

Procurement in UNHCR

UNHCR's Mandate

- to lead and coordinate international action to **protect** people forced to flee their homes
- resolve refugee problems worldwide
- safeguard the rights and well-being of refugees
- help stateless people

UNHCR's workforce



- Approximately **16 770 employees**
- **90%** of staff works in the **field**
- Present in **138 countries** with a total of ab. **450 offices**
- Budget 2018: **8.2 billion** dollars
- Headquarters in Geneva, Budapest and Copenhagen

Persons of Concern

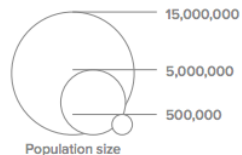
These include persons who have been forced to leave their countries as a result of conflict or events seriously disturbing public order, returnees, stateless persons, and, in some situations, internally displaced persons.



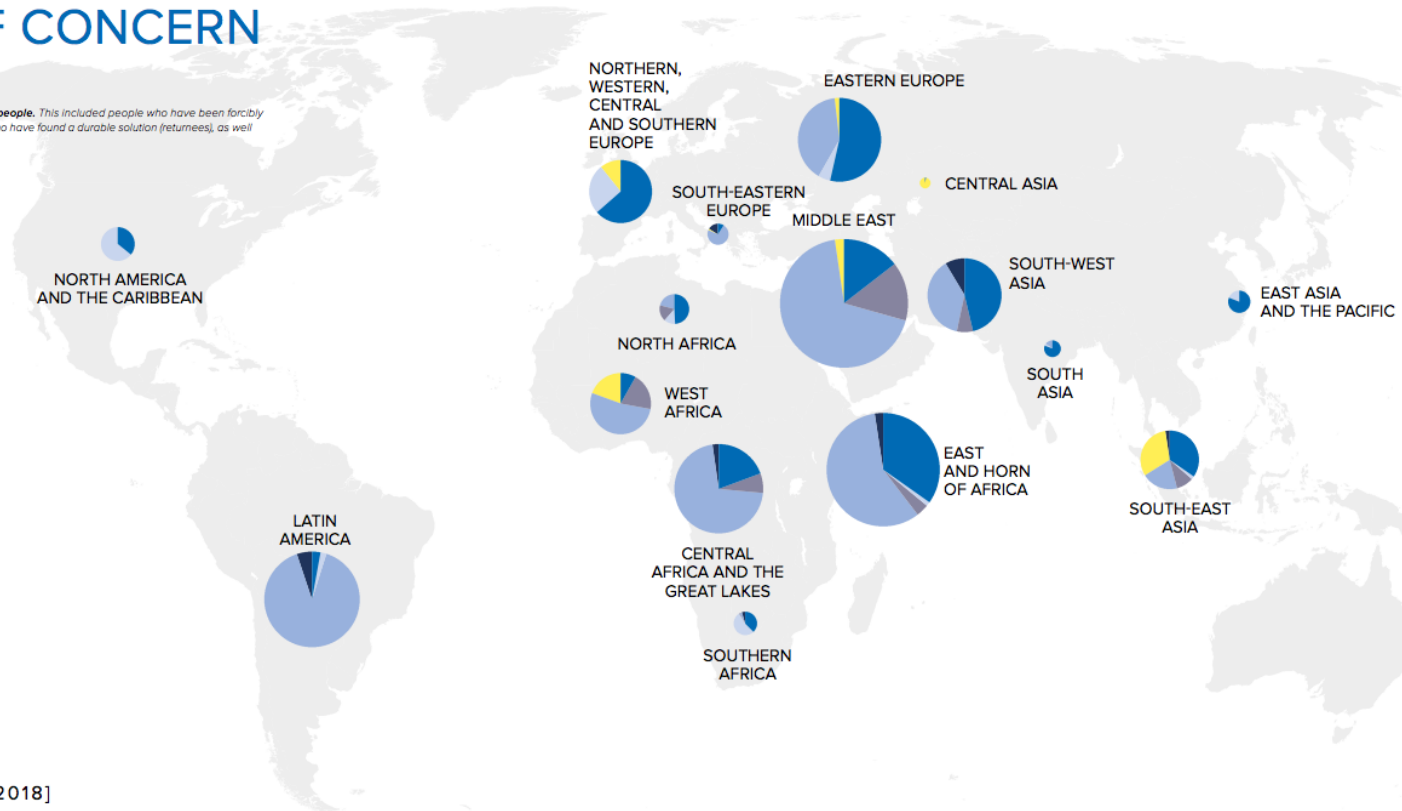
POPULATIONS OF CONCERN TO UNHCR

In January 2018, the total population of concern to UNHCR stood at 71.4 million people. This included people who have been forcibly displaced (refugees, asylum-seekers, and internally displaced people) and those who have found a durable solution (returnees), as well as stateless persons, most of whom have never been forcibly displaced.

71.44 million Persons of Concern



- Refugees
- Asylum-seekers
- Returnees (refugees and IDPs)
- Stateless persons
- Internally displaced people (IDPs)
- Others of concern



[AS OF JANUARY 2018]

This total represents an enormous number of people needing protection worldwide.

<http://popstats.unhcr.org/>

What would you do?

Violent conflict spreads in your area. You and your children prepare to flee home on foot. You have 3 minutes to decide what to bring. Do you...

- Grab your passport, identity papers and money?
- Gather clothes for the children, a blanket and an umbrella?
- Pack a cooking pot and spoon, dried beans, matches and a shawl?



SUPPLY MANAGEMENT SERVICE

Our vision is to provide excellence in supply chain service delivery across UNHCR that supports efficient and sustainable protection of refugees and other persons of concern.

Procurement in UNHCR

To protect some of the world's most vulnerable people in so many different places and types of environment, **UNHCR must purchase goods and services worldwide.**

This might range from buying fleets of heavy duty vehicles needed in the most inaccessible parts of the African continent to purchasing needles and thread for a self-help project in Pakistan.

Procurement Principles

In line with the UN Financial Regulations and Rules, UNHCR's procurement system is based on the following principles:

- Fairness, Integrity and Transparency;
- Effective International Competition;
- Best Value For Money;
- The Interest of the United Nations.



TENDERING PROCESS

There are three types of solicitation documents issued by the UNHCR to fulfill a procurement requirement. While each of the documents referred below contain the information necessary to submit a suitable offer, they vary in accordance with the nature of the requirement and the estimated monetary value.

- **Request for Quotation (RFQ)**

An informal invitation to submit a quotation for requirements of relatively low monetary value. Prices and other commercial terms and conditions are requested and an award is usually made to the lowest priced technically compliant offer.

- **Request for Proposal (RFP)**

A formal request to submit a proposal against requirements that have higher dollar value but are not fully definable at the time of solicitation and where the innovation and specific expertise of the proposer is sought to better meet the procurement requirement. Price is only one of the several factors comprising the evaluation criteria, which are determined before the RFP is released. The offer from a supplier is submitted in two sets of documents: a Technical offer and a Financial offer.

- **Invitation to Bid (ITB)**

A formal invitation to submit a bid usually associated with the requirements that are clearly or concisely defined, and have a monetary value above the RFQ threshold. Award recommendations are based on the lowest cost technically compliant offer.

Request for Quotation (RFQ)	Invitation to Bid (ITB)	Request for Proposal (RFP)
<ul style="list-style-type: none"> • Turnaround time depends on value 	<ul style="list-style-type: none"> • Turnaround time depends on value, requested offer validity usually 120 days 	<ul style="list-style-type: none"> • Turnaround time depends on value, requested offer validity usually 120 days
<ul style="list-style-type: none"> • Direct Invitation of potential suppliers 	<ul style="list-style-type: none"> • Open competition (Publication by advertising), and/or direct invites 	<ul style="list-style-type: none"> • Open competition (Publication by advertising) and/or direct invites
<ul style="list-style-type: none"> • Value < USD 40,000 in field and HQ • Contract awarded to the lowest price offered • Informal procedure • Deadline: any stage of the process • Minimum of 3 vendors 	<ul style="list-style-type: none"> • Value > USD 40,000 in field and HQ • Contract awarded to lowest cost eligible bid • Formal procedure • Pass / fail technical criteria to determine eligible bids • Simpler requirements which can be assessed on a pass or fail basis and which can be clearly stated 	<ul style="list-style-type: none"> • Value > USD 40,000 in field and HQ • Contract awarded to most responsive proposal • Weighted scores to determine most responsive proposal taking account of both technical and commercial / financial aspects • Formal procedure • More complex requirements where ideas and input are sought from the proposer

UNHCR carries out joint procurement activities (One UN)

Code of Conduct

The Code of Conduct sets forth what is expected of all suppliers with whom UNHCR does business. Filling a vendor Registration Form with supporting documents is mandatory.

- Firm/Company/Factory registration certificate
- Registration with Tax/VAT
- Company's annual financial report
- Audit certificate/report
- Brochures on products/services
- Environmental policy
- Quality assurance certificate

Procurement conditions

Building on the philosophy and achievements of the UN Global Compact, UNHCR envisions a world in which the private sector plays a constructive role in finding durable solutions for people forced to flee their homes. To achieve this, we proactively engage with corporations and foundations eager to help drive change and find innovative solutions to refugee issues. UNHCR also endeavors to undertake environmentally responsible sourcing of goods and services.



Procurement conditions

UNHCR does not purchase from companies engaged in the sale or manufacture, either directly or indirectly, of antipersonnel mines or any components produced primarily for the operation thereof.

UNHCR does not purchase from companies engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child.

Any unethical practice, including Sexual Exploitation and Abuse, is antithetical to the policies and principles of UNHCR. Particular reference is made to the UN Supplier Code of Conduct (UNSCC) which is mandatory for all UNHCR vendors.



The Role of Frame Agreements*

- Frame Agreement holder is selected through open tender
- Both goods services are purchased by UNHCR using FA
- Examples: core relief items, freight forwarding, IT equipment, light vehicles, inspection services, medical supplies
- Core relief items are: tents, kitchen sets, plastic tarpaulins, blankets and solar lantern
- CRIs are procured centrally by UNHCR HQ

Advantages for UNHCR:

- Shorter lead time
- Flexibility (quantities)
- Better quality control / supply security
- Not exclusive to single supplier (however: procurement principles apply)
- Binds suppliers to ex-stock deliveries and agreed quantities
- Competitive prices

* Frame Agreement refers on Long Term Agreements as other organizations rather apply this expression

GOODS & SERVICES WE PROCURE



Goods

- Agricultural tools Blankets Clothing
- Drugs and medical supplies Fuel
- Fuel
- Generators, pumps
- Hygiene parcel
- IT and Telecommunications equipment
- Jerry cans, buckets
- Kitchen sets, stoves
- Mattresses
- Office equipment
- Plastic tarpaulins, rolls
- Prefabricated houses
- Sanitary materials
- Sleeping mats
- Solar lamp
- Tents
- Vehicles, trucks

Services

- Audit service
- Cash Based Intervention related bank services
- Cleaning
- Construction
- Electricity
- Health administration service
- Inspection
- Insurance
- IT, Telecom
- Lease or rental of property/building
- Mailing services
- Medical Services, Evacuation
- Meeting facilities
- Printing
- Road maintenance service
- Security
- SAT Communication service
- Training/workshops
- Transportation

How to become a supplier to UNHCR

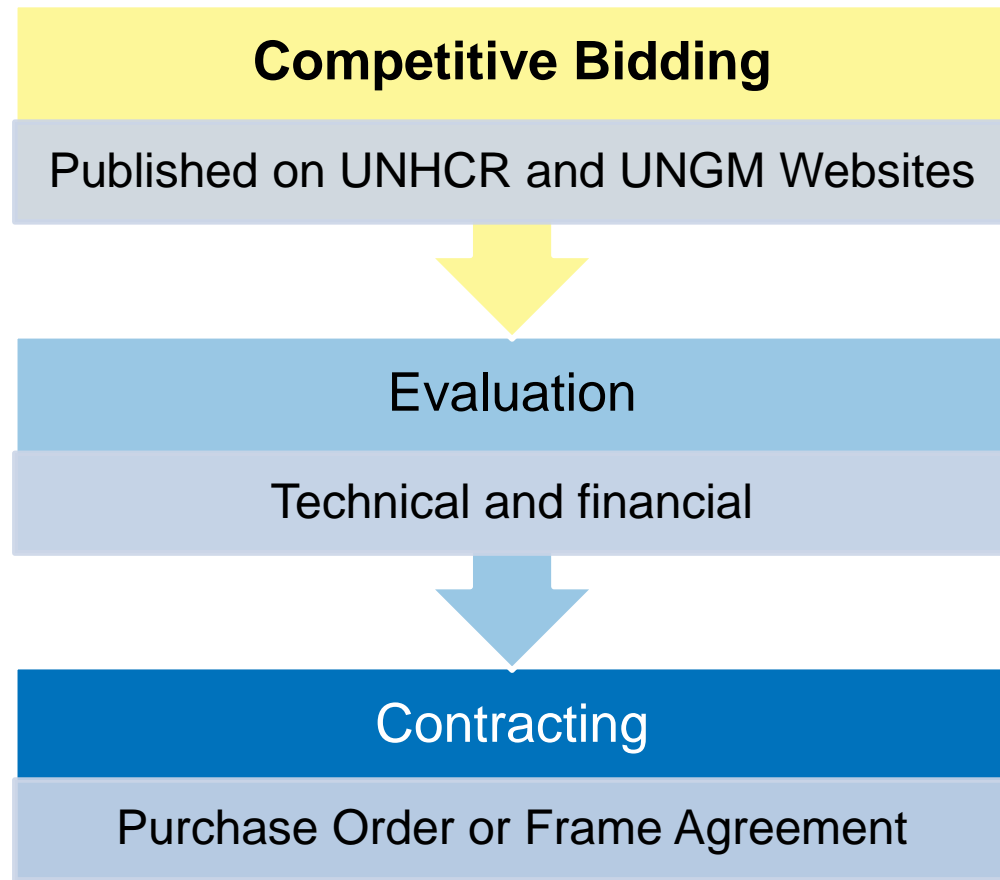


HOW TO PARTICIPATE IN THE SELECTION PROCESS?

The UN Supplier Code of Conduct (UNSCC) sets forth what is expected of all suppliers with whom UNHCR does business. Furthermore, Vendors are expected to demonstrate a commitment to the Ten Principles set out in the UN Global Compact that underlies the UNSCC.

- **Register at www.ungm.org** to learn about all the opportunities to be a supplier to UNHCR. You can subscribe to the Tender Alert Service to make sure you are notified of all opportunities.
- If you are interested in being a supplier for UNHCR at **Global level you can send an email to hqps@unhcr.org** to receive the invitation for eSupplier online registration.
- If you are interested in being a supplier for a **specific country or region**, you are recommended to **contact the local UNHCR operation for registration**, as they might use different channels to advertise their tenders.
- **In all cases**, submitting a duly **filled in Vendor Registration Form** with supporting documents is mandatory.

SELECTION PROCESS:

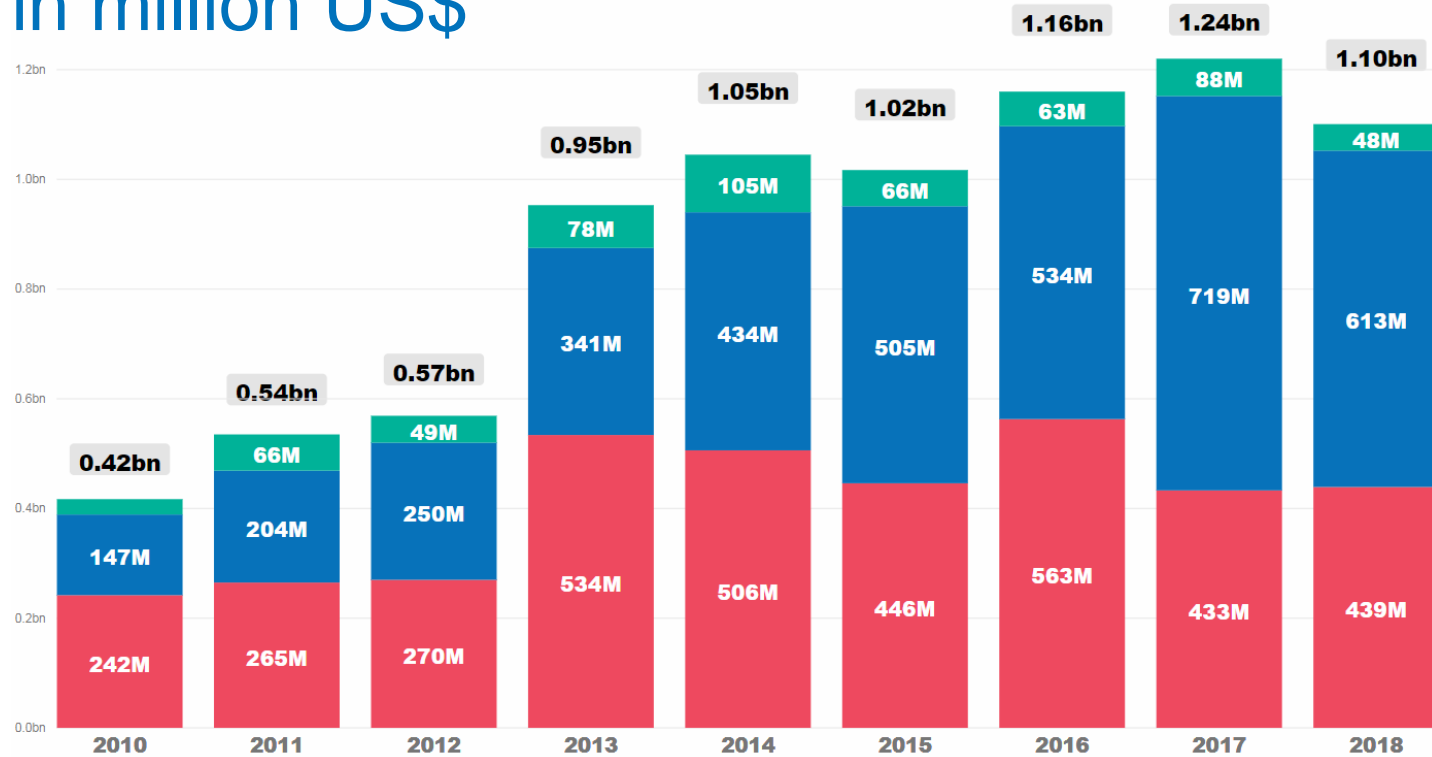


Procurement in Figures 2018



UNHCR Procurement 2010-2018

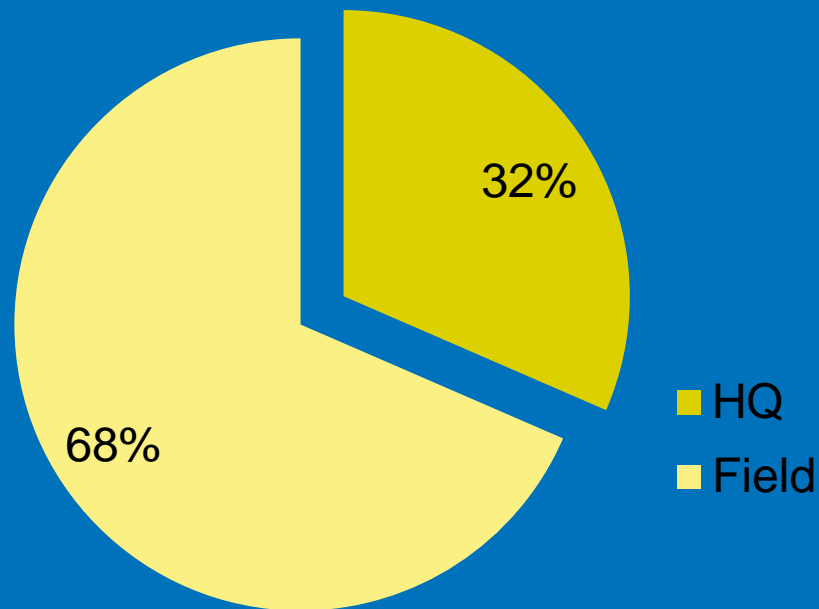
in million US\$



Services: 613 million US\$

Goods: 439 million US\$

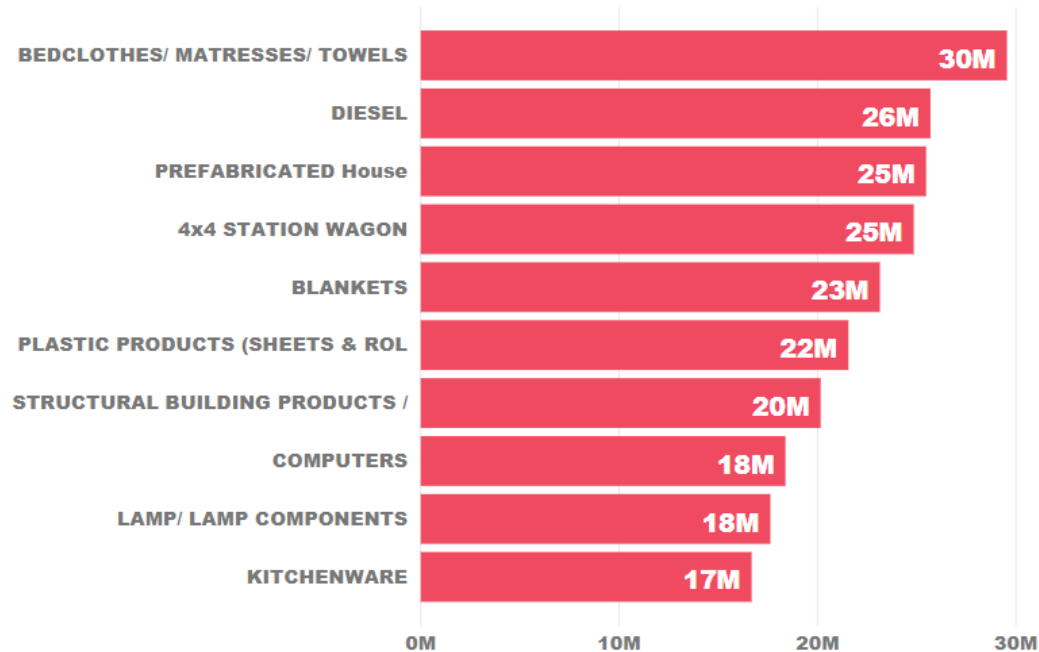
UNHCR Procurement 2018 in million US\$



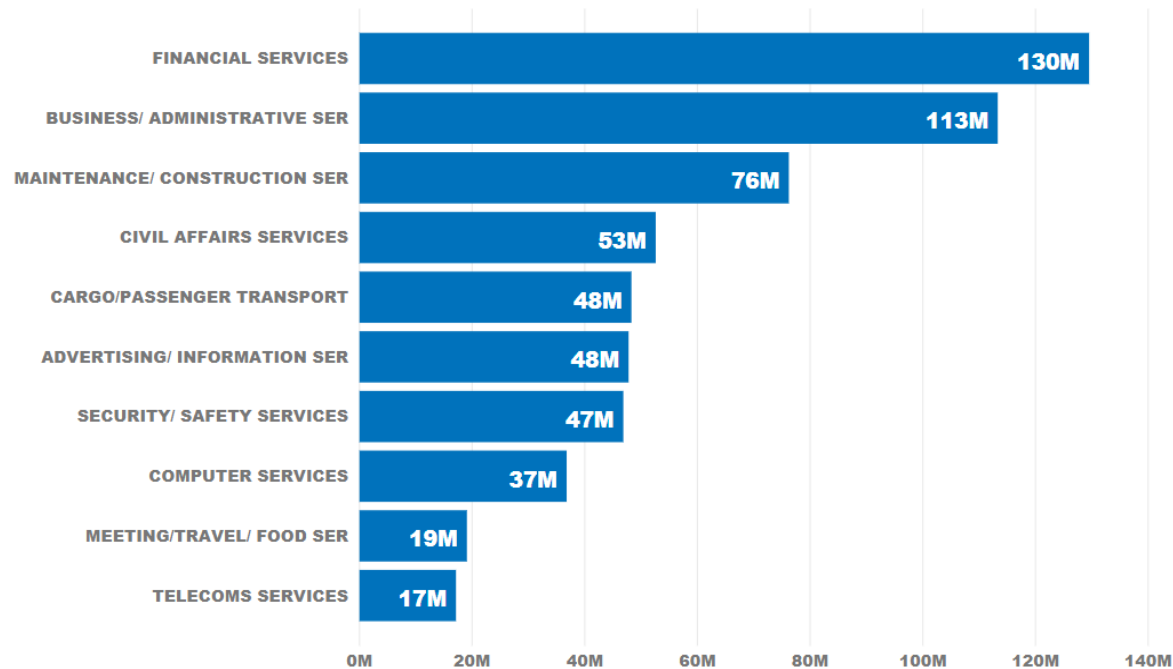
Procurement value:
1,1 billion US\$ in 2018

HQ: 347 million US\$
Field: 754 million US\$

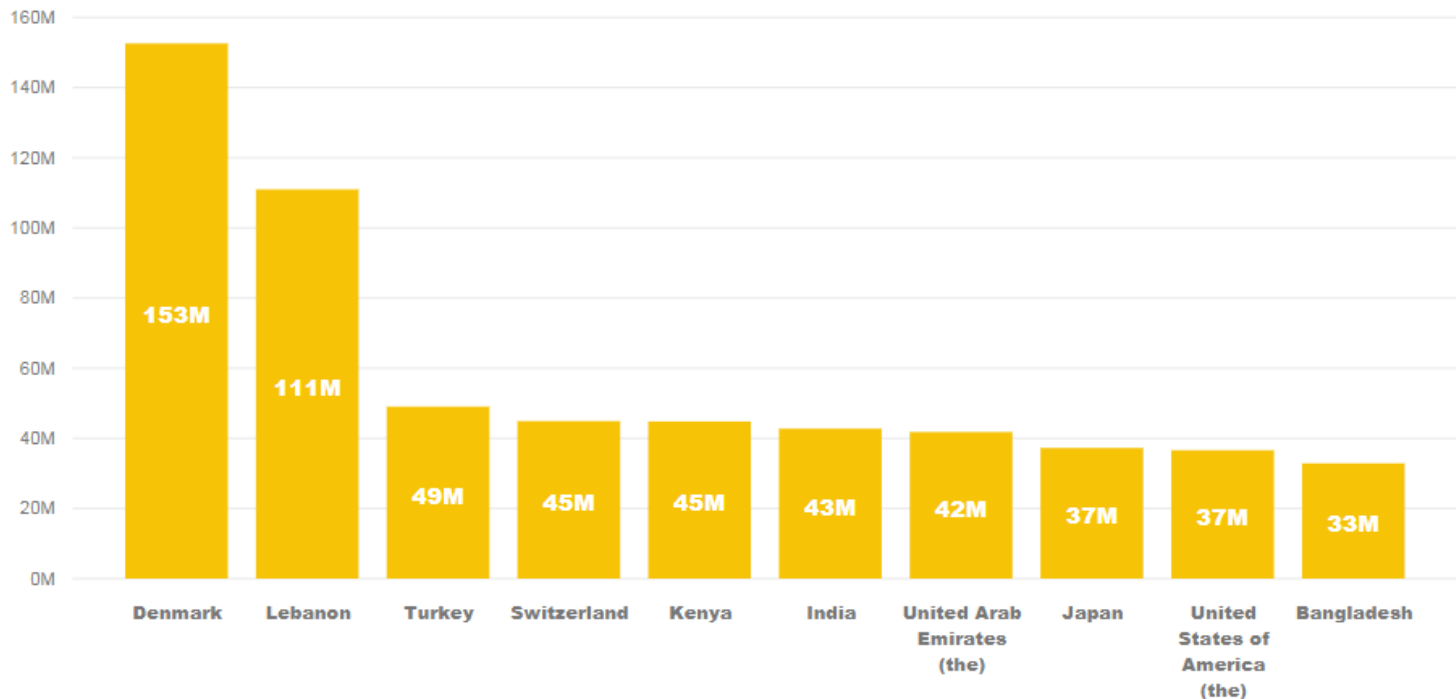
Top 10 Goods Item Categories purchased in 2018 based on their value in million USD



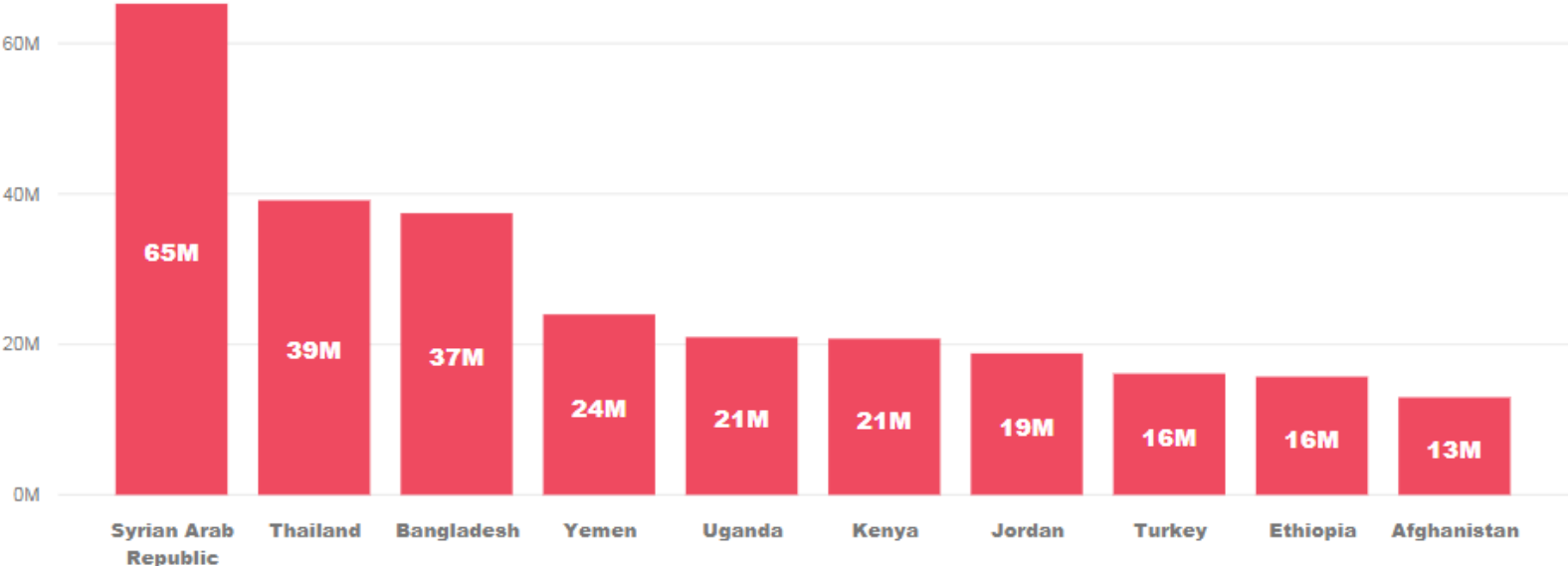
Top 10 Services Item Categories purchased in 2018 based on their value in million USD



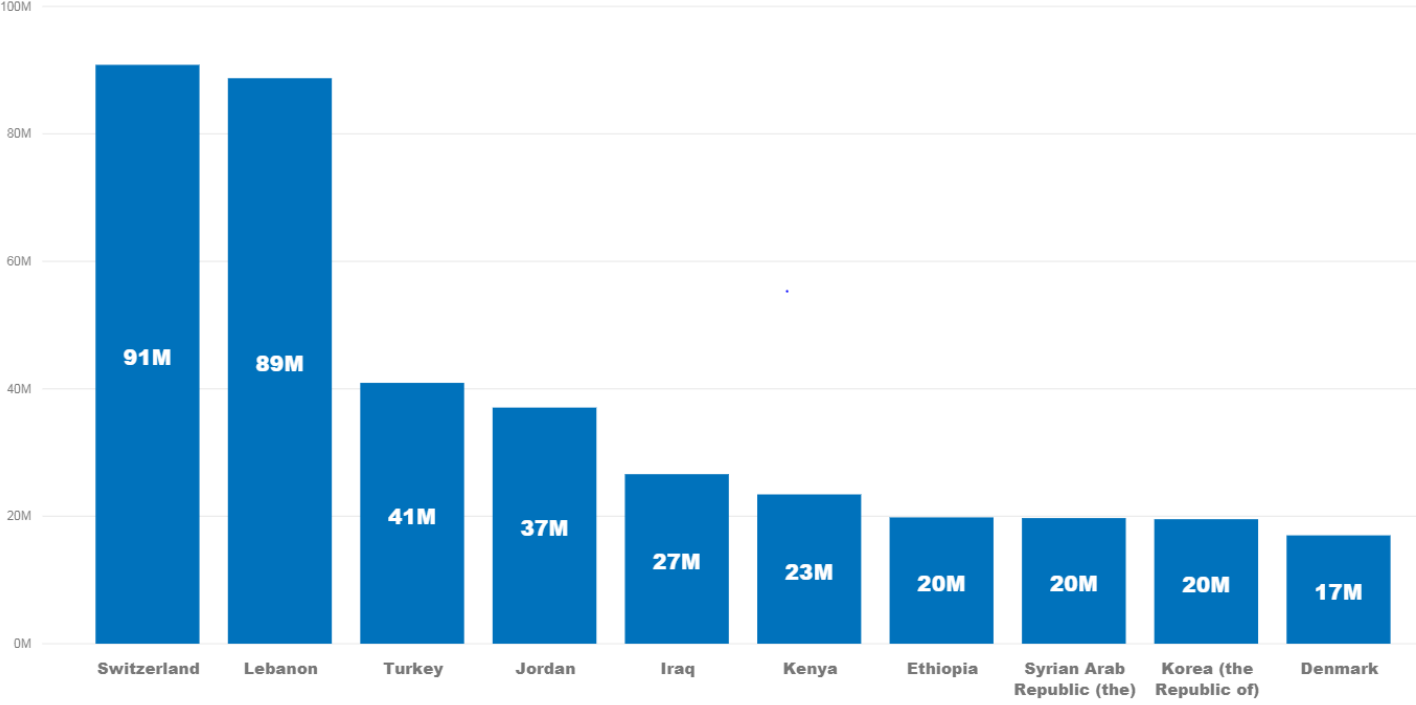
Top 10 Country of Vendor 2018 (million USD)




Top Ship to Countries - Goods 2018 (million USD)



Top Ship to Countries - Services 2018 (million USD)





Thank you for your
interest in becoming a
supplier with UNHCR

Visit our website:
unhcr.org/supply