



Background



Although NNI has a procurement manual, users often complained that the procurement process is slow and tedious. Stakeholders could not fathom the procurement policies and as a result, justification for award were either rejected or sent back to users for corrections which resulted in the delay of their purchase item.

Aim(s)



- To educate users on procurement policy and facilitate their procurement process
- To ensure that proper governance is followed and policies adopted are aligned to the cluster.

Methodology



By establishing this framework, stakeholders get a holistic view from the point the requisition is raised till the purchase is being placed with the vendor(s).

A bi-yearly update to Management is also presented on discrepancies that may have occurred and the steps taken to remedy such faults

Procurement process was sub-divided

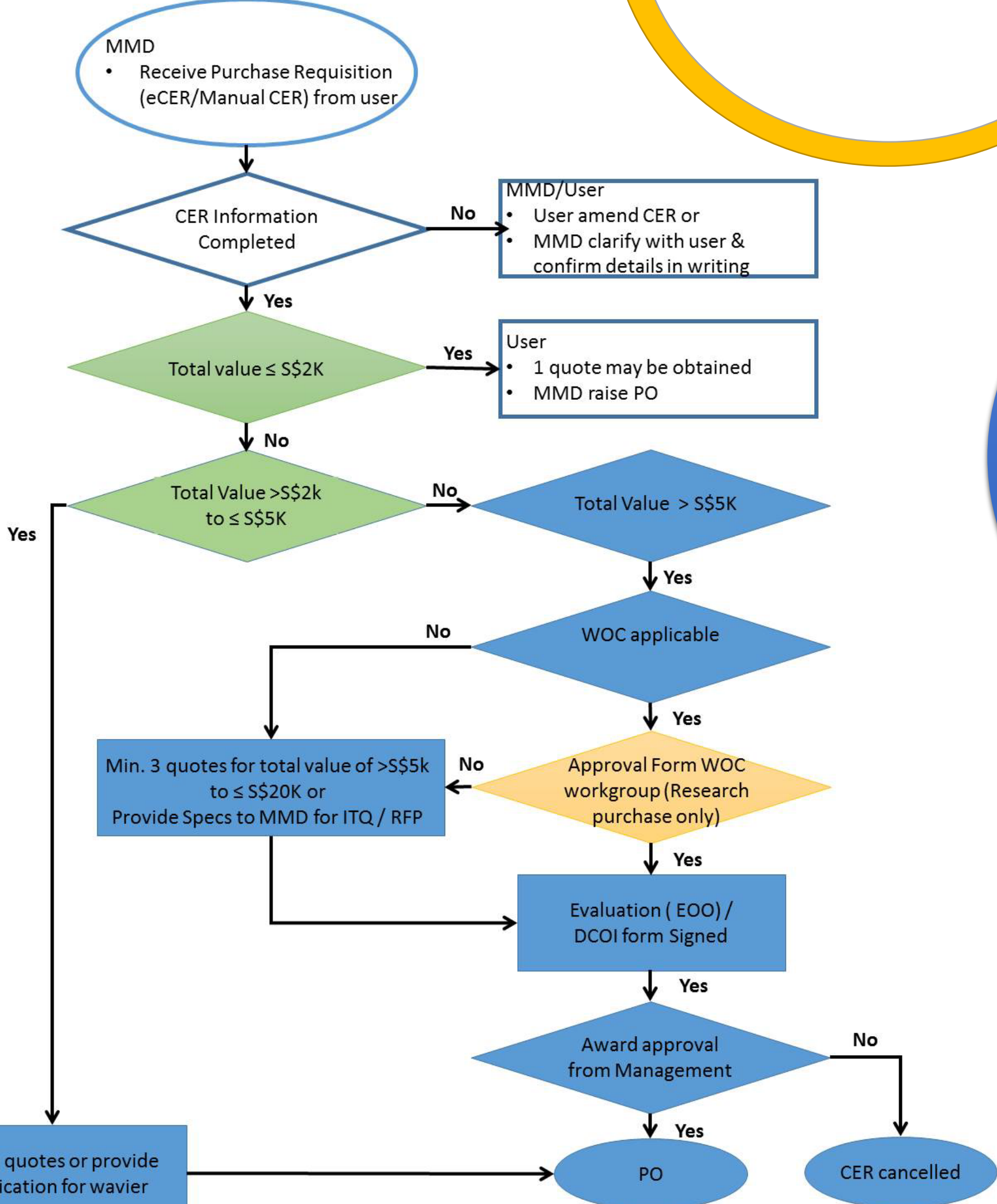
To help educate users on procurement policies the following were adapted;

Approval template was established

Flowcharts were created

Formalisation of condemnation process

Roadshows on procurement practises were also carried out in NNI for HODs and users to ensure that they understand the whole procurement process and key check points along the procurement flow that need to be followed for control and governance.



Result

Stakeholders have a clearer understanding of the procurement process without compromising on procurement governance. With the template given to users, we have seen a drop of almost 80% of submissions being rejected by approving officers. The flow has been especially useful for users to understand the steps that need to be taken for purchase of item of certain value.

Conclusion

Focusing on people is key to a successful transition from old to new process. By simplify the procurement flow and engaging users, the procurement policies have become clearer especially the importance of following proper governance