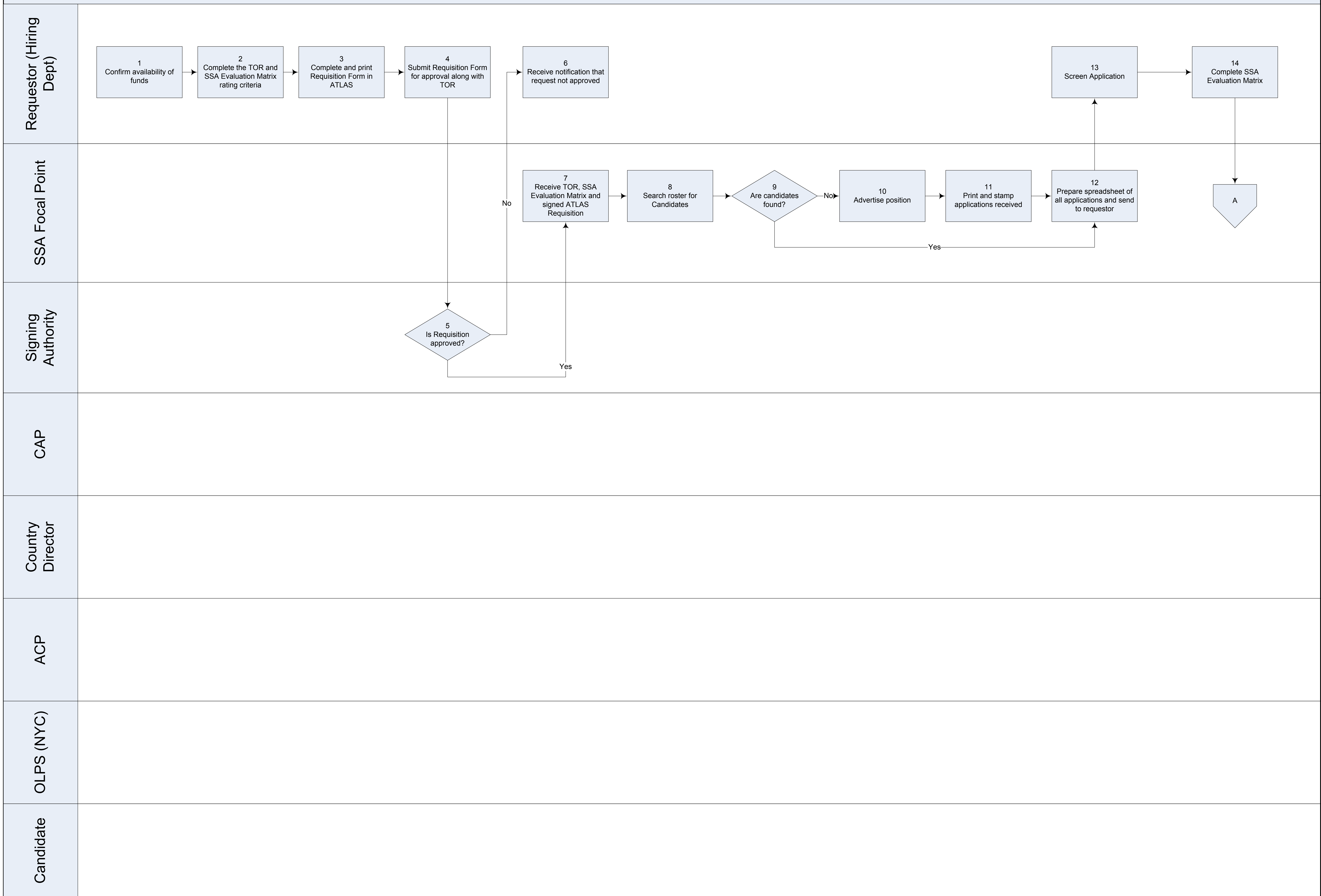
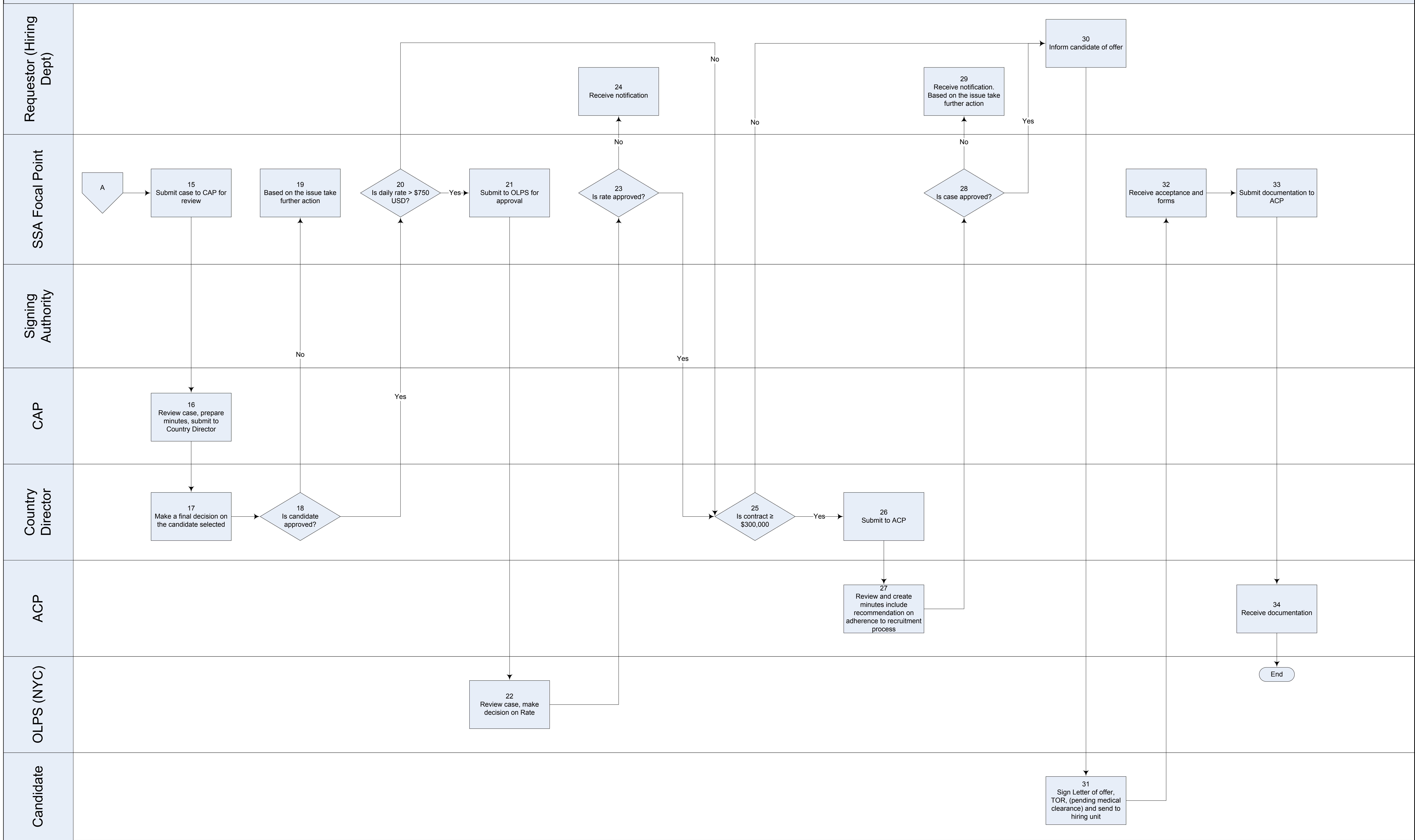


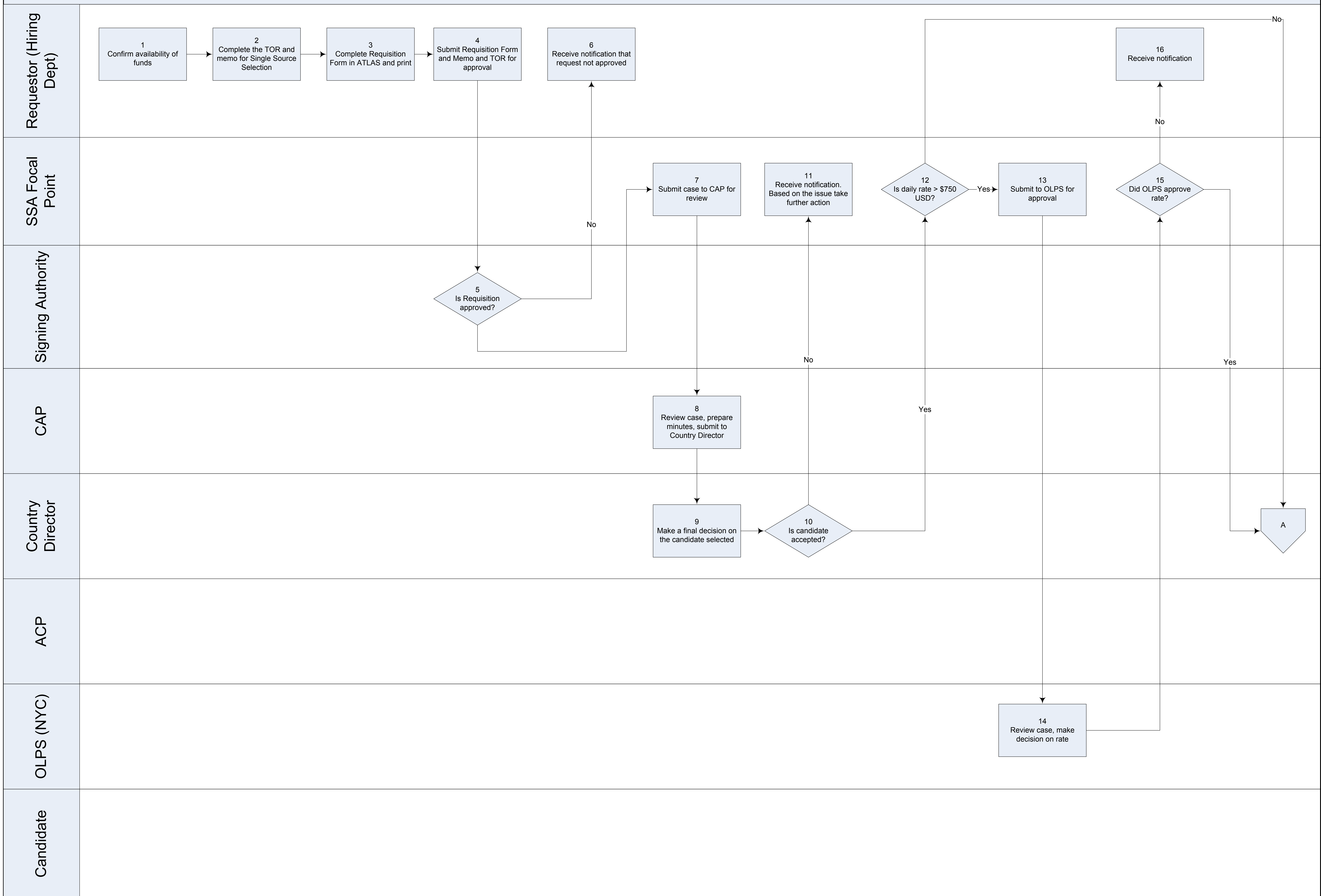
SSA: Competitive Selection

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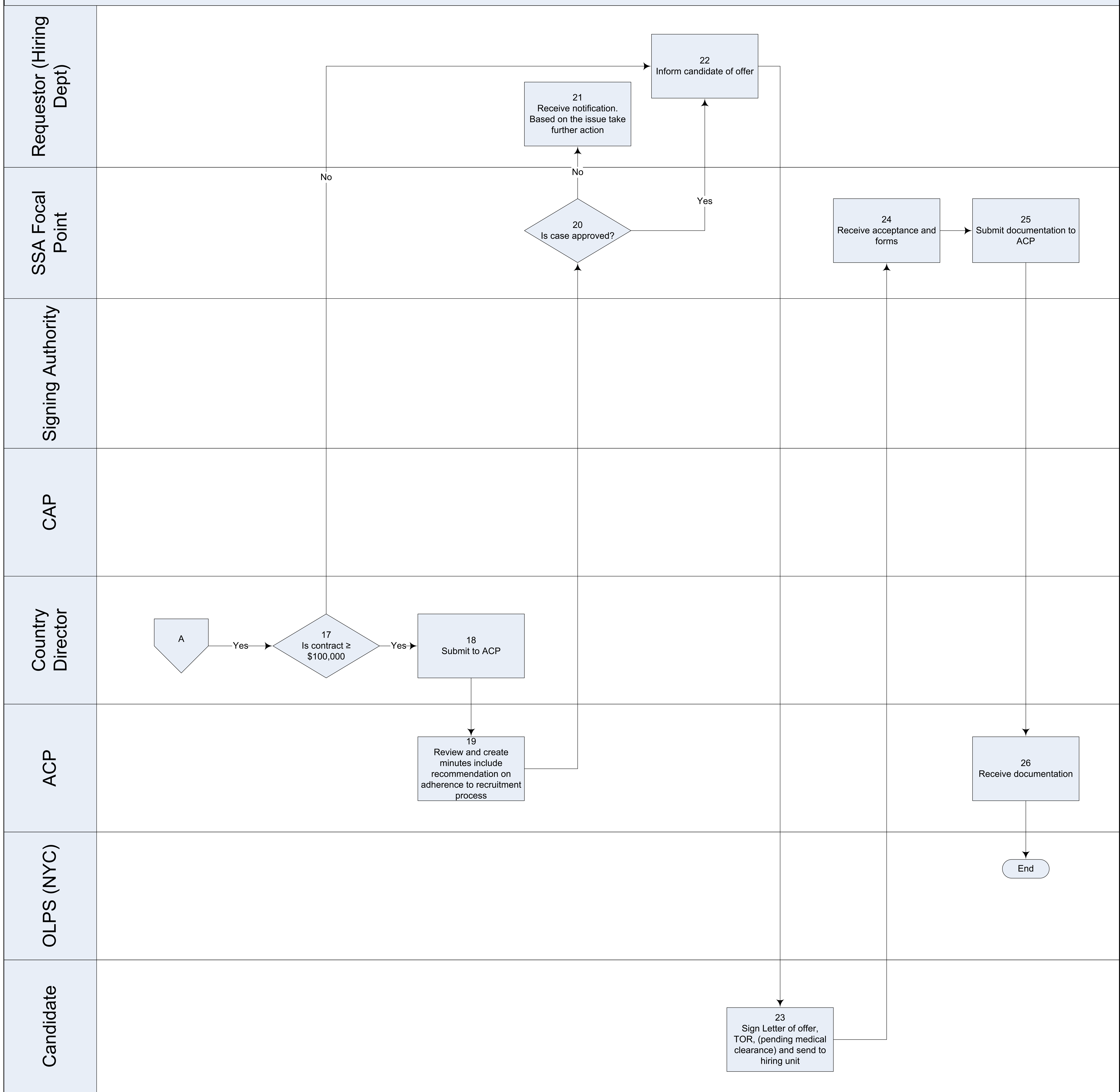




SSA: Single Source Selection



SSA: Single Source Selection





Procurement - SSA

Process Details & Notes

Version 1.0

July 15 2007

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Competitive Selection

Please refer to the SSA Guidelines on the UNDP intranet at: <http://content.undp.org/go/userguide/cap/mgmt-ssa/?lang=en#top>.

Process Forms, Reports, Documents

1. ATLAS Requisition (printed)
2. Terms of Reference (TOR)
3. SSA Evaluation Matrix
4. UNDP Afghanistan Delegation of Authority
5. CAP Minutes
6. Fitness for Travel Medical Certificate
7. Letter of Intent
8. Contract
9. SSA General Terms and Conditions

Templates and forms are available on the UNDP intranet at: <http://content.undp.org/go/userguide/cap/mgmt-ssa/slct-engmnt-ssa/?jsessionid=avsk7PTBfaSb?lang=en#8.0%20Templates%20and%20Forms>

Approval Matrix

* Contract Amount includes travel, DSA and professional fees.

NOTE: UNDP Country Office Afghanistan has received a waiver regarding approval amounts. For that reason the table below varies from the amount defined in the SSA Guidelines available on the UNDP Intranet. For more information on the waiver please contact Procurement directly.

Contract Daily Rate	Approval Chain	Notes
Daily rate ≥ \$750	1. OLPS (UNDP HQ)	<ul style="list-style-type: none"> ▪ Regardless of the total amount of the contract if the daily rate is ≥ \$750 USD approval from OLPS is required prior to all other approvals
Contract Amount *	Approval Chain	Notes
≤\$100,000 USD	1. CAP 2. Resident Representative	<ul style="list-style-type: none"> ▪ CAP has to maintain records
\$100,001 - \$300,000 USD	1. CAP 2. Resident Representative 3. OLPS post facto	<ul style="list-style-type: none"> ▪ UNDP Afghanistan has been granted a waiver setting the limit to \$300,000 USD ▪ Contract must go to OLPS for a post facto review
>\$300,000 USD	1. CAP 2. Resident Representative 3. ACP	<ul style="list-style-type: none"> ▪ Documentation must be sent to ACP for approval prior to the issuance of contract

Process Detail

Step		Responsible	Time	Notes
1.	Confirm availability of funds	Requestor	1 day	
2.	Complete the TOR and SSA Evaluation Matrix rating criteria	Requestor	1 day	The standard templates must be used for the TOR and SSA Evaluation Matrix
3.	Complete and print Requisition Form in ATLAS	Requestor		
4.	Submit Requisition Form for approval along with TOR	Requestor		For details on what the TOR should contain please refer to http://content.undp.org/go/userguide/cap/mgmt-ssa/slct-engmnt-ssa/?jsessionid=avsk7PTBfaSb?lang=en#2.0%20Relevant%20Policies Section 2.8 Terms of Reference
5.	Is Requisition approved?	Signing Authority		Refer to the UNDP Afghanistan Delegation of Authority to determine the Signing Authority
6.	Receive notification that request not approved	Requestor		
7.	Receive TOR, SSA Evaluation Matrix and signed ATLAS Requisition	SSA Focal Point	2 days	
8.	Search roster for Candidates	SSA Focal Point		As per the SSA Guidelines the roster should be used to facilitate the identification and selection process. Requesting units are required to make full use of the roster.
9.	Are candidates found?	SSA Focal Point		
10.	Advertise position	SSA Focal Point	1 day	
11.	Print and stamp applications received	SSA Focal Point	1 day	
12.	Prepare spreadsheet of all applications and send to requestor	SSA Focal Point		
13.	Screen Application	Requestor	4 days	Sample Evaluation Matrix questions:
14.	Complete SSA Evaluation Matrix	Requestor		<ol style="list-style-type: none"> 1. Technical Skills 2. Experience with UNDP/UN Agencies 3. UN System Experience (Performance appraisal on quality and delivery of product) 4. References 5. Qualifications <ul style="list-style-type: none"> ▪ Education ▪ Relevant / years of Experience 6. Experience in the Region and Language <ul style="list-style-type: none"> ▪ Knowledge of the Region
15.	Submit case to CAP for review	SSA Focal Point		
16.	Review case, prepare minutes, submit to Country Director	CAP	5 days	

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Step	Responsible	Time	Notes	
17.	Make a final decision on the candidate selected	Country Director	3 days	
18.	Is candidate approved?	Country Director		
19.	Based on the issue take further action	SSA Focal Point		
20.	Is daily rate > \$750 USD?	SSA Focal Point	5 days	Minimum of 5 days
21.	Submit to OLPS for approval	SSA Focal Point		
22.	Review case, make decision on Rate	OLPS		
23.	Is rate approved?	SSA Focal Point		
24.	Receive notification	Requestor		
25.	Is contract ≥ \$300,000	Country Director		
26.	Submit to ACP	Country Director		
27.	Review and create minutes include recommendation on adherence to recruitment process	ACP	10 days	
28.	Is case approved?	SSA Focal Point		
29.	Receive notification. Based on the issue take further action	Requestor		
30.	Inform candidate of offer	Requestor	3 days	The Requesting Unit may issue an offer to the contractor to be engaged. A model letter (Letter of intent) is available at: http://content.undp.org/go/prescriptive/Contract-Assets--Procurement---Prescriptive-Content/download/?d_id=1128937
31.	Sign Letter of offer, TOR, (pending medical clearance) and send to hiring unit	Candidate		Upon acceptance of the offer, the SSA should be sent for signature together with a copy of the TOR. No work should commence until the contract has been duly approved and signed by both parties. Contract is available at: http://content.undp.org/go/prescriptive/Contract-Assets--Procurement---Prescriptive-Content/download/?d_id=933087
32.	Receive acceptance and forms	SSA Focal Point		Fitness for Travel Medical Certificate
33.	Submit documentation to ACP	SSA Focal Point		
34.	Receive documentation	ACP		

Single Source Selection

Under certain circumstances, it may be appropriate to consider a single candidate as the sole suitable source for selection. This may occur when the individual contractor is the only available source of service, based on his/her reputation and leadership in the practice area at an acceptable level of quality and cost and time.

In such cases, the decision to opt for single source selection must be properly justified and documented in the file, with a note for the record, duly approved by the Resident Representative/Head of Offices. As in any other procurement case, the justification for single-source selection shall remain within what is permitted by UNDP Financial Regulation 121.05(a).

Please refer to the SSA Guidelines on the UNDP intranet at: <http://content.undp.org/go/userguide/cap/mgmt-ssa/?lang=en#top>.

UNDP Financial Regulation 121.05(a)

This regulation can be found in the document entitled: 050524-3-Revised_FRR-for_final_publishing.doc. For convenience the rule is stated below:

Rule 121.05:

Award of procurement contracts on the basis of exceptions to the use of formal methods of solicitation

(a) The Chief Procurement Officer may determine for a particular procurement action that using formal methods of solicitation is not in the best interest of UNDP when:

- i. The value of the procurement is below the monetary amount established for formal methods of solicitation;
- ii. There is no competitive market-place for the requirement, such as where a monopoly exists, where prices are fixed by legislation or government regulation, or where the requirement involves a proprietary product or service;
- iii. There has been a previous determination or there is a need to standardize the requirement;
- iv. The proposed procurement contract is the result of cooperation with other organizations of the United Nations system, pursuant to Rule 121.02;

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- v. Offers for identical requirements have been obtained competitively within a reasonable period and the prices and conditions offered remain competitive;
- vi. A formal solicitation has not produced satisfactory results within a reasonable prior period;
- vii. The proposed procurement contract is to purchase or lease real property;
- viii. There is a genuine exigency for the requirement;
- ix. The proposed procurement contract relates to obtaining services that cannot be objectively evaluated;
- x. The Chief Procurement Officer otherwise determines that a formal solicitation will not give satisfactory results.

Process Forms, Reports, Documents

1. ATLAS Requisition (printed)
2. Terms of Reference (TOR)
3. Memo – justification for single source
4. UNDP Afghanistan Delegation of Authority
5. CAP Minutes
6. Fitness for Travel Medical Certificate
7. Letter of Intent
8. Contract
9. SSA General Terms and Conditions

SSA General Terms and Conditions Approval Matrix

* Contract Amount includes travel, DSA and professional fees.

Contract Daily Rate	Approval Chain	Notes
Daily rate ≥ \$750	1. OLPS (UNDP HQ)	<ul style="list-style-type: none"> ▪ Regardless of the total amount of the contract if the daily rate is ≥ \$750 USD approval from OLPS is required prior to all other approvals
Contract Amount *	Approval Chain	Notes
≤\$100,000 USD	<ol style="list-style-type: none"> 1. Signing Authority 2. CAP 3. Resident Representative 	<ul style="list-style-type: none"> ▪ As per the Delegation of Authority all requests for Single Source Selection must be approved by the signing authority ▪ CAP has to maintain records
>\$100,000	<ol style="list-style-type: none"> 1. Signing Authority 2. CAP 3. Resident Representative 4. ACP 	<ul style="list-style-type: none"> ▪ As per the Delegation of Authority all requests for Single Source Selection must be approved by the signing authority ▪ All SSA contracts exceeding \$100,000 USD must be sent submitted to the ACP for approval

Process Detail

Step	Responsible	Notes
1.	Requestor	
2.	Requestor	
3.	Requestor	
4.	Requestor	For details on what the TOR should contain please refer to http://content.undp.org/go/userguide/cap/mgmt-ssa/slct-engmnt-ssa/?jsessionId=avsk7PTBfaSb?lang=en#2.0%20Relevant%20Policies Section 2.8 Terms of Reference
5.	Signing Authority	Refer to the UNDP Afghanistan Delegation of Authority to determine the Signing Authority
6.	Requestor	
7.	SSA Focal Point	
8.	CAP	
9.	Country Director	
10.	Country Director	
11.	SSA Focal Point	
12.	SSA Focal Point	
13.	SSA Focal Point	
14.	OLPS	
15.	SSA Focal Point	
16.	Requestor	
17.	Country Director	
18.	Country Director	
19.	ACP	
20.	SSA Focal Point	
21.	Requestor	

PROCUREMENT

Step	Responsible	Notes
22. Inform candidate of offer	Requestor	The Requesting Unit may issue an offer to the contractor to be engaged. A model letter (Letter of intent) is available at: http://content.undp.org/go/prescriptive/Contract-Assets--Procurement--Prescriptive-Content/download/?d_id=1128937
23. Sign Letter of offer, TOR, (pending medical clearance) and send to hiring unit	Candidate	Upon acceptance of the offer, the SSA should be sent for signature together with a copy of the TOR. No work should commence until the contract has been duly approved and signed by both parties. Contract is available at: http://content.undp.org/go/prescriptive/Contract-Assets--Procurement--Prescriptive-Content/download/?d_id=933087
24. Receive acceptance and forms	SSA Focal Point	Fitness for Travel Medical Certificate
25. Submit documentation to ACP	SSA Focal Point	
26. Receive documentation	ACP	