CSO:  

2. Programme and Operations Policies and Procedures:  
   http://content.undp.org/go/userguide/results/ppm-overview/implementing-partner/?lang=en#top
Thank You