

# UNICEF Australia Procurement Policy

## 1. Review

Review of this policy will occur every	3 years
Approval Level Required of amendments to this policy by	Board
Policy Owner	Director of Finance
Required on Website?	Yes

### VERSION LOG

Note: \*Where amendments are only approved by ELT and not in line with Approval Level noted in the table above because the nature of the amendment is minor, the existing Next Review Due Date must be retained to ensure review occurs by the appropriate Approval Level.

Version	Author/s	Approved By*	Approval Date	Next Review Due	Comments
V1	Operations	ARC	Nov 18	Nov 21	First policy drafted
V2	Operations	Board	Sept 22	Sept 25	Updated for consistency with policy template and review against other UN policies
V3	Finance		Apr 23	Sept 25	Change in ownership

## 2. Policy Statement

- 2.1 UNICEF Australia procurement involves the expenditure of donor funds. Donors are entitled to be assured that the funds we expend are done so responsibly, sustainably and in alignment with the purpose of UNICEF Australia. Procurement is governed by strict considerations of materiality, probity, transparency, sustainability and accountability to ensure that the decision-making processes withstands donor & stakeholder scrutiny. To the extent possible, procurement processes will be kept simple to maximise efficiency and reduce costs.

## 3. Purpose

- 3.1 The board of directors and staff are under a duty to ensure legislative compliance and seek value for money procurement to support UNICEF Australia activities. This policy provides the principles and requirements to which they must adhere and demonstrates UNICEF Australia's accountability and commitment to efficiently and effectively use its resources.

## 4. Guiding Principles

The following principles will guide all procurement activities:

- 4.1 **UNICEF's mandate:** The overarching purpose of UNICEF Australia's procurement is to help fulfil the goals and objectives defined by the organisation's mandate and includes safeguarding the organisation's reputation

#### 4.2 Fairness, integrity and transparency through competition:

- **Procurement should be subject to competition:** A competitive process provides the best opportunity to procure the goods and services on a best value for money basis. A procurement process imposes costs and these costs should be considered in the proposed procurement
- **Procurement should be conducted in a fair, open, equitable and transparent manner:** based upon consistently applying clear policies, regulations and procedures, i.e., not favouring or putting any supplier to a disadvantage. Suppliers should have the same opportunities to compete and should be treated equitably based on their legal, commercial, technical and financial abilities
- **Procurement should consider diversity, equity and inclusion (DEI) principles in line with the UA DEI Policy** to ensure that the procurement process is open to all and suppliers are not excluded from providing services or goods.
- **Ethics & Probity:** All staff must adhere to high standards of integrity and fairness, avoid conflicts of interest and undertake their duties in accordance with the Code of Conduct

**4.3 Best value for money:** Procurement should be conducted considering the optimum combination of quality, whole life cost, effectiveness, and other factors such as social, environmental and other strategic objectives, to meet end-user needs.

**4.4 Economy and effectiveness:** A well-managed procurement process, with well-defined requirements from the beginning, results in an efficient and effective use of UNICEF Australia's resources. Economy relates to an efficient supply operation and effectiveness means ensuring the needs of the end user are met.

**4.5 Sustainability:** Sustainable procurement *“integrates requirements, specifications and criteria that are compatible and in favour of the protection of the environment, of social progress and in support of economic development, namely by seeking resource efficiency, improving the quality of products and services and ultimately optimising costs”*.

Sustainable procurement encompasses three pillars as outlined in the UN Sustainability Framework:

- **Economic pillar:** Strives for best value for money and the whole life costs (WLC) of a product or service as well as wider support for economic development.
- **Environmental pillar:** Strives for reduction of the negative environmental impact a product or service has over its whole life-cycle, including issues such as greenhouse gas emissions, preservation of natural ecosystems, waste reduction and management, and air and water pollution.
- **Social pillar:** Strives for the promotion of human rights, elimination of child labour, and the fundamental principles and rights at work, including considerations of diversity, equity and inclusion, gender equality and women's empowerment, promotion of health and wellbeing of consumers/recipients, promotion of local markets, fair labour conditions and wider ethical issues in supplychain.

## 5. Application

5.1 This Policy applies to contracting and procurement activities and is governed by and should be interpreted in accordance with Australian laws and regulations.

## 6. Responsibilities

- 6.1 This Policy is binding upon Board members and staff of UNICEF Australia, as well as contractors, consultants, interns, volunteers and agents while engaged by UNICEF Australia.

## 7. Implementation

- 7.1 Procurement must be undertaken in line with the **UNICEF Australia Procurement Framework** which provides guidance for all procurement activities and decisions over the lifecycle of goods and services purchased by UNICEF Australia.
- 7.2 **The Framework aims to achieve** the best value for money for UNICEF Australia whilst adhering to the procurement principles outlined above. To the extent possible, procurement processes will be kept simple to maximise efficiency and reduce costs.

The framework comprises:

- **Authority Matrix** which identifies the levels of authority that staff require to select suppliers, approve or terminate contracts and payments. Prior to the commencement of any procurement process:
    - Funds must exist within an approved budget; and
    - The appropriate financial delegate must be aware of the procurement.
  - **Procurement Procedures** which define the procurement processes for different levels of expenditure depending upon the need, complexity, value and risk.
- 7.3 In certain circumstances it may be necessary to adjust application of the policy. For example, in an emergency, when a situation is time-critical. In such cases, procurement will still be carried out in the spirit of the principles and good practice outlined in the policy, noting particularly child safeguarding and counter terrorism requirements which must still be undertaken. Any deviation from the policy must be discussed in advance and approved by the CEO and Director of Finance.
- 7.4 Staff involved in procurement should sign and follow the **UNICEF Australia code of conduct**, and should ensure that they never expose themselves to a conflict of interests, nor use the procurement process for personal gain.

## 8. Associated Policies and Procedures

- UNICEF Australia Authority Matrix
- UNICEF Australia Fraud, Corruption and Bribery Policy
- UNICEF Australia Code of Conduct
- UNICEF Australia Procurement Procedures
- UNICEF Australia Conflict of Interest Policy
- UNICEF Australia Child Safeguarding Policy
- UNICEF Australia Protection from Sexual Abuse and Exploitation Policy
- UNICEF Australia Diversity, Equity & Inclusion Policy