

Operational Instruction Ref. OI.IPS.2020.02**Engagement Acceptance and Procurement Procedures in Response to Crisis Situations****1. Authority**

- 1.1. This Operational Instruction (OI) is promulgated by the Director Implementation Practices and Standards (IPS) under OD.EO.2017.02: Management of UNOPS Partners and Resulting Agreements, on the basis of a delegation of authority from the Executive Director.

2. Purpose

- 2.1. The purpose of this OI is to provide instructions regarding engagement acceptance and procurement procedures in response to crisis situations, as defined in this OI.

3. Effective Date

- 3.1. This OI shall become effective **immediately**.

[signature redacted]

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Implementation Practices and Standards

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1. Introduction

1.1. When the Executive Director, on the recommendation of the Director, Regional Portfolio and Director, Implementation Practices and Standards (IPS), determines that there is a situation with clear evidence that an event or series of events has occurred which imminently threatens human life/lives or livelihoods, and where the event or series of events produces disruption in the life of a community on an exceptional scale (Crisis Situation), the acceptance of engagements and related procurement activities undertaken by UNOPS to respond to such a Crisis Situation shall be subject to this OI, by deviation to UNOPS legislative instruments on engagement acceptance and procurement.

1.2. The procedures outlined within this OI are limited to use only by a task force established by the Chief Financial Officer (CFO) and Director of Administration (Task Force), and where such a Task Force may need to support a country or region(s) in the acceptance and initiation of engagements faster than UNOPS normal or emergency procedures are able to respond to life threatening events.

1.3. This OI shall apply in its entirety for the acceptance of engagements required to respond to a Crisis Situation, and the procurement procedures required to implement such engagements, and therefore cannot be used in part only.

2. Engagements Acceptance

2.1. The acceptance of engagements entered into by UNOPS to respond to a Crisis Situation shall be subject to the following procedures:

1. A crisis engagement opportunity shall be raised by a Country or Regional or HQ Director to the attention of the Director, Regional Portfolio, who will endorse that it is a valid engagement opportunity for consideration and is acceptable as per the EAC risks and shall notify the Director, IPS.
2. The Director, IPS, shall consult the General Counsel and the Chief Finance Officer and Director of Administration or their OICs, the other members of the Senior Leadership Team (SLT), and the relevant Regional Director(s), to consider risks and whether to proceed with acceptance of the engagement under the engagement acceptance crisis procedures. The Director, IPS, shall escalate to the Executive Director the acceptance of any such engagement that has very high reputational risk as identified in the above consultations, together with potential mitigation measures and a recommendation of a decision.

3. Upon receiving confirmation by the Director IPS, the Director, Shared Services Center (SSC) shall assign a Project Executive (PE) to the engagement opportunity.
4. The PE shall prepare a brief proposal, comprising the email from the relevant Country and/or Regional Office with minimal extra detail, or a similar submission by other means, to the attention of the Director, SSC. In reviewing the proposal, the Director SSC may seek assistance from IPAS at his/her discretion.
5. Upon acceptance of the proposal by the Director, SSC, the PE, together with the relevant Country and/or Regional offices and the support of IPAS, shall develop the specific content of the contemplated engagement.
6. After the specific content of the contemplated engagement has been prepared, the Director, SSC, shall submit the contemplated engagement to the Director, IPS, with a recommendation for acceptance of the engagement or not, via email.
7. Upon approval of the contemplated engagement by the Director, IPS, the Director, SSC, or other authorized personnel, may proceed with the signature of the engagement agreement.
8. After approval of the contemplated engagement by the Director, IPS, the PE shall enter the engagement information in oneUNOPS.
9. Procurement activities can be initiated immediately, prior to the signature of the engagement agreement, the receipt of funds and the engagement information being entered in oneUNOPS. If UNOPS is required to commit expenditures in advance of receipt of funds, then the prior approval of the Chief Financial Officer and Director of Administration shall be required, through email exchange, supported by written evidence of the partners intent to pay UNOPS the entire amount to fully recover all direct and indirect costs, as well as a brief risk assessment.

3. Procurement procedures

3.1. Procurement activities undertaken to implement an engagement under this OI shall be done in accordance with UNOPS Emergency Procurement Procedures (EPP).

3.2. In addition to the standard EPP procedures, the following measures shall apply:

1. Procurement activities, regardless of their contract amount or the process followed, except for the establishment of new Long Term Agreements (LTAs), shall not be subject to HQCPC review and shall instead be awarded directly by the Director, SSC. All awards made under this OI shall then be notified to the Executive Chief Procurement Officer (ECPO) at the earliest possible time and supporting records shall be uploaded in oneUNOPS to the respective engagement folders in oneUNOPS once set up.

2. Additional bidder(s), in addition to the bidder with the lowest priced most technically acceptable offer, may also be awarded a contract by the Director SSC, subject to the additional bidder(s)' offer being assessed as technically acceptable and financial offer as reasonable.
3. Expedited approval for advance payments requested by suppliers may be obtained by involving the local finance team at the early stage for the preparation of the voucher and informing IPAS Finance directly by email after the contract or purchase order with the supplier has been signed or issued. As soon as possible thereafter, the request for advance payment shall be submitted through the IPAS Portal, with the relevant supporting documents, for formal approval. At the discretion of the Chief Financial Officer and Director of Administration, the requirement for bank guarantee for advance payment may be waived.
4. Contracts or purchase orders may be issued to suppliers prior to the encumbering of funds in oneUNOPS, subject to the approval of the Director, SSC, provided that advance financing has already been approved by the Chief Financial Officer and Director of Administration.
5. Suppliers awarded a contract or a purchase order under this OI shall be subject to the following requirements to expedite their registration:
 - The requirement for suppliers to register with the UN Global Marketplace (UNGM - Procurement Manual, section 3.1) shall be waived under this OI. However the requirement for checking suppliers against relevant ineligibility lists shall remain in place.
 - Upon receiving notification from the PE that the supplier(s) is(are) being awarded a contract or a purchase order under this OI, the Bangkok Shared Service Centre (BSSC) shall expedite the approval for their registration in oneUNOPS while making sure that the required due diligence process is maintained.