

## **Check list of considerations and challenges for effective procurement**

### **Considerations for Effective Procurement**

- Involve procurement from as early in the electoral assistance process as possible.
- Link procurement to logistics and, where possible, link the different units working on the issues.
- Ensure (through the EMB) that the national customs authorities are made aware of the incoming shipments of electoral equipment and that these are securely stored and guarded.
- Ensure that all sensitive materials are sampled and tested prior to placing orders. Tests should validate the evaluation when procuring highly complex productions — e.g., digital voter registration and e-voting systems.
- Ensure that the goods arrive in the country well in advance to be tested (as necessary) and distributed throughout the country.
- Maintain an inventory of goods procured; after the election, transfer the goods to the EMB.
- Standardize procurement, in particular the re-supply of consumables.
- Establish specific procedures for convening a Local Programme Advisory Committee.
- Liaise with New York to expedite Advisory Committee on Procurement (ACP) approval.
- Strategize procurement using long-term agreements (LTAs). (A number of these were developed by IAPSO and will be maintained by the Procurement Support Office on behalf of UNDP.). Develop local LTAs.
- Always compare national quotes with international bidding to ensure best value for money. Remember that best value for money does not mean the cheapest but the most adequate.

### **Challenges to Effective Procurement**

- Some well-established election supply firms may be contacting their embassies, the Country Office and the EMB to promote their products during the procurement process. It is important to avoid vendor-driven decision-making processes and, at the same time, advise the EMB based on the merits or demerits of approaches rather than suppliers.

- ❑ Close attention should be paid to the kind of specifications submitted to the Country Office by the EMB for procurement. They should contain sufficient detail, but without being too specific or mentioning brand names. For example, while it may be perfectly reasonable to specify the type and dimensions for procuring security locks for ballot boxes, it is not acceptable to insist that they should be identical to what was procured last time or that they should come from a certain company.