



WHARC

Procurement and Anti-Corruption Policy Manual

PREAMBLE

WHARC recognises that sound procurement policies are essential for good governance. We have ZERO tolerance for corrupt practices. We recognise that corruption in its minutest form is capable of ruining ANY establishment especially, if measures are not put in place for ensuring due process and for conducting checks and balances to ensure compliance with established due processes and procedures.

This document gives details of the procurement guidelines and anti-corruption measures governing the activities of the Women's Health and Action Research Centre (WHARC), Benin City, Nigeria. The provisions of this guidelines are to be complied with at all times and without any exceptions.

Our Mission

Grounded in a deep love of humanity and a belief in equality and dignity for all people, WHARC works to improve the reproductive health and social wellbeing of women and adolescents in Africa so they can lead productive, fulfilling lives and provide a healthy future for their children. Through its cutting edge research, WHARC educates women, youth, community gatekeepers and policymakers about sexual and reproductive health, and advocates for policy change at the local, state and federal level. WHARC also provides current and effective reproductive health services to women and adolescent girls in Africa.

Our Vision

The Women's Health and Action Research Centre (WHARC) seeks to create a world where all people are treated with equal respect and dignity and where women and young adolescents have equality and access to basic reproductive health information and services.

Our guiding principles and anti-corruption stand

In all our dealings both within the organisation and in our relationship with third parties, we prioritise and uphold the core principles of:

- Equality;
- Fairness;
- Justice; and
- Honesty

Specifically, members of Staff are to take note of the following:

- a) Members of Staff are NOT allowed to give gifts in their personal or official capacities (whether in cash or in kind) to partners, representatives of other organisations, governmental bodies or prospective grantees in a bid to, influence or interfere wrongly with the persons decision as regards the activities and Projects of WHARC.
- b) All decisions on gifts (cash or not) to any of the above persons can only be taken by the Board of Trustees and not by ANY individual staff and this is provided that the giving of such is not in contravention of ANY national laws against Bribery and Corrupt practices and is not inconsistent with the provisions and Guidelines issued by the Economic and Financial Crimes Commission (EFCC) and the Independent Corrupt Practices Commission (ICPC)
- c) Members of Staff are equally NOT allowed to receive gifts in their personal capacities (whether in cash or in kind) from suppliers, contractors, partners; representatives of other organisations, potential beneficiaries of Projects. This is to ensure that receipt of such gifts or favours does not compromise or influence their sense of judgement in making decisions in the discharge of their duties
- d) Penalty for the violation of the above by ANY staff may lead to immediate termination of the Staff's appointment.

Procurement Procedures

Good practices reduces costs and produces quality and timely results.

The purchase of goods and services is necessary for the smooth operation of the organisation. The aim of the internal control system for the supply of goods and services is to:

- a) To ensure orders are handled by individuals having skills in evaluating what purchases are required from suppliers offering the best deals;
- b) To ensure purchases made do not exceed the budget provided; and
- c) To ensure purchased goods and services conform to the quantity and price specified in the order.

To achieve this, WHARC has a separate internal audit unit working with the Purchasing officer to put a check on the purchases being made by the Purchasing Officer.

WHARC shall follow the following procedures in purchasing goods, equipment and services required for the needs of the organization or its projects:

- a) Use of competitive bidding shall be a priority practice.
- b) The first criterion in choosing a supplier shall be the lowest bid.
- c) WHARC shall specify in the purchase file the reasons the lowest bid was not chosen.
- d) For purchases under N1.00 to N100, 000, a price survey by Auditor through telephone of two suppliers will be sufficient for determining the supplier.
- e) For purchases above N100, 000 to N1, 000,000 a quotation/invoice shall be obtained from the three local suppliers
- f) Purchases from a sole source shall be explained in the purchase file.
- g) The purchase file shall contain all the documents pertaining to each transaction, i.e. the purchase requisition, quotations, contact information of suppliers purchase contracts or orders, invoices, delivery slips and any other pertinent documents.

- h) For purchases in excess of N1, 000, 000 there shall be call for bids in at least two national dailies. Prospective bidders will by the call, be requested to respond within 6 weeks.
- i) Responses will be selected from Suppliers who are registered with WHARC. Registration requirements involves the submission of corporate documents such as certificate of incorporation, tax clearance certificates and registration and proof of good standing with other relevant agencies.
- j) Upon expiration of the six weeks, the submissions will be assessed for technical qualifications and only those that qualify and are in good standing will be asked to submit the financial bids.
- k) The bids are normally submitted in sealed envelopes and will be opened in the presence of all bidders and key staff of WHARC. Journalists and other representatives of civil society organisations may be invited to witness the bid-opening.
- l) Based on this, when the bids are opened in the presence of everyone, the person with the lowest bid sum will be appointed as the Supplier and awarded the contract.

The processes outlined above eliminates favouritism and curtails corruption in the bidding process.

Direct Purchases

Employees making purchases as part of the project activity or organizational work shall follow these mechanisms:

- a) Requisition form – the employee requesting a purchase fills this form, has it audited and approved by the Executive Director and sends it to finance division.
- b) Order form – the finance division issues the order form, after it is signed by the Executive Director. The concerned employee or the finance division will make the purchase successful on the basis of the order form.

- c) Delivery slip – After the purchase has been made and goods received in good condition, a delivery slip will be issued by the finance division for the supplier, who will sign it and give it back to the finance officer.

Delivery of Goods from suppliers

All goods supplied must be checked, tested and confirmed to be in good condition. Upon receipt of delivery, a delivery slip must be issued to the Supplier before payment is made.

Non-compliance

These procedures are to be made known to all suppliers and contractors. Non-compliance with any of the established procurement procedures set out above may invalidate the supply contract or in cases where the fault arises on the part of WHARC Staff, such staff if found guilty will be appropriately sanctioned and in severe cases, may have his/her appointment terminated.