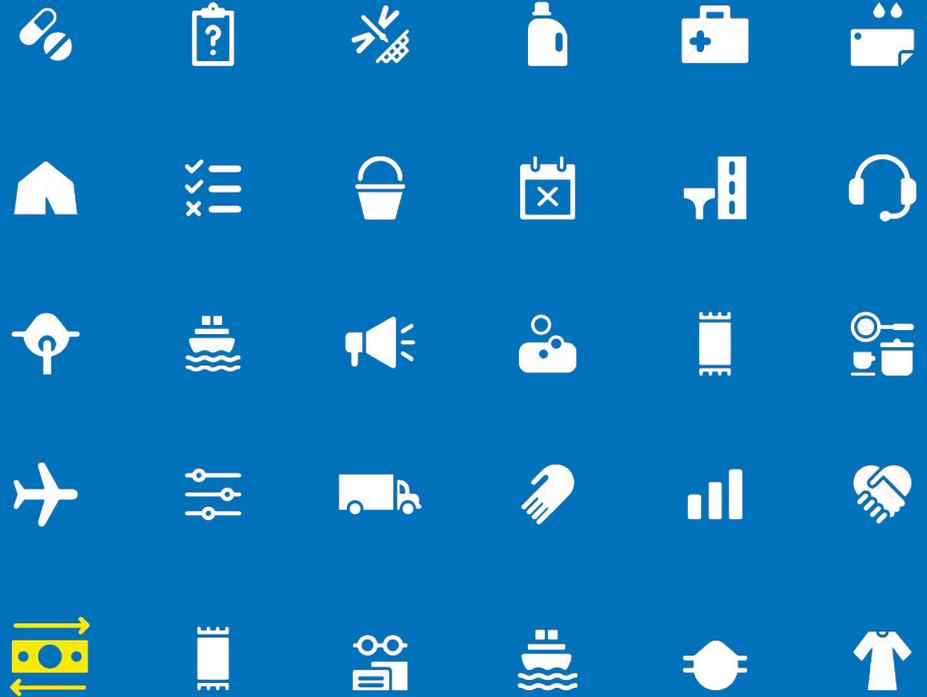


Procurement in **UNHCR**



UNHCR's Mandate

- to **safeguard** the **rights** and **well-being of people** who have been **forced to flee**
- to **ensure** that everybody has the **right to seek asylum** and find **safe refuge** in another country
- to **secure lasting solutions**



UNHCR's Workforce



- Approximately **18 000 employees**
- **90%** of staff works in the **field**
- Present in **136 countries**
- Budget 2021: **9,2 billion USD***
- Headquarters in Geneva, Budapest and Copenhagen

*2021 current budget as approved by the High Commissioner as of December 2021; pending presentation to the ExCom's Standing Committee. All other years are considered final for budget and expenditure data.

Persons of Concern

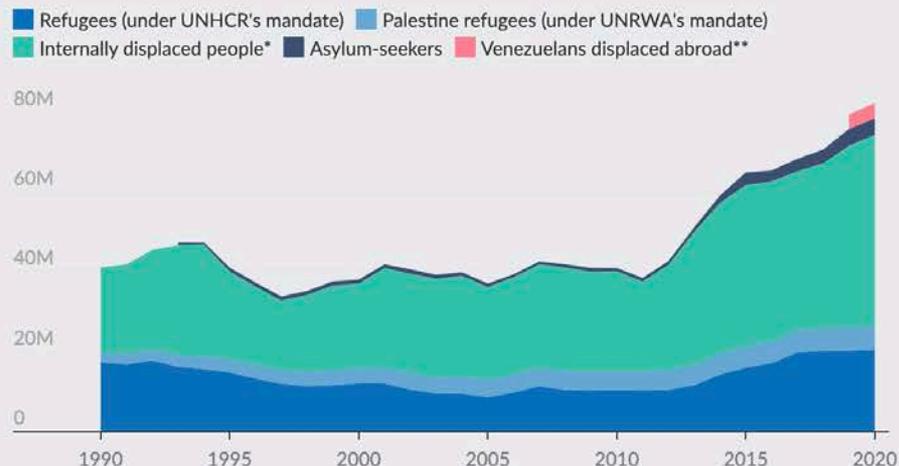
They include persons who have been forced to flee their homes as a result of conflict, persecution or events seriously disturbing public order, returnees, stateless people, the internally displaced and asylum-seekers.



Statistics on Forcibly Displaced Populations

82.4 million people worldwide were forcibly displaced

at the end of 2020 as a result of persecution, conflict, violence, human rights violations or events seriously disturbing public order.



Refugees (under UNHCR's mandate)

20.7M

Palestine refugees (under UNRWA's mandate)

5.7M

Internally displaced people*

48M

Asylum-seekers

4.1M

Venezuelans displaced abroad

3.9M

*Source: IDMC

Source: UNHCR Global Trends 2020

** This number excludes Venezuelan asylum-seekers and refugees.

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

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?



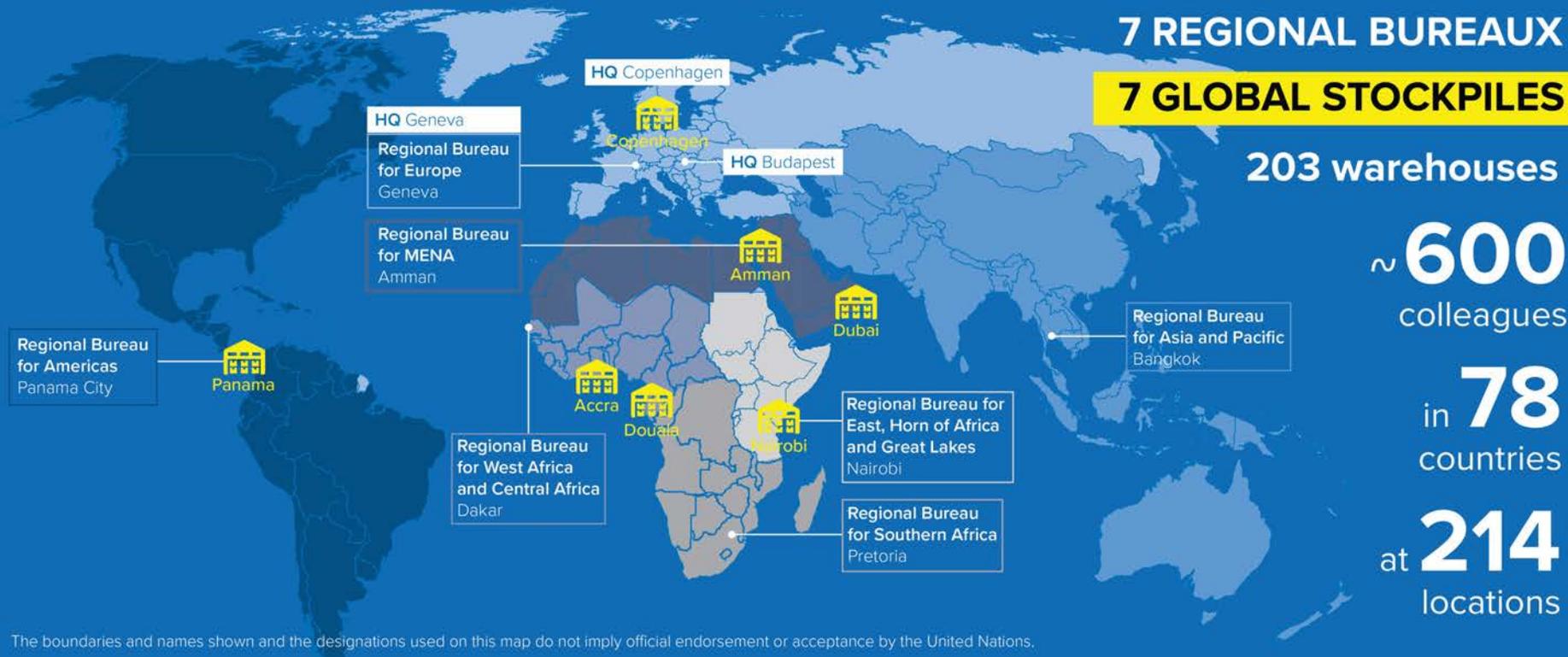
SUPPLY CHAIN MANAGEMENT



Our vision is to **provide excellence in supply chain service delivery** across **UNHCR** that **supports** efficient and sustainable **protection for people forced to flee.**



Supply Structure



The boundaries and names shown and the designations used on this map do not imply official endorsement or acceptance by the United Nations.

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 (FIT);**
- **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 endeavours 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

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 (CRIs) 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 to Long Term Agreements as other organizations rather apply this expression



**GOODS
& SERVICES
WE PROCURE**

Goods

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

Services

- Audit service
- Cash Based Intervention related financial services
- Cleaning
- Construction
- Corporate Consultancy
- Education / Training
- Engineering services
- Evaluation
- 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
- Translation / Interpretation
- Transportation (Cargo / Passenger)



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



- Published on UNHCR and UNGM Websites

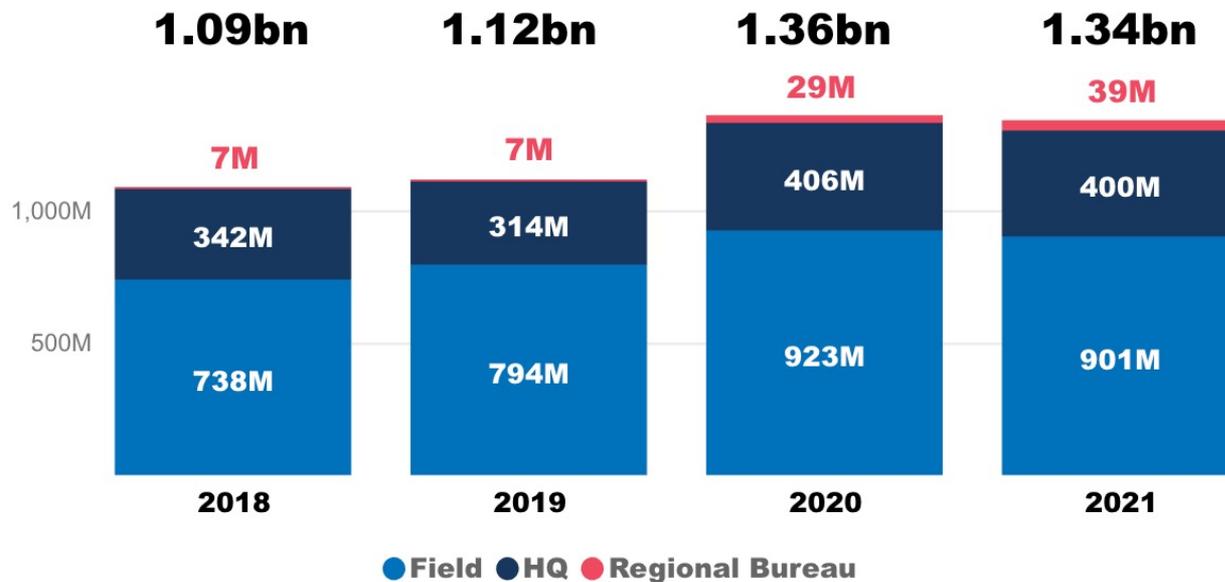
- Technical and Financial

- Purchase Order or Frame Agreement

Procurement in **Figures 2021**



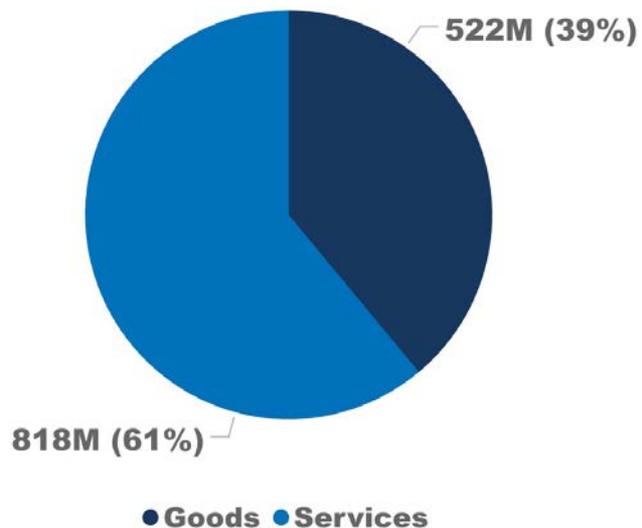
UNHCR Procurement 2018-2021 (USD)



N.B.: Data provided as per current reporting methodology, i.e., excludes Cash Based Interventions, individual consultants and contractors.

UNHCR Procurement 2021 (USD)

Procurement Value by Goods and Services (%)



2021 Procurement value:
1,34 billion USD

Top 5 Goods and Services purchased in 2021 based on their value in USD

TOP 5 Goods

TENT / CAMP / OUTDOOR EQUIPMENT / ACCESSORIES

39M

DIESEL

34M

MISC MEDICAL SUPPLIES

33M

LAMP / LAMP COMPONENTS

31M

COMPUTERS

29M

TOP 5 Services

FINANCIAL SERVICES

139M

BUSINESS / ADMINISTRATIVE SERVICES

133M

MAINTENANCE / CONSTRUCTION SERVICES

88M

COMPUTER SERVICES

80M

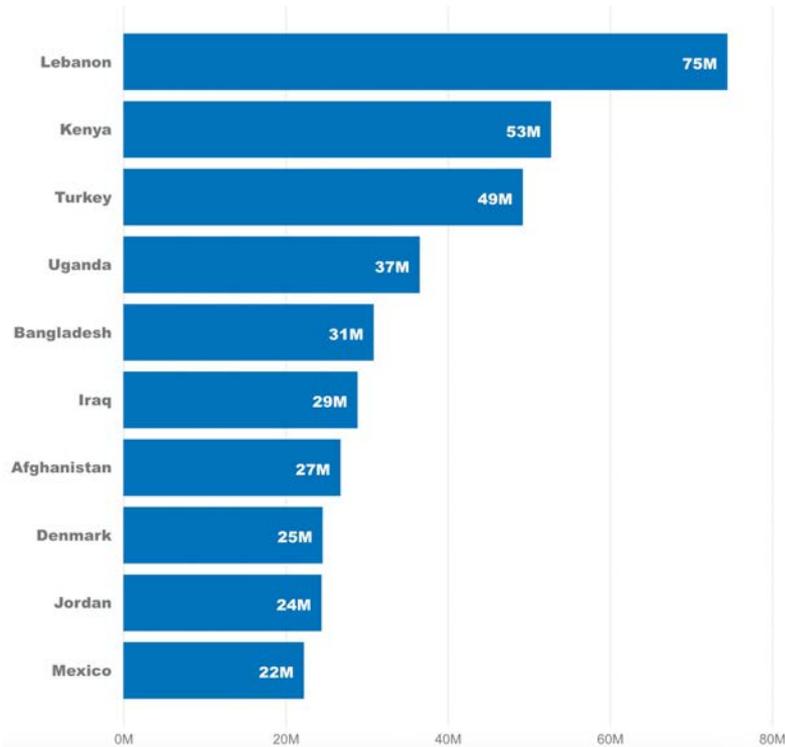
ADVERTISING / INFORMATION SERVICES

54M

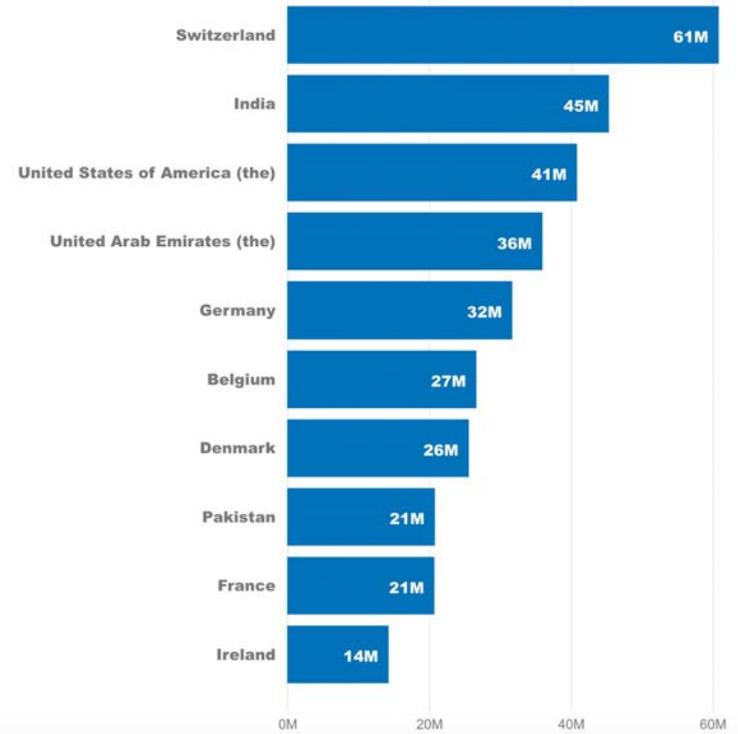
Top 10 Vendor Countries 2021 (USD)

Field & Regional Bureau

UNOPS POs excluded



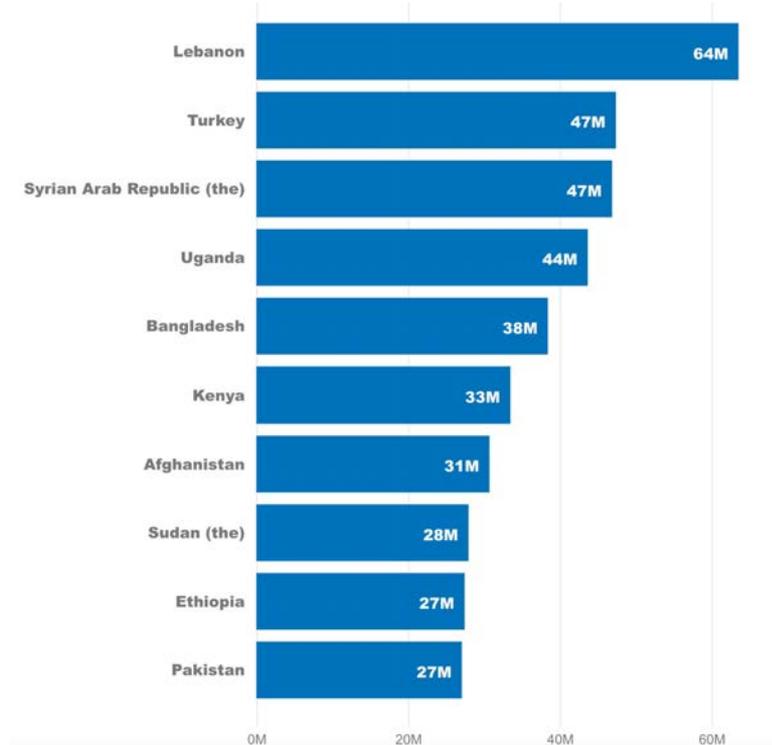
Headquarters



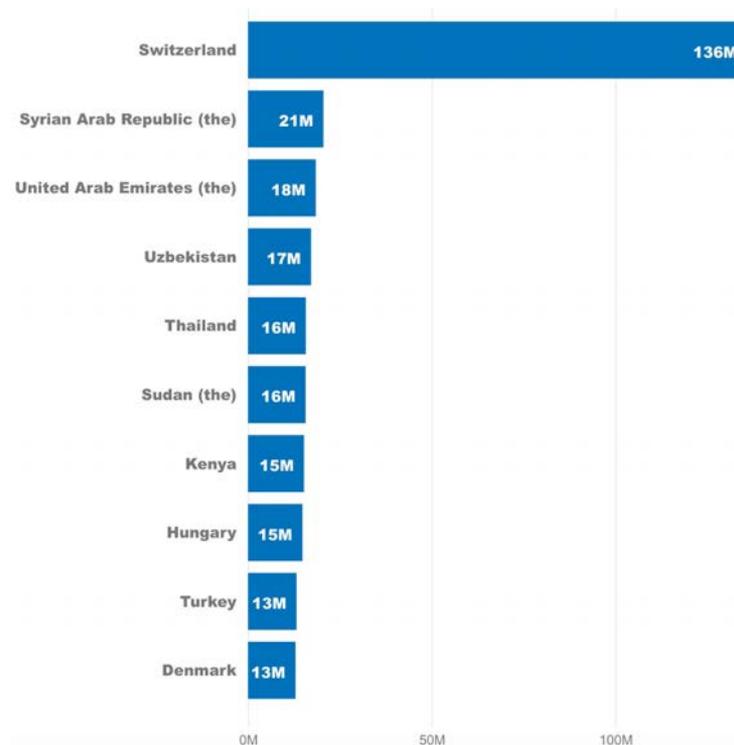
Top 10 Ship to Countries 2021 (USD)

Field & Regional Bureau

UNOPS POs excluded



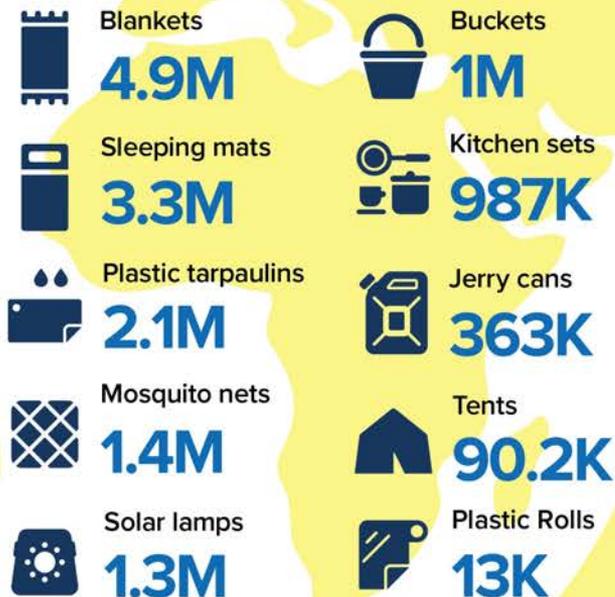
Headquarters



Core relief item Support in 2021

(Procurement & GSM)

ESSENTIAL SUPPLIES



35.5M
people

During 2021, the value of inventory items distributed totalled **\$354.1 million**.



Thank you for your
interest in becoming
a supplier with **UNHCR**

Visit our website:

unhcr.org/supply