



YOUTH FOR INTEGRITY BUILDING ORGANIZATION



JULY 2023.



PREAMBLE

The Youth For Integrity Building (YIB) organization is committed to upholding the highest standards of integrity, transparency, and accountability in its procurement activities. This Procurement Policy serves as a guiding framework to ensure fairness, efficiency, and responsible resource management in all procurement processes undertaken by YIB.

YIB recognizes that effective procurement practices are essential for achieving its mission and delivering quality programs and services. By adhering to this policy, YIB aims to promote fair competition, value for money, and ethical conduct in its interactions with suppliers, contractors, and service providers.

This policy emphasizes the importance of compliance with applicable laws, regulations, and ethical standards to safeguard the organization's reputation and maintain the trust of its stakeholders. It establishes clear guidelines and procedures to govern all stages of the procurement process, from planning and sourcing to contract management and reporting.

YIB acknowledges the significance of stakeholder involvement and engagement in procurement activities. The organization is committed to fostering a culture of collaboration and transparency, where input from staff members, vendors, and other relevant stakeholders is sought and valued.

This policy also recognizes the potential risks and challenges associated with procurement and emphasizes the need for effective risk management and control measures. YIB is committed to continuously improving its procurement practices through regular reviews, training programs, and benchmarking exercises.

By adhering to this Procurement Policy, YIB aims to achieve optimal value for money, promote fair and ethical business practices, and contribute to the organization's overall mission of integrity building among the youth. This policy serves as a foundation for responsible procurement practices and guides the actions of all staff members involved in procurement activities within YIB.



Executive Director,
Youth For Integrity Building (YIB).



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1. INTRODUCTION

1.1. *Youth For Integrity Building (YIB) Overview*

YIB is a community based organization established under the Community groups Registration Act No. 30 of 2022.

1.2. **YIB organization Mission:** to empower young people with the knowledge, skills, and resources to become lead agents of change in promoting integrity, ethical leadership and social justice.

1.3. **YIB organization vision:** To build a world in which all individuals and communities have the tools and resources they need to sustainably thrive, and where integrity, democracy, and social justice are valued and promoted.

1.4. YIB is fully committed to the principle of honesty, integrity and fair play in the delivery of services to the public.

2. PURPOSE

The purpose of the Youth For Integrity Building (YIB) organization procurement policy is to establish guidelines and procedures for the procurement of goods and services in a transparent, fair, and efficient manner. This policy aims to ensure that all procurement activities are conducted in accordance with legal and ethical standards, promote value for money, and support the organization's mission and objectives.

3. SCOPE

This policy applies to all procurement activities conducted by the YIB organization, including the acquisition of goods, services, and works. It covers all staff members involved in procurement processes, as well as suppliers and contractors engaged by the organization.

4. POLICY STATEMENT

The YIB organization is committed to conducting its procurement activities in a manner that is fair, transparent, and accountable. We strive to promote competition, value for money, and ethical practices in all procurement processes. This policy aims to ensure that all stakeholders are treated fairly, and that the organization's resources are utilized efficiently and effectively.

5. DEFINITION OF TERMS

- a. **Goods:** Physical products, materials, or equipment that are procured by the organization.
- b. **Services:** Non-physical activities or tasks provided by external parties to the organization.
- c. **Works:** Construction or infrastructure projects undertaken by external contractors.
- d. **Bid:** A formal offer submitted by a supplier or contractor in response to a procurement request.
- e. **Request for Proposal (RFP):** A document that outlines the organization's requirements and invites suppliers or contractors to submit proposals for providing goods or services.
- f. **Request for Quotation (RFQ):** A document that requests suppliers or contractors to provide a quotation for specific goods or services.



g. **Evaluation Criteria:** The standards and factors used to assess and compare bids or proposals, such as price, quality, experience, and compliance with specifications.

6. OBJECTIVES OF THIS POLICY.

6.1. To ensure that procurement activities are conducted in compliance with applicable laws, regulations, and ethical standards.

6.2. To promote fair and open competition among suppliers, contractors, and service providers.

6.3. To achieve value for money in all procurement processes, ensuring that the organization receives the best quality goods and services at the most competitive prices.

6.4. To establish clear and transparent procedures for the evaluation, selection, and management of suppliers and contractors.

6.5. To minimize the risk of fraud, corruption, and conflicts of interest in procurement processes.

6.6. To enhance the organization's reputation and credibility by demonstrating good governance and responsible financial management.

7. PRINCIPLES.

7.1. **Transparency:** All procurement processes shall be conducted in a transparent manner, ensuring that all stakeholders have access to relevant information and can participate in the process.

7.2. **Fairness and Equal Treatment:** All suppliers, contractors, and service providers shall be treated fairly and equally, without discrimination or favoritism.

7.3. **Competition:** The organization shall promote competition among suppliers and contractors, encouraging the submission of competitive bids and proposals.

7.4. **Value for Money:** The organization shall seek to achieve the best value for money in all procurement activities, considering both the quality and cost of goods and services.

7.5. **Accountability:** All staff members involved in procurement processes shall be accountable for their actions, ensuring that procurement activities are conducted in accordance with this policy and applicable laws and regulations.

7.6. **Ethical Practices:** The organization shall adhere to high ethical standards in all procurement activities, avoiding conflicts of interest, corruption, and any form of unethical behavior.

7.7. **Sustainability:** The organization shall consider environmental and social factors when procuring goods and services, promoting sustainable practices and responsible sourcing..

8. ROLES AND RESPONSIBILITIES

8.1. Procurement Committee:

i. **Policy Development and Review:**

a. Develop and review procurement policies, ensuring alignment with organizational objectives, legal requirements, and best practices.

b. Recommend updates or revisions to procurement policies and procedures based on changing needs or emerging trends.

ii. **Procurement Strategy and Planning:**

a. Provide guidance and input on the organization's procurement strategy, objectives, and priorities.



- b. Review and approve procurement plans, ensuring they align with the organization's strategic goals and budgetary constraints.
 - iii. Oversight and Compliance:**
 - a. Provide oversight and guidance on procurement activities, ensuring compliance with policies, regulations, and ethical standards.
 - b. Review and approve high-value or complex procurement transactions to ensure transparency, fairness, and value for money
 - c. Monitor and evaluate the effectiveness of procurement processes, identifying areas for improvement and recommending corrective actions.
 - iv. Risk Management:**
 - a. Assess and manage procurement-related risks, including potential conflicts of interest, fraud, or non-compliance.
 - b. Review risk mitigation strategies and controls proposed by the procurement team, ensuring their effectiveness and appropriateness.
 - v. Stakeholder Engagement:**
 - a. Collaborate with budget holders, procurement officers, and other stakeholders to ensure effective communication and coordination in procurement activities.
 - b. Address any concerns or issues raised by stakeholders related to procurement processes or outcomes.
 - vi. Continuous Improvement:**
 - a. Foster a culture of continuous improvement in procurement practices, promoting innovation, efficiency, and effectiveness.
 - b. Stay updated on emerging procurement trends, technologies, and best practices, and recommend their adoption where appropriate.
- 8.2. Procurement Officer:**
- i. Procurement Planning:**
 - a. Collaborate with budget holders and other stakeholders to identify procurement needs and develop procurement plans.
 - b. Conduct market research and analysis to identify potential suppliers or contractors.
 - c. Prepare procurement documents, such as requests for proposals (RFPs), requests for quotations (RFQs), or invitations to bid (ITBs).
 - ii. Sourcing and Supplier Management:**
 - a. Manage the supplier selection process, including evaluating bids or proposals, conducting supplier evaluations, and selecting the most suitable suppliers.
 - b. Negotiate contracts, terms, and conditions with suppliers, ensuring favorable pricing, quality, and delivery terms.
 - c. Establish and maintain relationships with suppliers, including conducting supplier performance evaluations and addressing any issues or concerns.
 - iii. Procurement Process Execution:**
 - a. Coordinate and oversee the procurement process, ensuring compliance with policies, procedures, and applicable laws.
 - b. Manage the issuance and receipt of purchase orders, ensuring accurate and timely communication with suppliers.
 - c. Monitor procurement timelines and milestones, ensuring that procurement activities are completed within established deadlines.
 - iv. Contract Management:**
 - a. Administer and manage contracts throughout their lifecycle, including contract execution, monitoring, and performance evaluation.
 - b. Ensure that all contractual obligations are fulfilled, including timely delivery of goods or services and adherence to quality standards.



- c. Address any contract-related issues, disputes, or changes, following the established procedures for contract amendments or resolution.
 - v. **Documentation and Reporting:**
 - a. Maintain accurate and up-to-date procurement records, including contracts, purchase orders, and supplier information.
 - b. Prepare and submit procurement reports, as required, to stakeholders, management, or regulatory authorities.
 - c. Contribute to the development and maintenance of procurement-related documentation and templates.
- 8.3. Budget Holder:**
- i. **Budget Planning and Monitoring:**
 - a. Budget holders are responsible for developing and managing their respective budgets, including allocating funds for procurement activities.
 - b. They collaborate with the procurement team to determine the budgetary requirements for procurement projects and initiatives.
 - c. Budget holders monitor their budgets regularly, ensuring that expenditures align with approved budgets and available funds.
 - ii. **Procurement Planning and Approval:**
 - a. Budget holders work closely with the procurement team to plan and prioritize procurement needs based on their budgetary allocations.
 - b. They provide input and guidance on the procurement requirements, including specifications, timelines, and expected outcomes.
 - c. Budget holders review and approve procurement requests, ensuring that they align with the organization's objectives and budgetary constraints.
 - iii. **Compliance with Policies and Procedures:**
 - a. Budget holders are responsible for ensuring that procurement activities within their budgets adhere to YIB's procurement policies and procedures.
 - b. They verify that procurement processes are conducted transparently, following the established guidelines and legal requirements.
 - c. Budget holders collaborate with the procurement team to address any compliance issues or concerns that may arise during the procurement process.
 - iv. **Financial Oversight and Control:**
 - a. Budget holders exercise financial oversight over procurement activities within their budgets, ensuring that expenses are reasonable, necessary, and properly authorized.
 - b. They review and approve procurement-related invoices, ensuring that payments are accurate and supported by appropriate documentation.
 - c. Budget holders work closely with the finance team to reconcile procurement expenses, monitor budget utilization, and address any financial discrepancies or variances.
 - v. **Performance Evaluation:**
 - a. Budget holders assess the performance and outcomes of procurement activities within their budgets.
 - b. They collaborate with the procurement team to evaluate the quality, timeliness, and cost-effectiveness of goods or services delivered.
 - c. Budget holders provide feedback and recommendations for improvement to the procurement team, contributing to the continuous enhancement of procurement practices.
 - vi. **Collaboration and Communication:**



- a. Budget holders maintain effective communication and collaboration with the procurement team, ensuring a clear understanding of procurement needs and objectives.
- b. They provide timely and accurate information to the procurement team, facilitating the smooth execution of procurement processes.
- c. Budget holders actively engage in discussions and decision-making related to procurement, contributing their expertise and insights..

8.4. Suppliers and Contractors:

i. Compliance with Laws and Regulations:

- a. Suppliers and contractors must comply with all applicable laws, regulations, and guidelines governing procurement practices.
- b. They should ensure that their products, services, and operations meet legal and regulatory requirements.

ii. Ethical Conduct:

- a. Suppliers and contractors are expected to maintain high ethical standards in their business practices.
- b. They should avoid engaging in any form of bribery, corruption, or unethical behavior.

iii. Quality and Timeliness:

- a. Suppliers and contractors must deliver products or services of the specified quality, meeting the agreed-upon standards and requirements.
- b. They should ensure that deliveries are made in a timely manner, adhering to the agreed-upon schedules and deadlines.

iv. Competitive Pricing:

- a. Suppliers and contractors should provide competitive pricing for their products or services.
- b. They should avoid engaging in price-fixing or any anti-competitive practices.

v. Compliance with Contractual Obligations:

- a. Suppliers and contractors must fulfill all contractual obligations as specified in the agreements or contracts.
- b. They should adhere to the terms and conditions, including delivery schedules, payment terms, and any other contractual requirements.

vi. Confidentiality and Data Protection:

- a. Suppliers and contractors should maintain the confidentiality of any sensitive information or data provided by YIB.
- b. They should implement appropriate measures to protect data and prevent unauthorized access or disclosure.

vii. Health, Safety, and Environmental Standards:

- a. Suppliers and contractors must comply with health, safety, and environmental standards applicable to their products, services, and operations.
- b. They should take necessary measures to ensure the health and safety of their employees and the environment.

viii. Communication and Collaboration:

- a. Suppliers and contractors should maintain open and transparent communication with YIB regarding any issues, concerns, or changes related to the procurement process.
- b. They should collaborate effectively with YIB staff members involved in the procurement process to ensure smooth execution and successful outcomes.

Failure to comply with these responsibilities may result in contractual penalties, termination of contracts, or exclusion from future procurement opportunities with YIB.



9. PROCUREMENT PROCEDURES

8.1. Procurement Planning:

- a. Identify procurement needs based on organizational requirements and budget.
- b. Prepare a procurement plan that outlines the goods, services, or works to be procured, estimated costs, and timelines.
- c. Seek approval from the Executive Director or the Operations Manager before initiating procurement activities.

8.2. Sourcing Suppliers:

- a. Identify potential suppliers or contractors through market research, referrals, or open tender processes.
- b. Issue a Request for Quotation (RFQ) or Request for Proposal (RFP) to the selected suppliers, clearly stating the requirements, evaluation criteria, and submission deadlines.
- c. Ensure that the RFQ or RFP is widely circulated to promote competition and attract qualified suppliers.

8.3. Bid Evaluation and Selection:

- a. Establish an evaluation committee comprising members with relevant expertise and independence.
- b. Evaluate bids or proposals based on predetermined evaluation criteria, such as price, quality, experience, and compliance with specifications.
- c. Conduct site visits or interviews, if necessary, to assess the capabilities and suitability of potential suppliers.
- d. Select the supplier or contractor that best meets the organization's requirements and offers the best value for money.
- e. Document the evaluation process and reasons for selection or rejection of bids.

8.4. Contract Negotiation and Award:

- a. Initiate contract negotiations with the selected supplier or contractor to finalize terms, conditions, and pricing.
- b. Ensure that the contract includes clear deliverables, timelines, payment terms, and dispute resolution mechanisms.
- c. Seek legal advice, if required, to ensure that the contract is legally binding and protects the organization's interests.
- d. Obtain necessary approvals and sign the contract with the selected supplier or contractor.

8.5. Contract Management:

- a. Monitor the performance of the supplier or contractor to ensure compliance with contractual obligations.
- b. Conduct regular inspections or quality checks to verify the quality and quantity of goods or services provided.
- c. Maintain proper documentation of contract-related correspondence, changes, and amendments.
- d. Address any issues or disputes that arise during the contract period promptly and in accordance with the agreed procedures.
- e. Evaluate supplier or contractor performance at the end of the contract and provide feedback for improvement.

8.6. Record Keeping and Reporting:

- a. Maintain accurate records of all procurement activities, including procurement plans, bids, contracts, and payment documentation.
- b. Ensure that all procurement records are properly organized, secured, and easily accessible for internal and external audits.



- c. Prepare regular reports on procurement activities, including expenditure, savings achieved, and compliance with procurement policies and procedures.
- d. Report any potential violations or concerns related to procurement to the appropriate authorities or designated compliance channels.

10. ETHICAL STANDARDS AND CONFLICT OF INTEREST

The Youth For Integrity Building (YIB) organization upholds high ethical standards in its procurement processes and has strict guidelines to prevent and address conflicts of interest. The following are the ethical standards and conflict of interest policies:

10.1. Transparency and Fairness:

- a. All procurement activities shall be conducted in a transparent and fair manner, ensuring equal opportunities for all potential suppliers or contractors.
- b. Information related to procurement processes, including bid specifications, evaluation criteria, and contract terms, shall be clearly communicated to all stakeholders.
- c. Any changes or modifications to procurement requirements or processes shall be communicated promptly and transparently to all affected parties.

10.2. Avoidance of Conflicts of Interest:

- a. YIB staff involved in procurement activities shall disclose any actual or potential conflicts of interest that may compromise their impartiality or integrity
- b. Conflicts of interest may arise from personal relationships, financial interests, or other factors that could influence decision-making.
- c. Staff members with conflicts of interest shall be recused from participating in the procurement process related to the specific conflict.
- d. YIB shall maintain a register of conflicts of interest and regularly review and update it as necessary.

10.3. Prohibition of Bribery and Corruption:

- a. YIB strictly prohibits any form of bribery, corruption, or unethical behavior in its procurement activities.
- b. Suppliers, contractors, and service providers shall not offer or accept any bribes, kickbacks, or other improper inducements.
- c. YIB staff members involved in procurement processes shall not solicit or accept any personal favors, gifts, or benefits that may compromise their objectivity or integrity.
- d. Any suspected bribery or corruption shall be reported immediately to the appropriate authorities or designated compliance channels.

10.4. Confidentiality and Data Protection:

- a. YIB shall ensure the confidentiality and protection of sensitive procurement-related information, including supplier bids, proposals, and pricing details.
- b. Access to procurement data and documents shall be restricted to authorized personnel only, and appropriate safeguards shall be implemented to prevent unauthorized access or disclosure.
- c. Personal data collected during the procurement process shall be handled in accordance with applicable data protection laws and regulations.

10.5. Compliance and Oversight:

- a. YIB shall establish mechanisms to monitor and enforce compliance with ethical standards and conflict of interest policies.
- b. Regular internal audits and reviews shall be conducted to assess the effectiveness of procurement processes and identify areas for improvement.



- c. Staff members shall receive training on ethical conduct, conflict of interest, and procurement policies and procedures.
- d. Whistleblower mechanisms shall be in place to encourage the reporting of any violations or concerns related to procurement ethics..

11. CONTRACT MANAGEMENT

The Youth For Integrity Building (YIB) organization follows a structured approach to contract management to ensure effective oversight and compliance with contractual obligations. The key steps in YIB's procurement contract management process are as follows:

11.1. Contract Establishment:

- a. Ensure that the contract is properly drafted, including clear and concise terms and conditions that reflect the agreed-upon scope of work, deliverables, timelines, and payment terms.
- b. Identify the key stakeholders involved in the contract, both within YIB and the supplier or contractor, and establish communication channels and points of contact.
- c. Obtain necessary approvals and signatures from authorized personnel within YIB and the supplier or contractor.

11.2. Contract Administration:

- a. Assign a contract manager within YIB to oversee the implementation and administration of the contract.
- b. Maintain accurate records of all contract-related correspondence, changes, and amendments.
- c. Ensure that all parties involved in the contract are aware of their roles, responsibilities, and obligations.
- d. Establish a system for tracking and monitoring contract deliverables, timelines, and performance indicators.

11.3. Performance Monitoring:

- a. Regularly monitor and assess the supplier or contractor's performance against the agreed-upon deliverables and performance indicators.
- b. Conduct site visits, inspections, or quality checks, as necessary, to verify the quality and quantity of goods or services provided.
- c. Document any instances of non-compliance or performance issues and address them with the supplier or contractor according to the agreed-upon procedures.

11.4. Contract Amendments and Changes:

- a. Review and evaluate any proposed changes or amendments to the contract, considering their impact on the scope, timeline, and cost.
- b. Follow the agreed-upon procedures for requesting and approving changes to the contract, ensuring that all changes are documented and communicated to all relevant stakeholders.
- c. Evaluate the financial and operational implications of any changes and seek necessary approvals before implementing them.

11.5. Contract Renewal or Termination:

- a. Evaluate the performance and outcomes of the contract near its expiration date to determine whether to renew or terminate the contract.
- b. Initiate discussions with the supplier or contractor regarding contract renewal or termination, ensuring that all relevant contractual obligations and notice periods are followed.
- c. Document the decision and reasons for renewal or termination, and ensure a smooth transition or handover process, if applicable.



11.6. Dispute Resolution:

- a. Establish mechanisms for resolving disputes or disagreements that may arise during the contract period
- b. Follow the agreed-upon dispute resolution procedures, which may include negotiation, mediation, or arbitration, to address any conflicts or disagreements.
- c. Document all dispute resolution efforts and outcomes for future reference or legal purposes.

11.7. Contract Closure:

- a. Conduct a final review and assessment of the contract's performance against the agreed-upon objectives and deliverables.
- b. Ensure that all contractual obligations have been fulfilled, including the delivery of goods or services, payment of invoices, and resolution of any outstanding issues.
- c. Complete all necessary administrative tasks, such as archiving contract documents, finalizing financial records, and conducting a lessons learned evaluation..

12. COMPLIANCE AND REPORTING

The Youth For Integrity Building (YIB) organization places a strong emphasis on procurement compliance and reporting to ensure adherence to applicable laws, regulations, and internal policies. The following outlines YIB's approach to procurement compliance and reporting:

12.1. Compliance with Laws and Regulations:

- a. YIB ensures that all procurement activities are conducted in compliance with relevant laws, regulations, and guidelines governing procurement practices.
- b. The organization stays updated on any changes in procurement regulations and ensures that its policies and procedures are revised accordingly.
- c. YIB maintains a comprehensive understanding of legal requirements related to procurement, including public procurement laws, ethics laws, and any specific regulations applicable to the organization's sector or jurisdiction.

12.2. Internal Policy Compliance:

- a. YIB has established a procurement policy that outlines the organization's expectations and standards for procurement activities.
- b. All staff members involved in procurement are required to familiarize themselves with the policy and comply with its provisions.
- c. YIB conducts regular training and awareness programs to ensure staff members understand and adhere to the procurement policy.

12.3. Procurement Audits and Reviews:

- a. YIB conducts periodic internal audits and reviews of procurement activities to assess compliance with policies, procedures, and legal requirements.
- b. Audits may include reviewing procurement documentation, evaluating contract management processes, and assessing the effectiveness of internal controls.
- c. Findings from audits are used to identify areas for improvement and to implement corrective actions, as necessary.

12.4. Reporting Mechanisms:

- a. YIB maintains clear reporting mechanisms for procurement compliance concerns or potential violations.
- b. Staff members are encouraged to report any suspected violations or concerns related to procurement through designated channels, such as a whistleblowing hotline or an internal reporting system.
- c. YIB ensures that reports are treated confidentially and that appropriate actions are taken to investigate and address reported concerns.



12.5. External Reporting:

- a. YIB complies with any external reporting requirements related to procurement, such as reporting to regulatory authorities or funding agencies.
- b. The organization provides accurate and timely information as required, including financial reports, procurement plans, and disclosure of any conflicts of interest.

12.6. Continuous Improvement:

- a. YIB is committed to continuously improving its procurement compliance and reporting processes.
- b. The organization regularly reviews and updates its procurement policies and procedures to align with best practices and emerging trends.
- c. Lessons learned from audits, reviews, and reported concerns are used to enhance procurement practices and strengthen compliance measures.

13. REVIEW AND REVISION

The Youth For Integrity Building (YIB) organization recognizes the importance of regularly reviewing and revising its procurement policy to ensure its continued effectiveness and relevance. The process for reviewing and revising the procurement policy typically involves the following steps:

13.1. Scheduled Reviews:

- a. YIB establishes a predetermined schedule for reviewing the procurement policy, ensuring that it is reviewed at regular intervals.
- b. The frequency of reviews may depend on factors such as changes in procurement regulations, organizational priorities, or significant internal or external developments.

13.2. Stakeholder Involvement:

- a. YIB involves key stakeholders in the review process, including members of the Procurement Committee, procurement officers, budget holders, and other relevant staff members.
- b. Stakeholders provide input, feedback, and suggestions based on their experiences and knowledge of procurement practices within the organization.

13.3. External Benchmarking:

- a. YIB conducts benchmarking exercises to assess the procurement policies and practices of other organizations, particularly those in similar sectors or with comparable procurement challenges.
- b. External benchmarking helps identify best practices, emerging trends, and areas for improvement that can be incorporated into the policy revision process.

13.4. Legal and Regulatory Compliance:

- a. YIB ensures that the procurement policy remains aligned with applicable laws, regulations, and guidelines governing procurement practices.
- b. The policy is reviewed to ensure compliance with any changes in procurement regulations or legal requirements.

13.5. Feedback and Lessons Learned:

- a. YIB gathers feedback and lessons learned from past procurement activities, audits, and compliance reviews.
- b. This feedback helps identify areas where the policy may need to be strengthened or clarified to address challenges or improve efficiency.

13.6. Policy Revision Process:

- a. Based on the input and feedback received, YIB initiates the revision process
- b. A dedicated team or committee is assigned to review the policy, identify necessary changes, and propose revisions.



c. The team ensures that the revised policy aligns with the organization's strategic goals, addresses any identified gaps, and incorporates best practices.

13.7. Consultation and Approval:

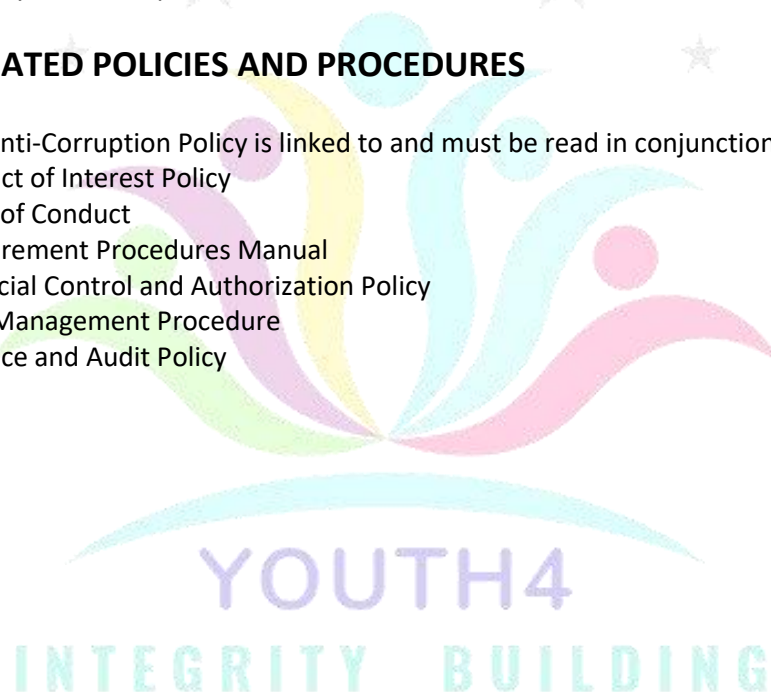
- a. The revised procurement policy is shared with relevant stakeholders for their input and feedback.
- b. Feedback received is considered and incorporated into the final version of the revised policy.
- c. The revised policy is then presented to the appropriate authority or governing body for approval.

13.8. Communication and Implementation:

- a. Once approved, the revised procurement policy is communicated to all relevant staff members and stakeholders.
- b. Training and awareness programs are conducted to ensure that staff members understand the changes and their responsibilities under the revised policy.
- c. The revised policy is implemented and monitored to assess its effectiveness and identify any further improvements needed.

14. ASSOCIATED POLICIES AND PROCEDURES

- The YIB Anti-Corruption Policy is linked to and must be read in conjunction with:
- YIB Conflict of Interest Policy
- YIB Code of Conduct
- YIB Procurement Procedures Manual
- YIB Financial Control and Authorization Policy
- Records Management Procedure
- Compliance and Audit Policy



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