

# Introduction to UNHCR Procurement

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International Procurement Seminar

15-16 November 2016, Bonn

# UNHCR is mandated to help refugees and acts in different ways to ensure the well-being of refugees

## Mandate

- **Lead and coordinate** international action for the worldwide protection of refugees
- Safeguard the rights and **ensure the well-being of refugees**
- Provides **complete protection, support and assistance** to refugees and other persons of concern





# UNHCR at a glance

Founded in **1951**

Approximately **9,300** employees

Present in **125** countries  
with a total of **455** offices

**7** strategic stockpiles, ability to serve  
**500,000** people in **72** hours

Procurement volume **strongly increased** from  
**389 mUSD** (2010) to **951 mUSD** (2015)

Headquarters in **Geneva**,  
**Budapest** and **Copenhagen**

**89%** of staff works in the field

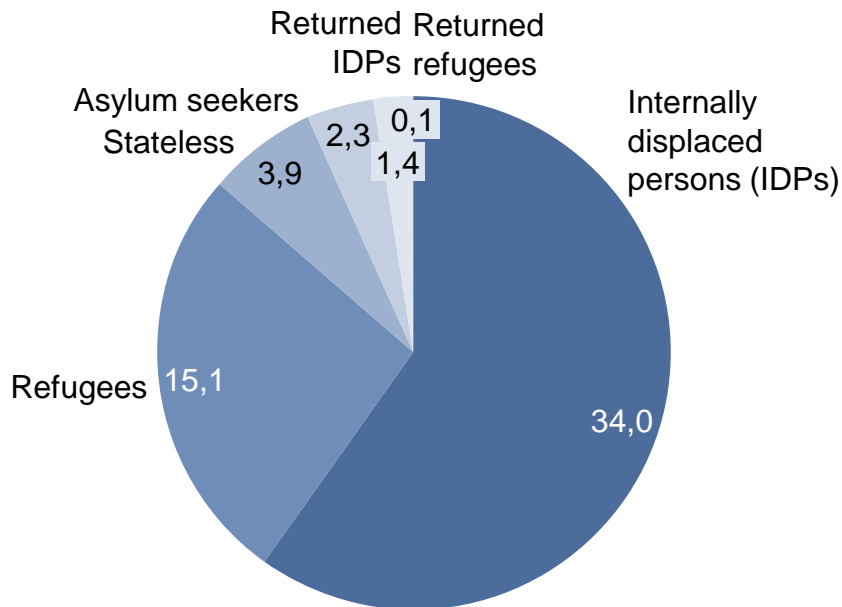
**Local procurement** represents approx.  
**one half** of UNHCR's direct procurement

Budget 2015: **6.8 bnUSD**,  
funded by private, governmental  
and intergovernmental  
contributions

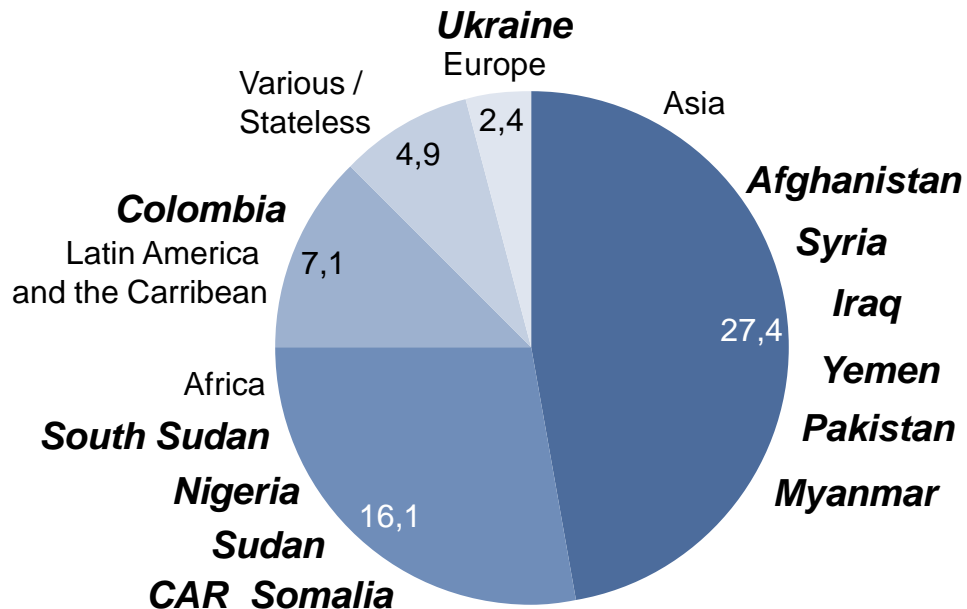


# UNHCR serves a high variety of persons of concern in many countries around the world

A total of nearly 57 million people (in m)



3 out of 4 are in Asia or Africa (in m)



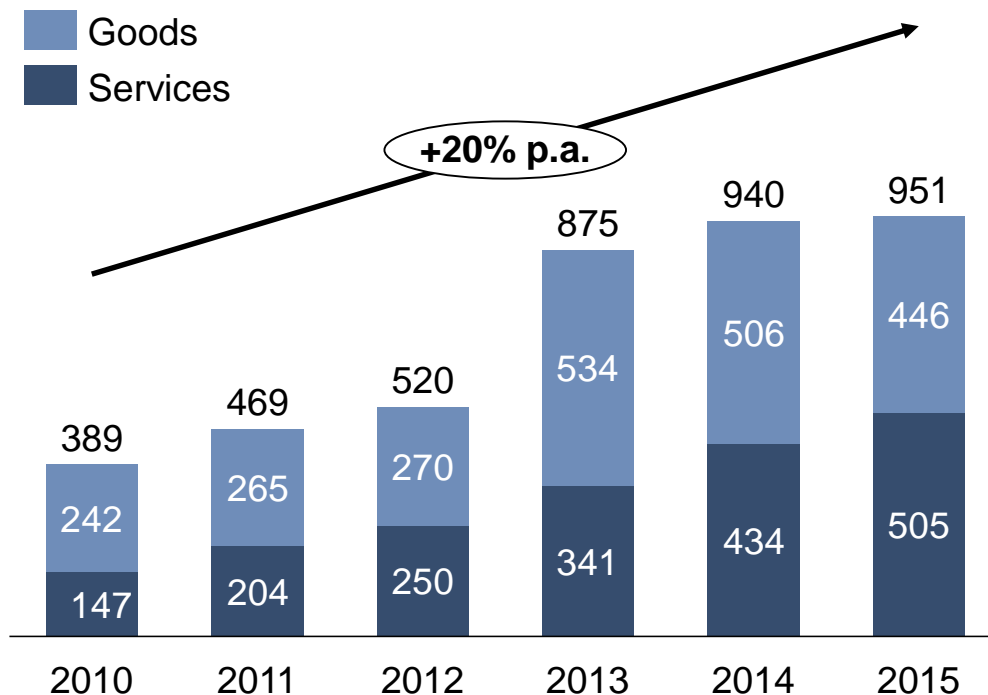
# UNHCR's operations determine its global procurement needs

- UNHCR **helps** and **protects** some of the world's **most vulnerable** people
- UNHCR operates in many **different** places and **types of environment**
- UNHCR's procurement needs range from **fleets of heavy duty vehicles** for use in South Sudan to **needles and thread for a self-help project** in Pakistan
- UNHCR also **hires** consultants and specialized companies for projects



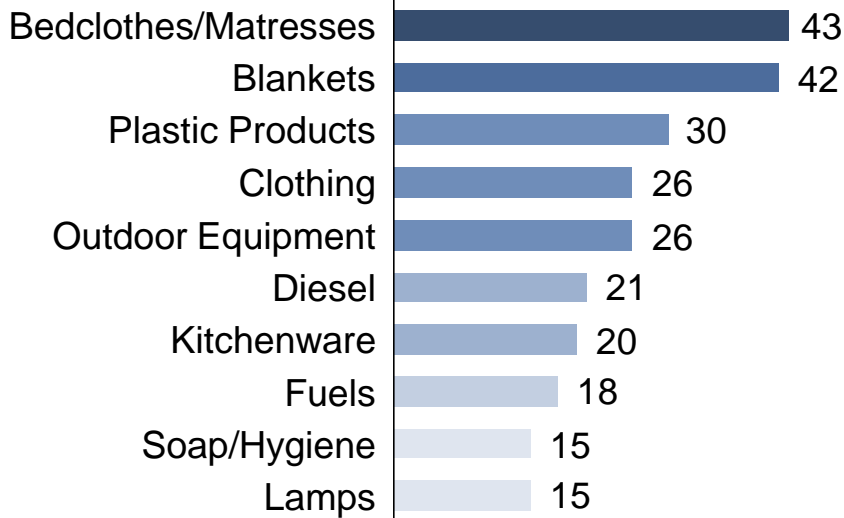
# Strong increase of 20% p.a. of procurement volume since 2010

- Strong increase of procurement volume from **389m USD** (2010) to **951 mUSD** (2015), an average of **20% p.a.**
- Growth in procurement volume over proportional in **services**
- Step increase from 2012-2013 mainly due to crises in **Syria** and **South Sudan**

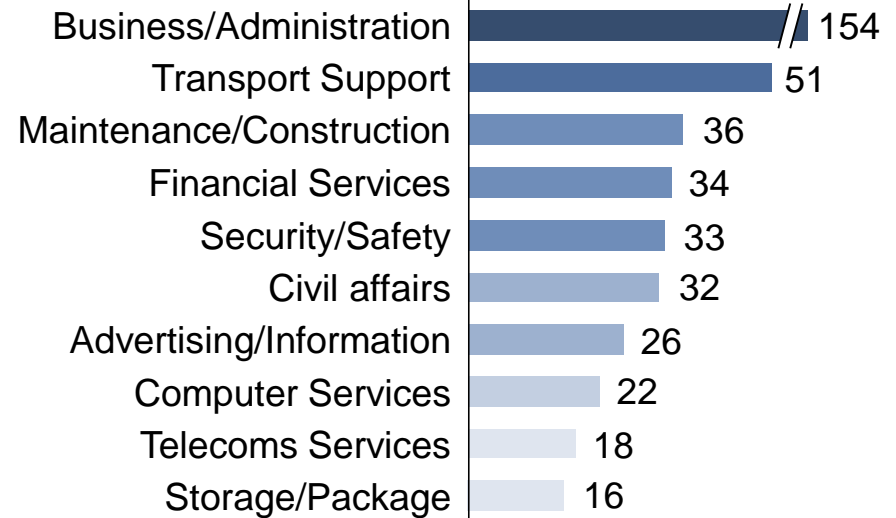


# Top procurement categories for goods and services (2015, in mUSD)

## Top goods categories mainly core relief (non-food) items

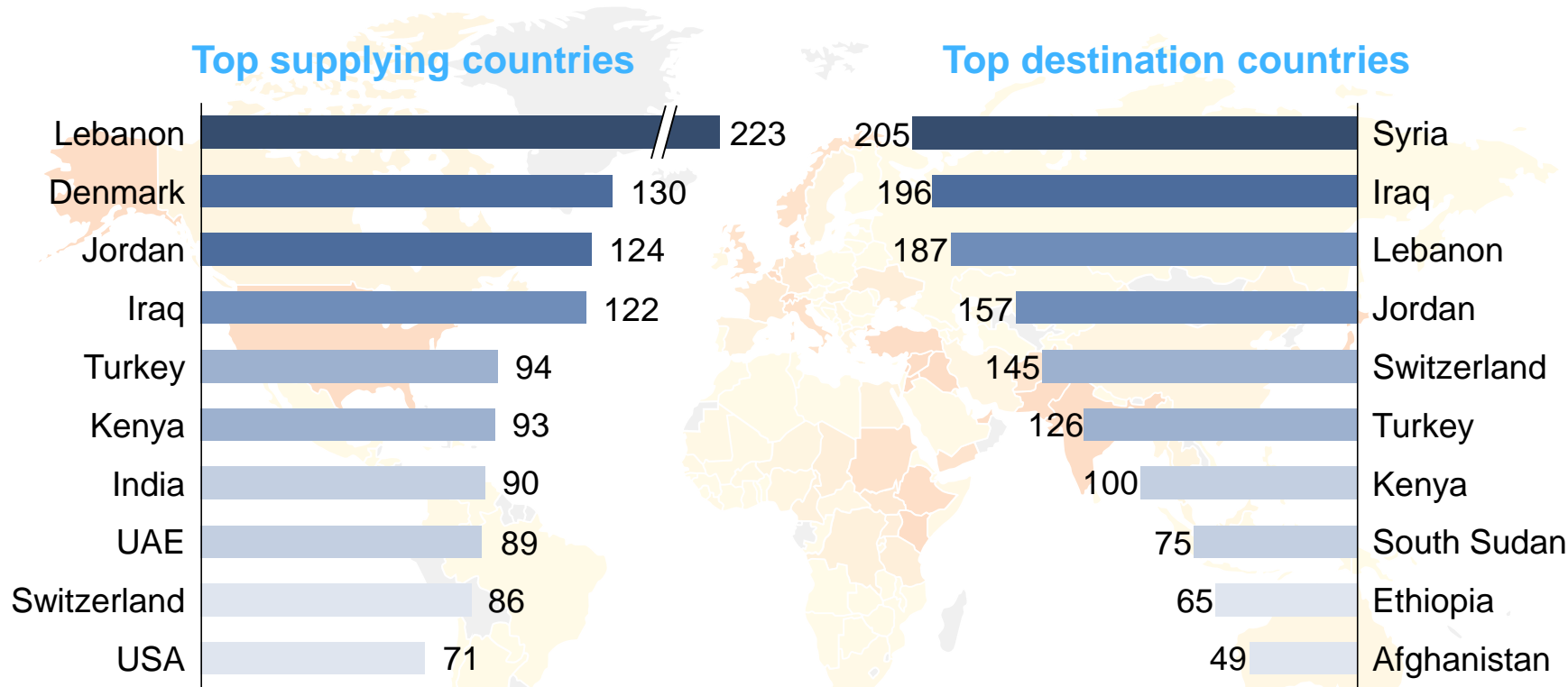


## Business, administration, transport and construction among top service categories



**Further procurement categories** include insurance, IT equipment, health, rental of properties and buildings, printing, training/workshops, drugs, medical supplies, generators, and many others

# Top supplying and destination countries (2014-2015)





# Some tips for doing business with UNHCR

- 1 Procurement rules of all UN organizations **very similar** and **published** in respective UN organization's procurement manual
- 2 **Register with UNGM** to become a supplier with UNHCR and monitor published procurement notices
- 3 **Repond timely** to published procurement notices
- 4 **Address all requirements** in procurement notices carefully
- 5 Submit **competitive** bids / proposals

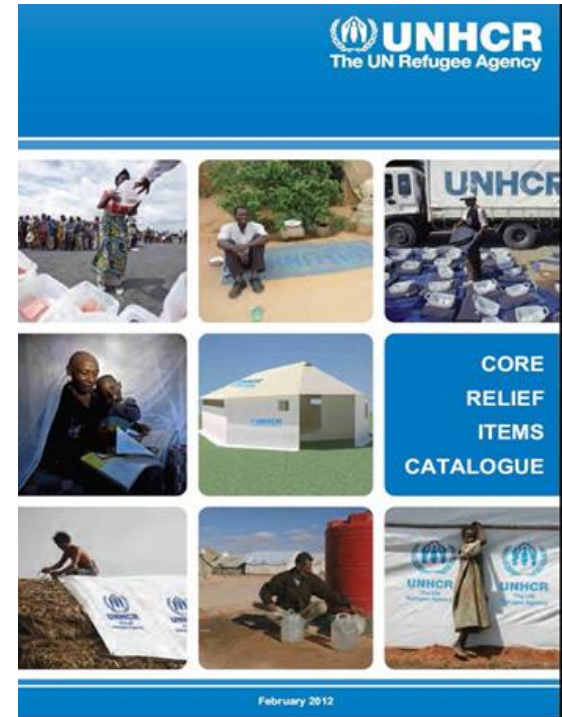
# UNHCR procurement rules in a nutshell

- UNHCR procurement **is based on fairness, integrity and transparency** through competition and best value for money, taking into consideration the best interest of the organization.
- UNHCR **uses competitive bidding** to obtain goods and services
- **Priority** is to **source in areas of operation** (when prices are competitive and other conditions allow)
- **Exceptions** to this are **limited** to a few cases only



# Core Relief Items catalogue for improved acquisition and delivery of frequently used items

- Product **development** and **innovation** carried out in **partnership** with other international organizations as well as the private sector
- Core Relief Items catalogue developed to **improve acquisition** and **delivery** of widely used relief items
- Core Relief Items catalogue **facilitates communication** with manufacturers and suppliers supporting procurement and quality processes
- Core Relief Items catalogue includes specifications and quality requirements for **13 life-sustaining items**
- **Available online** at [cms.emergency.unhcr.org](https://cms.emergency.unhcr.org)



# Thank you for your interest in becoming a supplier to UNHCR



Visit our website:  
[www.unhcr.org](http://www.unhcr.org)  
[www.unhcr.org/supply](http://www.unhcr.org/supply)

Detailed information on how to do business with UNHCR can be found online at <http://www.unhcr.org/doing-business.html>

# BACKUP

# UNHCR process of Procurement using Tendering methods

## Tendering methods to UNHCR

- Open international tender
- Limited international tender
- Local tender
- Informal competition
- Join procurement activities

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# When submitting offers, adhere strictly to the requirements in the solicitation documents

Always **read carefully** the required manner of submission!

- Address all requirements as stated in the ToR
- Check that there are no prices in technical offers
- Do not send your final submission to the wrong address (i.e. buyer)
- Avoid late submissions

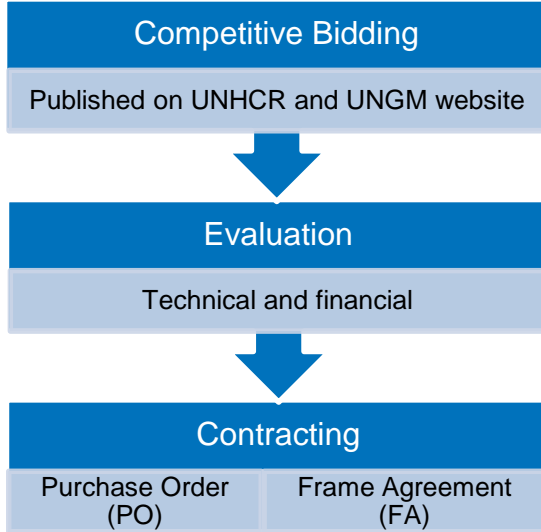
**Be patient**, the buyer will update you on any new developments. If questions arise, contact the buyer only. Do not contact other UNHCR colleagues

# UNHCR values and conditions of Procurement

- 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**
- 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, including **refugees** and the internally **displaced**, as well as **returnees**
- To achieve this, we **proactively engage** with **corporations** and **foundations** eager to **help** drive **change** and find **innovative solutions** to refugee issues. This **collaboration** can take many **forms** ranging from **special events** to cause-related **marketing campaigns** reaching millions of people



# UNHCR Procurement process



RFP (Request for Proposal)  
ITB (Invitation to Bid)  
RFQ (Request for Quotation)

Tender method takes into account complexity of the item and monetary value

# The mission of UNHCR facing sustainability, environment and local economy

To obtain:

- The **right goods and services**
- At the **right prices**
- To be delivered at **the right time** and **the right place**

UNHCR works for a **policy of sustainable procurement**, to **benefit the environment, society** and **local economy**



# Current suppliers come from almost all countries

