

HQCPC



Headquarters Contracts and Property Committee (HQPCPC)

Project Management Foundation Training
November 2014

Helen DAVEY DUVAL
Hilda JUHL-SØRENSEN

Overview

- HQCPC Role
- Purpose of HQCPC
- HQCPC Members
- HQCPC Process Steps
- Processing Times
- Retroactivity
- HQCPC or LCPC?
- What HQCPC Reviews
- What Makes a Good Submission
- Tips on Making the Submission Process Easier
- Rejection Rates
- Common Pitfalls in Procurement Submissions
- Common Pitfalls in ICA, Asset Disposal and Write-Off Submissions
- HQCPC Webpage
- HQCPC Online System
- Pre-clearance Officers
- HQCPC Team

HQCPC Role

OD 16 (and OD 21)

- HQCPC Scope of Review

Procurement cases

- Procurement Manual
- [AI/PM/2009/01](#) on Engagement Acceptance (Pre-Selection)

ICAs

- [OD 21](#)
- [AI/HRPG/2012/01](#) (Rev.12 - Individual Contractor Agreement – Instructions
- [AI/HRPG/2012/03](#) – GPRS Instructions

Asset Disposal

- Administrative Instruction on Management of Assets – [AI/EO/2011/02](#)

Write-offs

- [OD 32](#) – Establishment and Approval of Write-Offs and Provision for Write-Offs

Corporate Dwelling Facilities

- [AI/EO/2010/01](#) on Establishment, Management and Closure of CDF

LCPCs

- Section 3.2.2 (a) of [OD 16](#)

Purpose of HQCPC Procurement Review

The purpose of UNOPS Contracts Committees* review of procurement activities (including ICAs) is to:

- a) **Render written advice to ECPO** on procurement activities leading to the award or amendment of procurement contracts which, for the purposes of the FRRs, include written instruments, such as contracts, that generate revenue for UNOPS
- b) Ensure that appropriate authority has been obtained for the commitment of funds; that the best interests of UNOPS and its clients are protected; and that the procurement activities are carried out in conformity with the FRRs, relevant policies and procedures and are in accordance with generally recognized leading business practices

* Established pursuant to FRR 117.01 (c)
Also See FRR 118.01 (b)

HQCPC Members

All submission categories:

- Ms. Helen Davey (HQCPC)
- Mr. Kong Leong Toh (LPG)
- Mr. Davronbek Akhmadbekov (AFOH)
- Mr. Fernando Cotrim Barbieri (PEOC)
- Mr. Lou Luff (LKOH)
- Ms. Mariacarmen Colitti (GPSO)
- Mr. Nicholas O'Regan (JMOC)
- Ms. Ada Zelaya (LCO)
- Ms. Nisreen Shunnar (IQOH)
- Ms. Rula Abu Nimreh (SSOC)
- Mr. Farouk Hirzalla (IQOH)
- Mr. Brendan Keirnan (PRPC)
- Mr. Kristof Choinski (IPAS)
- [Ms. Fatima Abbasi (JMOC)]

ICA submissions only:

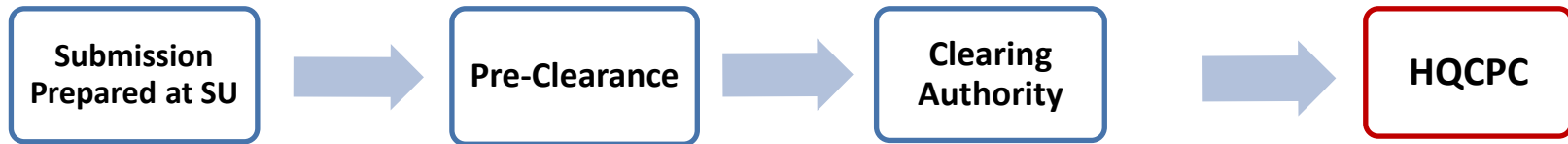
- Mr. Arbër Stublla (PCPG)
- Ms. Yvrose Strachan (GPSO)
- Mr. Lassana Sanogo (IPAS)
- Ms. Anne-Lise Vilpreux (IPAS)

Asset Disposal, Write-off and CDF submissions only:

- Mr. Thomas Overvad (KHOC)

HQCPC Process Steps

Pre-HQCPC:



*** Allocate appropriate time for pre-clearance and clearance of the submission**

HQCPC works on a weekly cycle with a maximum processing time of 2 weeks for procurement and ICA submissions

Changes to CPC Processes

Changes to CPC processes from July 2014

- Procurement and ICA Submitting Officers have the opportunity to make a two minute presentation of their case during the meeting
- Procurement and ICA Submitting Officers are contacted by phone through WebEx during the meeting to answer any questions on the spot as a default communication mode, the aim being to conclude the review in the meeting if possible

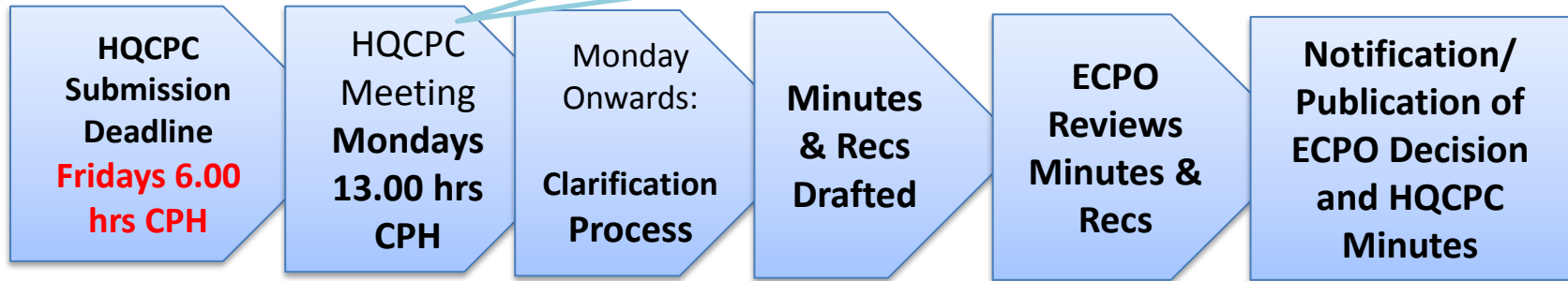
Changes to CPC processes from 1 September 2014

- **Ad Hoc meetings have been discontinued**
- Two regular meetings per week for each CPC

This does not affect the review of Emergency Procurement Procedures submissions!

Monday Meetings:

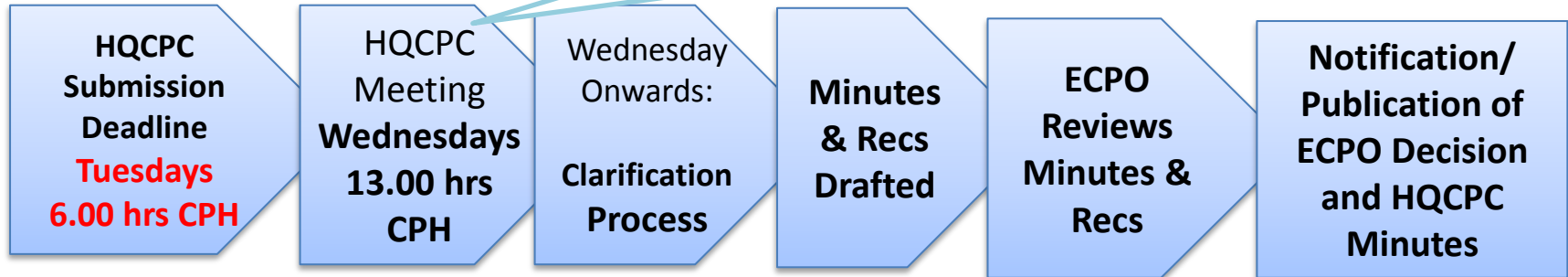
Deadline for response to initial queries is Tuesdays 12.00 hrs CPH



- Clarification process must be finalized by COB Wednesday of the week following a Monday meeting

Wednesday Meetings:

Deadline for response to initial queries is Thursdays 12.00 hrs CPH



- Clarification process must be finalized by COB Friday of the week following a Wednesday meeting

BUT:

- **Emergency Procurement Procedures:**
 - **prior ECPO authorization under chapter 6**
 - **simplified accelerated solicitation process – RFQ**
 - **faster review**

OBSERVERS ARE WELCOME FOR PROCUREMENT CASES

- No need to be physically present in Copenhagen to observe
- HQCPC Secretariat will send you the submission documents on Friday or Tuesday
- You can sign up via our intranet [page](#) (or contact hqcpc@unops.org if unsure how)

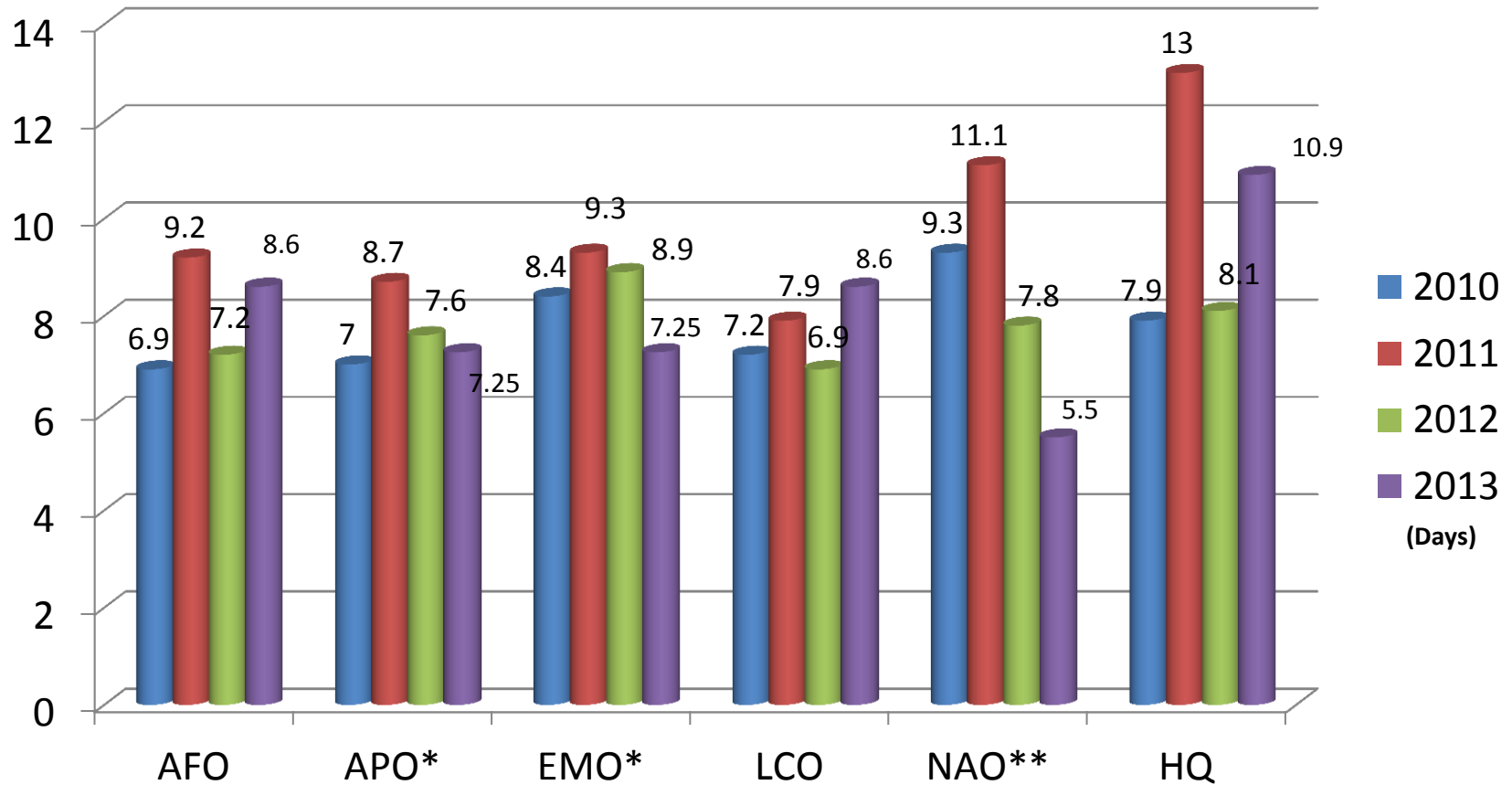


The screenshot shows the UNOPS Intranet interface. At the top, there is a navigation bar with the UNOPS logo, the word "Intranet", and links for "+ Add to My Links", "Help", "Contact", and "Index & glossary". Below this is a search bar with a dropdown menu for "Regions" and "Practices", and a "Global" button. The main heading is "HQCPC Observers". Below the heading, there is a breadcrumb trail: "Intranet > Global > HQ contracts & property committee (HQCPC) > HQCPC Observers". A table lists various HQCPC cases with columns for year, HQCPC number, and date. The table content is as follows:

Year	HQCPC Number	Date
2014	HQCPC 49B	10/12/2014
2014	HQCPC 49A	08/12/2014
2014	HQCPC 49B	03/12/2014
2014	HQCPC 49A	01/12/2014
2014	HQCPC 47B	26/11/2014
2014	HQCPC 47A	24/11/2014

At the bottom right, there is a user profile for "Teresa OGA-MBARADA", Procurement Officer, with a photo and contact information. A small note at the bottom right says: "Grateful if you can send me an email to confirm if I can be an observer on the date above, I would like to be connected".

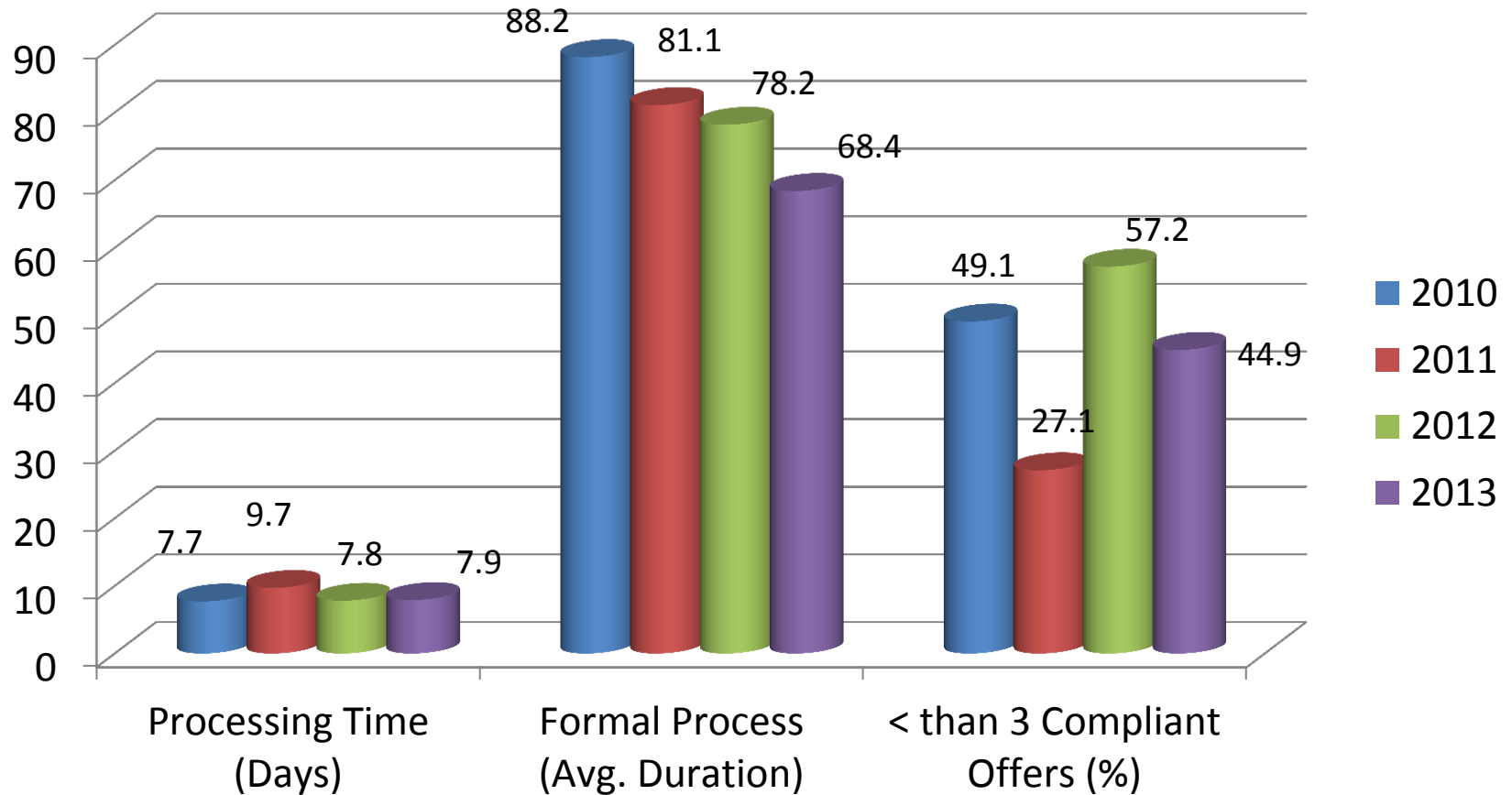
Procurement Processing Times per Region



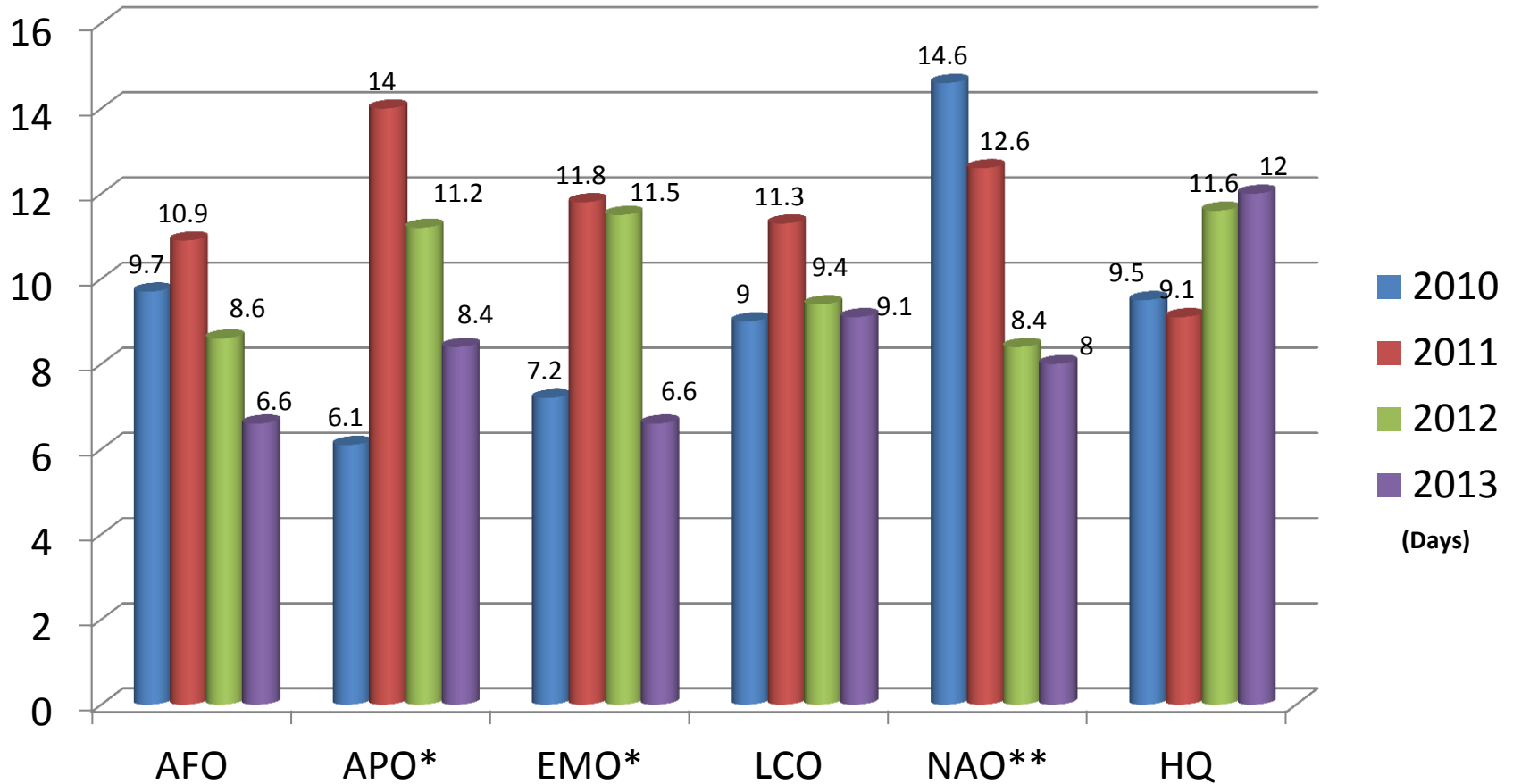
* Now AEMO

** Now GPSO

2010 - 2013 – Procurement



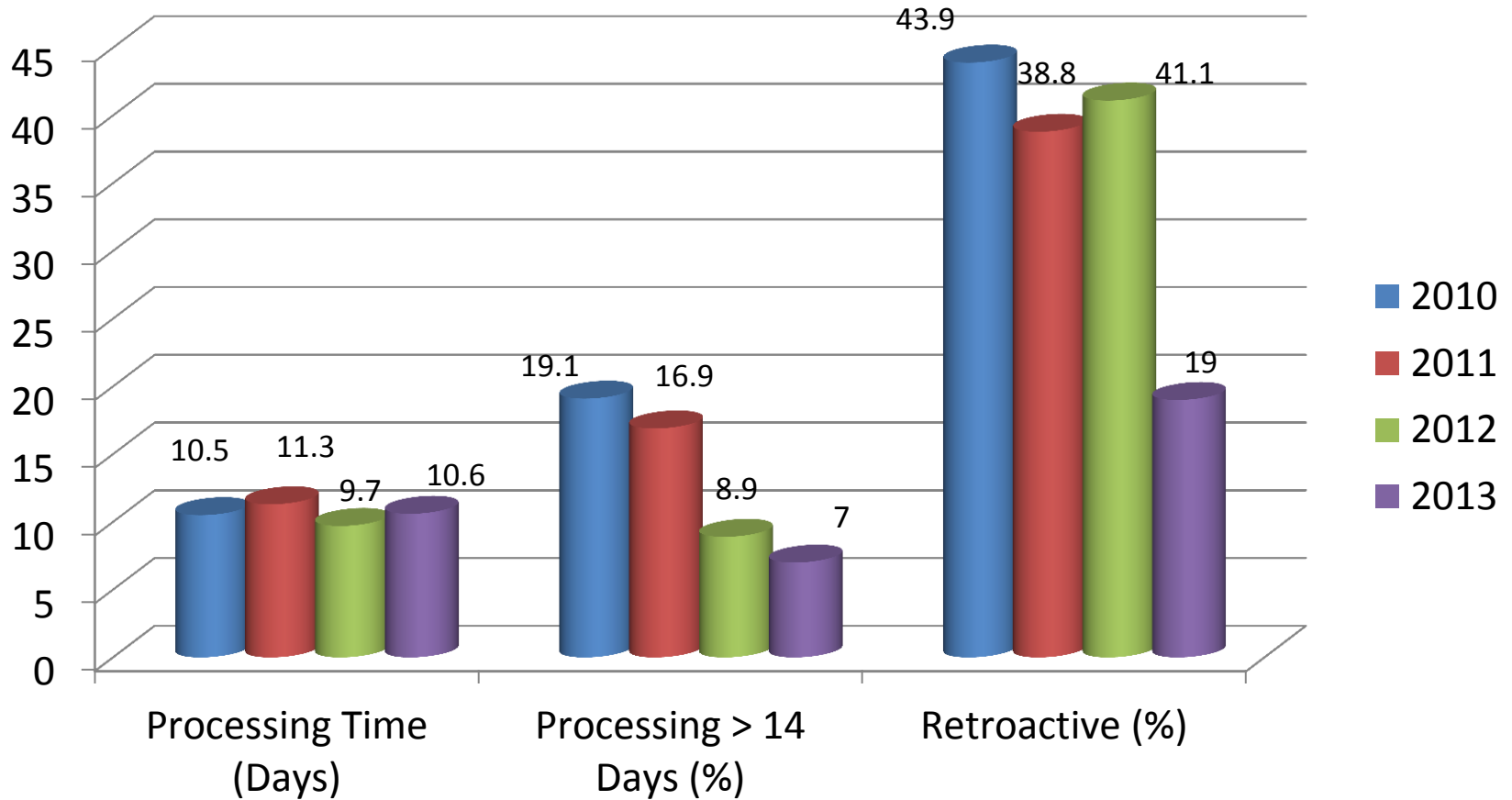
ICA Processing Times per Region



* Now AEMO

** Now GPSO

2010 - 2013 – ICA



Frequently Asked Question

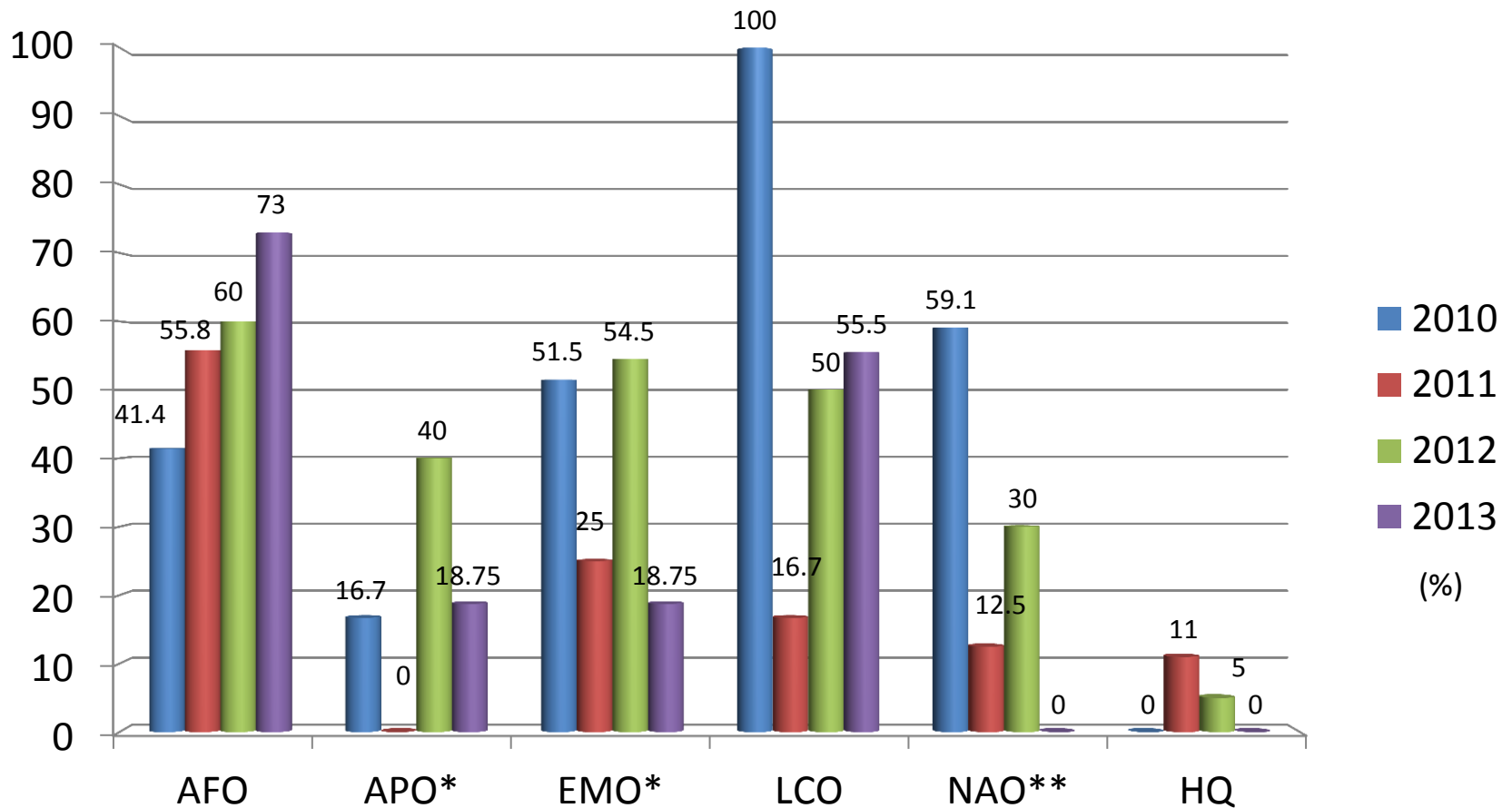
Q: Can you make a submission to HQCPC without having Available Funds?

A: YES

Except for Post Facto or Retroactive cases, it is possible to make a submission to HQCPC prior to receiving funding. The SU should request an award subject to availability of funds.

NB: NO contract can be signed before fulfilment of ECPO condition

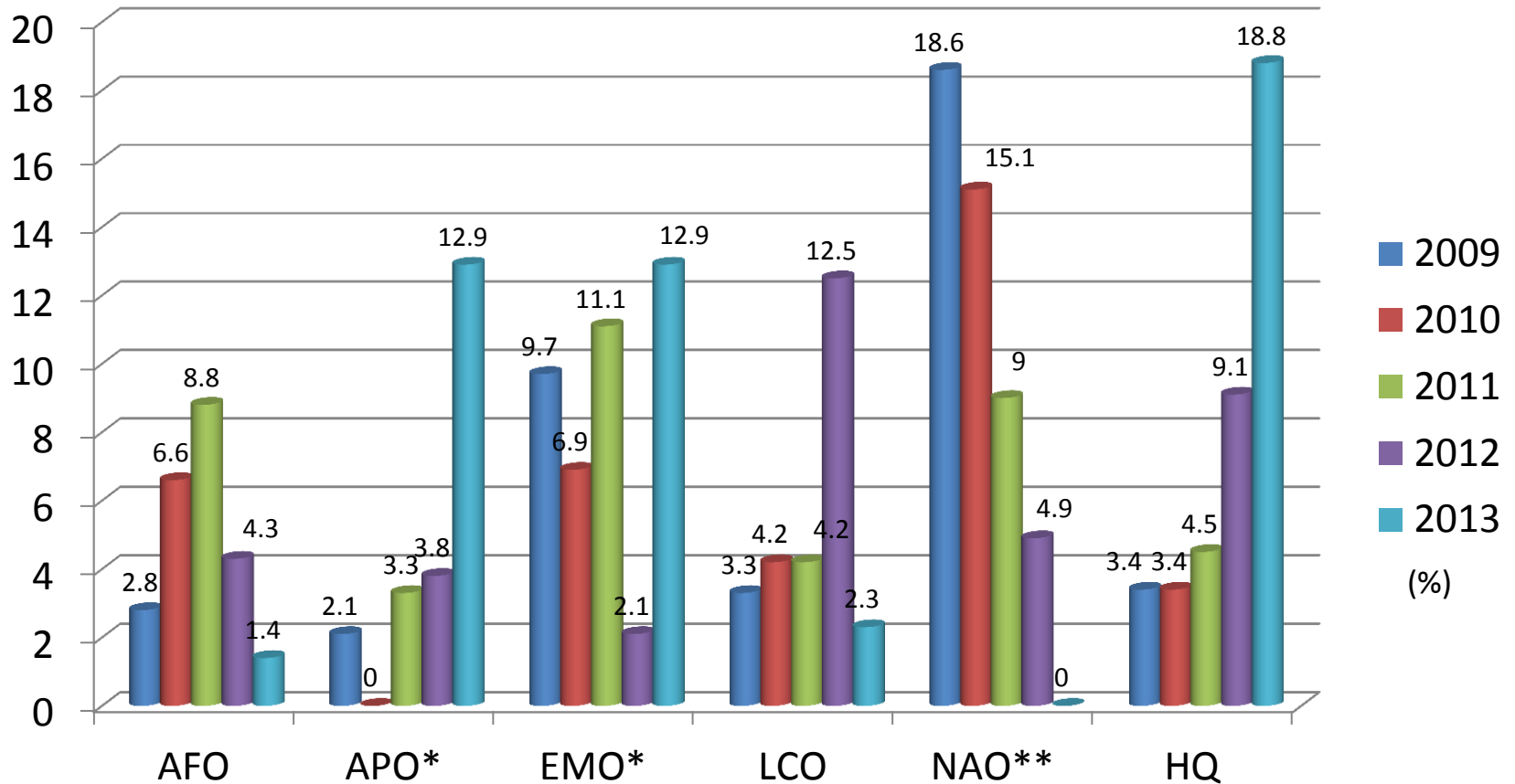
ICA Retroactivity per Region



* Now AEMO

** Now GPSO

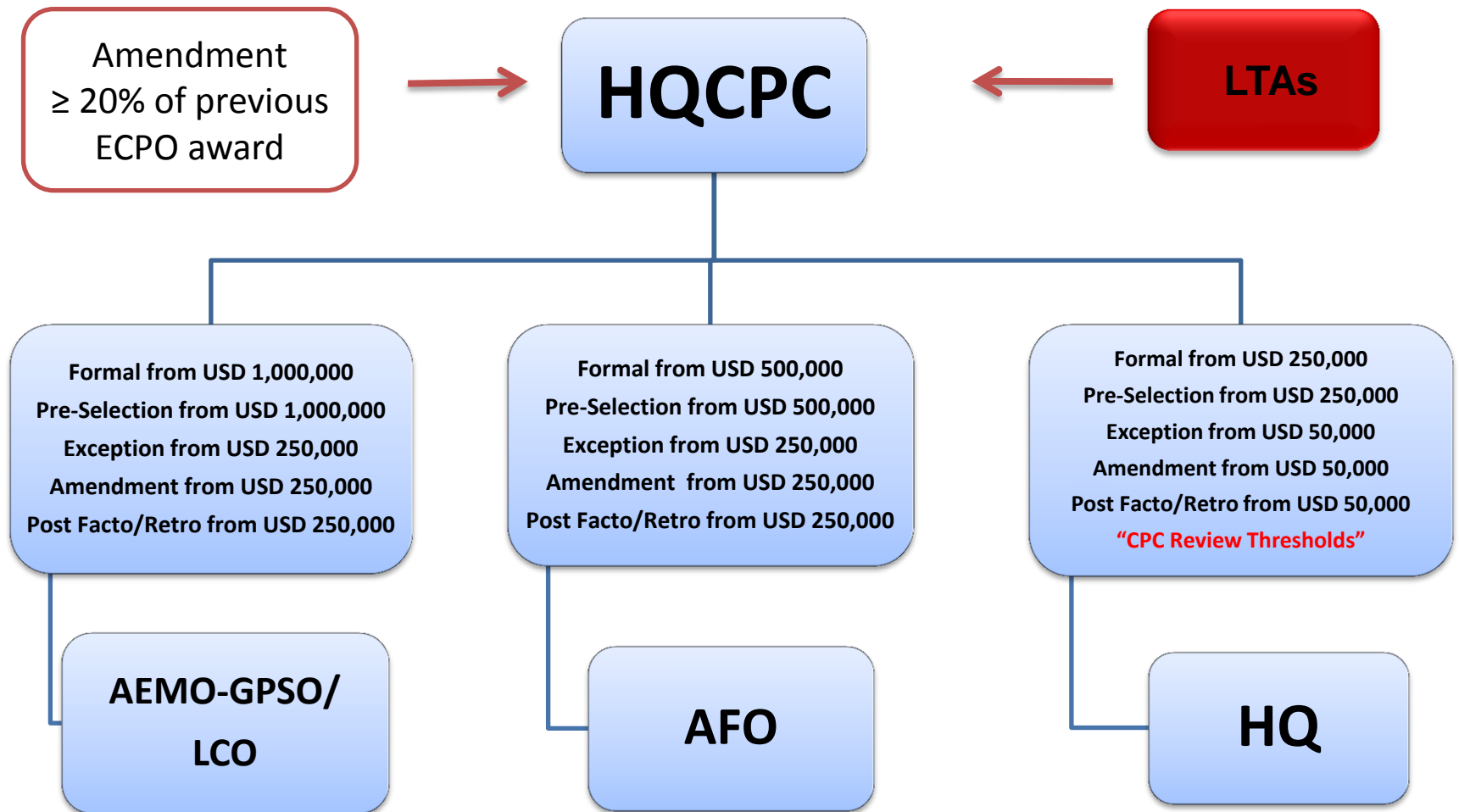
Post Facto/Retroactive Procurement Submissions per Region



* Now AEMO

** Now GPSO

Procurement – When do I Submit to HQCPC?



NB: SEE OD 16

(e.g. "Series of Contracts Rule" as per Section 3.2.1 (a) (iv) of OD 16)

NB: EPP

check terms of ECPO authorization

NB: Cases from AEMO, AFO, GPSO and LCO which are within the CPC review threshold but too small to go to HQCPC, **must be submitted to LCPC.**

ICA Thresholds for CPC Review

- **Thresholds are not determined by amount but by FEE RATE (annualised amount)**
- **Awards are valid until the 4th anniversary of the start date**

ICA Thresholds for CPC Review

Irrespective of fee rate, CPC review is not required for:

- ICA Pre-Selection cases if not retroactive or post-facto (but must be awarded by DOA2)**
- ICA competitive if (i) short-term and (ii) not retroactive/post facto and (iii) not exceeding USD 50,000 total value**

ICA Thresholds for CPC Review

Competitive but NOT Retroactive/Post Facto:

HQCPC review if annualised amount is over USD 250,000	(from USD 20,834 per month)
LCPC review if annualised amount is over USD 100,000	(from USD 8,334 per month)

Exceptions plus ALL Retroactive/Post Facto:

HQCPC review if annualised amount is over USD 100,000	(from USD 8,334 per month)
LCPC review if annualised amount is over USD 50,000	(from USD 4,167 per month)

Transition (Extensions):

→ **No further CPC review required if the original award or an earlier extension was reviewed by HQCPC or LCPC**

→ Otherwise the thresholds above apply

ICA Thresholds for CPC Review (continued)

NB 1: Annualised amount can be derived from daily fee, retainer fee, part-time work

NB 2: Different regime for lump sum / non duration contracts – previous 12 months are relevant

HQCPC Submission Forms

New Forms from 2 December 2013

Procurement

Formal
Exception (including amendments)
Pre-selection
LTA
Emergency

ICA

Competitive
Exception
Amendment

Other

Asset disposal
Write-off
Corporate Dwelling Facility
LCPC Reports

- ➔ **Required documents** vary according to submission type
- ➔ Please see guidance on the HQCPC [intranet site](#)

What makes a good submission

- Demonstrates that UNOPS rules & procedures have been complied with
- Clear and self-contained explanations
- Proper justifications - e.g. reasonableness of costs, applicable exception ground, need for continuity of service...
- Complete & signed supportive documents - e.g. technical & financial evaluation reports

Make sure that:

- You have chosen the appropriate submission form
- The Pre-clearance Officer has advised you on potential issues
- You double-check that the submission is complete and self-explanatory

Tips on Making the HQCPC Review Process Easier & Faster

Before the Submission:

- Allocate time for Pre-Clearance, Clearance and Review Process in Procurement Plan
- Make your submission on time!
- Have it pre-cleared and cleared by the correct person
- Include all the relevant documents that:
 - Support your process and explain your request
 - Explain how appropriate action has been taken / information given and received / evaluation made
- Avoid unnecessary attachments (such as copies of lengthy e mail exchanges)

Tips on Making the HQCPC Review Process Easier & Faster

Before/During the HQCPC Meeting:

- Be prepared
- Only designate a contact person who is fully knowledgeable of the case
- Ensure electronic access to the submission during the call
- Listen to the question and answer what is asked – ask for clarity if needed
- Don't hesitate to ask if you would prefer to have the conversation in French or Spanish!
- Only give answers that can be backed up if necessary
- If you do not feel able to answer a question immediately without further research/consulting a colleague, then please say so
- Stay calm – remember that we are colleagues and would like your case to have a positive outcome!

Tips on Making the HQCPC Review Process Easier & Faster

After the HQCPC Meeting:

- Reply to any queries in a timely manner:
 - Leave a contact person if the SO will be absent during clarification process
 - Designate a contact person who is well informed about the process
- Answer the questions! A good answer is:
 - A = accurate
 - B = “backed up”
 - C = clear /concrete /consistent
- If the question is not understood ask for clarification
- Feel free to use French or Spanish!

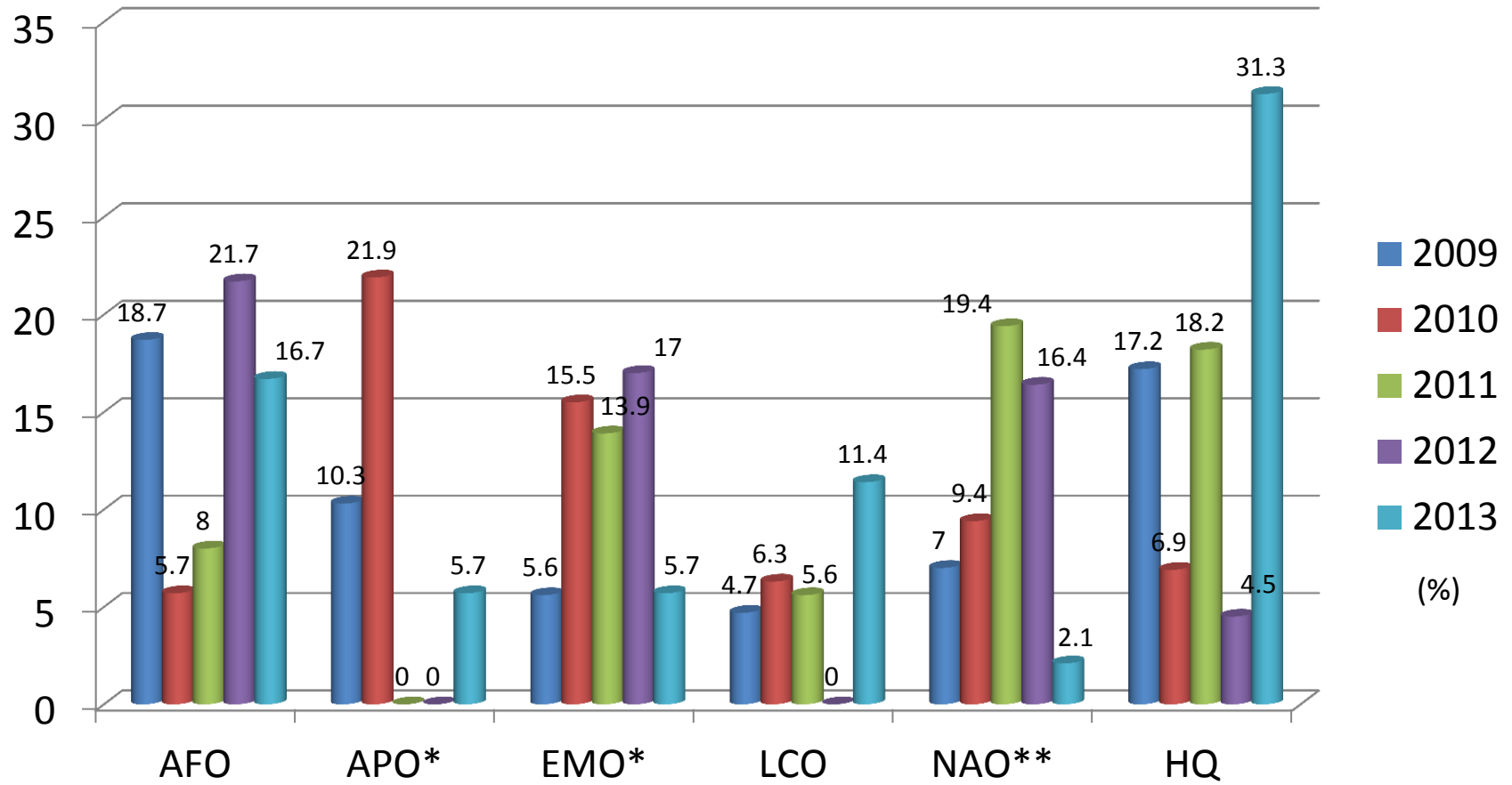
Tips on Making the HQCPC Review Process Easier & Faster

Please read the minutes to your previous submissions!

Survey of 2013 Submitting Officers to HQCPC and LCPCs:

- *71% of respondents reported that the minutes to their case will help them improve the quality of future submissions*

Procurement Rejection Rate per Region 2009 - 2013



* Now AEMO

** Now GPSO

New Procurement Manual – Effective 1 May 2014

Applies to “*all procurement activities initiated on or after 1 May 2014*”.

- If tender documents issued on or after 1 May 2014 → new Procurement Manual applies**
- If tender documents issued before 1 May 2014 → old Procurement Manual applies**

SPPG Director has interpretation authority of new Procurement Manual. Interpretation received by HQCPC from SPPG Director is uploaded on HQCPC webpage.

HQ contracts & property committee (HQPCPC)

Intranet > Global > HQ contracts & property committee (HQPCPC) > Authoritative Interpretation of Procurement Manual (rev. 5) by SPPG Director



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Authoritative Interpretation of OD 21 and the ICA AI by PCPG Director

LCPC Membership

LCPC AEMO/GPSO

LCPC AFO

LCPC LCO

HQPCPC Archive

LCPC APO (expired)

LCPC NAO (expired)

Interpretation of the Procurement Manual (rev. 5)

Section 1.3.1 of the Procurement Manual states as follows, "*Interpretation authority for any procurement practice matters contained in this Manual is vested with the Director, SPPG.*"

Please see below links to responses kindly provided by SPPG Director to requests from HQPCPC for authoritative interpretation of the Procurement Manual.

Evaluation Teams:

1. [Appointment of Technical Evaluation Team - section 8.2 of the Procurement Manual](#)
2. [Appointment of Financial Evaluation Team - section 8 \(2\) of the Procurement Manual](#)
3. [Segregation of Duties: Same Composition of Technical and Financial Evaluation Teams - Chapter 8 in relation to section 2.6.2 of the Procurement Manual](#)
4. [Evaluation Teams in the case of Sole Sourcing - section 8.8.2 of the Procurement Manual](#)

Long Term Agreements (LTA):

1. [Establishment of a New LTA: informing SPPG of upcoming LTAs - section 6.3.3.2 of the Procurement Manual](#)
2. [Establishment of a New LTA and Applicability of Exception Grounds - section 6.3.3.2 of the Procurement Manual](#)

Limited Competition:

[Limited Competition with few Suppliers in the Market - section 5.6.1 \(e\) and \(f\) of the Procurement Manual](#)

Pre-Selection:

[Pre-selection and Reasonableness of Costs - section 6.8.2 of the Procurement Manual](#)



New Procurement Manual:

Authoritative Interpretation (examples):

- UNGM registration – required even when UNOPS is not issuing the contract
- Financial evaluation team – must include the “*procurement officer responsible for the respective procurement exercise*”
- Technical evaluation team and financial evaluation team can still have same membership

Watch out for:

- Mandatory contingency in works contract of 6% to 12% unless derogation granted by Head of Construction Management
- Restrictions on weighting in RFPs
- No more points-based ITB evaluation (templates...)

Common Pitfalls in Submissions

Procurement Submissions

- Limited information on the reasons for disqualifying/rejecting bids
- Changing the evaluation criteria
- Missing analysis of the reasonableness of costs in the BER, when required (see below)
- Allowing offers to expire
- In case of direct contracting (exception), failure to provide info on the evaluation according to section 8.8.2 of the PM*

Most common pitfall is the absence of information and clarity – the information provided makes a fast or slow review!

* Section 6.7 of old PM

Exceptions / Amendments

– Key questions:

Why this contractor and not another ?

Why is no ITB/RFP being held ?

Formal RFP or ITB: Evaluation (Section 8.1 of the PM)

“Upon receipt and opening of offers, the evaluation of offers must be conducted according to the evaluation criteria and method defined during the preparation of the solicitation documents and clearly established in these documents. Under no circumstances can new or revised evaluation criteria be introduced during the evaluation of offers nor can the method of evaluation be changed”

Get it right in the solicitation document!

Negotiations in case of an RFP

Possibility to Negotiate Content of Offer?

Section 8.9.3.1 of PM: “...*negotiations with the vendor regarding the contents of their offer can only be conducted:*

1. *if provided for in the solicitation documents, and*
2. *with the supplier presenting the winning proposal*”.

(“under no circumstances shall the requirements (specifications/TOR/SOW) be changed.... If the requirements are materially changed, the competitive process must be cancelled...”)

Possibility to Negotiate Financial Proposal?

Section 8.9.3.1 of PM: “*If due cause exists, negotiations of the financial proposal of the supplier presenting the winning proposal, i.e. the offer having received the highest number of points (technical plus financial), may be permitted*”

Queries: can the SOW ever be changed? Is due cause required if negotiations are limited to content not price?

Negotiations in case of an ITB

Under section 8.9.3.2 of the Procurement Manual:

“If due cause exists, negotiations may be permitted only with the supplier presenting the lowest priced, substantially compliant bid. Negotiations with the other bidders are not permitted. Proper justification must be provided explaining the reason why negotiations are conducted in the particular case. Under no circumstances may negotiations take place for the sole purpose of reducing prices, as this would contravene the principle of equal and fair treatment of all suppliers.”

Reasonableness of Costs

“A financial evaluation shall be undertaken in order to establish reasonableness of prices quoted in an offer in any situation where only one or few offers or when competition has been limited.” (section 8.8.3 - Justification of reasonableness of price)

“the report must include a statement confirming price reasonableness” (section 8.10 - Recommendation)

“The funding source must indicate whether it is satisfied as to the reasonableness of price of the pre-selected supplier. If the funding source has not undertaken such analysis or cannot confirm the reasonableness of price, the PA will verify the reasonableness of price of a pre-selected supplier” (section 6.8.2 – Pre-selection)

NB 1: departures from previous version of Procurement Manual

NB 2: authoritative interpretation on these issues provided by SPPG Director

Reasonableness of Costs (continued)

- **Where analysis of the reasonableness of costs is required, the evaluation report must:**
 - i. analyse whether the cost is reasonable (section 8.8.3 Procurement Manual); and**
 - ii. contain the clear conclusion of the evaluation team as to whether the costs are / are not reasonable**
- **Ensure all big ticket items are covered in the narrative**
- **Personnel costs: market rates for similar services are preferable to referring simply to ICA fee rates**

Reasonableness of Costs (continued)

- **Where analysis of the reasonableness of costs is required, HQCPC cannot recommend if:**
 - **the evaluation report concludes that the cost is not reasonable; or**
 - **unit rates are to be agreed later**

HQ contracts & property committee (HQPC)

Intranet > Global > HQ contracts & property committee (HQPC) > Authoritative Interpretation of OD 21 and the ICA AI by PCPG Director

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HQPC Archive

Authoritative Interpretation of OD 21 and the ICA AI by PCPG Director

Section 15.5.5 (f) of OD 21 states as follows, "Director, People and Change Practice Group (PCPG) and personnel authorized by him/her:

(f) Provide clarification on the applicability or interpretation of the policies or procedures relevant to the ICAs."

Please see below links to responses kindly provided by PCPG Director to requests from HQPC for authoritative interpretation of OD 21 and the ICA Instructions AI.

Short List

[Gender Balance and Short Lists - section 3.4.3 \(b\) of AI/PCPG/2012/01 \(rev. 2\)](#)

Assessment of Candidates

[Assessment of Written Tests - section 4.1 of AI/PCPG/2012/01 \(rev. 2\)](#)

Interview Panels

1. [Third Member of Interview Panel - section 4.1 of AI/PCPG/2012/01 \(rev. 2\)](#)
2. [Interview Panels and Reporting Lines - section 4.1 of AI/PCPG/2012/01 \(rev. 2\)](#)

Competitive Recruitment Process



New ICA Policies

Revised OD 21 and AI on ICA Instructions effective from 1 July and 1 October 2014.

- **Gender balance in SL**: Section 3.4.3 (b) of ICA AI
*“If both genders are represented in the long list, the short list **must** include both genders.”*
- **Assessment of Candidates**: Section 4.1 of ICA AI
- Regardless of selection method: desk review **and** interview:
 - Exception: candidate must be interviewed (section 4.2.2 of ICA AI)
- Preferably no reporting lines within assessment unit
- At least 2 members of Assessment Unit preferably at same level of job opening
- Third member recommended - if at lower level than job opening need authorisation from OH/OC/Practice Director
- Gender balance in assessment unit, to the extent possible

Common Pitfalls in ICA Submissions

TOR

- Proposed contractor does not meet the TOR requirements
- The TOR are too restrictive (e.g. civil engineering degree versus architecture degree)
- ICA level not determined according to TOR requirements (points-based) (Annex 1)

Common Pitfalls in Submissions: ICAs

Competitive Process

- Setting screening criteria so less stringent than the VA requirements
- Short-list failing to include “*detailed justification*” as to why each candidate was shortlisted. (section 3.4.3(b))
- Not interviewing any females on the long list
- Not explaining why 1st ranking candidate is not proposed for award

Waiver/Exception

- Failing to interview a candidate being recruited under a waiver / exception (sections 4.1 and 4.2)
- Trying to renew or extend a competitive award initially made under the 100 working days/desk review regime, without holding a new competitive process (section 4.3.2)

Common Pitfalls in Submissions: ICAs

I-ICA Fee Setting

- Absence of points-based calculation of contractor's fee required under section 5.5.7 or 5.1 (Knowledge System)
- Not using the most recent I-ICA fee setting tool uploaded on the HR Knowledge System (section 5.5.7 or 5.1)
- Wrong allocation of points for excess work experience under fee setting tool (new calculation required)
- Entering the wrong duty station in the fee setting tool
- Absence of PCPG Director approval of a fee which is outside the individual fee range (higher or lower)

Common Pitfalls in Submissions: ICAs

- **Functional Review**: upon reaching the maximum four years of an ICA, “The Hiring Manager together with the HR focal point may conduct a functional review to determine whether:
 - (a) *The functions are still required;*
 - (b) *The functions should be performed by an individual contractor; and*
 - (c) *The use of an ICA is correct in accordance with OD 21.”*

The functional review not signed by an HR Advisor as required under section 10.5.1 of AI/PCPG/2014/05 (rev. 3).

Common Pitfalls in Submissions

- **Asset disposal**

- Lack of information/supporting documents



Separate sections for stolen/lost assets and donations in [AI/EO/2011/02](#) on Management of Assets

- **Write-Offs**

- Absence of Certified Financial Statement from the Comptroller (section 7.4.2 (c) of [OD 32](#))
- No Legal clearance (section 7.4.2 (b) of OD 32)
- Lack of clarity – e.g. project status, source of over-expenditure, period when over-expenditure was incurred, responsibility of PM, etc.

HQCPC Webpage

HQ contracts & property committee (HQCPC)
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General Information

**** New HQCPC/LCPC Online System ****

The new on-line HQCPC/LCPC system goes live on Monday 2 December.

- [Overview](#)
- [New Submission Forms](#)
- [Transition Arrangements](#)
- [User Guide for Submitting Officers](#)
- [User Guide for Pre-clearance Officers](#)
- [User Guide for Clearing Authorities](#)


About HQCPC
 Here you can find the purpose and [Terms of Reference](#) of the Committee.

HQCPC Procedures
 Here you can find information about the Committee's weekly meetings; the deadline to submit cases to the HQCPC Secretariat, the type of supporting documentation required for each specific type of submission form, among other relevant issues.

HQCPC Minutes and ECPO Decisions
 Here you can find information on all the minutes and recommendations posted online since the inception of the PRAC in 1995. All Ad hoc and deferred cases are also included. Templates for minutes and recommendations are also available.

Conditional Awards **IMPORTANT*****
 Please note that if the ECPO decision regarding a particular submission is subject to any conditions, then the contract cannot be issued until those conditions have been met. Please remember to keep the HQCPC Secretariat (HQCPC@unops.org) informed of the fulfillment of conditions. This is a requirement of the auditors.

People of HQCPC



Search for someone

Announcements [See all](#)

Transition Arrangements for New HQCPC Online System
 29 Nov 2013
 The old and new HQCPC/LCPC system and submission forms will exist in parallel for a short period in December.
[Read more](#)

Quick links

- [HQCPC & PRAC Document Library](#)
- [Members & Secretariat and Contact Information](#)
- [HQCPC system](#)
- HQCPC Minutes and ECPO Decisions**
- 2012
 - [2012 HQCPC Minutes and ECPO Decisions](#)
 - [2012 Ad Hoc Minutes and ECPO Decisions](#)
 - [2012 Emergency Procurement Minutes and ECPO Decisions](#)
- 2011

- LCPC LCO
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Asset Submissions
 Please note that asset cases can now be submitted online through the HQCPC system.

For guidelines, please refer to the new Administrative Instruction for Management of Property, Plant and Equipment and the How-to-Guide: Online Disposal of Property, Plant and Equipment to be found on the Property, Plant and Equipment website.
 Furthermore, kindly note that when creating an online asset submission, in every case the form requires the completion of the "contractor" field on the cover page. If this information is not applicable (such as where the requested disposal method is discarding or for sale by auction), please indicate "N/A" (not available). The system requires this field of the form to be completed for every asset submission.

[Emergency Submissions](#)
 If a submission is being made under the Emergency Procurement Procedures (EPP), an email MUST be sent to the HQCPC mailbox (HQCPC@unops.org) to let us know that the submission has been made and stating the date/time by which the ECPO decision is needed. Please remember that submissions being made under the EPP must, just like regular submissions, be made through the HQCPC system and need to be pre-cleared by the PCO and approved by the clearing authority.

It is important to note that EPP can only be used with prior approval of the Executive Chief Procurement Officer (ECPO). The EPP and request form for ECPO's approval can be found in Chapter 11 of the Procurement Manual.

Required Documents
 Here you can find a page showing what documents are required depending on the type of submission you are making.

Pre-Clearance Officers
 Here you can find a list of pre-clearance officers for submissions to HQCPC. Kindly note that the pre-clearance officers for procurement and ICA submissions

2010

- [2010 minutes and recommendations](#)
- [2010 Emergency Procurement Minutes and Recommendations](#)
- [2010 Asset Disposal Minutes and Recommendations](#)

2009

- [2009 Minutes and Recommendations](#)
- [2009 Ad Hoc Minutes and Recommendations](#)
- [2009 Emergency Procurement Minutes and Recommendations](#)

2008

- [2008 Minutes and Recommendations](#)
- [2008 Ad Hoc Minutes and Recommendations](#)

List of Pre-Clearance Officers

<https://intra.unops.org/Global/HQCPC/Pages/default.aspx>

HQCPC System

Start your submission here



UNOPS | Intranet

Add to My Links | Help | Contact | Index

Regions | Practices | Global | Tools | Search

Voices

See all | Tell your story

Championing women's rights in Pakistan

"My role as Finance Officer of the Gender Justice and Protection Project was one of the most memorable experiences of my UNOPS career. In a country where too many women still find themselves victims of acid-throwing attacks and other injustices, it is tragic that so few are aware of the laws in place to protect them. It is vital that we raise awareness of this."
Robina Ali Khan, Project Support Officer, UNOPS Pakistan
[Read more](#)

Tools

- Management workspace
- Leads
- PQMS
- HQCPC**
- Online PRA/PER
- Reporting
- Global Leave System (GLS)
- Glocon
- Atlas
- All tools

COMMUNITY ENGAGEMENT TOOLKIT

UNOPS external newsletter has just launched.

Sign up here to learn more about UNOPS successes and challenges.

Did you know that gender equality is key to achieving 6 out of 8 MDGs?
Learn more with the toolkit.

Dashboard

Fiscal Year: 2013

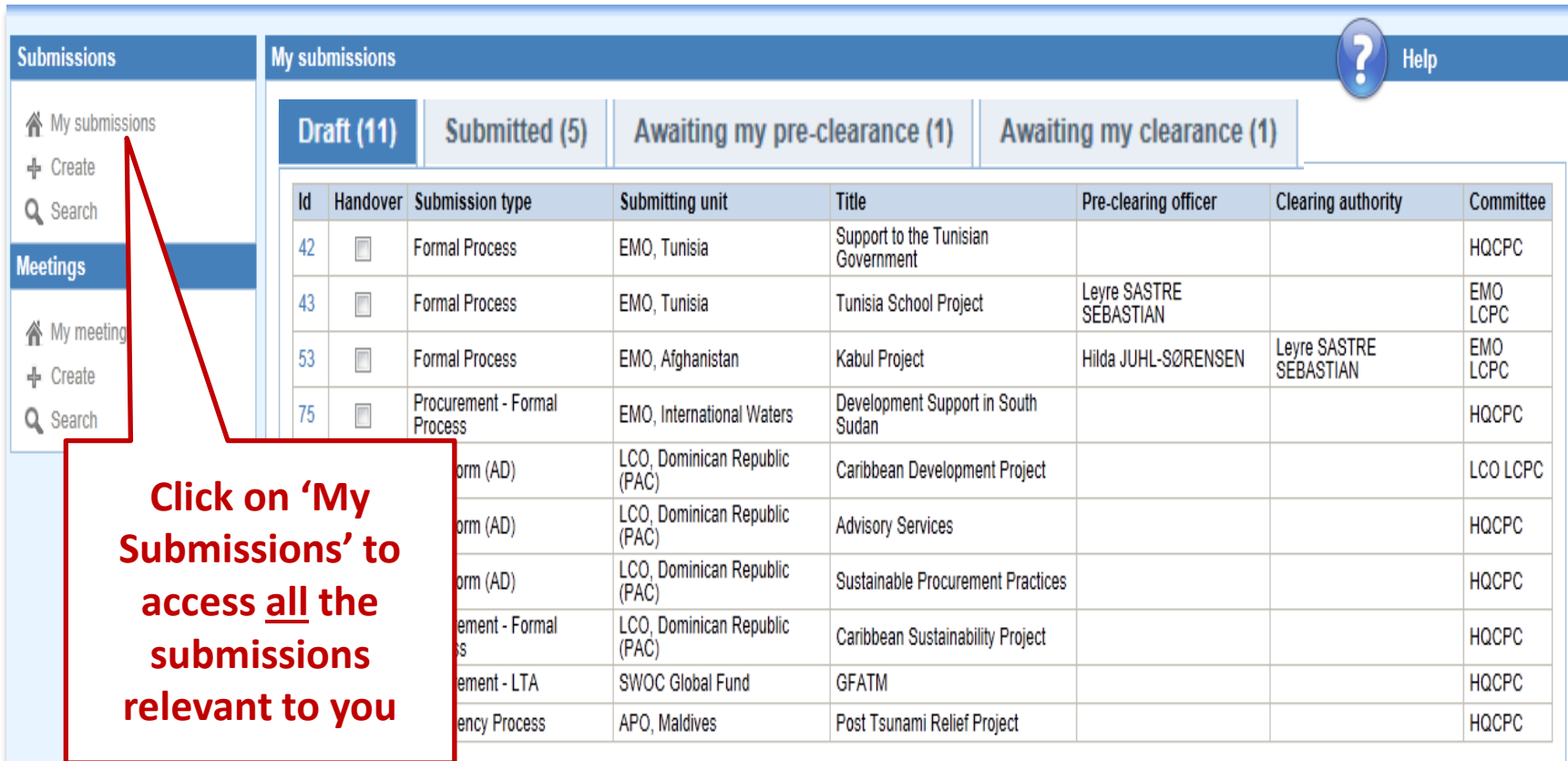
Region	NR	RR	BA	DQ
Africa Office	●	●	●	●
Asia Europe & Middle East Office	●	●	●	●

Some New Features

- **Dynamic menu that helps you keep track of your submission**
- **‘Submission info box’ with a summary of submission details**
- **It is no longer possible to create a submission in someone else’s name**
- **Conditional award tracker**
- **Search function with export to Excel**
- **You can now choose your specific LCPC**
- **It will be possible for CPC Secretaries to redirect a case to another CPC without sending the submission back to draft**
- **Audit log**
- **Statistics**

The same home page for everyone!

'My Submissions' Home Page

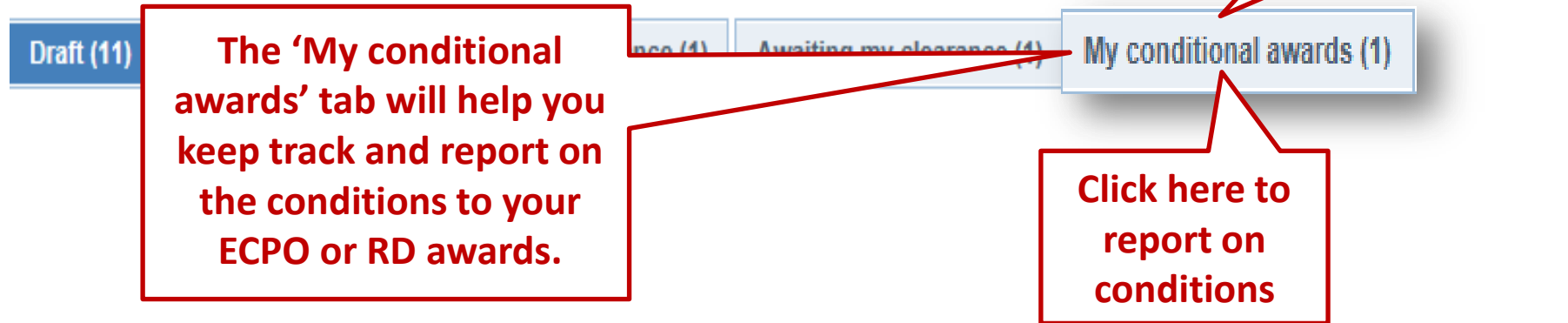


Click on 'My Submissions' to access all the submissions relevant to you

My submissions							
? Help							
Draft (11)		Submitted (5)		Awaiting my pre-clearance (1)		Awaiting my clearance (1)	
Id	Handover	Submission type	Submitting unit	Title	Pre-clearing officer	Clearing authority	Committee
42		Formal Process	EMO, Tunisia	Support to the Tunisian Government			HQCPC
43		Formal Process	EMO, Tunisia	Tunisia School Project	Leyre SASTRE SEBASTIAN		EMO LCPC
53		Formal Process	EMO, Afghanistan	Kabul Project	Hilda JUHL-SØRENSEN	Leyre SASTRE SEBASTIAN	EMO LCPC
75		Procurement - Formal Process	EMO, International Waters	Development Support in South Sudan			HQCPC
		orm (AD)	LCO, Dominican Republic (PAC)	Caribbean Development Project			LCO LCPC
		orm (AD)	LCO, Dominican Republic (PAC)	Advisory Services			HQCPC
		orm (AD)	LCO, Dominican Republic (PAC)	Sustainable Procurement Practices			HQCPC
		ement - Formal s	LCO, Dominican Republic (PAC)	Caribbean Sustainability Project			HQCPC
		ement - LTA	SWOC Global Fund	GFATM			HQCPC
		ency Process	APO, Maldives	Post Tsunami Relief Project			HQCPC

'My Submissions' start page shows the Submission ID number, Submission type, Submitting Unit, Project Title, Pre-clearance Officer, Clearing Authority and CPC for each of your submissions.

'My conditional awards'



- If an ECPO or RD award is subject to any condition the 'My conditional awards' tab will appear on your 'My Submissions' page indicating that follow up is needed regarding the fulfilment of those conditions.
- By clicking on the 'My conditional awards' tab, the system will display the list of submissions that have been approved by ECPO or RD but with that approval subject to the fulfilment of a condition (s).

Update Conditions

Draft (1)		My conditional awards (1)						
Id	Submission type	Submitting unit	Title	Status	Submitting officer	Pre-clearing officer	Clearing authority	Committee
1122	Exception (including Amendment)	AEO Sudan	Road Constructions	Awarded	Efthychia KALOGERAKI	Efthychia KALOGE		

To report on the conditions click on the submission ID number

Sections

- 0. Common Information
- 1. Attachments

Information

- View (PDF)
- Audit log

Actions

- Conditions management

Submission #1122 Help

1122 [Awarded]	HOCP Road Constructions	SO Efthychia KALOGERAKI PCO Efthychia KALOGERAKI CA Hilda JUHL-SORENSEN	Exception (including A... 01-Oct-2013 \$3,000,000	01-Oct-2013 no meeting scheduled no recommendation yet
--------------------------	----------------------------	---	---	--

Common Information

- 0.a Project number: 80529
- 0.b Project title: Road Constructions
- 0.c Committee: HOCP
- 0.e Contact person: Efthychia KALOGERAKI
- 0.f Contact phone: Road Constructions
- 0.g For the acquisition of: Road constructions
- 0.h Comments

Country: South Sudan
Construction S.A.
US Dollar

Total USD Amount: \$3,000,000

To access the list of conditions to the award click on the 'Conditions management' link in the actions menu

Update Conditions

To update the status of the condition click on 'Edit' to the left of each condition

1122 [Awarded]	HQCPC Road Constructions	SO Eftychia KALOGERAKI PCO Eftychia KALOGERAKI CA Hilda JUHL-SØRENSEN	Exception (including A... 01-Oct-2013
--------------------------	-----------------------------	---	--

Please use the below list of conditions to indicate whether they have been met or not.

	Condition	Condition met	Deadline	Reply date	Comment
Edit	Signed addendum to BER		30-Nov-2013	22-Oct-2013	
Edit	Confirmation that RD finds the exchange rate risk acceptable		30-Nov-2013	22-Oct-2013	
Edit	Availability of funds		31-Dec-2013	22-Oct-2013	

Please use the below list of conditions to indicate whether they have been met or not.

	Condition	Condition met	Deadline	Reply date	Comment
Update Cancel	Signed addendum to BER	<input type="text"/> <input type="text"/> <input checked="" type="text"/> Met <input type="text"/> Not met	30-Nov-2013	22-Oct-2013	
Edit	Confirmation that RD finds the exchange rate risk acceptable		30-Nov-2013	22-Oct-2013	
Edit	Availability of funds		31-Dec-2013	22-Oct-2013	

To save the changes click on 'Update'

Confirm whether the condition has been met here

Describe how the condition was fulfilled here

The CPC Secretariat will insert the date by which the condition is expected to be met.

If there is the possibility that the condition may be met some time in the future, please contact the CPC Secretariat so that they can enter a new date.

My submissions ? Help

Draft (11)
Submitted (5)
Awaiting my pre-clearance (1)
Awaiting my clearance (1)
My conditional awards (1)*

Id	Handover	Submission type	Submitting unit	Title	Pre-clearing officer	Clearing authority	Committee
42	<input type="checkbox"/>	Formal Process	EMO, Tunisia	Support to the Tunisian Government			HQCPC
43	<input type="checkbox"/>	Formal Process	EMO, Tunisia	Tunisia School Project	Leyre SASTRE SEBASTIAN		EMO LCPC
53	<input type="checkbox"/>	Formal Process	EMO, Afghanistan	Kabul Project	Hilda JUHL-SØRENSEN	Leyre SASTRE SEBASTIAN	EMO LCPC
75	<input type="checkbox"/>	Procurement - Formal Process	EMO, International Waters	Development Support in South Sudan			HQCPC

Once the estimated deadline has passed, the system will mark the 'My conditional awards' tab in red to remind the Submitting Officer that he/she needs to report back on the fulfilment of conditions.

Pre-Clearance Officers

Region : AEMO (13)			
Jan Philip KLEVER	Portfolio Manager	Count= 13	
Murtada SESAY	Senior Pharmaceutical Product/Supply Chain Officer	AEMO	MMOC
		AEMO	INOC
Vikram SINGH	Procurement Specialist	AEMO	MMOC
Sivakolundu SRISKANDARAJAH	Deputy Senior Programme Manager	AEMO	LKOC
Petrus BOLLEN	Procurement Specialist	AEMO	Yangon, 3DF
Ram TRIVEDI	Regional Procurement Advisor	AEMO	RO
Davronbek AKHMADBEKOV	Senior Portfolio Manager	AEMO	AGOC
Mazen KALOTI	Head of Procurement Unit	AEMO	JMPC
Afrim CEJKU	Program Officer	AEMO	SWOC and PRPC
Bozidar RADIVOJEVIC	Procurement/HR Associate	AEMO	Serbia Limited to the Serbia office
Nisreen Shunnar	Procurement and Contracts Officer	AEMO	IQOC
Najeh RISHEQ	Procurement Associate	AEMO	JMPC Limited to JMPC
Marion GROSSMANN	Junior Procurement Officer	AEMO	AFOH
Region : AFO (8)			
Firmin Kiata KI N'SOKI	Cg-ordination Advisor	Count= 8	
		AFO	CDOC
Bamidele ILEBANI	Team Leader & Coordinator	AFO	Ethiopia

UNOPS | Intranet

Regions Practices Global Tools

HQCPC Procedures

Intranet > Global > HQ contracts & property committee (HQCPC) > HQCPC Procedures > Pre-Clearance Officers

Procurement: As of 1 May 2010, the list of pre-clearance officers for procurement submissions has changed. This role is now carried out by Procurement Practice Advisers nominated by the Director, Human Resources Practice Group. The Director, Human Resources Practice Group confirmed the following as Pre-Clearance officers for procurement submissions:

ICA: As of 1 May 2010, the list of pre-clearance officers for ICA submissions has changed. This role is now carried out by Procurement Practice Advisers nominated by the Director, Human Resources Practice Group. The Director, Human Resources Practice Group confirmed the following as Pre-Clearance officers for ICA submissions:

Region	AFO	AEMO	GPSO	LCO	HQ
Adviser	Anne-Lise Vilpreux/ Lassana Sanogo/ Alimatou Rwekaza/ Bianne Nsiala/ Gerard McDonnell/ Nodira Gray/ Simon Weeks For LCPC: Shabnam Mullo-Abdolova	Anne-Lise Vilpreux/ Nodira Gray/ Simon Weeks/ Raymundo Juan/ Iman Al-Qasem/ Fatima Abbasi/ Venelin Rangelov/ Pranvera Ismaili/ Lorraine Anabtawi/ Shirani De Mel/ Khin Phone Oo	Anne-Lise Vilpreux/ Nodira Gray/ Simon Weeks/ Yvrose Strachan/ Kubrom Ghebretinsae/ Anthony Langmaid/ Ahmad Javedh/ Ambreen Rizvi/ Binta Diallo/ Rosita Desjardins/ Gregory Langham/ Jody Buckler / Siriluk Eiamtonchai/	Monica Morales/ Claudia Nochez-Palacios/ Graciela Suárez/ Lastenia Castillo	Charlotte Tarp Toelle/ Monica Strini

Asset Disposal: The pre-clearance officers for asset disposal submissions are nominated by the respective Regional Director or HQ Director and are listed below:

Region	AFO	AEMO	GPSO	LCO	HQ
Adviser	Ala'a A. Nemer (in his absence, Benedetta Audia)	Ala'a A. Nemer (in his absence, Benedetta Audia)	Salman Haq / Monica Siles	Maria Soledad Camarasa / Luz Linares	David Griffin

Write-Off: The pre-clearance officers for write-off submissions are the respective **Regional Finance Management Officers**.

HQCPC Team



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Eftychia KALOGERA
Joint HQCPC Associate
Tel:+45 4533 7784
EftychiaK@unops.org

Alternate Chairs:
Kong Leong Toh (LPG)
Davronbek Akhmadbekov (AFOH)
Fernando Cotrim Barbieri (LCO)

Tell Us About

- 1) Doubts regarding HQCPC thresholds
- 2) Problems with the HQCPC Online System
- 3) Whether a contract was signed following an ECPO award (procurement cases)

HQCPC@unops.org

Any questions?

Glossary

- **HQCPC** – Headquarters Contracts and Property Committee
- **LCPC** – Local Contracts and Property Committee
- **ECPO** – Executive Chief Procurement Officer
- **RD** – Regional Director
- **FRR** – Financial Regulations and Rules
- **PM** – Procurement Manual (in this presentation)
- **OD** – Organizational Directive
- **AI** – Administrative Instruction
- **ICA** – Individual Contractor Agreement
- **IICA** – International Individual Contractor
- **LICA** – Local Individual Contractor
- **LTA** – Long Term Agreement
- **DOA** – Delegation of Authority
- **PCO** – Pre-Clearance Officer
- **CA** – Clearing Authority
- **BER** – Bid Evaluation Report
- **PER** – Performance Evaluation Report
- **SL** – Short List
- **TOR** – Terms of Reference