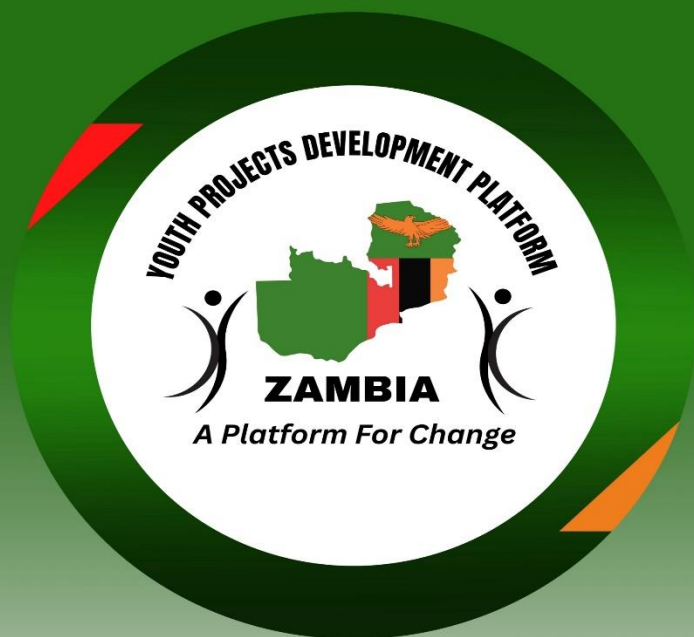




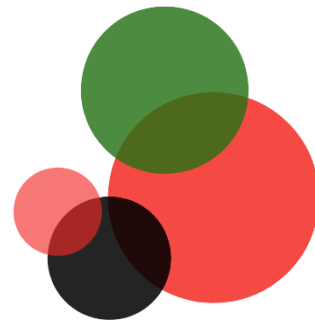
**Youth Projects
Development Platform**

PROCUREMENT AND LOGISTICS POLICY

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A Platform for Change*

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The Youth Projects Development Platform



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THE PROCUREMENT AND LOGISTICS POLICY

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APPROVAL AND SIGNATORIES

This Finance Policy has been reviewed and approved by the Board Youth Projects Development Platform (YPDP). It is binding on all officers, employees, volunteers, and partners involved in financial activities.

Name	Position	Signature	Date
_____	Board Chair	_____	_____
_____	Executive Director	_____	_____

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1. INTRODUCTION

The Youth Projects Development Platform (YPDP) recognizes that efficient, transparent, and accountable procurement and logistics systems are essential to achieving its mission of empowering young people and supporting sustainable development initiatives. This Procurement and Logistics Policy provides a structured framework that guides the acquisition, management, and distribution of resources within the organization. It ensures that all procurement activities are aligned with YPDP's core values of integrity, transparency, fairness, and responsible stewardship of resources. The policy further promotes competitive sourcing, ethical vendor selection, value for money, and rigorous accountability in all procurement transactions.

2. PURPOSE OF THE POLICY

The purpose of Policy is to:

1. To establish a transparent, fair, and accountable system for procuring goods, services, and works for YPDP.
2. To ensure all procurement activities promote value for money and effective use of resources.
3. To provide standardized procedures that guide staff, volunteers, and stakeholders involved in procurement and logistics.
4. To strengthen internal controls and reduce risks such as fraud, delays, and resource mismanagement.
5. To ensure compliance with national laws, donor requirements, and organizational standards.
6. To support efficient program implementation through timely and well-managed procurement and logistics processes.

3. SCOPE OF THE POLICY

This policy applies to:

- All YPDP departments, programs, and projects across all operational areas.
- All staff members, volunteers, board members, and any individuals involved in procurement or logistics activities.
- All procurement of goods, services, and works funded through YPDP resources, donor funds, grants, or partnerships.
- All stages of the procurement process, from planning and sourcing to evaluation, contracting, delivery, and reporting.

- All logistics functions, including inventory management, asset control, warehousing, transportation, and distribution of materials.
- All vendors, suppliers, contractors, and service providers engaged by YPDP.

4. GUIDING PRINCIPLES

YPDP's procurement and logistics activities are guided by the following principles:

- **Transparency:** All procurement processes are conducted openly, with clear documentation and accountability.
- **Fairness and Equity:** Equal opportunity is provided to all eligible suppliers, vendors, and contractors.
- **Value for Money:** Procurement decisions prioritize quality, cost-effectiveness, and efficiency.
- **Integrity and Ethics:** Staff and stakeholders must act honestly, avoiding conflicts of interest or unethical practices.
- **Accountability:** All procurement and logistics activities are documented and monitored to ensure responsible use of resources.
- **Compliance:** All activities adhere to national laws, donor regulations, and internal organizational policies.
- **Efficiency and Timeliness:** Procurement and logistics processes are planned and executed to support timely project delivery.
- **Sustainability:** Procurement and logistics decisions consider environmental, social, and economic impacts, promoting long-term benefits and responsible resource use.

5. PROCUREMENT PROCEDURES

YPDP follows a structured procurement process. The key steps are:

Procurement Planning

- All departments must plan their procurement needs in advance, aligning with project objectives and budgets.
- Procurement requests must be documented, specifying quantities, quality standards, timelines, and estimated costs.
- Annual and quarterly procurement plans should be submitted to management for review and approval.

Sourcing and Supplier Selection

- Procurement should be conducted through competitive methods such as quotations, bids, or tenders, depending on the value and nature of the goods or services.
- Suppliers must be evaluated based on quality, reliability, cost, ethical practices, and capacity to deliver.
- YPDP encourages using local suppliers and sustainable products whenever possible.

Approval and Authorization

- Procurement requests must be approved by designated authorities based on established financial thresholds.
- Documentation, including quotations, supplier evaluations, and approvals, must be maintained for audit purposes.

Contracting

- All agreements with suppliers or service providers must be formalized through written contracts or purchase orders.
- Contracts should clearly outline deliverables, timelines, pricing, payment terms, and performance expectations.

Delivery, Inspection, and Acceptance

- Goods or services delivered must be inspected to ensure they meet quality, quantity, and specification requirements.
- Acceptance is documented, and any discrepancies or damages are addressed promptly with the supplier.

Payment

- Payments are made only after delivery, inspection, and formal acceptance of goods or services.
- Payment requests must be supported by all relevant documentation and authorized by the designated officers.

Record Keeping

- All procurement documents, including plans, approvals, contracts, delivery notes, and invoices, must be securely maintained.
- Records should be readily accessible for audits, monitoring, and reporting.

6. ROLES AND RESPONSIBILITIES

To ensure accountability and efficiency in procurement and logistics, YPDP assigns clear roles and responsibilities as shown in Table 1:

Table 1: *Roles and Responsibilities*

Role	Responsibilities
Board	• Approve procurement and logistics policies and high-value procurement plans. • Ensure overall oversight and compliance with legal, ethical, and organizational standards.
Executive Director	• Oversee implementation of the procurement and logistics policy. • Authorize high-value procurement requests and contracts. • Ensure adequate resources and staff are available for procurement and logistics functions.
Procurement and Logistics Officer / Manager	• Coordinate all procurement activities, including planning, sourcing, evaluation, and contracting. • Maintain records of all procurement transactions and logistics activities. • Ensure compliance with policy guidelines, donor requirements, and relevant laws.
Program Managers / Department Heads	• Identify procurement needs aligned with project goals and budgets. • Submit procurement requests with clear specifications, timelines, and budget estimates. • Monitor delivery and utilization of procured goods and services.
Accountant	• Review and verify procurement documentation for accuracy and compliance. • Process payments only after goods or services are inspected and accepted. • Maintain financial records related to procurement and logistics.

Staff and Volunteers	• Adhere to procurement and logistics procedures in their areas of responsibility. • Report any irregularities, conflicts of interest, or unethical practices.
Suppliers, Vendors, and Contractors	• Comply with the terms and conditions of contracts or purchase orders. • Deliver goods and services on time, meeting quality and specification requirements.

7. PROCUREMENT PLANNING

Procurement planning ensures that YPDP acquires goods, services, and works efficiently, cost-effectively, and in alignment with program objectives. Proper planning reduces delays, prevents unnecessary expenditures, and ensures transparency and accountability.

- a. An annual procurement plan shall be developed and aligned with the organizational and project work plans.
- b. The plan must include the type, quantity, estimated cost, and timeline of procurements.
- c. **Key Steps in Procurement Planning**

Table 2: *Steps in Procurement Planning*

Step	Description
Needs Assessment	Identify goods, services, or works required for programs and operations, specifying quantities, quality standards, and timelines.
Budgeting	Ensure procurement requirements are reflected in project and organizational budgets, including cost estimates and funding sources.
Prioritization	Rank procurement needs based on urgency, strategic importance, and project timelines.

Procurement Method Selection	Determine the appropriate procurement approach (e.g., quotations, competitive bidding, direct procurement) based on value and complexity.
Procurement Schedule	Develop a timeline for procurement activities, including sourcing, evaluation, contracting, delivery, and payment.
Approval of Procurement Plan	Submit procurement plans for review and authorization by the Executive Director or designated authority before implementation.

8. SOURCING AND SUPPLIER SELECTION

YPDP follows a transparent and competitive approach to sourcing and selecting suppliers to ensure quality, value for money, and fairness in procurement.

Table 3: Steps in Sourcing and Supplier Selection

Step	Description
Market Research	Conduct research to identify potential suppliers, assess market trends, and determine the best sources for goods, services, or works.
Supplier Prequalification	Evaluate potential suppliers based on capacity, reliability, experience, financial stability, and ethical practices.
Request for Quotation / Proposal	Issue requests for quotations (RFQs), proposals, or bids to shortlisted suppliers, ensuring clear specifications, timelines, and evaluation criteria.
Evaluation of Bids / Quotations	- Suppliers must be registered, reputable, and meet the required technical and financial capacity. - Supplier response must be assessed based price, quality, delivery time, after-sales support, and compliance with specifications, ethical standards and sustainability considerations.

Supplier Selection	• Select the supplier that offers the best combination of quality, cost-effectiveness, reliability, and adherence to YPDP standards and ethical principles. • Vendors or suppliers should be regularly reviewed and those found non-compliant or unethical should be blacklisted.
Documentation	Maintain comprehensive records of the sourcing process, evaluation criteria, supplier selection, and approvals for accountability and audit purposes.
Contracting	Formalize agreements with selected suppliers through contracts or purchase orders that clearly define deliverables, timelines, pricing, and performance expectations.

9. PROCUREMENT METHODS

Depending on the value and nature of the procurement, YPDP applies the methods shown in Table 4 to ensure efficiency, transparency, and accountability.

Table 4: *Procurement Methods*

Method	Threshold / Description	Key Notes
Petty Cash Procurement	Purchases below ZMW 500	Suitable for minor, routine, or urgent small-scale purchases. Documentation must still be maintained.
Request for Quotations (RFQ)	Low-value goods/services (ZMW 500–20,000)	At least three quotations should be obtained from different suppliers where possible, and the best offer selected.
Competitive Bidding	Goods/services above ZMW 20,000	Requires a formal bidding process with clear specifications, evaluation criteria, and documented approvals.

Direct Procurement	Used only under justified circumstances (e.g., emergencies or sole suppliers)	Must be properly documented with clear justification and approved by the Executive Director or designated authority.
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10. PROCUREMENT OF GOODS AND SERVICES

Purchases of goods and services by YPDP shall be conducted transparently, systematically, and with proper authorization to ensure they benefit the organization and comply with established procurement procedures.

Objectives

- To ensure that all purchases of goods and services are made at the **best price** while maintaining **high quality**.
- To promote fairness, accountability, and efficiency in the procurement process.

Responsibility

- The **Programs Manager, Finance Officer / Finance Assistant**, and **Administrative Staff** are responsible for ensuring that all purchases follow the organization's procedures, maintain transparency, and are properly authorized.

11. PURCHASE REQUISITION AND APPROVAL PROCESS

- All procurement activities at YPDP begin with the submission of a Purchase Requisition Form (PRF) by the requesting department.
- Each requisition is carefully reviewed to ensure that the requested goods, services, or works are necessary, budgeted for, and aligned with the organizational and project work plans.
- No procurement may commence without obtaining the required approvals from the designated authorized signatory, in accordance with the organization's financial and procurement thresholds.

This process ensures accountability, proper planning, and compliance with both internal policies and donor requirements.

12. CONTRACTING AND PURCHASE ORDERS

- a. For all procurement exceeding ZMW 5,000, a formal written contract or Purchase Order (PO) is required.
- b. Contracts and POs must clearly specify the deliverables, timelines, performance standards, penalties for non-compliance, and payment terms to ensure clarity and accountability.
- c. Suppliers or service providers are required to acknowledge and sign the PO or contract before the delivery of goods or services.

This process ensures mutual understanding of obligations, protects the organization's interests, and provides a clear basis for monitoring, evaluation, and payment.

13. DELIVERY, INSPECTION, AND ACCEPTANCE

- a. All goods, services, or works procured by YPDP must be delivered in accordance with the agreed specifications, timelines, and quality standards outlined in the contract or Purchase Order (PO).
- b. Upon delivery, the receiving department is responsible for inspecting the items to verify quantity, quality, and compliance with the requirements.
- c. Any discrepancies, damages, or non-compliance issues must be documented and communicated immediately to the supplier for resolution.
- d. Only after satisfactory inspection and confirmation of compliance will the goods or services be formally accepted and recorded.

14. PAYMENT AND APPROVAL PROCEDURES

The payment and approval process at YPDP ensures that all purchases are properly authorized, transparent, and aligned with budgetary provisions. The process includes the following steps:

1. Initiation of Purchase

- An internal Purchase Requisition Form (PRF) must be completed by the staff member initiating a purchase. The form should include a detailed description, specifications, and quantity of goods or services required.
- The relevant Program or Unit Supervisor reviews the requisition to ensure budget availability and alignment with organizational or project work plans.

2. Obtaining Quotations

- For purchases up to ZMW 500, no quotations are required (petty cash may be used).
- For purchases over ZMW 500, at least three quotations must be obtained.
- Administrative Assistants are responsible for obtaining quotes from a pre-selected group of approved suppliers. The list of approved suppliers is reviewed and updated annually.

3. Quotation Review and Evaluation

- For purchases up to ZMW 5,000, quotations are reviewed by the Procurement Committee, a standing committee composed of three managerial-level staff members.
- The committee evaluates quotations based on availability, quality, price, supplier reputation, delivery promptness, warranties, and payment terms, and provides written recommendations on the Quotation Evaluation Form.
- The Operations Director reviews the committee's recommendations and gives final approval for purchases within this threshold.

4. High-Value Purchases

- Purchases over ZMW 5,000 require approval from the Senior Leadership Team.
- Capital expenditure items exceeding ZMW 500,000 (for basket-funded projects) must be approved by the Board before procurement.

5. Record Keeping

- For purchases above the small purchase threshold, procurement files must include:
 - Basis for supplier or contractor selection.
 - Justification for lack of competition if competitive bids were not obtained.
 - Basis for the award price or cost.

Final Payment Authorization

- The Executive Director, Finance Director, or Operations Director approves payment based on recommendations from the Programs Manager and supporting procurement documentation.
- Payments are processed only after delivery, inspection, and formal acceptance of goods or services.

15. RECEIPT OF GOODS AND SERVICES

- a. All goods and services procured by YPDP must be carefully checked upon delivery to ensure they meet the specifications outlined in the Purchase Order (PO) or contract.
- b. The receiving department is responsible for verifying that the quantity, quality, and specifications match the order.
- c. A **Goods Received Note (GRN)** or **Service Completion Certificate** must be completed and signed by the receiving staff to formally acknowledge receipt.
- d. No goods or services should be accepted or recorded without proper verification, as this ensures accountability, prevents discrepancies, and forms the basis for payment and inventory management.

16. INVENTORY AND ASSET MANAGEMENT

Inventory Management

- a. YPDP shall maintain an organized and accurate inventory system for all consumables, equipment, and materials.
- b. A stock register will be used to record all items received, issued, or disposed of, ensuring accountability and traceability.
- c. All inventory items must be properly labeled, stored safely, and updated regularly in the stock register.
- d. Periodic stock-taking will be conducted to reconcile physical stock with recorded quantities, identify discrepancies, and ensure proper safeguarding of assets..

Asset Management

- a. All YPDP assets, including laptops, furniture, equipment, and other valuable items, must be recorded in the **Asset Register**.
- b. Each asset is assigned to a specific user, department, or project, ensuring clear responsibility for its use and care.
- c. Disposal of any assets must follow a formal process, including proper documentation and approval by the Board. This ensures accountability, prevents unauthorized disposal, and protects the organization's resources while maintaining accurate records for audit and reporting purposes.

17. LOGISTICS AND DISTRIBUTION MANAGEMENT

YPDP ensures that all goods, equipment, and materials are transported, stored, and distributed efficiently, safely, and in a timely manner. Proper logistics management supports program implementation, prevents loss or damage, and ensures resources reach the intended beneficiaries.

Key procedures include:

- **Transportation Planning:** All transport of goods, especially donations, must be planned in advance and recorded in a Delivery Log, considering efficient routes, schedules, and cost-effective options.
- **Vehicle Management:** Drivers are responsible for maintaining vehicle logs and ensuring the good condition of organizational vehicles.
- **Storage and Handling:** Goods must be stored in appropriate conditions to maintain quality and prevent deterioration. Storage areas should be secure, organized, and regularly inspected.
- **Distribution:** Distribution of items to projects, departments, or beneficiaries must be documented using signed distribution lists, detailing items delivered, quantities, and recipients.
- **Accountability:** Staff responsible for logistics must ensure all goods are handled with care, and any discrepancies, damages, or losses are reported immediately for investigation and corrective action.
- **Monitoring and Reporting:** Regular monitoring of logistics operations ensures efficiency, timely delivery, and compliance with organizational and donor requirements. Reports should be maintained for audit and evaluation purposes.

18. PROCUREMENT ETHICS AND CONFLICT OF INTEREST

Procurement Ethics

- a. All staff involved in procurement must act with integrity, honesty, and professionalism at all times.
- b. No staff shall solicit, accept, or offer bribes, gifts, or any form of inducement from suppliers, contractors, or service providers.
- c. Any suspected cases of fraud, corruption, or unethical behavior must be reported immediately and investigated in accordance with YPDP's disciplinary and reporting procedures.
- d. Procurement decisions should be based solely on objective criteria such as quality, cost, reliability, and compliance with specifications, without favoritism or personal gain.

Conflict of Interest

- a. All staff and stakeholders involved in procurement activities must declare any real or potential conflict of interest that could affect impartial decision-making.
- b. Individuals with a declared conflict must recuse themselves from the procurement process to ensure fairness and transparency.
- c. Failure to disclose conflicts of interest or engaging in procurement activities with personal gain in mind may result in disciplinary action, including termination and legal consequences.

19. DOCUMENTATION AND RECORD-KEEPING

YPDP maintains comprehensive documentation for all procurement and logistics activities to ensure transparency, accountability, and compliance with legal and donor requirements.

- a. All procurement documents, including Purchase Requisitions, quotations, Purchase Orders (POs), Goods Received Notes (GRNs), contracts, and invoices, must be properly filed and archived for a minimum of five (5) years.
- b. Electronic backups of all procurement and logistics records should be maintained wherever possible to safeguard against loss, damage, or unauthorized access.
- c. Organized record-keeping facilitates audits, monitoring, evaluation, and reporting, and ensures that information is readily accessible when needed.

20. POLICY REVIEW AND AMENDMENT

To ensure that YPDP's Procurement and Logistics Policy remains relevant, effective, and aligned with organizational goals and regulatory requirements, the policy will be **periodically reviewed and updated**.

- a. The **Executive Director**, in consultation with the **Procurement and Finance Teams**, is responsible for reviewing the policy at least **every two (2) years or earlier as necessary** due to changes in laws, donor requirements, or internal organizational structure.
- b. Proposed amendments must be documented, reviewed, and **approved by the Board** before implementation.
- c. All staff and stakeholders will be notified of any updates to ensure continued compliance and understanding of the revised procedures.

21. MONITORING AND EVALUATION

YPDP is committed to continuous monitoring and evaluation of its procurement and logistics processes to ensure efficiency, compliance, and accountability.

- **Regular Monitoring:** All procurement and logistics activities should be monitored regularly to ensure adherence to policies, procedures, and approved budgets.
- **Performance Evaluation:** Suppliers and service providers should be periodically evaluated based on quality, timeliness, reliability, and compliance with contractual terms.
- **Internal Audits:** Procurement records, contracts, and logistics documentation should be subject to periodic internal audits to identify gaps, discrepancies, or areas for improvement.
- **Reporting:** Findings from monitoring and evaluation activities should be documented and reported to management and the Board to inform decision-making and improve procurement practices.
- **Corrective Actions:** Any issues identified during monitoring or audits must be addressed promptly, and corrective measures implemented to prevent recurrence.



YOUTH PROJECTS DEVELOPMENT PLATFORM

A Platform For Change