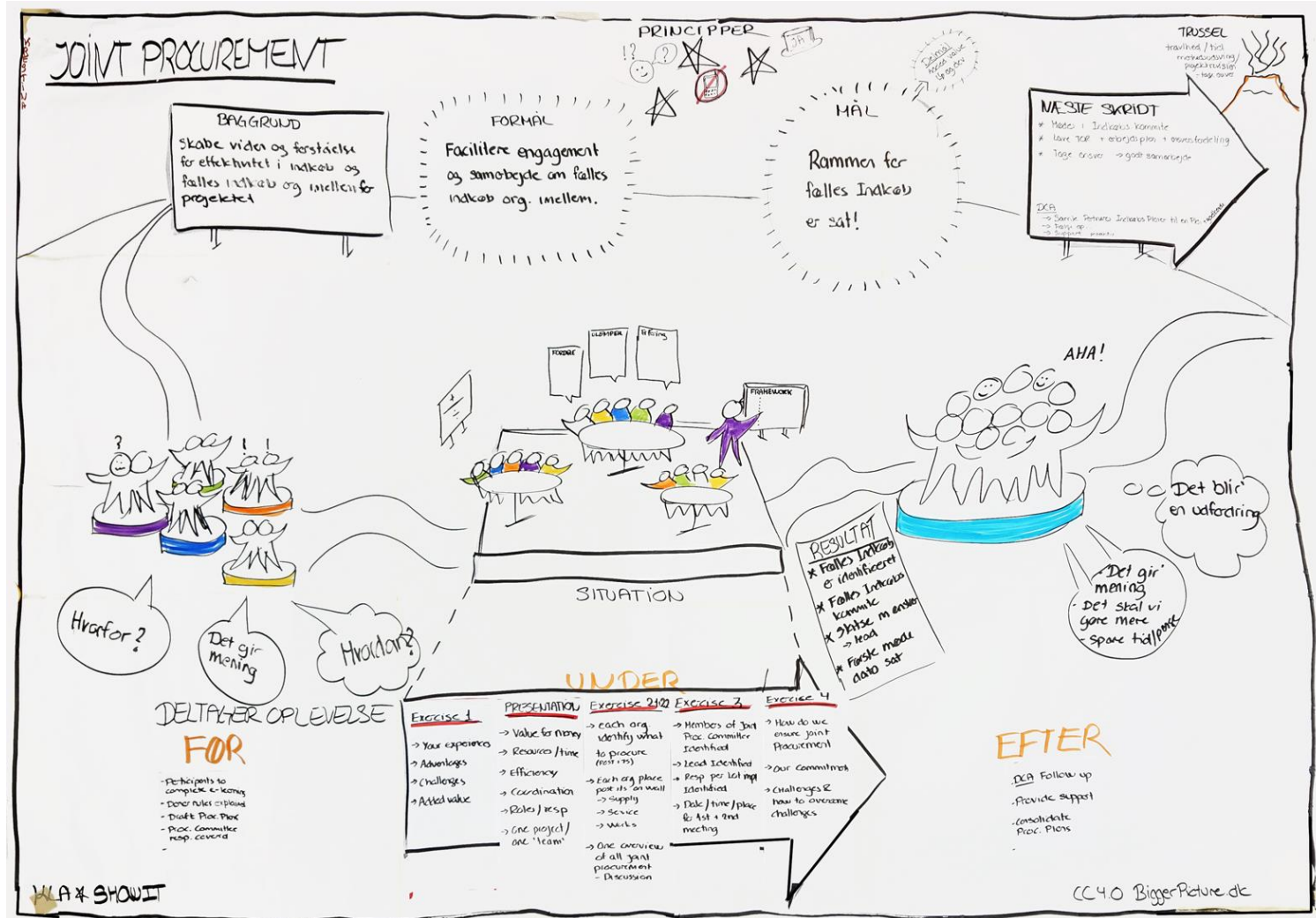


JOINT PROCUREMENT SESSION

Kort beskrivelse	'Joint Procurement' session der er en del af en 2-4 dages procurement workshop for DCAs implementerende partnere i syd og som afholdes i forbindelse med projekt start. Det er en ca. 3 timers session, hvor der både er plenum oplæg, plenum diskussioner og gruppe arbejde. Formålet med sessionen er at skabe rammerne for at partner organisationerne laver fælles indkøb.
Baggrund	DCA implementer ofte projekter gennem lokale partnere og for de større projekter hvor e.g. USAID, EuropeAid, ECHO, DFID etc. er donor, afholdes der ofte en procurement kick-off workshop i forbindelse med projekt start. Et af de elementer der ofte er en udfordring at få til at ske rent praktisk, er fælles indkøb mellem de implementerende partnere. Partnere er ofte ikke vant til at købe ind i fællesskab med andre org. og de kan ikke nødvendigvis se pointen med at gøre det. Derfor er der behov for at skabe en fælles forståelse og sætte rammerne for fælles indkøb.
Udviklet af	Krestina L. Africa / Folkekirkens Nødhjælp / kaf@dca.dk / mobil 61681347
Udviklet til (målgruppe)	Personer som afholder workshops/træninger hvor der skal faciliteres 'fælles indkøb' imellem organisationer.

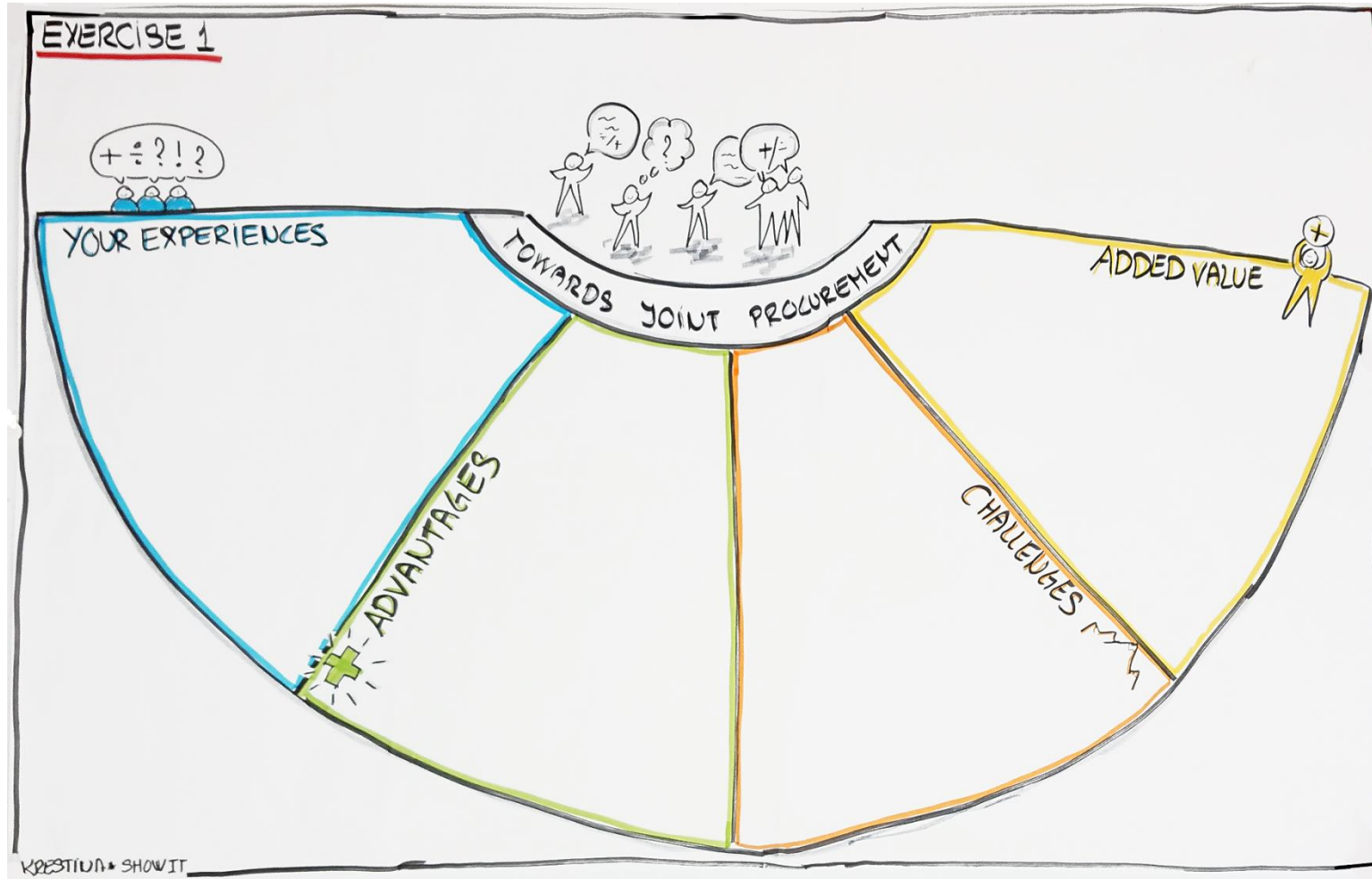
PROCESDESIGN

Processens design i et billede.



SKABELONER

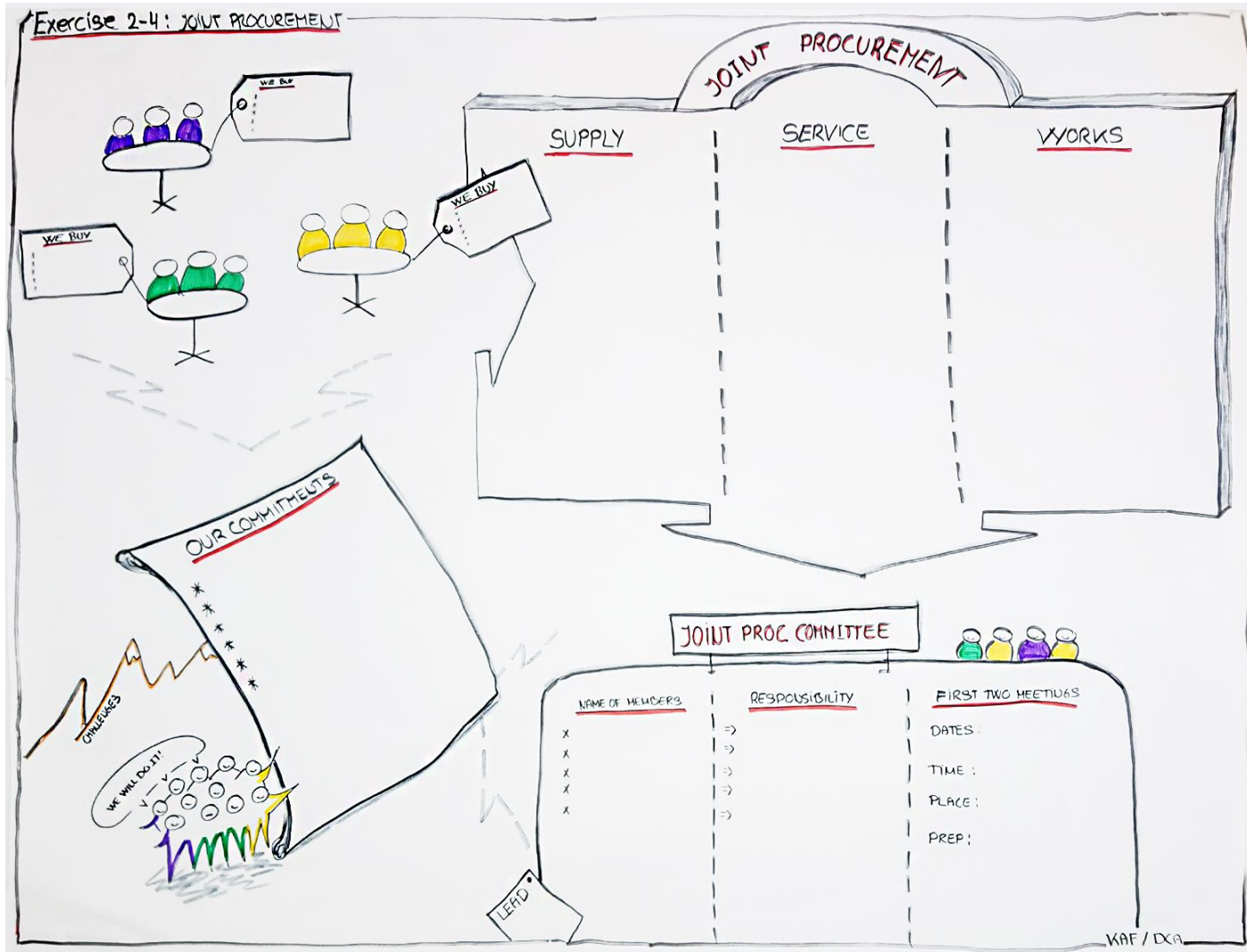
Anvendes som del af processen.



KRISTIAN • SHOW IT

SKABELONER

Anvendes som del af processen.



STORYBOARD

Processen trin for trin.

UNDER

PARTICIPANTS ARRIVES 10 min

FACILITATOR explains the next topic "joint procurement" over the next 4-5 steps

EXERCISE 1 EXPLAINED 5 min

FACILITATOR explains the exercise 1 / template 1 for groupwork -> plenum discussion

GROUP WORK - EXERCISE 1 10 min

PARTICIPANTS work with the template of the tables in groups (broken in parts - per actor)
FACILITATOR assists / facilitates discussion in groups

PLENUM FOLLOW UP - EXERCISE 1 20 min

ALL PARTICIPANTS bring their filled in template to the "wall". Joint discussion facilitated by facilitator. Post it on the wall

PRESENTATION 20 min

Presentation by FACILITATOR -> with joint present. Refer back to outcome / highlights from exercise 1

EXERCISE 21 - GROUPWORK 20 min

Facilitator explains exercise / groupwork parts -> identify procurement to present per org. in plenum

EXERCISE 22 - PLENUM 15 min

Each org places part of it with what they need to buy on board on wall. Facilitator to recognize parties who joint procurements & facilitate discussion.

EXERCISE 3 - PLENUM 20 min

Facilitator: Facilitate discussion on who are members of Joint Procurement Committee + how meeting, share etc.

EXERCISE 4 - Groupwork / plenum 30 min

Groupwork -> discussing challenges in joint procurement, how to overcome and commitments. Discussion in Plenum -> Facilitator -> write commitments

RECAP 15 min

FACILITATOR: Recap on what to procure jointly, who is in the joint proc. committee, commitments, responsibilities, each follow up + support

FØR

AGREEMENTS

CO / HMA PROLOG OFFICER

- VALUE
- TRAVEL
- MATERIALS
- FOOD
- ACCOMMODATION
- LOGISTICS
- IDENTITY PARTICIPANTS
- SCHEDULE
- TIME / DATE
- PARTICIPANT PREP

HQ PROLOG OFFICER

HQ & COUNTRY/HMA OFFICE agrees on coordination & preparatory tasks & responsibilities -> one month in advance!

SETTING THE SCENE

45 min

FACILITATOR ensures the "scene" is ready. Tables are ready. Posters on wall, projector ready, AC working, materials available...

EFTER

DOCUMENTATION / SHARING

FACILITATOR take photo of output of exercises + include in minutes / travel report / PowerPoint share

FOLLOW UP!

- x DCA SHARES OUTPUT (PHOTOS / POWERPOINTS / MINUTES)
- * DCA CO / HMA FOLLOW UP WITH PARTNERS
 - ↳ Consolidated Procurement Plan
 - ↳ Procurement Committee
 - ↳ Challenges
 - ↳ Deadlines
 - ↳ Resp + Implementation
 - ↳ Assistance Support
- * DCA HQ Follow up with DCA counterpart at CO / HMA

SITUATION

Her ses den situation som processen er tænkt at foregå.

SITUATION

TID

TIME

- * 3 Hours

OPSTILLING & UDSTYR

SET UP

- * Wall 'space' for templates
- * tables set for group-work
- * Projector
- * WHITEBOARD
- * Templates (on wall + tables)
- * Water /snacks on tables
- * Pen/paper/post it's on tables
- * AC (functioning...)

KONCEPT/CONTEXT

- * Joint Procurement session part of 2-4 day Proc Workshop. (globally)
- * Participants have been introduced to main concepts before 'Joint Proc. Session'
- * Joint Proc. Session = 3 hours

FACILITATOR

- * Presentation's
- * Facilitates process/discussion
- * Highlights main points/discussion Exercises

DELTAGERE

ROLLER/ANSVAR/OPGAVER

PARTICIPANTS

- * 5 to 10 impl partner org.
- * 15-30 participants
- * 1-2 Finance/proc Officer + 1 progr/project Officer

STED

PLACE

- * Conference room -> somewhere....

MATERIALER

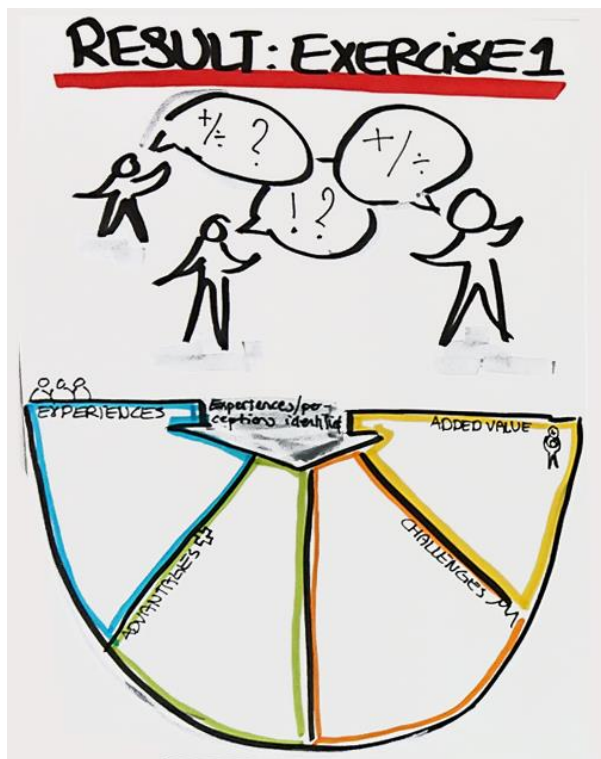
MATERIALS

- * WHITEBOARD
- * MARKERS - red/blue/green/black
- * Post it's (small) 5 colors x 5
- * Post it's (large) 4 colors x 2
- * Tape + Sticky stuff

SKITSE

VISUELT OPSAMLET RESULTAT

Processen har disse visualiserede resultater:



Exercise 1)

En udfyldt plance med input på post its fra diskussioner i grupperne.

Give indblik og overblik over erfaringer og holdninger til at lave fælles indkøb. Referere tilbage til denne planche i resten af sessionen.



Exercise 2.1 og 2.2)

En udfyldt plance med info om hvad der skal købes fælles, hvem der er med i den fælles indkøbs-komitee, ansvars-områder og dato, tid sted, opgaver til de to første møder i komiteen. Info kan skrives ind i selve planchen eller med post its.