

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)