New IsDB Project Procurement Framework
The Set of Guidance Notes Supplementing the Guidelines
2019

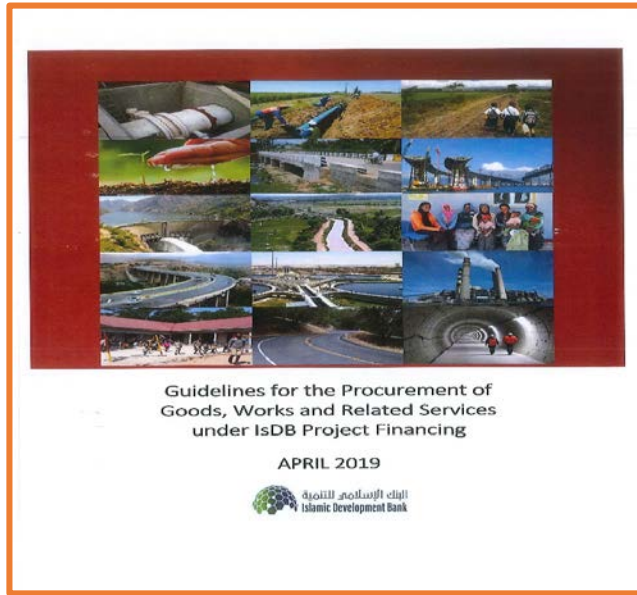# Contents

1.Introduction

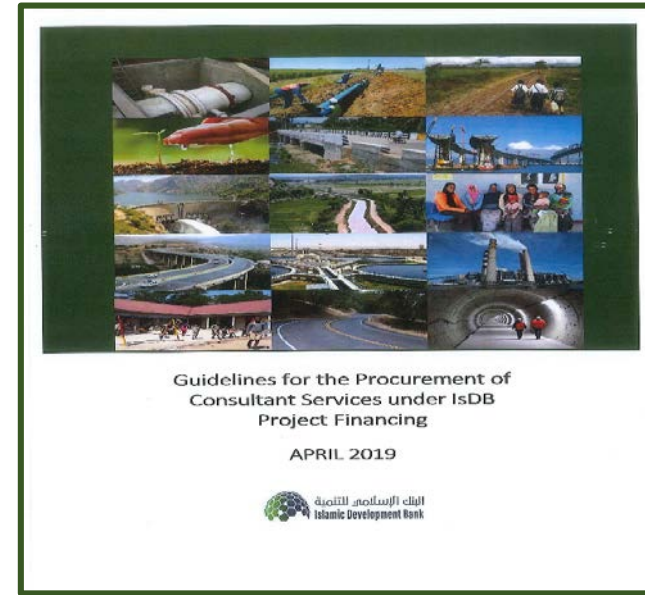2. Some Key Guidance Notes

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1. Introduction


The Guidelines for Procurement of Goods and Works

Guidelines for Procurement of Consultant Services

Complemented by new GUIDANCE NOTES on IMPORTANT TOPICS:

- Guidance Notes Provide Recommendations ONLY
- In Case of Contradiction between Guidelines & Guidance Notes, GUIDELINES Prevail.

1. Procurement Related Complaints Handling

2. Procurement in Fragile and Conflict Affected States

3. Procurement Plan / Strategy Document

4. Prior and Post Review

5. E-Procurement

6. Hands-On Implementation Support

7. Advanced Contracting and Retroactive Financing

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Guidance Notes

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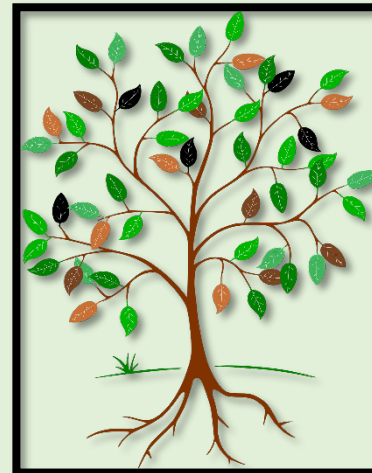
8. Selection Of Consultants

9. New Procurement Approaches

10. Joint Ventures and Other Types Of Association

11. Eligibility

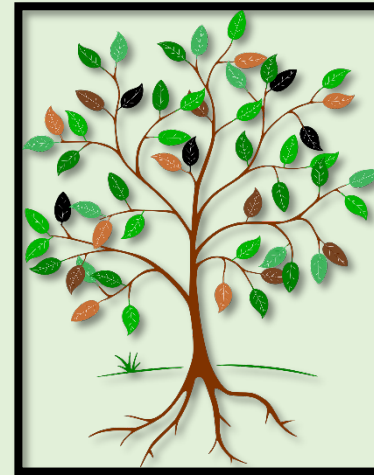12. Conflicts of Interests and Unfair Competitive Advantage

13. Gender Consideration, Social and Sustainable Public Procurement

14. Abnormally Low Tenders-ALT

15. Non-Compliance

16. Alternative Procurement Arrangements

17. PPP and Other Private Sector Methods

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Guidance Notes

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2. Key Guidance Notes

1. Procurement Plan / Strategy Document

2. Procurement Related Complaints Handling

3. Prior and Post Review

4. Advanced Contracting and Retroactive Financing

5. Procurement in Fragile and Conflict Affected States

6. Hands-On Implementation Support

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2. Key Guidance Notes: Procurement Strategy (PS)

PS is a structured analytical approach designed to support procurement planning.

Framework to research and analyze information and data to make decisions on what constitutes a fit for purpose procurement approach.

Provides the information to prepare the Procurement Plan and support the PAD preparation.

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2. Key Guidance Notes: Procurement Strategy

Procurement Strategy(PS) & Procurement Plan(PP) is mandatory for some projects, and is subject to review of IsDB.

The outcome of the analysis in the PS is:
a)Requirements (Specifications);   b)Contract Strategy;

c)Selection Methods;   d)Evaluation Methods.

The right choices in the Procurement Strategy and Plan will lead to Value for Money and Fitness for Purpose.

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2. Key Guidance Notes: Procurement Strategy

Contents (of Guidance Note)

Section 1 - Introduction

Section 2 - Procurement Planning & Strategy

Section 3 - Project Overview

Section 4 - Assessment of Operating and Beneficiary Capacity

Section 5 - Stakeholder Analysis

Section 6 - Procurement Risk Assessment

Section 7 - Procurement Objectives

Section 8 - Market Research and Analysis

Section 9 - Procurement Options and Recommendati

Annex I - Example Procurement Plan
Annex II - Procurement Options and Recommendations Template
Annex III - Project Overview Template
Annex IV - Procurement Strategy Template

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2. Key Guidance Notes: Procurement Related Complaints Handling

New Section on Procurement Related Complaints added in Chapter 1 (General Provisions) of both Guidelines.

The policy related to Procurement Related Complaints in Chapter 1 is further elaborated in Annex C of the Guidelines for G&W and Annex E of the Guidelines for Procurement of Consultants.

Significant enhancement of overall approach to Procurement-Related Complaints (up to award) e.g. : Standstill period, Response times

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2. Key Guidance Notes: Procurement Related Complaints Handling

A well-managed, robust, and objective complaints handling system is critical for any public procurement system.

It provides a check on arbitrary decision-making and encourages open and transparent competition.

Beneficiaries must always make every effort to address any Procurement-Related Complaint received objectively and in a timely manner, with transparency and impartiality.

2. Key Guidance Notes: Procurement Related Complaints Handling

Contents (of Guidance Note)

Section 1 - Introduction

Section 2 - Roles and Responsibilities

Section 3 - Complaint Process

Section 4 - Standstill Period

Section 5 - Timelines

Section 6 - Contract-Related Complaints

Annex I – Complaint Template
Annex II – Acknowledgment of Procurement-Related Complaint Template

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2. Key Guidance Notes: Prior and Post Review

In Chapter 1 (Guidelines for G&W) , section on "Review by IsDB and IsDB Assistance" has been expanded to include reference to Prior Review & Post Review.

There is also an Annex on "Prior Review & Post Review" in both Guidelines

Prior Review is indicated for high value and/or high risk procurements.

2. Key Guidance Notes: Prior and Post Review

Post Review may be carried out by IsDB or by third parties.

The choice between Prior Review & Post Review is determined based on the project and contract-specific procurement risks.

The requirement for Post or Prior Review shall be specified in the Procurement Plan.

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2. Key Guidance Notes: Prior and Post Review

Contents (of Guidance Note)

Section 1 - Introduction

Section 2. Prior and Post Review for Goods, Works and Related Services

Section 3. Prior and Post Review for Consultancy Services

Section 4. Related topics and clarifications on Prior and Post Review

Annex I. IsDB Member Countries

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2. Key Guidance Notes: Advanced Contracting and Retroactive Financing

In the Guidelines for the Procurement of Consultant Services, section on "Advance Contracting & Retroactive Financing" has been shifted from Chapter 2 to Chapter 1.

This signifies the importance attached to speedier project implementation, for which early engagement of the Consultant is crucial.

There is also an Annex on "Retroactive Financing" in both Guidelines.

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2. Key Guidance Notes: Advanced Contracting and Retroactive Financing

Advance Contracting is carrying out of the selection procedure before signature of the Financing Agreement.

Advance Contracting may be carried out to accelerate project implementation or in emergencies.

Advance Contracting is carried out in accordance with IsDB Guidelines.

2. Key Guidance Notes: : Advanced Contracting and Retroactive Financing

Contents (of Guidance Note)

Section 1 - Introduction

Section 2 – Advanced Contracting

➢ Background
➢ Circumstances of Use
➢ Safeguards

Section 3 - Retroactive Financing

➢ Background
➢ Purpose
➢ Uses of Retroactive Financing
➢ Limitations of Retroactive Financing
➢ Control Measures
➢ Exceptions

Annex I. IsDB Member Countries

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2. Key Guidance Notes: Procurement in Fragile and Conflict Affected States

Fragility is a state with weak capacity to carry out the basic functions of governing a population and its territory. It may or may not be accompanied by conflict.

Disaster is a sudden, calamitous event that seriously disrupts the functioning of a community, causing widespread losses. An emergency occurs after a natural or man-made disaster, or conflict.

Projects in Countries experiencing fragility, weak institutions, emerging from conflict, or confronted with an emergency, carries several challenges.

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2. Key Guidance Notes: Procurement in Fragile and Conflict Affected States

Guidance Note proposes measures that can facilitate procurement in such situations with specific flexibilities and options.

Project Appraisal Document (PAD); Procurement Strategy and the related Procurement Plan should take these circumstances into consideration.

Measures that may be considered include: using Post Review; Framework Agreements; UN Agencies; Procurement Agents; Single Source..etc.

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2. Key Guidance Notes: : Procurement in Fragile and Conflict Affected States

Contents (of Guidance Note)

Section 1 - Introduction

Section 2 - Procurement in Fragile, Conflict-Affected States (Overview)

Section 3 – Procurement in Fragile, Conflict-Affected States

**Annex I. IsDB Member Countries
Annex II. Summary of Measures for Fragile, Conflict-Affected and Emergency Situations**

➤ Project Design and Procurement Planning

➤ Procurement Preparedness

➤ Situational Response

➤ Application of IsDB Regulations and Procedures during Emergencies

➤ Operational Context and Market Conditions

➤ Organizational and Institutional Support

➤ Use of Procurement Agents

➤ Flexible Arrangements for Procurement

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2. Key Guidance Notes: Hands-On Expanded Implementation Support

IsDB may provide Beneficiary with HEIS for Procurements where Beneficiary is in urgent need of assistance because of disaster; conflict; or capacity constraints because of fragility.

HEIS allows task teams to assist Beneficiaries to deliver effective Procurement processes beyond the normal implementation support.

Providing HEIS through the Procurement process can enable projects to progress faster and transfers Procurement skills as Bank and Beneficiary staff work more closely together.

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2. Key Guidance Notes: Hands-On Expanded Implementation Support

At stage of preparation of Procurement Strategy (PS) - while assessing Beneficiary capability - the need for HEIS is determined , as well as stages of Project Cycle where HEIS is required.

HEIS may include drafting Procurement Documents for or jointly with Beneficiary. HEIS shall not include evaluating bids on behalf of Beneficiary.

Bank's provision of HEIS does not constitute decision-making on behalf of the Beneficiary. Procurement decisions at key stages always remain the responsibility of the Beneficiary.

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2. Key Guidance Notes: Hands-On Expanded Implementation Support

Contents (of Guidance Note)

Section 1 - Introduction

Section 2. Applicability for HEIS at Different stages of Procurement Process
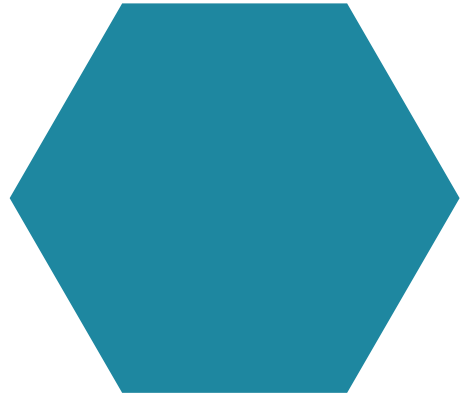
- Project Preparation: Design of an effective implementation support plan
- Project Implementation
- Preparation of Procurement Documents
- Bidding Process
- Pre-Bid meeting

- Bid opening
- Bid Evaluation
- Debriefing Bidders and addressing complaints
- Debriefing
- Addressing complaints
- Contract Negotiations and Technical Discussions
- Contract Management/Implementation
- Risk Management
- Determination of Application
- Termination of HEIS
- Determination of Application for HEIS, Termination of HEIS and Roles of Different Parties in HEIS is given in the Attachment

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Thanks!

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