

IFRC Financial Services (FSP) Procurement Process Requirements

**It is strongly recommended that you:**

Familiarize yourself with the revised IFRC Cash SOPs (2018 working draft) and Section 3.6 Procurement of Cash Related Services of the 2018 [IFRC Procurement Manual](https://fednet.ifrc.org/FedNet/Our%20IFRC/Procedures%20Database/Procedures/092_e_v300_Procurement%20Manual.pdf) and the [Cash in Emergencies Toolkit](http://rcmcash.org/)

Initiate a kick off meeting with Logistics and Finance (potentially ICT and Legal) prior to beginning any procurement process to discuss: the process; contract value (and hence procurement process); FSP mapping and identification; and financial service requirements

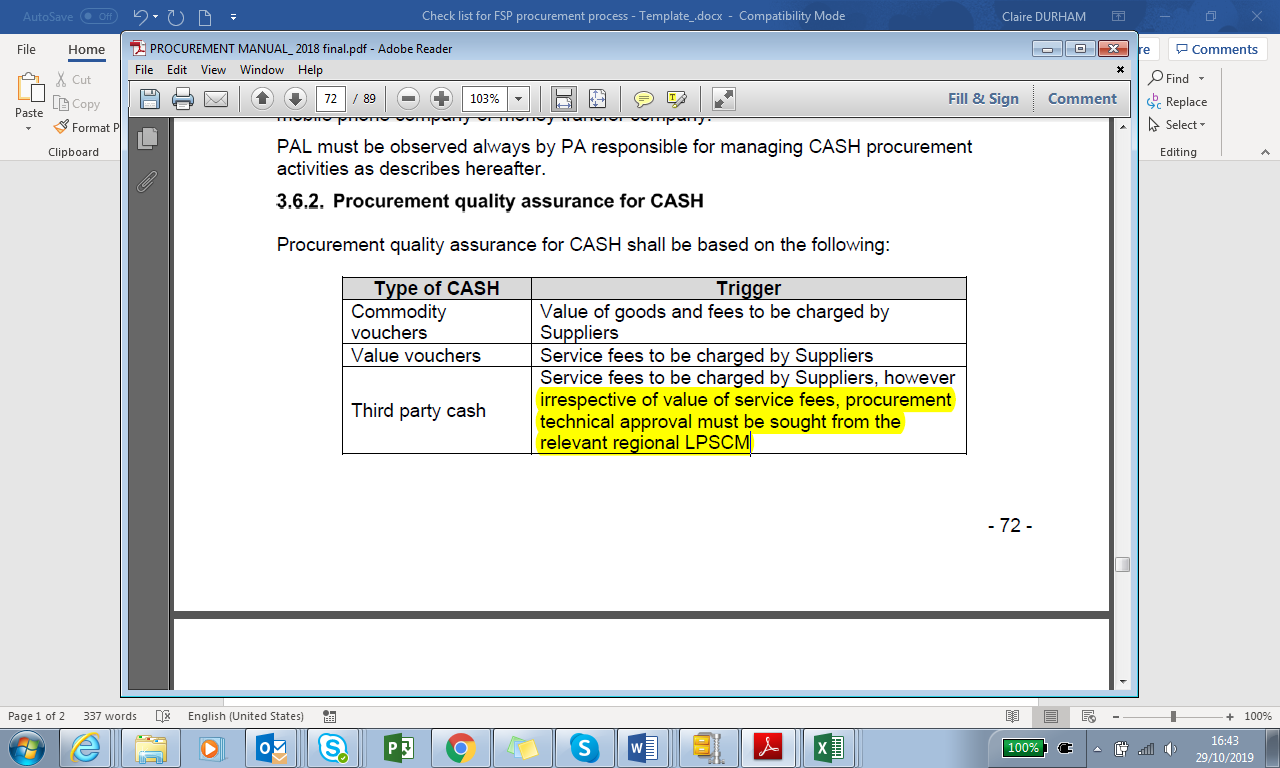
**Important:**

Allow 8-12 weeks for the full procurement process. Defining requirements clearly and completely takes time. Allow at least 2 weeks for bid responses. Allow at least 2 weeks for contracting.

Find a balance on mandatory and preferred requirements so that you are comprehensive but realistic in the service required and to avoid a failed tender (use the CiE toolkit checklists)

Defining requirements is a collaborative process, other departments may contribute e.g. Finance on financial health, ICT for hardware security, Legal for data protection etc.

The contract value guides the procurement process. Contract values for cash and vouchers are calculated as follows:



For low or no fee services, contact the RLU to discuss how the procurement process should be conducted.

**To comply with IFRC regulations the following documents are required to be submitted to IFRC:**

Cover page of the logistics requisition (LR) (mandatory unless less than 1000 CHF)

Scope of Work (SoW) document which outlines the programme objectives and provided the FSPs information of what we are expecting of them

RFP Response Sheet detailing the service requirements (mandatory and preferred) that we will be requesting from and evaluating FSPs against

RFP (Request for Proposal) and the list of suppliers targeted

Minutes of the opening ceremony (if applicable)

Bids or proposals from suppliers

CBA (Comparative Bid Analysis) for Financial Service Providers (FSPs) with technical evaluation (financial health and appropriateness of services) and pricing.

Purchase orders (PO), purchase contracts and any related correspondence

Pro forma invoices

Service Delivery Note (SDN)

Copies of any supplier correspondence, including e-mails

Copies of letters to unsuccessful bidders

Claim reports (cash transfers) (if applicable)

Supplier or service provider’s performance evaluation (if applicable)