



April 2011

THE PROCUREMENT GUIDELINES

The Procurement Guidelines provide useful advice to DG ECHO's Partners on procurement activities conducted in the framework of the implementation of humanitarian actions. The goal of these guidelines is to provide practical assistance in preparing and implementing DG ECHO's rules and procedures for procurement (Annex IV to the FPA) and to include practical interpretations of the several mandatory principles contained in Annex IV to the FPA. In this way these Guidelines facilitate compliance, particularly by NGOs subject to the "A" Control Mechanism, with the legal requirements contained in EU legislation, applicable to them.

Where DG ECHO's Partners are entitled to use their own procurement rules and procedures the Procurement Guidelines may be considered a useful reference tool but do not in any way substitute the Partner's own procurement rules. Likewise, the Guidelines do not apply to International Organisations or UN agencies which are bound by their own procurement rules and guidelines.

More information is available at:

http://ec.europa.eu/echo/about/actors/procurement_guidelines_en.htm

http://ec.europa.eu/echo/about/actors/procurement_guidelines_fr.htm

QUESTION OF THE MONTH

? **Partner:** Can you explain the **distinction between Implementing Partners and Contractors** (section 7 of the Single Form) in terms of their respective responsibilities, obligations and procurement procedures?

! **DG ECHO answer:** Dear Partner, in order to clarify this issue you can refer to the following table:

Partner	Contractor	Implementing Partners
Purpose	To acquire goods, services or works required for the implementation of the action	To secure the necessary local support and cooperation in the implementation of the Action
Selection Procedures	Competitive and negotiated tendering procedures should always be used	Relations based on sharing of common values and objectives. Tendering procedure not required
Delegation of power	Contractors do not enjoy a discretionary margin for the execution of their contract. The partner cannot delegate the execution of key elements of the Action to contractors	IP may enjoy a delegation of power from the Partner. IP may implement key activities of the Action. The Partner, however, remains responsible towards DG ECHO for the actions of its IP and has to put the appropriate supervision and monitoring system into place
Legal Instrument	The result of a procurement procedure is a contract	The rights and obligations of IP are established in an agreement or in a Memorandum of Understanding
Profit	The contractor's remuneration normally includes an element of profit	The agreements signed between the Partner and its IP must not have the purpose or effect of producing a profit for either party

PUBLICATION OF SUPPORTING DOCUMENTATION IN FRENCH:

The revised Guidelines (Single Form Guidelines, Guidelines Grant/Contribution agreement with humanitarian organisations, Guidelines for final financial reporting) and Factsheets are available online IN FRENCH at:

http://ec.europa.eu/echo/about/actors/fpa_fr.htm

PARTNERSHIP:

Welcome to new FPA partner **INTERSOS (Italy)**: www.intersos.org

The correct web address of our new FPA partner Church of Sweden is www.svenskakyrkan.se.

Upcoming training sessions

Classical training:

Madrid: (Spanish): 11 – 15 April

Copenhagen: (English): 11 – 15 April

Bogotá: (Spanish): 4 – 11 May

Nairobi: (English): 18 – 25 May

Bangkok: (English): 15 – 22 June

N'Djamena: (French): 22 – 29 June

Managua: (Spanish): 20 – 27 July

Further information about the training calendar and the registration procedures available at

www.dgecho-partners-helpdesk.eu/doku.php/training/start

Distance learning training:

Preparing the Action: The Single Form

11 April – 24 April

25 April – 8 May

9 May – 22 May

Completing the Action: The Final Reporting

11 April – 24 April

25 April – 8 May

9 May – 22 May

The eSingle Form: online - HQ

4 April – 17 April

18 April – 30 April

2 May – 16 May

The eSingle Form: offline - Field

4 April – 17 April

18 April – 30 April

2 May – 16 May

If you wish to register, please follow the instructions at www.dgecho-partners-helpdesk.eu/doku.php/dl/start

Thoughts from the field...

"A goal without a plan is just a wish."

A. de Saint-Exupery

