TEMPLATE GEN 2-2: Terms of Reference (TOR) for a Procurement Committee

(For Procurements of EUR 300 and above)

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| *Where you see:* **(Note:….)** *this is just a guidance for you and you shall delete these notes from the document.*    *Where you see <…> please enter information.*    *Options are marked* (Option:…)    ***Where this appears*** [insert ] ***it is the supplier who shall insert information.*** |

TERMS OF REFERENCE (TOR) FOR A PROCUREMENT COMMITTEE

<Office or project name> Procurement Committee

**(Note: Please adjust or accept the information in the brackets/highlighted areas. After completion please delete the brackets and remove the colour. Please delete this note)**

# The purpose

* To ensure that procurement planning is considered and included in the activities and that key staff understand how the timeframe for procurement will affect the activities
* To ensure that all procurement is carried out objectively in a fair and transparent manner and to prevent conflict of interest and corruption.
* To ensure that the best quality and value for money is obtained.

# The main responsibilities

* To ensure that procurement activities are initiated on time
* To ensure <biannually> reviews of the Procurement Plan
* To ensure that all internal and external experts required for the proposal writing, reviews, evaluations etc. are being consulted early and committed to provide the input/information/specifications needed for the procurement activities
* To ensure that the Procurement Plan and Activity Plan are matching
* To collect quotations, evaluate offers and issue purchase orders
* To ensure that the procurement fulfils donor requirements
* To document the procurement

# Members

The Procurement Committee consists of the following <three> members:

<Mr/Ms>. <Name>, <Title>

<Mr/Ms>. <Name>, <Title>

<Mr/Ms> <Name>, <Title>

# Organisation of the work

This Procurement Committee is the organising entity of all procurement and it is established and involved before any procurement activities are initiated.

All members of the Procurement Committee shall sign a Declaration of Impartiality and Confidentiality (Annex GEN 2-1 in the Procurement Manual). When required, a person can join the Procurement Committee for a specific purchase to provide expert input or temporarily replace a permanent member. This is accomplished when the temporary member signs the Declaration of Impartiality and Confidentiality for one or several purchases.

The Procurement Committee will meet <when required>, and meetings are called by the Chairperson. The call for a meeting shall give sufficient notice to the members.

A purchase can be initiated through the approved Procurement Plan and Purchase Request Form. The Procurement Committee strives to plan and include as much detail as possible in the Procurement Plan reducing the unplanned purchases to a minimum.

Each Procurement Committee meeting will have minutes. The minutes will be saved <in a soft copy online here: and> in a hard copy in the individual procurement file.

Procurement Committee evaluations and decisions will have the date and signature of the members. Purchase Orders can only be issued following signed evaluation forms. <Ordinarily, all members must sign; however, in exceptional cases, when a member is prevented from participating, and it will delay the purchase, it is acceptable to issue the purchase order and obtain the signature post purchase order.>

Payment is made by <check or wire transfer>. Signatory of checks/approver of payments shall not have contact with suppliers.

## **The role of the <first member e.g. Project Manager>** **(NOTE: Please customize the below list of tasks to fit your committee.)**

* Overall responsible for the activities of the committee
* Approval of Purchase Request Form
* Review quotations, bids and comparative analysis and select a supplier/consultant

## **The role of the <second member e.g. Procurement & Admin Officer>** **(NOTE: Please customize the below list of tasks to fit your committee.)**

## Chairperson of the Procurement Committee

* Call Procurement Committee meetings when required and requested by members
* Ensure that minutes are taken and signed by all members attending the meeting
* Uphold the procedures stipulated by the donor and in the Procurement Manual
* Provide advice to the Procurement Committee on donor requirements
* Develop, maintain and file the Procurement Plan
* Follow-up on the implementation of the Procurement Plan
* Obtain derogation when necessary
* Ensure timely expert involvement, when necessary e.g. TOR and evaluation criteria from project staff
* Ensure that consultants needed are included in the annual office Procurement Plan
* Issuing procurement documents
* Review quotations, bids and comparative analysis and select a supplier/consultant.
* Review the procurement files and filing to ensure that they are in compliance with the Procurement Manual and donor requirements
* Maintain a general project procurement file containing:
  + Budget
  + Procurement Plan (approval and updates)
  + Signed Declaration of Impartiality and Confidentiality
  + Terms of Reference of this Procurement Committee
  + <Purchase Request Form>
  + Procurement Committee minutes
* Maintain a specific procurement file as per the Procurement Manual
* Arrange that existing and new members sign the Declaration of Impartiality and Confidentiality
* Formalize specifications with input from all committee members
* Collect quotations from suppliers
* Make a comparative analysis of quotations and bids received and share this and the quotations/bids with the committee members prior to a committee meeting for selection of a supplier/consultant
* Obtain members signatures on evaluation form prior to issuing Purchase Order
* Take and distribute minutes from the procurement meetings. If time prohibits, delegate the minutes to a colleague
* Issue Purchase Orders/Contracts
* Follow up on delivery
* Collect invoices
* Collect proof of delivery

## **The role of the <3rd member e.g. Procurement Officer or Manager>** **(NOTE: Please customize the below list of tasks to fit your committee.)**

## Provide technical input for the formulation of specifications.

* Review quotations, bids and comparative analysis and select a supplier/consultant.

This TOR was approved by the Procurement Committee on:

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| --- | --- |
| Date: | Date: |
| Signature: | Signature: |
| Name and title: | Name and title: |

|  |  |
| --- | --- |
| Date: |  |
| Signature: |  |
| Name and title: |  |