**Procurement Compliance with Minimum Standards – Self Assessment**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Procurement Standard** | **Executing Entity Description of how they meet the Standard** | **Recipient Assessment (Compliance, Partial Compliance, Non-compliance)**  | **Reference to submitted document, page and paragraphs** | **WWF US Response** |
| Procurement Processes *– Executing Entity procurement processes covering both internal/administrative procurement and procurement by sub recipients of funds include written standards based on widely recognized processes and an internal control framework to protect against fraudulent and corrupt practices (using widely recognized definitions such as those agreed by the International Financial Institutions Anti- Corruption Task Force) and waste.*  |
| (a) Specific policies and guidelines promote economy, efficiency, transparency, and fairness in procurement through written standards and procedures that specify procurement requirements, accountability, and authority to take procurement actions. As a minimum, these policies and guidelines provide for: • Open competition and define the situations in which other less competitive methods can be used; and • Wide participation through publication of business opportunities; descriptive bid/ proposal documents that disclose the evaluation criteria to be used; neutral and broad specifications; non-discriminatory participation and selection principles; and sufficient time to submit bids or proposals.  |  |  |  |  |
| (b) Specific procurement guidelines are in place with respect to different types and categories of procurement, including the recruitment of consultants.  |  |  |  |  |
| (c) Procurement guidelines provide for security and confidentiality of information during the bidding, opening, evaluation and debriefing phases of procurement.  |  |  |  |  |
| (f) General Conditions of Contract and tender conditions provide for contract awardees to adhere to anti-fraud and corruption policies and provide access to GEF Partner Agency investigators to bidder/contractor records relating to bids and contracts in the event that this is needed to support investigations of complaints of fraud or corruption.  |  |  |  |  |
| (g) Procurement guidelines encourage the consideration of sustainability concepts in the procurement of goods. |  |  |  |  |
| (h) Specific procedures, guidelines and methodologies of assessing the procurement procedures of subrecipients are in place.  |  |  |  |  |
| (i) Procurement performance in implemented projects is monitored at periodic intervals, and there are processes in place requiring a response when issues are uncovered.  |  |  |  |  |
| (j) Establishment of a control system for equipment purchases to ensure adequate safeguards to prevent loss, damage, or theft of the Property, including that appropriate insurance must be maintained, and any loss, damage, or theft is investigated and fully documented |  |  |  |  |
| (k) Standards of Conduct are maintained that provide for disciplinary actions for conflict of interest violations by officers, employees, or agents of the Grantee as follows:1. The Grantee must ensure that competitions are not biased in favor of one offeror over another.
2. The officers, employees, and agents of the Grantee must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subagreements.
3. A contractor that develops or drafts specifications, requirements, statements of work, invitations for bids, and/or requests for proposals must be excluded from competing for such procurements.
 |  |  |  |  |
| (l) Maintenance of procurement records, including basis for contractor selection, justification for lack of competition when competitive bids or offers are not obtained, and basis for award cost or price. |  |  |  |  |
| (m) Establishment of a monitoring system to ensure that goods and services are provided in accordance with the terms, conditions, and specifications of the contract, including full and timely delivery and performance |  |  |  |  |